DUBAI DATA COMPLIANCE FRAMEWORK AND KPIS
To measure the percentage of compliance to Dubai Data Law, two factors will be measured for each element of compliance.

**Factors Measured**

Each element of compliance will be scored from 0 to 2 on two factors:

1. **Timeliness**
   - Score: 0-2

2. **Completeness**
   - Score: 0-2
To measure the percentage of compliance to Dubai Data Law, two factors will be measured for each element of compliance.

<table>
<thead>
<tr>
<th>Elements of Compliance</th>
<th>Weight: 3%</th>
<th>Weight: 3%</th>
<th>Weight: 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designate Team</td>
<td>1</td>
<td>Determine Governance</td>
<td>2</td>
</tr>
<tr>
<td>Determine Governance</td>
<td>2</td>
<td>Inventory Data</td>
<td>3</td>
</tr>
<tr>
<td>Inventory Data</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prioritize Data</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classify Data</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare Data Release Plan</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Data Cataloguing</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ingest Data on Platform</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain data</td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each element of compliance is assigned a different weight depending on importance:
## % OF COMPLIANCE TO DUBAI DATA LAW

SDF TIMELINESS WILL BE SCORED FROM 0 TO 2

<table>
<thead>
<tr>
<th>SCORE SCALE</th>
<th>SCORE=0</th>
<th>SCORE=1</th>
<th>SCORE=2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIMELINESS</td>
<td>Not submitted to Dubai Data Establishment</td>
<td>Submitted after set deadline</td>
<td>Submitted on time</td>
</tr>
</tbody>
</table>
DESIGNATE DUBAI DATA TEAM
% OF COMPLIANCE TO DUBAI DATA LAW

COMPLETENESS OF EACH ELEMENT OF COMPLIANCE IS BASED ON REQUIREMENTS SET IN THE DUBAI DATA MANUAL

<table>
<thead>
<tr>
<th>SCORE SCALE</th>
<th>SCORE=0</th>
<th>SCORE=1</th>
<th>SCORE=2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 DESIGNATE TEAMS</td>
<td>Not completed yet</td>
<td>Team members nominated but not formally formed within entities and/or team list is not updated</td>
<td>Effective/empowered Data teams formed through internal decree and with clearly communicated roles and responsibilities</td>
</tr>
</tbody>
</table>
ORGANIZATION STRUCTURE: 4 ROLES

- Executive Sponsor
- Single point of contact for entity’s Dubai data effort
- Decision making responsibility

- Working level, day-to-day point of contact

**Dubai Data Leader**

**Dubai Data Administrator**

**Data Steward**
- Specific committees
- Business units

**Data Specialist**
- IT
- DBA
## COMPETENCY PROFILES: ENTITY-LEVEL ROLES

<table>
<thead>
<tr>
<th>Competency Cluster</th>
<th>Competency</th>
<th>Dubai Data Leader</th>
<th>Dubai Data Advisor</th>
<th>Dubai Data Administrator</th>
<th>Data Steward</th>
<th>Data Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Data Stewardship</td>
<td>1.1 Data leadership</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>1.2 Managing the business context for data</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>1.3 Managing data as a collective asset</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td>2. Applying Open Standards</td>
<td>2.1 Managing data inventories</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>2.2 Standards-based data preparation</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>2.3 Standards-based procurement</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td>3. Publishing Open Data</td>
<td>3.1 Data classification</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>3.2 Data publishing</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>3.3 Dataset compliance and quality assurance</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td>4. Protecting Privacy</td>
<td>4.1 Privacy by design</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>4.2 Operationalising privacy</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>4.3 Managing privacy compliance</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td>5. Acting as a Smart User of Data</td>
<td>5.1 Data availability</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>1-Basic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5.2 Data analytics</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5.3 Data insights</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td></td>
</tr>
<tr>
<td>6. Promoting Re-Use of our Data</td>
<td>6.1 User analysis</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>1-Basic</td>
</tr>
<tr>
<td></td>
<td>6.2 Market engagement</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>6.3 User-centric development of data-driven product</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td>7. Helping Deliver Collaborative Governance</td>
<td>7.1 Continuous improvement of the Dubai Data Manual</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>7.2 Collaborative development of shared services</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td></td>
<td>7.3 Leadership of the Dubai Data Standards Advisory Board</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
<tr>
<td>8. Managing Change</td>
<td>8.1 Roadmap development and implementation</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>1-Basic</td>
</tr>
<tr>
<td></td>
<td>8.2 Managing skills for Dubai Data</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
<td>1-Basic</td>
</tr>
<tr>
<td></td>
<td>8.3 Championing change and demonstrating impact</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>3-Entity leader</td>
<td>2-Practitioner</td>
<td>2-Practitioner</td>
</tr>
</tbody>
</table>
DETERMINE
GOVERNANCE
% OF COMPLIANCE TO DUBAI DATA LAW

COMPLETENESS OF EACH ELEMENT OF COMPLIANCE IS BASED ON REQUIREMENTS SET IN THE DUBAI DATA MANUAL

<table>
<thead>
<tr>
<th>SCORE SCALE</th>
<th>SCORE=0</th>
<th>SCORE=1</th>
<th>SCORE=2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 DETERMINE GOVERNANCE</td>
<td>Not completed yet</td>
<td>Some practices exists but are not formally documented</td>
<td>Formally documented, approved and implemented RACI model defining approval process</td>
</tr>
</tbody>
</table>
The Dubai Data Law does not impose internal approval processes of each entity. It was written to respect the existing process of each entity. A clear internal approval process will help build trust and confidence in the data published by the entity among data users, other data providers, and team members within the entity.

Our goal is to publish trustworthy and secure data that adds value for the city.

**RACI at a glance**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible</td>
<td>Does the work to achieve the task</td>
</tr>
<tr>
<td>Approver</td>
<td>Ultimately answerable for the correct and thorough completion of deliverable; delegates the work to those responsible</td>
</tr>
<tr>
<td>Consulted</td>
<td>In the loop, typically subject matter experts</td>
</tr>
<tr>
<td>Informed</td>
<td>Kept up-to-date on progress</td>
</tr>
</tbody>
</table>
# Dubai Data Establishment Suggested RACI Matrix

<table>
<thead>
<tr>
<th>Activity</th>
<th>Director General</th>
<th>Dubai Data Leader</th>
<th>Data Administrator</th>
<th>Data Steward/Specialist</th>
<th>Dubai Data Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start data inventory process</td>
<td>I</td>
<td>I</td>
<td>R</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>Request entity data inventory</td>
<td>I</td>
<td>A</td>
<td>R</td>
<td>C</td>
<td>I</td>
</tr>
<tr>
<td>Prepare data inventory</td>
<td>I</td>
<td>I</td>
<td>A</td>
<td>R</td>
<td>I</td>
</tr>
<tr>
<td>Review data inventory</td>
<td>I</td>
<td>R</td>
<td>R</td>
<td>A</td>
<td>C</td>
</tr>
<tr>
<td>Approve data inventory</td>
<td>R</td>
<td>A</td>
<td>C</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>Finalise data inventory</td>
<td>I</td>
<td>C</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Prepare data classification</td>
<td>I</td>
<td>A</td>
<td>R</td>
<td>C</td>
<td>I</td>
</tr>
<tr>
<td>Review data classification</td>
<td>I</td>
<td>R</td>
<td>A</td>
<td>I</td>
<td>C</td>
</tr>
<tr>
<td>Approve data classification</td>
<td>R</td>
<td>A</td>
<td>C</td>
<td>I</td>
<td>R</td>
</tr>
<tr>
<td>Determine data ingestion method</td>
<td>I</td>
<td>C</td>
<td>A</td>
<td>R</td>
<td>I</td>
</tr>
<tr>
<td>Review data ingestion method</td>
<td>I</td>
<td>C</td>
<td>R</td>
<td>C</td>
<td>I</td>
</tr>
<tr>
<td>Approve data ingestion method</td>
<td>I</td>
<td>C</td>
<td>A</td>
<td>C</td>
<td>R</td>
</tr>
</tbody>
</table>
INVENTORY DATA
## Completeness of Each Element of Compliance is Based in Requirements Set in The Dubai Data Manual

<table>
<thead>
<tr>
<th>Score Scale</th>
<th>Score=0</th>
<th>Score=1</th>
<th>Score=2</th>
</tr>
</thead>
</table>
| **3 Inventory Data** | Not completed yet | Inventory prepared but not as per Data Inventories Module and/or or does not include all obvious high value datasets | • Data inventory sheet is submitted  
• Written statement is sent by Data Leader confirming that:  
  ✓ List has been reviewed/approved by Data Leader  
  ✓ The list includes all obvious and high value datasets, already published/shared data and all existing identified lists of this entity  
  ✓ The process has been followed and checked by Data Administrator  
  ✓ List of all departments involved in creating the draft lists and name/role of data lead responsible |
3. IDENTIFYING A DATA INVENTORY
DUBAI DATA INVENTORY
PROCESS

1. Identify a data representative per department within the Entity

2. Ensure each department produces a draft list of datasets
   - Look at existing data lists
   - Brainstorm other datasets
   - Create a table of datasets

3. Integrate and validate datasets from departments within the entity

4. Prioritize integrated Data Inventory based on Primary Registry and Dubai Dashboard Priorities

5. Assessment and approval

6. Dubai Data Establishment sign off
### 3. IDENTIFYING A DATA INVENTORY

#### IDENTIFYING DATA SETS

<table>
<thead>
<tr>
<th>Type of Dataset</th>
<th>Definition</th>
<th>Example</th>
<th>Metro Example</th>
</tr>
</thead>
</table>
| **Real Time Data** | Constantly updating data — often high volume and high velocity | • Weather  
• Airport footfall  
• Toll volume  
• Pollution  
• Location-based data  
• Electricity usage | • Current location of metros and trams  
• current passenger numbers |
| **Operational Data** | These are the records that are made as part of an organisation carrying out its day-to-day business. Often high volume and high velocity data | • Entity organization chart  
• Forecast or modelling data  
• Buildings owned/maintained  
• Budget  
• Spending  
• Staff levels  
• Performance against metrics | • Staff numbers  
• Duty rota for staff at metro stations |
| **Reference Data** | Authoritative or definitive data that rarely changes about things, and that is necessary to help understand other data — often because it includes identifiers for those other things. Often produced by the public sector as a service in itself due to its high importance and value | • Timetables  
• Names and locations of schools, hospitals, bus stops, metro stations  
• Tax codes  
• Land holdings  
• Mapping data  
• Indicators  
• Address data  
• Citizen id | • Metro timetables  
• Capacity per metro line  
• Metro station locations |
| **Aggregated Data** | Analyzed and summarized data, which provides overview information of reference or administrative data | • Hospital operation success rates  
• School exam pass rates  
• Population statistics  
• Housing  
• Tourist numbers by month, year  
• Nationalities of visitors | • Metro usage per month  
• Metro trends over time |
3. IDENTIFYING A DATA INVENTORY

DATA INVENTORY EXAMPLE

Data Inventory is an inventory of the Dubai Data that a Dubai Government Entity has in its possession, including any Dubai Data which the Dubai Government Entity produces or controls.

<table>
<thead>
<tr>
<th>Dataset name</th>
<th>Dataset Description</th>
<th>Data Attributes</th>
<th>Attribute Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal name of the dataset that will be used to reference the dataset between SDO &amp; Government Entity.</td>
<td>Statement about the dataset describes the contents and the fields included</td>
<td>Attributes are the columns or fields that make up the data set</td>
<td>Statement describing the contents and the nature of data in the attribute</td>
</tr>
</tbody>
</table>
PRIORITIZE AND CLASSIFY DATA
Completeness of each element of Compliance is based on requirements set in the Dubai Data Manual.

### Score Scale

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Not completed yet</td>
</tr>
<tr>
<td>1</td>
<td>Partial completion of prioritization of datasets; and/or prioritization not signed off by Data Leader; and/or DDE coordinator comments were not reflected in prioritization results</td>
</tr>
<tr>
<td>2</td>
<td>All datasets: ✓ Have a prioritization score ✓ Overall prioritization is reviewed and signed off by Data Leader ✓ DDE comments are reflected in final prioritization (if any are received)</td>
</tr>
</tbody>
</table>

Prioritize:

- Partial completion of prioritization of datasets; and/or
- Prioritization not signed off by Data Leader; and/or
- DDE coordinator comments were not reflected in prioritization results.

All datasets:

- ✓ Have a prioritization score
- ✓ Overall prioritization is reviewed and signed off by Data Leader
- ✓ DDE comments are reflected in final prioritization (if any are received)
DATA PRIORITISATION CRITERIA

There are two broad sets of criteria:

1. Benefit Criteria
   For evaluating the potential value of opening a particular dataset to citizens and companies, or sharing it with other Dubai Government Entities.

2. Readiness Criteria
   For evaluating the effort involved in getting the dataset ready for publication or sharing (through the Smart Dubai Platform).
This provides a simple way to evaluate the comparative impact that publishing different data would have on the strategic goals of Smart Dubai. Each dataset should be given a score from 1 to 5 for each of the following four questions:

1. **User demand for data**: How likely is it that citizens, Government Entities, external companies or organisations would want to use or have access to this data?

2. **Economic impact**: If we open up this data, how likely is it Private-Sector companies could use it - perhaps "mashed up" with other data - to create commercially valuable products and services? (Smart Economy)

3. **Better services**: How likely is it that publishing this data will lead to innovations and services that improve the quality of life for people in Dubai? (Smart Living)

4. **Better governance**: How likely is it that publishing this data will improve the efficiency, transparency and accountability of Government Entities? (Smart Governance)

**Benefit Scoring Scale**

1. Highly unlikely
2. Unlikely
3. Possible
4. Highly likely
5. Definite: We have clear evidence of efficiency; transparency or accountability gains that could be made.
This is to establish how much work is needed to prepare it for publication (ensuring it meets minimal requirements). Data which is of high quality, already documented, up to date and with a clear owner can be easily published or shared. These criteria help to identify ‘quick wins’ for the Entity. Please assess each dataset for the following:

1. **Data quality: please choose high, medium or low for the following:**

   1. How accurate is the data? (high/medium/low)
   2. How complete is the data? (high/medium/low)
   3. How up to date is the data? (high/medium/low)
   4. Does the data use a schema or is standardized? (choose one)

      - Yes, data is published with same headings / fields (schema) each time (high)
      - The data does not use a schema AND is not published regularly (i.e. it is one-off data) (medium)
      - Data is regularly updated, but does not use a set schema (low)

**Readiness Scoring Scale**

1. **Data Quality - Data Accuracy**
   
   a. High Accuracy (we review and check accuracy) = 2 pts
   
   b. Medium Accuracy (not sure) = 1 pt

   c. Low Accuracy (there are known errors in the data) = 0 pts

Each (a) is awarded 2 points, (b)’s 1 point and (c)’s 0 points, giving a maximum total score out of 8 for data quality. (This will be automatically calculated by the tool.)
DATA PRIORITISATION - READINESS CRITERIA

This is to establish how much work is needed to prepare it for publication (ensuring it meets minimal requirements). Data which is of high quality, already documented, up do data and with a clear owner can be easily published or shared. These criteria help to identify ‘quick wins’ for the Entity. Please assess each dataset for the following:

1. Ease of preparation: please answer yes or no to the following:
   1. Is there a clear specific data owner? (yes/no)
   2. Does the data have existing metadata - that is, information on what the data is about, how it was generated etc.? (yes/no)
   3. Is the data already published somewhere or available on the web / through an API? (yes/no)
   4. Is the data in an open machine-readable format? (yes/no)

Readiness Scoring Scale

2. Ease of Preparation
   a. Yes = 1 pt
   b. No = 0 pts

Each ‘Yes’ is awarded (1 pt) and each ‘No’ is awarded (0 pts), giving a maximum total score of 4 for ease of preparation.
### DATA PRIORITISATION – RESULTS (SAMPLE)

<table>
<thead>
<tr>
<th>Dataset name</th>
<th>Dataset Description</th>
<th>Benefits</th>
<th>Quality and Readiness</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Formal name of the dataset that will be used to reference the dataset between SDO &amp; Government Entity.</td>
<td>User demand</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Statement about the dataset describes the contents and the fields included</td>
<td>Economic Impact</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Better services</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Better Governance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defined Owner</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Existing Metadata</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Already Published</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open Format</td>
<td>YES</td>
</tr>
</tbody>
</table>
### % OF COMPLIANCE TO DUBAI DATA LAW

COMPLETENESS OF EACH ELEMENT OF COMPLIANCE IS BASED IN REQUIREMENTS SET IN THE DUBAI DATA MANUAL

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</thead>
<tbody>
<tr>
<td>5 Classify</td>
<td>Not completed yet</td>
<td>• Partial classification of prioritized datasets; and/or • reasons for classification are not documented; and/or DDE feedback not reflected</td>
<td>All prioritized datasets: ✓ are classified, and ✓ reasons for classification are documented ✓ DDE feedback on prioritization reflected</td>
</tr>
</tbody>
</table>
CLASSIFY DATA SETS

**Dataset identification**
- Identify priority datasets for classification

**Dataset Classification**
- Classify the attributes
- Split dataset based on attribute
- Identify attributes causing a secret, sensitive, or confidential scoring in order to arrive at open classification

**Review & Approval**
- Review classification by smart Dubai office
- Review and agree on final classification by smart Dubai and department
DATA SETS IDENTIFICATION
IDENTIFY PRIORITY DATASETS FOR CLASSIFICATION

PRACTICAL CLASSIFICATION

Do any of the following apply to Datasets?

1. Part of Primary Registry
2. Strategic alignment with Smart Dubai priorities (in particular Smart Economy and Smart Living)
3. User demand for the data
4. Government efficiency benefits
5. Service improvement benefits
6. Economic growth benefits
7. Transparency/accountability benefits

IDENTIFIED DATASET

IDENTIFIED DATASET

 Prioritize YES = PRIORITY DATASET
 No = REGULAR DATASET
The relationships between the different categories of Dubai Data are illustrated in this figure:

**Dubai Data**
Owned by entities is made available for sharing and re-use by other entities

**Open Data**
Openly disclosed to everyone

**Confidential**
Shareable across entities according to professional responsibilities

**Sensitive**
Shareable within certain groups subject to strict controls

**Secret**
Shareable in a limited way between certain individuals under strict controls
Smart Dubai Office Review

Does data disclosure negatively impact on...
- The ability of the agency to conduct its tasks
- Individuals' privacy
- Competitiveness and continuity of companies/institutions
- The course of justice and security processes
- Public health and safety

Input Entity Dataset

Disclosure affects National Security

Disclosure violates existing law

YES

Open Data

Confidential Data

Sensitive Data

Secret Data

NO

YES

Smart Dubai Office reviews classification

Agree with the Classification from the department

YES

Dataset Classification Approved

Joint Review between Smart Dubai and Department

NO

Smart Dubai and Department review and agree on final classification
% OF COMPLIANCE TO DUBAI DATA LAW

COMPLETENESS OF EACH ELEMENT OF COMPLIANCE IS BASED ON REQUIREMENTS SET IN THE DUBAI DATA MANUAL

<table>
<thead>
<tr>
<th>SCORE SCALE</th>
<th>SCORE=0</th>
<th>SCORE=1</th>
<th>SCORE=2</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Data release plan</td>
<td>Not completed yet</td>
<td>Partial completion of the data release plan and/or not approved by management of entity</td>
<td>Data Release Plan completed as per the standard and approved by management of entity</td>
</tr>
</tbody>
</table>
CREATE AN INITIAL ROADMAP FOR YOUR ENTITY’S DATA WORK THAT MEETS WITH DDE REQUIREMENTS
% OF COMPLIANCE TO DUBAI DATA LAW

COMPLETENESS OF EACH ELEMENT OF COMPLIANCE IS BASED ON REQUIREMENTS SET IN THE DUBAI DATA MANUAL

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</tr>
</thead>
<tbody>
<tr>
<td>7 Cataloguing (includes metadata, quality, format standard requirements)</td>
<td>Not completed yet</td>
<td>• Partial completion of cataloguing requirements for datasets; • and/or data contract not signed off by Data Leader</td>
<td>Each dataset: ✓ has been classified, ✓ has data quality assessment report, ✓ has sample dataset, ✓ has core/optional metadata provided, ✓ compliance statement has been signed off by Data Leader</td>
</tr>
</tbody>
</table>

Cataloguing (includes metadata, quality, format standard requirements)
• Partial completion of cataloguing requirements for datasets;
• and/or data contract not signed off by Data Leader
Each dataset:
✓ has been classified,
✓ has data quality assessment report,
✓ has sample dataset,
✓ has core/optional metadata provided,
✓ compliance statement has been signed off by Data Leader
### Business

1. Dataset Name  
2. Contributor/Custodian  
3. Creator Business Unit within Entity  
4. Dataset Description  
5. Coverage (Geographic area)  
6. Dataset Temporal Windows  
7. Attributes  
8. Attribute Description  
9. Language  
10. Attribute Classification  
11. Attribute Range of Values  
12. Primary Identifier Attribute for the dataset  
13. Dataset Supplementary Reference Data  
14. Related datasets  
15. Related Identifier  
16. Dataset Point of Contact  
17. Dataset POC Email  
18. Dataset POC Phone  
19. Rights  
20. Subject Level 1  
21. Subject Level 2  
22. Subject Level 3  
23. Tags / Keywords  
24. Already Published?  
25. If Published, where?  
26. Already Shared?  
27. If Shared, with which Entities?  
28. Expected Data Set Utilization  
29. Remarks/Special Business Rules

### Technical

1. Data Provenance  
2. Format (MIME)  
3. Attribute Datatype  
4. Attribute Size  
5. Attribute Delimiter  
6. Attribute Delimiter- Other  
7. Attribute Foreign Key  
8. Attribute Join Rules to Related Datasets  
9. Dataset Source  
10. Source Platform Type  
11. Preferred Ingestion Method  
12. Description for Method  
13. Connectivity Option  
14. Description for Connectivity  
15. Frequency of Update on Source  
16. Frequency of Update to SDP  
17. Scheduling of SDP Update  
18. Expected Volume/Ingestion Cycle (Daily if Real-time)

### Data Quality

1. Data Quality – Completeness  
2. Data Quality – Uniqueness  
3. Data Quality – Timeliness  
4. Data Quality – Accuracy  
5. Data Quality – Consistency  
6. Data Quality – Reconciliation  
7. Data Quality Issue Resolution SLA
% OF COMPLIANCE TO DUBAI DATA LAW

Completeness of each element of compliance is based on requirements set in the Dubai Data Manual

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<tbody>
<tr>
<td>8 Ingest Data</td>
<td>Not completed yet</td>
<td>Data ingestion attempted but not successful</td>
<td>Data ingested on the platform with no technical issues from entity as per agreed ingestion method</td>
</tr>
<tr>
<td>9 Data Maintenance</td>
<td>Not completed yet</td>
<td>Partial maintenance of data quality</td>
<td>Data quality maintained as per agreed data contract (i.e. frequency of publication, attributes etc) for all datasets</td>
</tr>
</tbody>
</table>