



Data Policy

The MwAPATA Institute (henceforth, MwAPATA)¹, occasionally in conjunction with its partners, collects data on rural and urban livelihoods in Malawi. These data cover a broad scope of information including demographic characteristics, agricultural production activities, household spending on food and non-food items, food security, nutrition, farm and non-farm income activities, infrastructure, and access to services. These data are used to help the government, private sector, civil society, academia and other stakeholders in Malawi's agriculture and rural sector make informed, evidence-based decisions. MwAPATA is the primary user of these data for analyses, but data may also be shared upon request and in accordance with the policies laid out in this document.

MwAPATA's data policy is guided by the following general principles:

1. Data collected with public resources should be used in ways that benefit the public.
2. Open data policy allows for wider use of research outputs and higher return to investment.
3. To ensure professional development, the data use rights of researchers involved in collecting the data will have the highest priority.
4. Researchers outside MwAPATA may be given access according to the conditions laid out in this document.

MwAPATA's specific goals are to contribute to public program design through timely provision of useful information, to facilitate public provision of data for the advancement of agricultural science, to support the development of MwAPATA as a premier institute in applied policy analysis and outreach, and to enhance the professional development of its staff.

Criteria and guidelines on access to and use of data generated by MwAPATA

To access data generated by MwAPATA, fill out the appended Data Request Form from and submit to info@mwapata.mw. The following guidelines shall apply to access

¹ Learn more at <https://www.mwapata.mw>

open data from MwAPATA Institute:

1. MwAPATA supports an open data policy and shall make its data available to the public as soon as the data is adequately prepared or processed.
2. Requests may be denied in rare cases if the requestor's research objectives, and analytical approach substantively overlaps with research already in the MwAPATA work plan.
3. Data will be released in raw form. Users will have to process this data as per their needs and research objectives (except under point 6 below).
4. MwAPATA 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.
5. Acknowledgement for use of data generated by MwAPATA Institute and its partners in all publications of major research products—i.e., theses/dissertations, research papers, journal articles, technical reports, policy briefs, monographs, book chapters and Intra-agency (development partners) policy processes—is required. The standard text below is recommended:

“The data used in this work was collected and made available by the MwAPATA Institute, Lilongwe, Malawi (<https://www.mwapata.mw>). Specific findings and policy proposals or recommendations remain solely the authors' and opinions may not reflect those of the MwAPATA Institute, its donors, or its partners”.

Procedure after requesting data

After data requests are made, the data stewardship committee at MwAPATA will make a decision on the request within two months from submission and notify the requestor of the decision. If the request is approved, data will be provided immediately to be used in accordance with the request.

Other criteria

Individuals who were previously but not currently employed by the MwAPATA 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 procedure described above. These data shall be used by the said individuals only for professional development, and they shall not make the data accessible to other individuals or organizations.



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Data Request Form

The purpose of this form is to allow researchers or otherwise interested stakeholders to request data that were collected by MwAPATA using donor funding. Interested parties are kindly asked to state the purpose of their request and to briefly describe how it will be used.

Working Title (temporary project title - for reference only)

Person requesting data

Affiliation (e.g., job title, institution)

Other researchers (optional)

Affiliations

Objectives for data use (limit 500 characters – about 100 words)

Research Questions If a research paper or article will be written, what are the specific research questions that will be addressed? e.g., "Does being close to a widget factory have a significant effect on a household's widget production? ". (limit 500 characters – about 100 words)

Approximate time frame for research

Beginning

Ending

Expected output (check all that apply)

MwAPATA Working Paper
(to be submitted for consideration)

MwAPATA Policy Brief
(to be submitted for consideration)

Journal Publication
(to be submitted for consideration)

Other Working Paper
(please specify series)

Presentation
(specify venue if known)

Other
(specify details)

Data being requested – Limit 250 characters (about 50 words)