Social Safety Nets Project-Comments on meeting today with all institutions

Discussion on Finalizing Citizen Data Collection Form and the Action Plan

We would like to convey our gratitude for ICAT to consider and sending us invitation to represent Ministry of Finance for this meeting. Most important thing are objectives of each department and their use of the data for decision making process. We would like to give our comments for the today meeting for your kind consideration.

1. **Data Collection form** 
   1. Size of the Data Collection form and Complexity is more important for time, cost and accuracy.
   2. We proposed you to collect data from HH level. Depend of the number of members other individual will fill their information according to the age
   3. Awareness of the information provider (HH) on this process and returns for them. Therefore, we need to have communication campaign to aware both parties to get right output.
   4. We have to estimate time taken to complete one HH data
2. **Data Collection Tool and Process**
   1. We need to Appoint different data validation point at DSD Level as well.

*Ex, Basic Data-Grama Niladhari, Income and Livelihood-Samurdhi Development officer*

* 1. Validity, Reliability of information/Data provided by HH/Individual and mechanism of validation. Grama Niladhari can only validate limited scope in the form.

1. **Mode of Data Collection**
   1. We assume that 70% of data can be collected through digital form of it is available online now and other 30% need to cover using form-based data collection.
   2. We Proposed three modes to expedite and open flexibility for users
      1. Web based- Cost Effective
      2. Mobile Application-Sustainable
      3. Form Based-Accuracy is low
   3. Electronic Application will reduce the time and cost of the target project. Form can come garbage and out garbage as well.
2. **Exiting Data Migration**
   1. Most logical and practical method to speed up the process is to migrate Family Profile (may be 25 Fields) to new citizen information management system
   2. Ask all citizen to verify and update their information through mobile, web-based system. Next step will be validated information through DS Level
3. **Keeping Up to date information**
   1. We are not clear about the Update mechanism of the data once we collected. Therefore, we proposed provide one tablet for Grama Niladhari to keep up to date information.
   2. We have to plan time interval for update data in the system. We can collect all data within one three months and will obsolete withing one month
   3. Who is responsible for keep UpToDate information.
4. **Establish Institutional Mechanism for Sustainability of DS Level Information management** 
   1. Appoint one officer as a **Data Management officer** from newly appointed graduates
   2. Start one Data Management Unit at DS level to support all intuitions
   3. Assign role for DSD level officers (Samurdhi, Elder, Disable, Land, Agriculture) to validate, update his information regularly and provide facility through system.