

Stock-Take

Data stock-taking will be an ongoing process because of the large amount of data involved. Data owners and their teams will be involved as they have the domain knowledge and the operation experience to prioritise the stock-taking process.

The process:

1. The engagement with data owners started with HR, RGO, EM, SDAR and will continue to expand;
2. Information gathering templates, in alignment with SG-DRM, are provided to the data owners and their teams;
3. Discussions will be organised to resolve issues such as classification, completeness and possible need for harmonisation, etc;
4. Finalised lists will be uploaded onto a centralised metadata listing site, which will be eventually incorporated into our Data Catalog;
5. The NYP Data Catalog will be open for staff to view and sample data segments can be provided for users to test.

Uploading Datasets on Vault 2021

Attachments:

-  FCM12-2013-Annex-D-Stocktake_template
-  NYP Information gathering templates