PROCEDURE FOR ACCESS, MINING AND VERIFICATION OF THE NSR BY OTHER SOCIAL SAFETY NETS AGENCIES

With the NSR set up, the database of poor and vulnerable is available for mining by potential program beneficiaries. Any intervention agency that wishes to select potential beneficiaries from the NSR makes a formal request to NASSCO which must detail the location of the intervention and criteria for mining/selecting the beneficiaries, and be accompanied by the project brief, including its objective, funding sources, duration, etc. This could include an in-person briefing to NASSCO by the requesting entity to ensure that the requesting entity is willing to adhere to and sign an MOU on beneficiaries and data usage protocols.

Once the request is approved, a date is fixed for the head of the requesting agency to visit NASSCO for the mining exercise. Once mining is completed, the selected beneficiaries are tagged with the name of the agency or intervention for which they have been selected. The Head of NSR provides hard and soft copies of the beneficiary list to the requestor and the NASSCO SR. Operations and Oversight Manger, while keeping a hard copy in a file dedicated to that agency.

At the agency level, contact is established with the potential beneficiaries and any mismatch (i.e. if someone is deceased or has migrated after enumeration) is immediately reported to SOCU and NASSCO for update of the SSR/NSR and providing necessary replacements to the agency. On a half-yearly basis, NASSCO's National Coordinator would forward to the World Bank information on the total number of beneficiaries under each intervention, based on monthly returns from respective SOCU Coordinators. This information would also be cross-referenced with periodic reports from third party monitors engaged. The step by step details of the procedure are as contained in the data management protocol table below.

NASSCO DATA MINING PROTOCOL TABLE

Steps	Activity	Process Description
Step 1	NASSCO Formally Inform SSNs/MDAs	1. After the NSR is fully set up, NASSCO formally inform stakeholders (including SSNs and MDAs) of the availability of the database of PVHHs for selection of potential beneficiaries.
Step 2	NASSCO Receives Request for data Mining	2. An interested SSN or Intervention Agency submits a formal request to NASSCO of its intention to mine data from the NSR. 3. The request will provide the location of the intervention and the specified criteria for mining. 4. Request will include project brief, objectives, funding source and duration and tenor of the program or intervention.

Steps	Activity	Process Description
Step 3	Execution of Agreement and Data Sharing Protocol	1. NASSCO reviews and approve request for data mining. 2. A Memorandum of Understanding and Data sharing agreement setting out the obligations of the SSN under the agreement is formally executed between parties.
Step 4	MIS Pulls out Data for SSNs	1. On execution of the MoU and approval of the NC, the Head of NSR authorises the Data Analyst to proceed with the provision of information requested. 2. Data Analyst interrogate the NSR and pull out data to the MIS platform according to the specified mining criteria 3. MIS Specialist processes data, liaises with the user and grant access to data accordingly.
Step 5	SSN Mines Data and engages Potential Beneficiaries.	1. SSN begins mining and usage of data in accordance with MoU and data sharing protocol 2. SSN makes contact with potential beneficiaries for inclusion in its intervention 3. SSN report any mismatch, such as natural exclusion or geographical mobility, to NASSCO for update of both the SSR and NSR in accordance with the SoPs for updating the NSR.