



Open Data Barometer 2014

Technical Assessment - Research Handbook

Introduction

This guide introduces the technical assessment process for the 2014 Open Data Barometer.

It acts as a handbook for researchers, and a reference for those seeking to understand the data that has been made available through the study.

Practical details on using the Survey Tool are included in [Appendix 1](#) of this guide.

Questions & structure

The 2014 Open Data Barometer seeks to repeat the analysis from 2013, with some small modifications:

- Technical assessments are being completed by a small team of open data expert researchers, based on initial input from Web Index country researchers;
- A number of dataset definitions have been modified in order to align with the Open Data Census, and other open data measurement projects¹;
- We are planning to publish the qualitative data from the survey alongside quantitative data, requiring a much more consistent approach to free text answers in the survey

Please read the question guidance carefully in each instance.

Overall, however, we have sought to maintain consistency with the questions used in 2013, to support cross-year analysis in this edition of the Open Data Barometer. Wider methodological revisions will be explored in 2015.

¹ Building on work towards [Common Assessment Methods for Open Data](#).

Question guidance

Context and impact review

Data provided by the Web Index research for each country is made available as an initial input to the technical review.

The technical researcher is asked to briefly review answers in the Context and Impact section. These may provide useful information about sources of data available in this country that can inform the main dataset questions.

The technical researcher should also conduct a check of the scores and evidence given for these questions, and if any significant weaknesses in these are identified, these should be flagged using the Comments Feature (see [Appendix 1](#) for details).

In the first instance, the technical researcher **should not** edit context and impact responses directly, but should consult with the coordinator over suggested changes.

Detailed guidance on each context and impact question can be found in the Web Index 2014 Research Handbook, or via the contextual 'Future Question Guidance' links for each question.

Dataset questions

For each dataset in the survey you will need to complete a ten point checklist. The first few questions will have *suggested* answers provided by the Web Index country researcher. However, these researchers may not have been open data experts, so you should use them as initial guidance only, and should conduct your own research to validate these answers.

You should cross-reference answers against:

- **The 2013 Open Data Barometer** - an interactive graph of country assessments is available at <http://practicalparticipation.github.io/odb-report/assets/datasets/index.html>
- **The Open Data Census** - though note that this may have both false positives and false negatives.
- **Dataset specific sources** (noted against each dataset below)

You should remove any irrelevant links or source information provided by Web Index researchers. If necessary, you can copy this into comments to keep a record of it.

You should assess the state of data **as of October 2014**. Any changes after the end of October 2014 should not be factored into your assessment. Updates may be made to surveys to reflect changes before the end of October.

If you suspect data was first published after the end of October 2014, please use resources such as Google Cache and the Internet Archive to confirm whether this was the case.

The dataset questions are as follow:

a) Does the data exist?

If the data is not collected in this country at all, or is not aggregated at a federal level in any form, then answer **no** to this question. You will be asked to provide an explanation of why the data does not exist.

If the data is collected at the level of government you are answering for in any form (e.g. paper or digital), then you should answer **yes**. You will be asked to provide details of the agencies responsible for this data.

In each case you will be asked to provide details of any limitations on the data that is available.

Examples:

- If you are answering for 'census data' and a census is carried out, with records kept on paper, then answer yes.
- If you are answering for 'census data' and no data is collected, or the data is only collected in one or two regions, answer no.

b) Is it available online from government in any form?

Can you find the data online in any digital format. This might include tables on web pages, PDF files, or scanned copies of paper documents, as well as other formats like Excel.

You should only answer yes if a substantial proportion of the data itself is available. Press releases or short summaries selecting just a few of the possible data points do not count. Under each particular dataset guidance is provided on what might constitute adequate online data.

Note: Ensure the source you find is the responsibility of government. A government domain name, or clear statement that the website is sponsored by government may provide evidence of this. If you find a dataset available on a non-government website then further searching to find if a government source is also available may be required. If no other government source is available, answer **no** to this question, **but** continue to the following questions based on the non-government source you have located.

Examples:

- If looking for mapping data and the government has published image files containing maps with boundaries and locations of key infrastructure (e.g. roads, rail) then answer **yes**
- If looking at census data and the only data available is in PDF reports with tables and graphs, but without in-depth statistical tables covering the majority of main census indicators, then answer **no**

You will also be asked to provide details of whether the data, or equivalent data, is available **as open data** from a third party. For example, in the case of mapping data, check for good Open Street Map coverage for the country.

c) Is the dataset provided in machine readable formats?

Can you find a copy of the data which can be opened in appropriate data manipulation and analysis software.

If there are multiple datasets that you could answer with respect to (for example, when a government publishes different data products based upon a census or land registry, or when there are a number of different government service directories maintained) you should answer with respect to the best example you can locate in terms of availability of open data. For example, if the government holds directories on hospitals, community health centres and doctors, but only the list of hospitals is in a machine readable form, you should note this in the justification and continue to answer the questions with respect to this hospitals datasets.

You may need to search the site where you find the data for a machine readable form. For example, if on a data portal, go back to the root of the portal and search for all mentions of this dataset to find different versions. If on a government website, use the 'site:' operator to search the site for 'open data', 'datasets' or files of csv, xls or other types.

Examples

- If the data is only available as scanned copies of printed out documents in PDF or in image formats answer **no**. In these cases the only way to get data that can be sorted or manipulated would be to retype it into a spreadsheet. This shows the data was not originally machine readable.
- If looking at statistical data, and there is a version of the dataset you can load into spreadsheet software and sort and filter, answer **yes**
- If looking at statistical data and the only data available is in PDF files, or on web pages where copying and pasting the data into a spreadsheet does not let you easily sort and filter it, answer **no**
- If looking for mapping data and there are shapefiles (SHP), Points of Interest (KML) or other geographic data formats provided, answer **yes**
- If looking for mapping data and the only data available is in the form of images, even if in 'slippy maps' online, answer **no**
- If there is an API (Application Programming Interface) for the data, or bulk downloads provided in XML, CSV or JSON formats, answer **yes**

d) Is the machine readable data available in bulk?

Bulk access to data files allows developers and analysts to more flexibly build upon the data and to integrate it into other products, services and activities.

Sometimes it is only possible to access small extracts of a dataset using an online interface, as when, for example, you can only get a spreadsheet download after you build a query onto the dataset, or when data is scattered across tables or a very large number of download files on different web pages. Look for a link to bulk downloads. These might be organised by month for time-series data, or broken down into sub-files for very large datasets.

However, to qualify as bulk data it should be possible for a developer to easily collect a list of download file URLs and then grab this data and feed it into an application.

Examples:

- If you are looking for crime data and the relevant agency publishes a list of monthly crime statistics files for download on one web page answer **yes**
- If looking for transport timetable data and the only way to get at a timetable is to fill in an online form for each transport route you are interested in, answer **no**

e) Is the dataset available free of charge?

If a bulk dataset is available, answer with respect to this. If the data is available online, but not in bulk, answer with respect to the online accessible version of the data.

Sometimes datasets are only available for a charge - either a one-off payment or a subscription fee. For example, when maps are licensed by the mapping agency and only provided for a fee, or when a country's legislation is compiled and provided for sale through a private company.

If a dataset is only available for a fee from a private company then please include notes on this in the comments.

Examples

- If looking for school performance data and the data is published for free in bulk on a government agency website, answer **yes**
- If looking for legislation and a company sells bulk access to a database of laws on CD for a price, and the data is not otherwise freely available, answer **no**

f) Is the data openly licensed?

If a bulk dataset is available, answer with respect to this. If the data is available online, but not in bulk, answer with respect to the online accessible version of the data.

Unless the license that a dataset is provided under is explicitly stated, users of the data cannot be sure whether they have permission to re-use it, and under what conditions. For example, government datasets may be subject to copyright or intellectual property restrictions that make it illegal for a campaign group or company to build on top of the data or redistribute it.

Look for a clear licenses statement setting out the permission that a user has. This will only count as an open license if:

- It clearly states that anyone has permission to re-use it;
- It does not restrict who can re-use the data (for example, through non-commercial restrictions);

Refer to the [Open Definition](#) and the list of [conformant licenses](#) for a detailed overview of what counts as an open license.

Examples:

- If there is no statement concerning how the data can be re-used, either next to the download, in the terms and conditions of the website, or on other relevant pages where the dataset can be found, answer **no**
- If there is a copyright or license statement that states the dataset can only be used for non-commercial use, or that it is only for 'personal' or 'research' use then answer **no**
- If there is a clear open data license statement associated with the dataset such as [Creative Commons Zero](#), [Open Database License](#), or [Open Government License](#) download answer **yes**
- If a statement of general permissions is associated with the dataset, and the intent of the statement is clearly and unambiguously intended to permit re-use of the data for all purposes, including commercial use, answer **yes**
- If there is statement of permissions, but it is ambiguous, and no other license is given, answer **no**

g) Is the dataset up to date?

Many datasets are only useful if they are recent and kept updated.

Consider how often you would expect data of this form to be updated, and look for evidence that this is a recent version of the data.

This assessment should focus on **the dataset itself** and not any meta-data records associated with the data.

Examples

If looking at a list of public services, and there is a bulk data file for download, but it appears to have been generated once-off, and not updated since, answer no

If looking at census data, and there are files from the last census, answer yes

If looking at budget data, and there are data files from the most recent budget, answer yes

h) Is the publication of this dataset sustainable?

Sometimes open data appears to involve just one-off publication of datasets, without any process in place to keep the data updated.

Look for evidence that this was a once-off publication, or for evidence that the dataset is being kept regularly updated. Offer your best judgement as to whether it is likely that this open data will be kept updated for at least a further 12 months (or longer if the update cycle for this data is longer than 12-months as in the case, for example, of election data, where you would judge on the basis of whether it is likely that open data will be published on results at the next election).

In some cases the evidence available to make a judgement will be limited. In these cases, where you cannot locate any evidence that the data will be updated regularly, you can answer **no**.

Examples:

- If this is a type of data set that needs regular updates, but only one version has been produced, answer **no**
- If all the datasets on a data portal were added on one data over 6 months ago, and there has been no activity since, answer **no**
- If there appear to be regular updates to the dataset, for example, monthly versions posted on the web page, answer **yes**
- If there is a clear commitment from the responsible agency to keep their open data updated, answer **yes**

i) Was it easy to find information on this dataset?

Thinking particularly about questions 2a - 2f, was it easy to find information on this dataset.

Answer **yes** if you think a regular Internet user with a degree level education would be able to locate and find out about this dataset if they were looking for it. Answer **no** if you struggled to locate the dataset, or if you think a degree educated Internet user in your country would face considerable struggles in trying to find and find out about this dataset.

Examples:

- If once you located the dataset all the information you needed about it's status as open data was just a few clicks away, answer **yes**

- If you had to repeatedly go back to search engines to find out about dataset licenses etc, or if you had to draw upon privileged information or contacts to find out about the dataset, answer **no**

j) Are data URIs provided for key elements in the dataset?

URI stands for Uniform Resource Identifier. For the purpose of this question you can treat these the same as URLs (Uniform Resource *Locators*), or, as they are more commonly known, web addresses.

Datasets contain many different entities. For example, a dataset on education might include record on about schools, regions and types of education programme. Advanced publication of these as open data, following [linked data principles](#) would involve creating a URI/web address for each of these entities, such that when a human or machine looked up that address they would be able to find data about that entity. The advantage of this is that when different datasets use the same URIs to identify a thing then connections can be more easily made between those datasets.

Checking if data URIs are provided may involve some detective work.

First, check to see if there is a 'Linked Data' version of the dataset is advertised. This may be provide in the 'RDF (Resource Descriptor Format)' file format, or as a file with the .ttl, .rdf, or .n3 file extension.

To answer **yes** to this question these formats are *not* required, but if you find these formats then it is likely that the answer is yes.

Another clue that linked data version of this dataset are available is when a 'SPARQL endpoint' is mentioned. SPARQL is a query language for linked data. Endpoints let people run their own queries against the data.

Secondly, if you don't find these formats apparent, look to see if there are unique web pages provided for all of the key entities in the dataset *provided by* the organisation or agency responsible for the dataset (Note: third party publication of URIs does not count, unless under agreement with the government organisation/agency).

For example, the UK Legislation website at <http://legislation.gov.uk> provides unique URIs for every bit of UK legislation, such as <http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

If you find URIs about key entities from the dataset, then you can check to see if a machine-readable data representation of the entity is available. Look for links to RDF, XML, JSON or other data formats on the page.

You may also 'view source' of the page, and check for <link rel="alternate" type="X" ...> links in the header which have formats such as application/xml, application/json, text/csv or similar.

Examples:

- If queries for the dataset name and RDF, Linked Data and SPARQL provides no clear pointers to available data, answer **no**
- If you find URIs for key entities from the dataset, maintained by the agency responsible for the dataset, and any machine-readable kind of data is available from these pages (CSV, JSON, XML etc.) answer **yes**
- If you find a series of web pages for each entry in the dataset (e.g. each school; each road) and this has a link to a .rdf version, which launches a file download, answer **yes**
- If you search and find a SPARQL endpoint which claims to contain the dataset, and this appears to be maintained by government, or under agreement with government, answer **yes**
- If you search and find an RDF version of the dataset, or a SPARQL endpoint which claims to contain the dataset, but this appears to have been built by a third party unrelated with government, answer **no** (this is because in these cases the URIs given to entities are not likely to be being maintained by government).

Extra resources on Linked Data:

- Wikipedia page on Linked Data: http://en.wikipedia.org/wiki/Linked_data
- Cool URIs: <http://www.digoiduna.eu/documentation/linkedata-approach>

Datasets

D1. Map Data (full coverage of the country)

A detailed digital map of the country provided by a national mapping agency and kept updated with key features such as official administrative borders, roads and other important infrastructure. Please look for maps of at least a scale of 1:250,000 or better (1cm = 2.5km).

Examples:

The United Kingdom mapping agency, the Ordnance Survey, provides open data mapping products for download:

<http://www.ordnancesurvey.co.uk/oswebsite/opendata/discover.html>

The United States Census.gov site provides detailed mapping products for download:

<http://www.census.gov/geo/maps-data/>

The Mozambique mapping agency at

http://www.cenacarta.com/modules.php?name=Downloads&d_op=viewdownload&cid=5 provide shape files for download.

D2. Land Ownership Data

A dataset that provides national level information on land ownership. This will usually be held by a land registration agency, and usually relies on the existence of a national land registration database.

Examples:

The New Zealand Land Registry makes data on 'land parcels' available as open data as listed at <http://data.govt.nz/dataset/show/1333>

The UK Land Registry publishes monthly residential sales 'Price Paid' data on land transactions at

<http://www.landregistry.gov.uk/market-trend-data/public-data/price-paid-data>

This [news story](#) reveals that Delhi has implemented a GIS system for land ownership, but also implies that a national land ownership database does not currently exist.

D3. Question intentionally left blank

There is no D3 question in the survey.

D4. National Statistics

Key national statistics such as demographic and economic indicators (GDP, unemployment, population, etc), often provided by a National Statistics Agency. Aggregate data (e.g. GDP for whole country at a quarterly level, or population at an annual level) is considered acceptable for this category.

Examples:

The [Moldovan Open Data Portal](#) contains datasets on population distribution drawn from the Census.

[Detailed bulk data tables](#) from the UKs 2011 Census are available online.

[Statistics Canada](#) provide in depth census tables and other national statistics for download.

D5. Detailed government budget

National government budget at a high level (e.g. spending by sector, department etc). Budgets are government plans for expenditure, (not details of actual expenditure in the past which is covered in the spend category).

Research tips:

The Open Budget Survey (not universal coverage) regularly assesses whether budget data is available from a government <http://survey.internationalbudget.org/>.

The OpenSpending.org platform have brought together many budget datasets, and may help you locate whether the government is publishing open budget data or not. In some cases data is being made available on open spending by third-parties converting from printed or PDF budget records. In these cases you can judge that data is available, but should decide whether or not this is sustainable, given the effort required on the part of civil society.

The World Bank have published a detailed report and 'FMIS World Map' dataset on Integrated Financial Management Information Systems in government. See <http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTPUBLICSECTORANDGOVERNANCE/0,,contentMDK:23118772~pagePK:148956~piPK:216618~theSitePK:286305,00.html>

Examples:

South Africa publishes detailed information on the countries budget online at <http://www.treasury.gov.za/documents/national%20budget/default.aspx> - a search on the site for xls files (using google> 'site:treasury.gov.za filetype:xls budget') suggests that datasets for elements of the budget may also be available, although further investigation is needed to confirm.

The UK Data Portal lists the PESA budget dataset at <http://data.gov.uk/dataset/hmt-pesa09-chapter1>

D6. Detailed data on government spend

Records of actual (past) national government spending at a detailed transactional level; at the level of month to month government expenditure on specific items (usually this means individual records of spending amounts under \$1m or even under \$100k). [Note: final validation of this dataset accepted cases of detailed quarterly spending records]

Examples:

The Uruguay Office of Planning and Budget publish a visualisation of public spending, along with underlying datasets: <http://agev.opp.gub.uy/advni/>

The UK has mandated detailed publication of all government spend over £25,000 and over 500 spend datasets can be found at data.gov.uk:

<http://data.gov.uk/data/search?tags=spend-transactions>

D7. Company register

A list of registered (limited liability) companies in the country including name, unique identifier and additional information such as address, registered activities. The data in this category does not need to include detailed financial data such as balance sheet etc.

Research tips:

The Wikipedia list of company registrars by country may prove useful in research:

http://en.wikipedia.org/wiki/List_of_company_registers

OpenCorporates.com have scraped data from many different corporate registries. Each record should link back to it's source, pointing you to details of the government held data. If the data only appears to be available in bulk form on Open Corporates, and is not available in bulk from the government, then do not award the dataset a mark for sustainability.

Examples:

[UK Companies House](#) list a 'free public data product' on their company information pages, which consists of a download of basic company information.

D8. Legislation

The constitution and laws of a country.

Please detail whether the data source covers all the laws of the country, or only a sub-set thereof.

Research tips:

Legislative open data will often be provided using eXtensible Markup Language (XML), so searching for '[country] legislation XML' may help locate open legislation data.

Examples:

The UK [Legislation.gov.uk](#) site provides laws as structured data as described in this [Legislation as open data](#) presentation. The site provides stable URLs for laws.

XML data files of recent US Laws are available through the Library of Congress Thomas site, as detailed at <http://xml.house.gov/>.

D9. Public transport timetables

Details of when and where public transport services such as buses and rail services are expected to run. Please provide details for both bus and rail services if applicable.

If no national data is available, please check and provide details related to the capital city.

Research tips:

Sometimes transport information is provided through an 'API' (Application Programming Interface) rather than as bulk downloads.

The GTFS data exchange provides details of many local areas sharing public transport data <http://www.gtfs-data-exchange.com/agencies/bylocation>

Examples:

[The Traveline National Dataset of public transport timetables](#) provides UK public transport timetables.

Labs Ruter provide an [API onto real-time transport information for Norway](#), released under an open license.

D10. International trade data

Details of the import and export of specific commodities and/or balance of trade data against other countries.

Examples:

Data.gov.uk lists [a range of trade statistics available](#) under the Open Government License.

The Central Statistics Organisation of Afghanistan publish [a list of exports by commodity and country](#) in a Excel spreadsheet on their website, along with other trade statistics.

D11. Health sector performance

Statistics generated from administrative data that could be used to indicate performance of specific services, or the healthcare system as a whole.

The performance of health services in a country has a significant impact on the welfare of citizens. Look for ongoing statistics generated from administrative data that could be used to indicate performance of specific services, or the healthcare system as a whole.

Health performance data might include:

- Levels of vaccination;
- Levels of access to health care;
- Health care outcomes for particular groups;
- Patient satisfaction with health services;

Research tips:

[The Global Health Data Exchange](#) maintain country profiles and a repository of datasets for countries across the world. The [advanced search](#) can be used to find 'Administrative Record' data types. This can help you locate national sources of health data, and explore whether these are open datasets. Not all the sources listed on the Exchange are from national governments, so check carefully when exploring available data.

National ministry of health websites are a useful starting point for a health data search in countries that do not have a national open data portal.

Examples:

The [UK Department of Health](#) publish extensive statistics on the performance of the health service.

The [Kenya Open Data Portal includes](#) statistics on levels of immunisation in the country, although the data is not updated.

D12. Primary and secondary education performance data

The performance of education services in a country has a significant impact on the welfare of citizens. Look for ongoing statistics generated from administrative data that could be used to indicate performance of specific services, or the education system as a whole.

Performance data might include:

- Test scores for pupils in national examinations;
- School attendance rates;
- Teacher attendance rates

Simple lists of schools do not qualify as education performance data.

Examples:

The [Kenya Open Data Portal](#) includes a range of education datasets, including attendance and test score statistics.

Brazil [publishes a microdata census of schools annually](#).

[The New Zealand Open Data Portal](#) lists a range of education and learning outcomes datasets, including primary and secondary school achievements.

D13. Crime statistics

Annual returns on levels of crime and/or detailed crime reports.

Crime statistics can be provided at a variety of levels of granularity, from annual returns on levels of crime, to detailed real-time crime-by-crime reports published online and geolocated, allowing the creation of crime maps.

Research tips:

Look for data from a national criminal records agency, or policing department.

Examples:

The Indian [National Crime Records Bureau](#) publish annual crime and prison statistics.

The [UK Police Force publishes street level](#) crime data on a monthly basis, sharing the location of individual crime reports.

D14. Environmental data

Data on one or more of: carbon emissions, emission of pollutants (e.g. carbon monoxides, nitrogen oxides, particulate matter etc.), and deforestation. Please provide links to sources for each if available.

Examples:

[The UK Department for Food and Rural Affairs](#) maintain an archive of air quality information.

The [Mexican 'Your Government Maps' service](#) provides maps on a variety of environmental indicators.

D15. National election results

Results by constituency / district for the most all national electoral contests over the last ten years. If only partial data is available please provide details.

Examples:

The [Swedish Election Authority](#) provide detailed downloads of election information, returns and results.

The [UK Electoral Commission](#) publish a spreadsheet of recent election results.

D16. Public contracting data

Details of the contracts issued by the national government.

Governments enter into many contracts for the provision of goods and services. Through websites publishing tenders, government contract finder websites, procurement portals and contract websites they may make information about the tender (request for bids) and award (details of who received the contract and it's value) online.

When answering this question please look for sources that provide **contract award** data (i.e. details of the fact a contract has been put in place, not only the request for bids). If only solicitation/tenders are available, please note this in your description of the available data.

Look for services that aggregate data from across government - not just single departmental websites. However, if no such service is available, check a selection of the biggest government departments and note if they publish their contract data in any form.

When looking for **open data** from a contracts portal, look for options to 'export' searches or feeds. If a national data portal exists, check here for national government contract data.

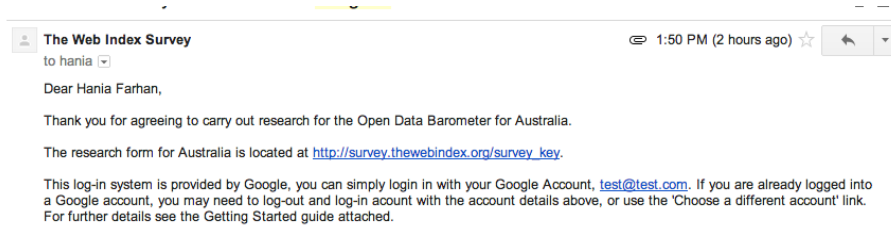
Examples:

[The United Kingdom Contracts Finder website](#) provides information on tenders and awarded contracts. It provides data feeds and on the data.gov.uk website there are details of a regularly updated data dump for this site.

Appendix 1: The Survey Tool

1. Logging In

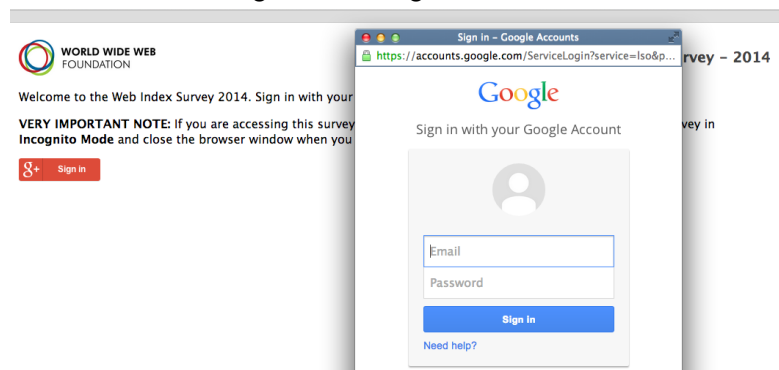
We use Google as an log-in provider for the survey*. When you receive a message assigning a survey to you for research or review, as below, then it will have already been shared with the Google account you notified us about.



If you are using Chrome as your main browser, click the link. If not, copy the link into Google Chrome to open the survey tool.

(If you use multiple Google Accounts on your computer, or you are accessing from a public computer, we recommend copying the link into a [new 'Incognito window'](#) which will not have any of login details stored)

You will get to the log-in window below:

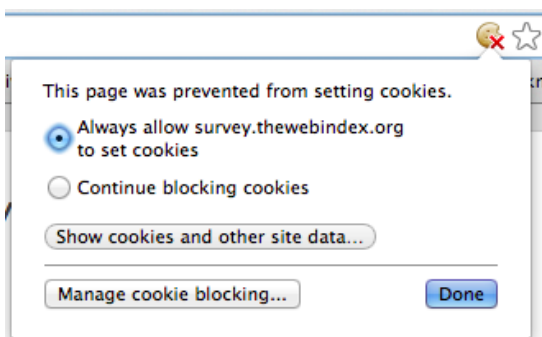
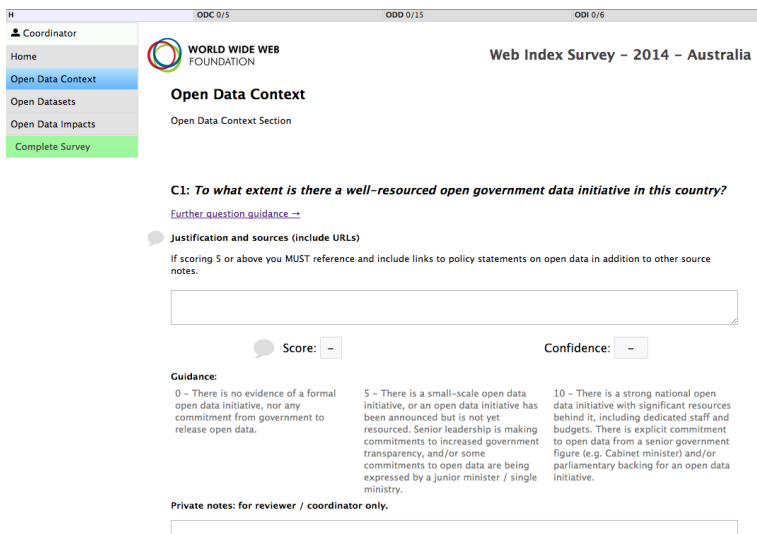


Click the 'Sign In' button. Select or enter the details of the Google Account you are using to access the survey.

Grant the survey platform permissions to know your identity, used for login purposes.

The survey tool should then load. You will stay logged in until you log-out of this Google Account on your computer (<https://accounts.google.com/logout>) or close the Incognito browser window if in Incognito mode.


When loaded you will see a survey interface similar to the image below. This may take a few moments to load the first time you connect.



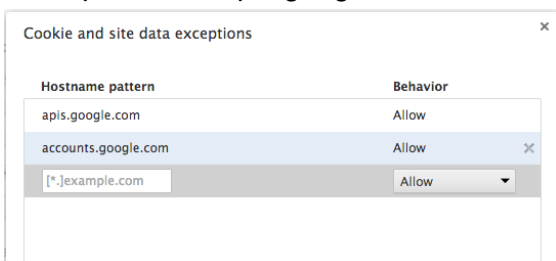
Troubleshooting:

If you do not see the screen above, or cannot complete any step of the log-in process:

(1) Disable any pop-up blocker plugins in your browser.

(2) If you see the  icon in your browser address bar, because you are blocking third party cookies and data, you will need to select click the icon, select 'Manage Cookie Blocking...' and add exceptions for 'apis.google.com' and 'accounts.google.com' to allow the log-in scripts

to load.



(3) Confirm with your coordinator the Google Account that you are using to access the sheet to ensure it is shared with you;

(4) Check with your coordinator whether you should have access to the sheet at present. When a sheet moves from research to review, researcher access is temporarily removed.

2) Using the survey tool

An example survey tool screen is shown below.

The screenshot shows the 'Open Data Barometer - 2014 - UK' survey tool. At the top, there is a progress bar with various categories: ODC 5/5, ODI 6/6, Map 2/10, Land 2/10, Stats 2/10, Budget 6/10, Spend 6/10, Company 6/10, Legislation 6/10, Transport 6/10, Trade 6/10, Health 6/10, Education 6/10, Crime 6/10, and Environment 6/10. On the left, a sidebar menu lists categories: Coordinator, DATA, Open Data Context, Open Data Impacts, Map, Land (highlighted), Stats, Budget, Spend, Company, Legislation, Transport, Trade, Health, Education, Crime, Environment, Elections, Contracting, and Complete Survey. The main content area features the 'WORLD WIDE WEB FOUNDATION' logo and the title 'Land ownership data'. Below this, it says '2. Land Ownership Data' and provides a description: 'A dataset that provides national level information on land ownership. This will usually be held by a land registration agency, and usually relies on the existence of a national land registration database.' It also includes 'Examples:' with three bullet points: 1. The New Zealand Land Registry makes data on 'land parcels' available as open data as listed at <http://data.govt.nz/dataset/show/1333>; 2. The UK Land Registry publishes monthly residential sales 'Price Paid' data on land transactions at <http://www.landregistry.gov.uk/market-trend-data/public-data/price-paid-data>; 3. This [news story](#) reveals that Delhi has implemented a GIS system for land ownership, but also implies that a national land ownership database does not currently exist. Below the examples, there is a question 'a: Does the data exist?' with an 'Answer: Yes' button and a 'Confidence: -' dropdown. Two text input boxes follow: the first is for 'Which agency or agencies are responsible for this data?' with the answer 'Land registry is the government agency having land ownership data'; the second is for 'Please provide any brief details regarding the data that exists for this country. This might include notes on any limitations of the data that does exist.'


On the left-hand of the screen (and along the top) you will see links to each of the survey sections. Hover over the top-left menu option to see the current status of the Survey.

Click any of the options below to jump to that section of the survey.

Each section contains either a series of context/impact questions, or a ten-point dataset assessment checklist.

For each dataset assessment question you will find:

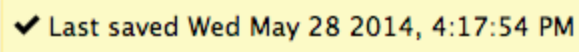
- **The question text**
- **A yes/no answer box**
- **A box for indicating your confidence in the answer**
- **Supplementary questions** - these will appear depending on your answers to the Yes/No question

-  **Comment icons** - for adding annotations and discussion questions during the review process;

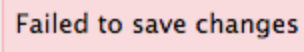
As a reviewer you will only be able to add comments. As a researcher, you will be able to provide and edit question answers.

You should work through each question. **The survey tool saves data in the background as you work as long as you have an active Internet Connection.**

Look for the saved data confirmation at the bottom of the screen when you make any edits to ensure your data is being saved correctly.

e.g. 


If you lose Internet connectivity, or see the 'Failed to save changes' warning at the bottom of the screen you should copy your most recent answers to a text editor to ensure you do not lose them and refresh the survey tool when your connection returns.

e.g. 

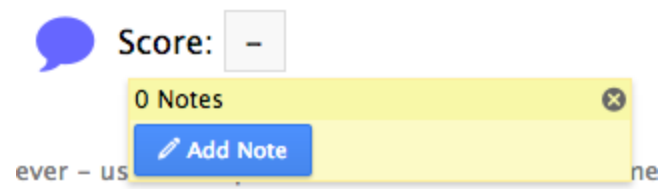
If you repeatedly get 'Failed to Save Changes' messages then contact your coordinator.

Note: In case of poor Internet connectivity you may wish to compose answers in a text editor first, and then enter them into the Survey tool when you have good Internet connectivity.

3) Adding comments

You can leave comments using the  comment icon. You can leave comments against the justification, the score or other key fields.

To add a new comment you click the bubble, and then click 'Add Notes'.



When leaving comments, include as much detail as possible, including additional links or sources that a researcher or reviewer may wish to consult.

Resolving comments:


If a comment has been addressed, then you can resolve it.



Blue indicates an outstanding comment.



Green indicates a comment which the researcher, coordinator or reviewer has marked as resolved.

When resolving a comment, write a note to indicate your reason for resolving it, and press the green tick icon to resolve the comment '  '.

4) Completing a survey stage

When you have completed all the survey tasks you are responsible for at this point in time, you should select the 'Complete' link at the bottom of the left-hand menu.

Follow the instructions to forward the survey to the next stage of research.

Please also notify your coordinator by e-mail that you have completed this phase of research.

EndNotes

*The use of Google authentication and Google Chrome as the platform the survey was a pragmatic decision based on available time and budget to create login and data capture systems. We are investigating how to move to more open source tools and services in future iterations of the Web Index survey system. You can optionally set up a single-use google account for completing the survey, and let us know the details for this to be used as your log-in.