

CRVS Roadmap Checklist

| | |
|--|--|
| <p>Objectives/goals: What do you want to do – where do you want to go?</p> | |
| <p>Problem Statement: What are the issues/problems that need to be addressed – where are you now?</p> | |
| <p>Stakeholders: What sectors/agencies need to be engaged and why – who is involved?</p> | |
| <p>Activity prioritisation: Prioritisation of activities required – how will you get there?</p> | |
| <p>Implementation plan: What are your timeframes for implementation – how long will it take?</p> | |
| <p>Risk, Action, and Decisions (RAD): What are the risks/barriers – what things that could prevent success? What are the mitigation strategies – what things that can help success? What actions need to be taken? What decisions have been made?</p> | |
| <p>Monitoring and Measuring Success: How will you measure success – what does success look like? How will you monitor progress towards success?</p> | |

These templates are also available as:

Word (<https://purl.org/spc/digilib/doc/rwqw3>), or
Excel (<https://purl.org/spc/digilib/doc/77eaz>) files.

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CRVS Data Sharing and Interoperability Roadmap

<Ministry/Department>

<Country>

<year>

Working version <x.x>

<date>

Document information

This roadmap template and accompanying tools were developed by the Pacific Health Information Support Hub (PHISH), Australian Institute of Health and Welfare (AIHW), in partnership with The Pacific Community (SPC).

The template and accompanying tools have been developed for adaptation and use within the Pacific to support planning and implementation of country specific CRVS data sharing and interoperability strategies. These tools are guides only and should not be considered prescriptive for use. In addition, individual strategies will vary, as such, these tools should not be considered as the only resource for supporting planning and implementation needs.

This box and text can be deleted when adapting the template for use.

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1. Background

1.1 Civil Registry and Vital Statistics

A civil registration system provides an individual with evidence of identity and their key life events such as their birth, death, marriage, and divorce. It also records statistics on these vital events as well as causes of death. A well-functioning CRVS system registers all births and deaths, issues birth and death certificates, and compiles and disseminates vital statistics. To maximise benefit, CRVS systems need to share data across other information systems, either manually or through interoperable automated programs.

This roadmap has been developed to support improvements to data sharing and interoperability for the <Country> CRVS System.

1.2 Data Sharing Framework

The sharing of data from CRVS systems is increasingly important given the rise of digitalized platforms for governmental services. The integration and exchange of data with other governmental systems, primarily within the health and public sectors, play a critical role in supporting the monitoring and measuring of population health, and in the provision of individuals with a legal identity to ensure access to public services.

Data exchanges between information systems requires either consistent underpinning standards across systems, or the introduction of an interoperability layer between the systems that can accurately translate the information from one system to another. However, all data sharing should be considered within the context of a robust data sharing framework

There are a number of internationally recognised frameworks to support data sharing and interoperability – included in the Annex is a brief list of examples. For the purposes of this document, components from these frameworks have been condensed into four critical themes supporting a robust framework in this context.





| Data Sharing Framework | | | |
|---|---|---|---|
| System | Meaning | Legal/Ethical | Governance |
|  |  |  |  |
| Technical capability Automated integration Adaptors | Standards – data / terminology Schemas Metadata | Legislation Ethical practice Data security Privacy | Approvals Contracts Agreements Conditions of use |

Table 1 provides details of <Country Name> Data Sharing Framework, by these themes.

1.2.1 Stakeholders

Developing a strong data sharing framework requires broad and in-depth engagement across multiple sectors. Table 2 lists the key stakeholders that will contribute to the data sharing framework and CRVS roadmap.

Table 1: <Country Name> Data Sharing Framework, <date>

In this table list specific tools, systems, documents, legislative frameworks, MoUs, policies, processes, committees etc. that form part of the framework to support data sharing. The stakeholder list above can be used to inform this table. The 'Status' refers to:

- A – In-place and requiring no amendment;
- B – In-place requiring some amendment;
- C – In-place but unsuited and requiring replacement;
- D – Nothing in-place.

Box and text can be deleted on adaptation.

| System | | | | |
|--------------------------|-------------|-------------------|------|--------|
| System/Tool | Description | Dept/Agency/Owner | Link | Status |
| | | | | |
| | | | | |
| | | | | |
| Meaning | | | | |
| Standard/schema/metadata | Description | Dept/Agency/Owner | Link | Status |
| | | | | |
| | | | | |
| | | | | |

| Legal/Ethical | | | | |
|---|-------------|-------------------|------|--------|
| Legislation/Ethics Process/Privacy/Data security | Description | Dept/Agency/Owner | Link | Rating |
| | | | | |
| | | | | |
| | | | | |
| Governance | | | | |
| Approvals/Contracts Agreements/Conditions of Use | Description | Dept/Agency/Owner | Link | Rating |
| | | | | |
| | | | | |
| | | | | |

Status key: A – In-place and requiring no amendment; B – In-place requiring some amendment; C – In-place but unsuited and requiring replacement; and D – Nothing in-place.

Table 2: <Country Name> key stakeholders, by framework theme <date>

In this table record the key contacts and engagement points that are essential in developing or enhancing your data sharing, both internally and externally. This table assists in informing your data sharing framework and identifying specific activities for your roadmap.

Box and text can be deleted on adaptation.

| Whole of project | | |
|--------------------------------|-------------------|-------------|
| Department/agency/organisation | Key contact point | Description |
| | | |

| | | |
|--------------------------------|-------------------|-------------|
| | | |
| | | |
| System | | |
| Department/agency/organisation | Key contact point | Description |
| | | |
| | | |
| | | |
| Meaning | | |
| Department/agency/organisation | Key contact point | Description |
| | | |
| | | |
| | | |
| Legal/Ethical | | |
| Department/agency/organisation | Key contact point | Description |
| | | |
| | | |
| | | |
| Governance | | |
| Department/agency/organisation | Key contact point | Description |
| | | |

| | | |
|--|--|--|
| | | |
| | | |

2. <Country Name> CRVS Roadmap

2.1 Objectives

In this section you describe goals and outcomes that this roadmap is intended to take you towards. **Where are you going?**

Box and text can be deleted on adaptation.

< Overall paragraph on the vision and end goals/objectives. >

1. <Objective 1>. <description of objective>
2. <Objective 2>. <description of objective>

2.2 Problem statement

In this section you describe the current situation and identify the problem and challenges that need to be resolved. **Where are you starting from?**

Why are you doing this? What are the key issues and challenges and why are they significant?

Domain refers to the previously described framework domains: Technical, Value, Legal, and Governance.

Box and text can be deleted on adaptation.

< Overall paragraph on current state including challenges and vision details of the identified need to improve internal and cross-country data sharing and system interoperability. Note key issues the strategy and roadmap are attempting to address >

3. <Problem 1>. <description of critical issue one and impact issue has> <Domain>
4. <Problem 2>. <description of critical issue two and impact issue has> <Domain>

2.3 Activity prioritisation

In this section prioritise the above challenges and issues, within their domains. When considering priorities be sure to assess these against the following criteria:

1. Impact/urgency
2. Complexity of likely solutions
3. Cost of likely solutions and if resources exist to meet these costs
4. Relational impact of likely solutions – for example if the solution to one problem is likely to resolve another, then this may become a higher priority etc. or if the solution to one problem is an essential precursor to the solution of another problem
5. Who is responsible for implementing/progressing the likely solution

Use this matrix to identify the most appropriate priority order for activities – your priority list needs to have specific resources identified that will be responsible for progressing this part of your roadmap.

Allocating specific resources and responsibilities will assist you in allocating a timeframe for each. For example, if there is a technical problem that requires specialist skills those skills will likely be different to those needed to address a legal problem. With different resources allocated, these two areas could be progressed concurrently.

Once you have a prioritisation list and understand the logical order of activities needed for the roadmap – you can allocate work into implementation phases.

Box and text can be deleted when adapting.

The <Country name> CRVS Roadmap requires a variety of complex and long-term development initiatives. Prioritisation considers a range of criteria:

1. Impact and urgency of the problem – what issues does this problem create and how urgently is the solution needed?
2. Level of complexity of likely solutions to the problem – can the issue be resolved through minimal effort – for example additional training and support, changes in procedures etc. or will it require more complex solutions such as legislative reform, contractual arrangements, the development of a new system etc.
3. Level of financial and resource intensity of likely solutions – what will the costs associated with solutions be and do the skills/resources exist to meet these?
4. Relational impact of likely solutions – will the solution to this problem help or hinder any other problems, could the solution be used to resolve more than one existing problem, or will it create new ones? Is the solution an essential precursor to any other solution?
5. Who will be responsible for implementing the solution?

Using these criteria distinct implementation phases emerged.

2.4 Implementation phases

| Phase One | Phase Two | Phase Three |
|------------|------------|-------------|
| <Problems> | <Problems> | <Problems> |
| <Problems> | <Problems> | <Problems> |
| <Problems> | <Problems> | <Problems> |

<Summary paragraph describing each phase and providing expected implementation time for each phase>

3. <Country Name> Implementation plan on a page

<Country Name> CRVS Roadmap: implementation plan on a page, <date>

<INSERT PLAN ON A PAGE FROM EXCEL

4. Risks, Actions, and Decisions

4.1 <Country name> Risk Register

<Summary paragraph of RAD – including who is the responsible manager of the register and how it will be maintained>.

Table 4: <Country name> CRVS Roadmap, Risk Register

| Risk ID | Description | Impact level | Mitigation action | Owner |
|---------|-------------|--------------|-------------------|-------|
| R1 | | | | |
| R2 | | | | |
| R3 | | | | |

4.2 <Country name> Actions Register

<Summary paragraph of RAD – including who is the responsible manager of the register and how it will be maintained>.

Table 4: <Country name> CRVS Roadmap, Action Register

| Date | Description | Owner | Status |
|------|-------------|-------|--------|
| | | | |
| | | | |
| | | | |

4.3 <Country name> Decisions Register

<Summary paragraph of RAD – including who is the responsible manager of the register and how it will be maintained>.

Table 4: <Country name> CRVS Roadmap, Decisions Register

| Date | Decision | Owner |
|------|----------|-------|
| | | |
| | | |
| | | |

5. Monitoring and measuring success

In this section you need to identify what success looks like for the identified problems. How will you know when the problem is resolved? What about measuring progress – how will you know you are on the right track?

Box and text can be deleted when adapting.

An essential element to any roadmap is a clear understanding of the end-goal objectives and a plan on how to measure progress towards them. Table 3 provides information on the end goals for the <Country name> CRVS Roadmap, and how progress towards these goals will be measured.

Table 3: <Country name> CRVS Roadmap, monitoring and evaluation plan

| Objective One: <objective> | | |
|-------------------------------|---------------------------|----------------------------|
| Success measure | Indicator | Collection frequency |
| <What does success look like> | <How will you measure it> | <When will you measure it> |
| | | |
| Objective Two: <objective> | | |
| Success measure | Indicator | Collection frequency |
| <What does success look like> | <How will you measure it> | <When will you measure it> |
| | | |

Annex A: Reference materials

<Country name> materials

<List any additional relevant documentation, frameworks, committee details etc>

International materials

[Australian Government Data Integration Toolkit](#)

Developed by the Australian Government, the data integration toolkit provides a range of examples and information relating to best practices in Australia. [The Data Integration Projects](#) component includes a confidentiality series with useful examples of privacy and legislative frameworks.

[Health Data Governance Playbook](#)

Created by the Open Data Institute (ODI), the health data governance playbook provides a set of materials to support healthcare projects in accessing, using and sharing data in responsible and ethical ways.

[The Five Safes Framework](#)

Developed by the Office for National Statistics in the United Kingdom, the Five Safes Framework is an internationally recognized approach to managing the risks associated with sharing data.

[The FAIR Principles](#)

Developed by a scientific collective and originally published in 2016 in the journal Scientific Data ([The FAIR Guiding Principles for scientific data management and stewardship](#)), FAIR principles aim to ensure data is Findable, Accessible, Interoperable and Reusable. The principles emphasise the capacity of computational systems to find, access, interoperate and reuse data with minimal human intervention.

[CARE Framework](#)

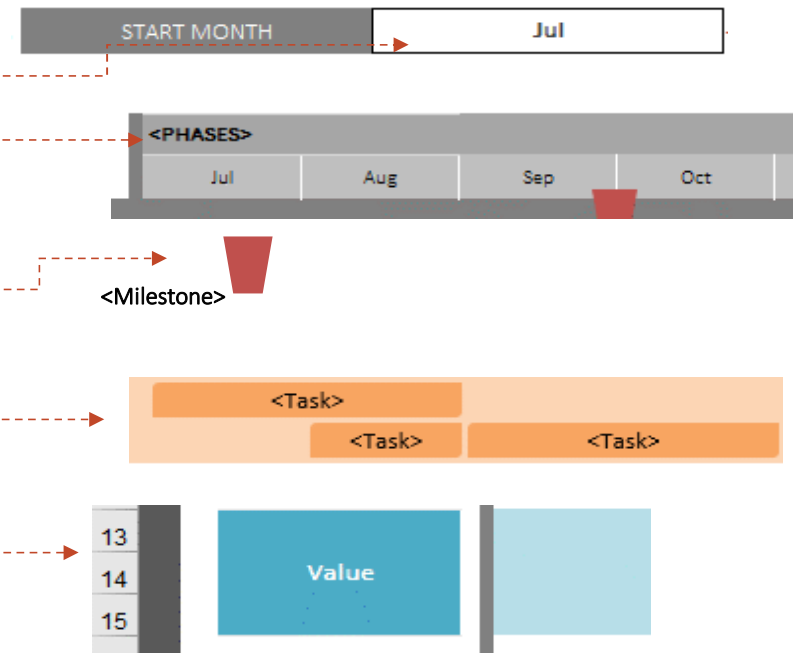
The CARE Principles for Indigenous Data Governance were developed by the Global Indigenous Data Alliance. The CARE Principles are people and purpose-focused aiming to support the creation of value from Indigenous data in ways that are grounded in Indigenous worldviews.

[WHO Data Principles](#)

Developed by the World Health Organisation, the WHO data principles are designed to provide a framework for data governance, specifically for WHO. Although the principles are intended primarily for use by WHO the processes, values and standards used to govern how data that flows into, across and out of WHO can be useful when exploring data sharing issues.

How to customize this roadmap Excel template:

1. To change the **start month**, click in the cell and change the date. Note that the date format is DD/MM/YYYY
2. To label the **phases**, highlight the cells in the row above the relevant months included in the phase and merge them. Centre the text and input the name of the phase.
3. To move a **milestone**, just select it and drag. To add a **new milestone**, just copy and paste an existing one. If you want you can change the shape (Format - Edit shape) or the colour (Format - Shape Fill) to indicate different types of milestones. Place the milestone on the timeband where you need it.
4. Do the same for **new tasks**. Drag them by the edges to make them longer or shorter. You may need to add rows to increase the domain size to fit all tasks.
5. To add a **new domain**, insert new rows and then copy and paste an existing domain. Change the color (select cell - right click - Format Cells - Fill).
6. To **delete a domain**, select the respective rows and delete them.



<Country Name> CRVS Roadmap

START MONTH

| <PHASES> | | | | | | | | | | | |
|----------|------|------|-----|-----|-----|------|------|------|-----|-----|------|
| juil | août | sept | oct | nov | déc | janv | févr | mars | avr | mai | juin |

| MILESTONES | <Milestone> | | <Milestone> | | | <Milestone> | | | <Milestone> | | |
|------------|-------------|--|-------------|--|--|-------------|--|--|-------------|--|--|
|------------|-------------|--|-------------|--|--|-------------|--|--|-------------|--|--|

| | | | | | | | | | | | | |
|--------|--------|--|--------|--|--------|--|--------|--|--------|--|--------|--|
| System | <Task> | | | | | | | | | | | |
| | <Task> | | <Task> | | | | | | | | | |
| | <Task> | | <Task> | | <Task> | | <Task> | | <Task> | | <Task> | |

| | | | | | | | | | | | | |
|---------|--------|--|--------|--|--|--|--|--------|--|--|--------|--|
| Meaning | <Task> | | | | | | | | | | | |
| | <Task> | | <Task> | | | | | <Task> | | | <Task> | |

| | | | | | | | | | | | | |
|---------------|--------|--|--------|--|--------|--------|--------|--|--------|--|--|--|
| Legal/Ethical | <Task> | | <Task> | | | | | | | | | |
| | <Task> | | <Task> | | | <Task> | | | <Task> | | | |
| | <Task> | | <Task> | | <Task> | | <Task> | | | | | |

| | | | | | | | | | | | | |
|------------|--------|--|--------|--|--|--|--|--------|--|--|--------|--|
| Governance | <Task> | | | | | | | | | | | |
| | <Task> | | <Task> | | | | | <Task> | | | <Task> | |