



TEGEMEO INSTITUTE OF AGRICULTURAL POLICY AND DEVELOPMENT

Tegemeo Data Policy

1.0 Introduction

Investments in agriculture and rural development require well informed decisions to achieve their intended goals. This can only be realized through use of high quality data, which is often lacking. The wide use of high quality data, through data sharing allows for efficient use of and higher returns to scarce resources invested in their collection and management. It is against this backdrop that Tegemeo Institute has developed a policy to guide stewardship of the data collected under TAPRA.

1.1 Mandate of Tegemeo Institute

Tegemeo Institute of Agricultural Policy and Development is an institute under the Division of Research and Extension of Egerton University. The Institute is mandated to conduct policy research and disseminate findings in an objective manner. The Institute's vision is *a people forever free from hunger and poverty*. Its mission is *to conduct pro-active policy research and advocacy that enhance food security, create wealth and sustain the environment*.

1.2 Research Approach of Tegemeo Institute

Tegemeo Institute conducts policy and analysis in the domain of agriculture, rural development, natural resources and environment with the aim of addressing micro and macroeconomic issues. Its approach is to combine research, capacity building and outreach. The following are the main features of the Institute's approach:

1. Research on issues and policies that impact on agriculture, natural resources, environment and rural development with the aim of generating practical options for addressing contemporary problems.
2. Building of a data and information bank to be used in rural and agricultural policy analysis, formulation and implementation.

3. Outreach activities to inform on research findings and their implications for policy formulation and decision-making. This is accomplished through conferences, workshops, seminars and publications.
4. Supporting the development and strengthening of capacity for policy research and analysis for public and private sector and civil society.
5. Collaboration on research and exchange of information with other institutions and agencies.

1.3 Data

Tegemeo Institute collects data on rural and urban livelihoods. Rural household data collected includes agricultural production activities, demographic characteristics, non-farm activities and infrastructure and services. Urban data consist of household spending on food and non-food items, demographic characteristics and income activities. Tegemeo's analytical work based on these data and its objective stance in reporting and disseminating research findings have won the acceptance of government, the private sector, civil society, academia and other stakeholders in Kenya's agriculture and rural sector. Tegemeo data have been used to inform policy and development in Kenya (e.g. Kenya Rural Development Strategy (KRDS), Strategy to Revitalize Agriculture (SRA), Economic Recovery Strategy (ERS), Agriculture Sector Development Strategy (ASDS), Kenya Vision 2030 and other development initiatives).

2.0 Goals of data policy

Tegemeo Institute data policy is guided by the general principles of data stewardship as indicated below:

1. Data collected with public resources should be used in ways that benefit the public.
2. Widespread use of data allows broader dissemination to a wider audience hence higher return to investment.
3. Researchers involved in collecting the data have exclusive rights to use the data for a specified period of time. This is to ensure their professional development.
4. Researchers "outside" the research institution that collects the data may use it through agreements. The specific form and conditions of the agreement may differ according to the requestor, purpose, and authorship arrangements. (See details in Annex 1).

With respect to data policy, the specific goals of Tegemeo Institute are to:

- Contribute to public program design through timely provision of useful information
- Facilitate public provision of data for the advancement of science
- Support the development of Tegemeo Institute as a premier institute

- Enhance the professional development and recognition of Tegemeo staff

2.1 Definitions

Primary dataset: raw data that are obtained directly from respondents. The data are generally captured through surveys, interviews, focus group discussions, or other direct interactions with individuals in the field.

Research data: facts and observations on which a test is based. The data may be numeric or descriptive.

Secondary dataset: pre-existing data not gathered or collected for the current research project. Usually it has been collected by another organization or source or data collected from government publications.

Major research products (publications): working papers, research reports, books, journal articles, or policy briefs

Researcher: the individual who conducts, directs, and/or facilitates research activities and carries the primary responsibility for the research. The researcher is referred to as the *principal investigator* (PI) when acting as the leader of a research team.

2.2 Guidelines for use of Open Data

1. Tegemeo Institute supports open data policy and shall make its data available to the public as soon as the data is adequately prepared.
2. Data will be released in raw form. Users will have to process this data as per their needs and research objectives.
3. Tegemeo Institute does not take responsibility for divergences in research data/findings among researchers. Divergences may arise from differences in data preparation, processing and transformation by individual researchers.
4. Individual researchers will be expected to use widely accepted and credible methods to generate research findings/recommendations.
5. If a requestor will need Tegemeo's assistance in the preparation of research data, a fee may apply to cover time costs, subject to time availability
6. Acknowledgement for use of data in all publications of major research products using standard text is provided below:

“The data used in this work was collected and made available by the Tegemeo Institute of Agricultural Policy and Development of Egerton University, Kenya. However the specific findings and recommendations remain solely the authors’ and do not necessarily reflect those of Tegemeo Institute”

To access the open data, download the relevant form from the website and submit to the email provided on the form.

2.3 General Conditions of Data Agreements for Limited Access Data

2.3.1 For limited access data it is recommended that the requestor and the Institute get into an agreement. This agreement will be guided by the following;

1. The requestor will submit a 2-3 page concept note outlining:
 - a. Research objectives
 - b. Research activities
 - c. Theoretical or conceptual approach
 - d. Statistical methods to be applied
 - e. Major research product(s) and where it/they will be submitted
 - f. Names and affiliations of principal investigator(s) and other research staff, including full address, fax, telephone and email addresses.
 - g. Expected date of completion of the major research product(s)
2. Partnership between the requestor and Tegemeo Institute in producing the major research product will be required.
3. Students requesting for data may be given special considerations with regards to section 2.3.1 above.
4. Tegemeo Institute requires the submission of a Tegemeo working paper within 6 months of completion of the major research product.
5. The requestor will have the obligation to notify Tegemeo Institute of publication of any major research product using the data provided by Tegemeo.
6. The requestor **SHALL NOT** provide the data to other individuals or organizations.
7. Acknowledgement for use of data in all publications of major research products using standard text is provided below:

“The data used in this work were collected and made available by the Tegemeo Institute of Agricultural Policy and Development of Egerton University, Kenya. However the specific findings and recommendations remain solely the authors’ and do not necessarily reflect those of Tegemeo Institute”

2.3.2 Procedure for data request

1. Requestor is required to complete a request form available on-line (Access to other Data Request Form)
2. Requestor submits the request form by email.
3. Tegemeo acknowledges receipt of the completed request form by email.
4. The Data Stewardship Committee at Tegemeo will make a decision on the request within two months from submission, and notify the requestor of the decision.
5. Once accepted, the data will be provided and used according to the agreement.

2.4 Other criteria

Individuals who were previously but not currently employed by the Tegemeo Institute will have access to data that had been collected up to the time of their departure from the Institute. For data collected after their departure, they will have to request on-line following the laid down procedure. These data shall be used by the said individuals only for professional development. They shall not make such data accessible to other individuals or organizations.

Annex 1. Typology of requests and requestors

Requestors

Kenyan university (student and/or professor)
Non-Kenyan university (student and/or professor)
Development partners
National research institutions
International/regional research institutions
Private sector
Government
Civil society

Analysis/authorship options

1. Tegemeo is asked to provide primary (raw) data
2. Tegemeo staff are co-PIs on the research and co-authors on the products
3. Tegemeo is asked to facilitate research (transformed) data preparation

Major products

Thesis

Research paper, technical report, policy brief, or monograph

Book chapter

Journal articles

Intra-agency (donor) policy processes