

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION



الإمارات العربية المتحدة
وزارة الصحة ووقاية المجتمع

MOHAP – OPEN DATA PORTAL GUIDELINES

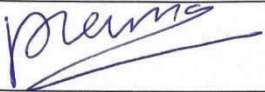

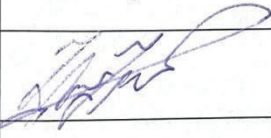
Abstract

This document highlights the key distinction of Open Data and the requirements for publishing this data on the MOHAP Open Data portal.



Document Control

Document information

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Signature			
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01	10/2022	Version 1	Varunendra Verma	Dr. Alya Harbi
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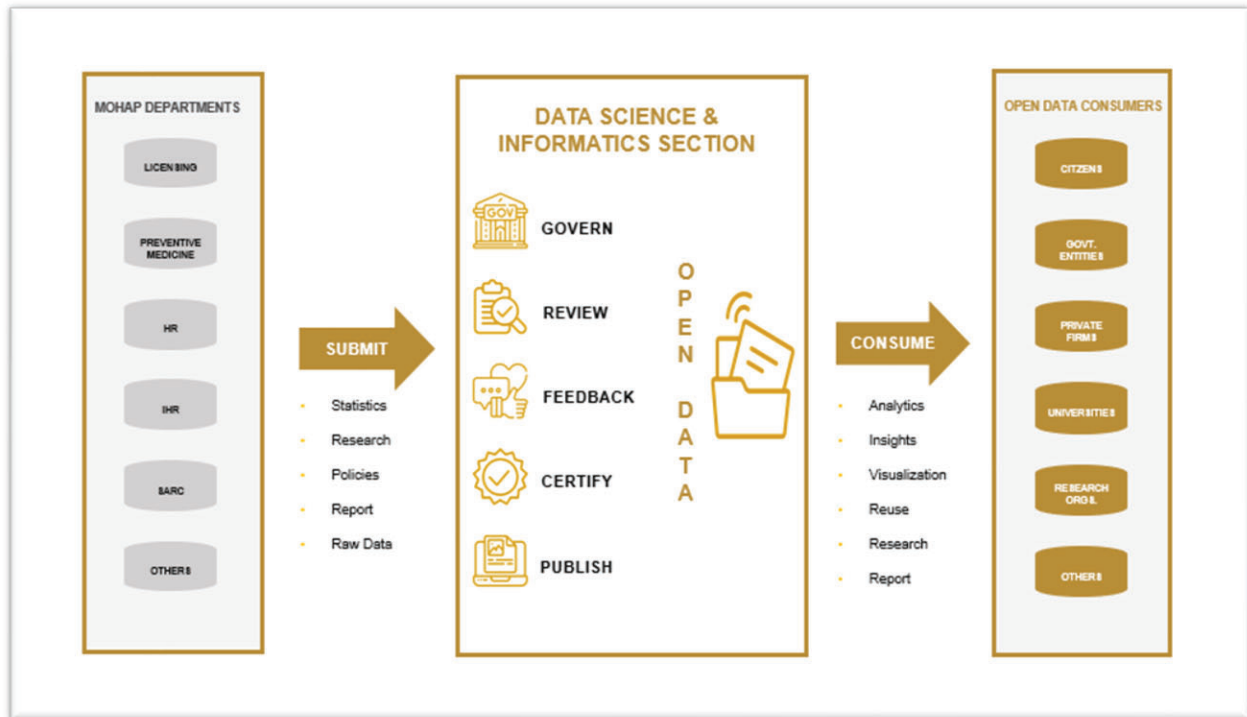


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1. Purpose

To highlight that **Statistics & Research Center (SARC) Department** has the central responsibility and ownership of **OPEN DATA** in the Ministry of Health & Prevention.



As per decree released in 2019, **Data Science & Informatics section** of this department has the **chief responsibility** towards governance, management and publish of **Open Data** obtained from all MOHAP departments as reflected above.

A **Ministerial Decree no. 468 year 2019** exists which certifies the role of **Data Science section** towards **Open Data**.

2. Open Data - Introduction

WHAT IS OPEN DATA?

As per **Open Definition** ;

Open means anyone can freely access, use, modify, and share for any purpose (subject, at most, to requirements that preserve provenance and openness)

It essentially pertains to those published **Datasets** which conform to below attributes;











Examples of Open Data documents;

- Aggregated Data
- Micro Data
- Administrative Data
- Geospatial Data



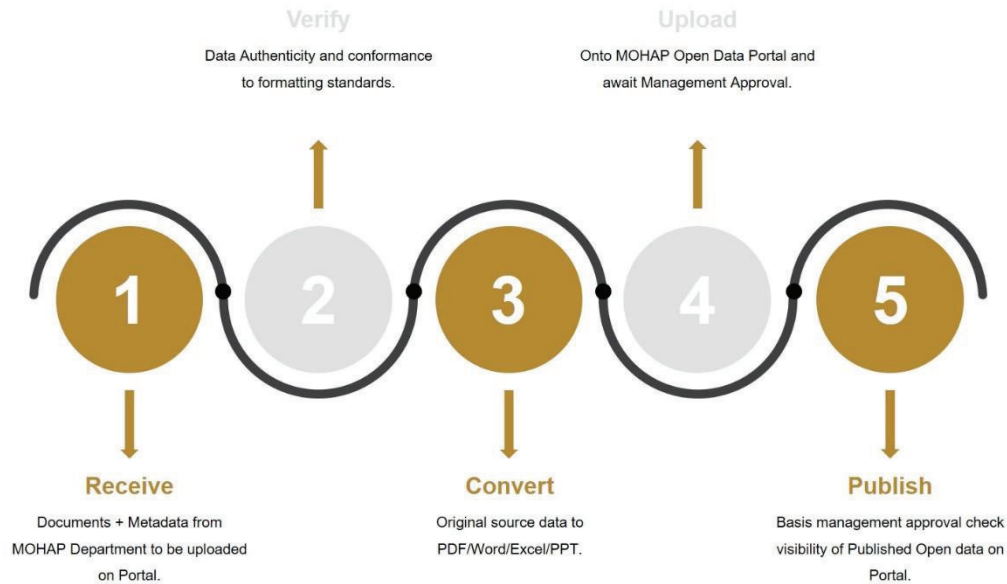
3. Open Data - Criteria

As a policy , The **Data Science section** mandates for **all MOHAP departments** that their data/dataset(s) will only be published on MOHAP Open Data portal basis adherence with below mentioned criteria/characteristics which facilitate easy to understand, useful and circulatable Open data.

 <p>Naming Convention Easy to guess content basis Name of published file inclusive of Year and Disaggregation.</p>	 <p>Uniformity Conformance to officially approved standardized formats – color coding, fonts, templates, tabular structures.</p>
 <p>Content Authentic, Reliable and Accurate data best capturing activities carried out by government entity.</p>	 <p>Metadata Mandatorily captured elements and background to help classify, describe and summarize published data.</p>
 <p>Format Easy to read, consume and download with file formats such as xls, pdf, ppt etc. both for Raw and Report data.</p>	 <p>Periodicity Data across multiple years serving trends, analytics, forecast possibilities.</p>
 <p>Machine Readable Structured data processible by a computer in formats such as <u>CSV</u>, <u>JSON</u>, <u>XML</u>, etc.</p>	 <p>Accessibility Easily accessible data with no passwords nor edit locks.</p>

4. Open Data – Publish Workflow

- High - Level Workflow

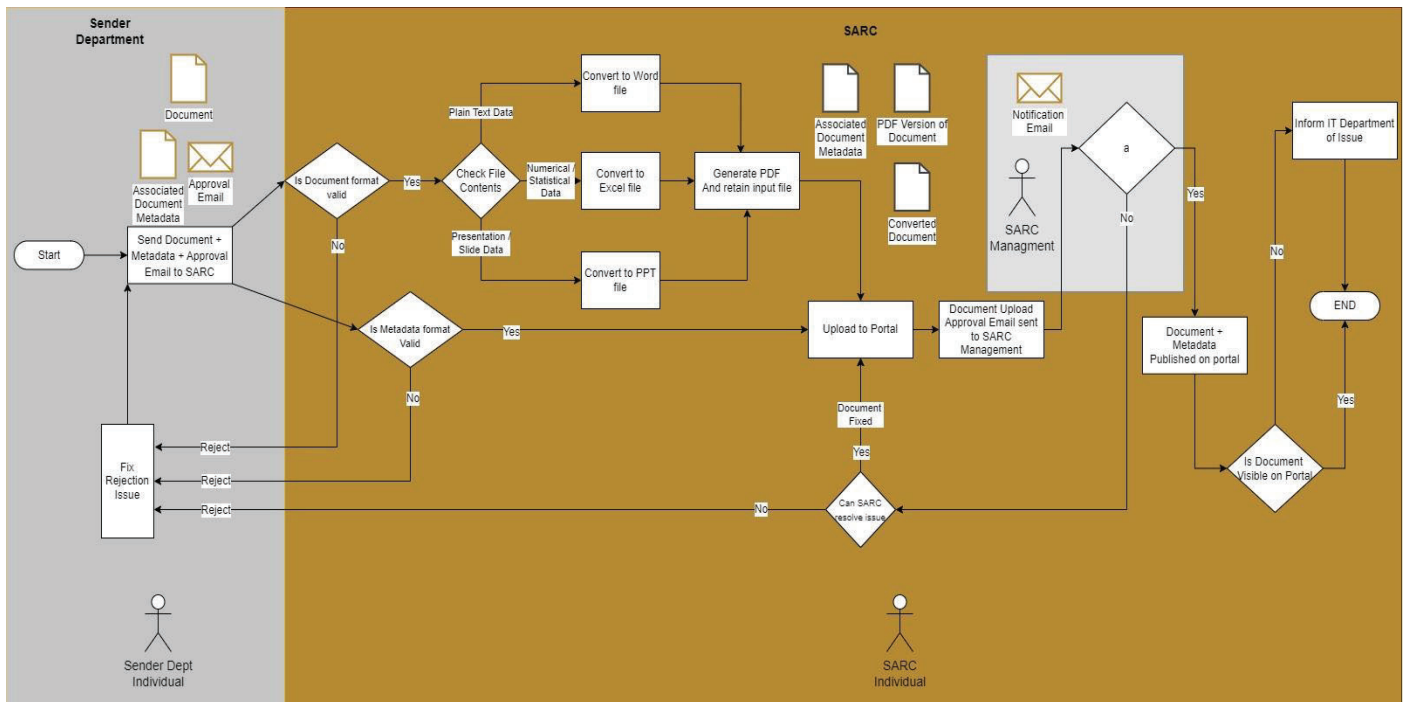


Workflow Step	Step Description
RECEIVE	<ul style="list-style-type: none"> Official Mail from Sender Department containing below items; <ul style="list-style-type: none"> Document file Associated Document metadata file Approval Mail from Department Director / Section Head permitting publish of document.
VERIFY	<ul style="list-style-type: none"> SARC Individual to check formatting standards of document to be matching PMO and TDRA standards as well as standards mentioned in Appendix - 06.1 Data Formats To ensure Metadata file is as per Official Metadata template (present in Appendix - 6.2 Metadata Form) shared with Sender Department. <p>Open Data requests without Metadata will be Rejected.</p>



CONVERT	<ul style="list-style-type: none"> Document must always be in 2 formats viz. Original Format and PDF. Document file type conversion by SARC Individual basis below factors; <ul style="list-style-type: none"> ✚ Non numerical data to be in WORD format ✚ Numerical and statistical data must be in EXCEL format ✚ Presentation and slides data must be in PPT format.
UPLOAD	<ul style="list-style-type: none"> SARC Individual to upload Document and Metadata file on Portal by adding appropriate details and categorization. SARC Higher Management to approve/reject the publish of this document on Portal.
PUBLISH	<ul style="list-style-type: none"> Basis Management approval, SARC Individual to verify presence of published document and metadata file on Portal in both English and Arabic languages (as provided by sender department). Verify Searching, Filtering and Links related to both the files.

• Detailed Workflow



5. References

TDRA Open Data Policy <https://tdra.gov.ae/en/open-data/open-data-policy>

Open Data Watch <https://opendatawatch.com/publications/open-data-inventory/>

Open Definition <https://opendefinition.org/>



6. Appendix

6.1 Data Formats

6.1.1 Excel Formats

1. The documents content and layout should be aligned with the **Visual Identity** provided by **PMO**
2. Only **Ariel** font has to be used for all text
3. **Topmost part of page** must have **MOHAP-Logo** present towards left hand side (irrespective of language) to be used according the practices mentioned by **TRA**.
4. Below the Logo – **Statistics & Research Center** text must be present with below specs
Background color: **Tan (R-182,G-138,-53)** [see attached file]
Text Color: **White, Background 1**
Font – **Ariel Bold**
5. Below SARC text, **File Name** must be present with below specs
Background color: **White, Background 1, Darker 5%**
Text Color: **Black**
Font – **Ariel Bold**
6. Design / Color scheme will be according the Visual Identity provided by PMO
7. Below File Name, **Main Table** must be present with below specs
 - a) **Main Header Column Names:**
Background color: **Tan (R-182,G-138,-53)**
Text Color: **White, Background 1**
Font – **Ariel Bold**
 - b) **Right Most Column Values** (Main Column Values) – For Arabic
Background color: **White, Background 1, Darker 15%**
Text Color: **Black**
Font – **Ariel Bold**
 - c) **Column next to Right Most Column Values** (Sub-Column values) – For Arabic
Background color: **White, Background 1, Darker 5%**
Text Color: **Black**
Font – **Ariel Normal**
8. Any **column** which has name as '**Total**' , either horizontal or vertical, must have its **column values** with below specs:
Background color: **Tan (R-182,G-138,-53)**

Text Color: **White, Background 1**
Font – **Ariel Bold**

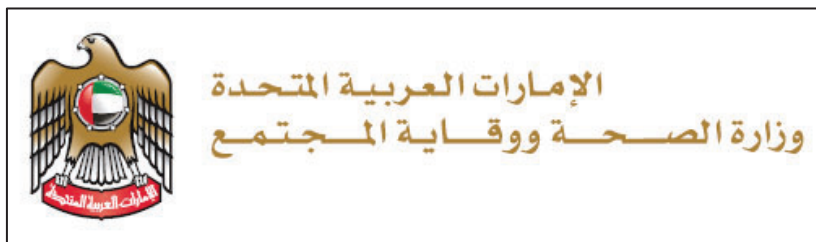
9. All other column values should **NOT BE BOLD** ie Normal.
10. **File Name** should not be very long ideally within **100 chars**.
11. **Sheet tab** should have valid name pertinent to the file name
12. The documents to be uploaded should be in **Arabic** and **English** language
13. The documents to be uploaded with multiple extensions(minimum two) i.e. **PDF, EXCEL, WORD etc.**
14. **File names** should **not include** any character, such as: underscore, hyphone, @...etc.
15. In any file, Do not use word "**sex**" instead use "gender" and in Arabic use "نوع" instead of "الجنس"

6.1.2 Logo Formats

a) English



b) Arabic





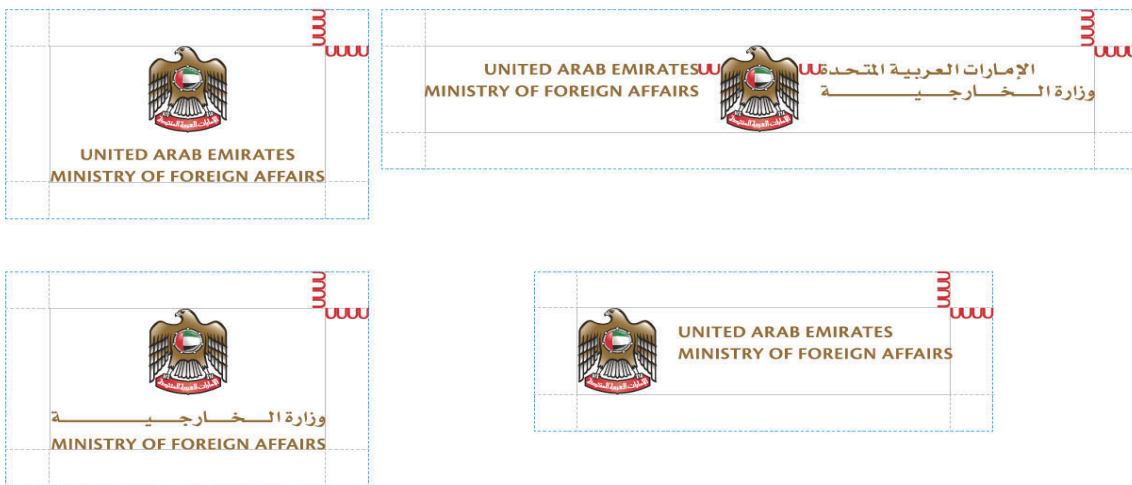
c) General Guidelines

1.6 FEDERAL MINISTRY LOGO – SPACE AND SIZES

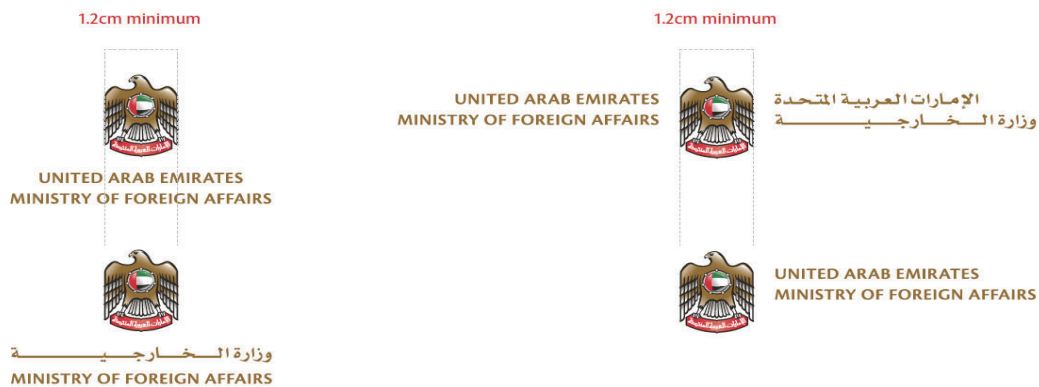
In order to maintain visual clarity and preserve the integrity of the Ministry logo, please always ensure to maintain a minimum clear space around it. The logo must never appear to be linked to or crowded by copy, photographs or other graphic elements.

When using the Ministry logo in different sizes, please always ensure that the relationship between the logo elements remains fixed and that they are resized proportionally. Please ensure never to reproduce the logo at a size where the Federal emblem is less than the minimum size (1.2cm) as to protect the legibility of the Federal Ministry logo.

Minimum Clear Space



Minimum Logo Size



e) Color Guidelines

Primary color palette		
PANTONE®	CMYK	DIGITAL*
GOLDEN FUTURE – Wealth, High quality, Excellence		
8960 C	C17 M38 Y83 K22	R182 G138 B53 B68A35
SILVER SERVICE – Perfection, Intelligence, Balance		
877 C	C00 M00 Y00 K30	R198 G198 B198 C6C6C6
WHITE – Purity, Openness, Transparency, Peace		
White	C00 M00 Y00 K00	R255 G255 B255 ffffff
Secondary color palette		
FLAG RED – Power, Passion, Energy, Excitement		
186 C	C02 M100 Y85 K06	R200 G16 B46 C8122E
FLAG GREEN – Prosperity, Growth, Success, Honesty		
348 C	C96 M02 Y100 K12	R00 G132 B61 00843D
FLAG BLACK – Dignity, Formality, Authority, Elegance		
Pantone Black C	C10 M10 Y10 K100	R00 G00 B00 000000

*Reference: Pantone® Colour Bridge

6.2 Metadata Form

METADATA	VALUE
INDICATOR / DATA NAME	
INDICATOR / DATA DEFINITION	
DATASET NAME_EN	
DATASET NAME_AR	
DESCRIPTION_EN	
DESCRIPTION_AR	
DATA OWNER_EN	
DATA_OWNER_AR	
OWNER_TEL	
LAST UPDATED DATE	
LANGUAGE	
KEY TERMS / TAGS	