**UNIVERSITY OF CAPE COAST**

**COLLEGE OF HUMANITIES AND LEGAL STUDIES**

**SCHOOL OF ECONOMICS**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

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**MSc. DATA MANAGEMENT AND ANALYSIS**

**2024/2025 ACADEMIC YEAR**

**ASSIGNMENT 2**

**COURSE TITLE: DATA CURATION AND MANAGEMENT PLANS**

**COURSE CODE: DMA 820**

**COURSE INSTRUCTOR: RAYMOND ELIKPLIM KOFINTI (PH.D.)**

**STUDENT NAME: AHETO FRANCIS**

**REGISTRATION NUMBER: SE/DMD/24/0016**

1. **Data Quality Performance Indicators for the Electoral Commission of Ghana**

To fulfill its vision of conducting free, fair, and credible elections, the Electoral Commission of Ghana (EC) must prioritize high-quality data management. The following six data quality performance indicators are recommended to enhance the Commission's operations:

**Accuracy**

Data must reflect real-world facts correctly. For the EC, accurate voter registration, polling station information, and results data are vital to maintaining the credibility of electoral processes.

**Timeliness**

Data must be available when needed. Timely updates of electoral rolls, publication of results, and response to electoral incidents help the Commission stay proactive and transparent.

**Completeness**

All necessary data must be present. Incomplete voter records or missing polling information can disenfranchise voters and compromise election fairness.

**Consistency**

Data should be uniform across systems and time periods. The EC must ensure that voter information, once recorded, remains consistent across national and regional databases to avoid duplication or omission.

**Integrity**

Data must be protected from unauthorized alteration. Secure handling of data—especially during tabulation and transmission—ensures public trust and electoral credibility.

**Accessibility**

Authorized users must be able to retrieve and use data easily. Stakeholders, including political parties and the public, must have access to electoral data in formats that support transparency and accountability.

By embedding these indicators into its data governance framework, the Electoral Commission of Ghana will strengthen its institutional performance, promote public confidence, and fulfill its democratic mandate.

**(B) Five Administrative Data Points the Electoral Commission of Ghana Should Prioritise for Archiving**

To support credible and transparent elections, the Electoral Commission of Ghana (EC) must implement a robust data archiving strategy. Archiving key administrative data ensures institutional memory, supports future planning, enables audits, and promotes accountability. The following five data points are recommended for prioritised archiving over the next five years:

**Voter Register Data**

The biometric and demographic information of registered voters is central to election integrity. Archiving historical voter registers helps monitor registration trends, detect anomalies (e.g., duplicate records), and validate the credibility of current rolls.

**Election Results Data (Presidential, Parliamentary, and Local)**

Storing detailed official results at all electoral levels enables long-term trend analysis, post-election audits, and public verification. It also supports dispute resolution and informs electoral reforms.

**Polling Station and Electoral Map Data**

Geographical information about polling stations, electoral boundaries, and district layouts supports future boundary demarcation and logistical planning. Archived maps also assist in comparing past and present spatial arrangements.

**Political Party and Candidate Nomination Records**

Records on candidates and political parties, including nomination forms and disqualification reasons, ensure transparency, legal compliance, and historical tracking of political participation.

**Electoral Incident and Complaint Logs**

Data on reported irregularities, complaints, and resolutions provides insights into systemic weaknesses, supports continuous improvement, and enhances public confidence when transparently managed.

Archiving these data points with proper metadata and secure backup systems will help the Electoral Commission maintain a reliable institutional memory, facilitate evidence-based planning, and uphold its mission to deliver free and credible elections in Ghana.

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