

Guidelines for collecting and disseminating Open Data for NIDA Wisdom Repository

The National Institute of Development Administration (NIDA) was established to provide guidelines for the disclosure of research information by students at NIDA. These guidelines aim to ensure uniformity in the process, including the specification of characteristics for suitable data sets (Datasets) for storage and distribution. They also cover the format of data sets and distribution methods, adhering to the core principles of Open Data as defined by the Digital Government Development Agency (DGA), a public organization. These principles encompass: 1) Availability and Access, 2) Reuse and Redistribution, and 3) Universal Participation.

Characteristics of data sets suitable for publication are as follows:

1) The data set format should be in a structured format such as a table or common file formats like CSV, XLS, XLSX, XML, or JSON. This ensures that the published data is fully usable.

2) The information should primarily comprise statistical data, such as figures pertaining to solid waste quantities or monthly rainfall. It's important to present sample data in a tabular format. Data in the form of transactions or lists is particularly suitable for open and free use.

3) URLs linking to data should directly lead to the data itself. They should not direct users to an organization's website or a Facebook page, as these formats are not suitable for data distribution within the system.

However, when publishing data sets, it's important to consider their utility. The information contained within these data sets must also adhere to various laws, rules, and regulations. This includes ensuring that the data does not include any personal information that could violate the Personal Data Protection Act (PDPA) or any other relevant laws.

Type of data sets (Datasets) stored and distributed on the NIDA Wisdom repository should be as follows:

- 1) CSV: comma-separated values
- 2) XLS: (Microsoft document file Excel
- 3) PDF: Portable Document Format (PDF)
- 4) DOC: (Microsoft Word document file)
- 5) XML: Extensible Markup Language (XML)
- 6) RDF: Resource Description Framework (RDF)
- 7) KML: Keyhole Markup Language
- 8) SHP: Esri Shape file
- 9) ODS: The Open Document Format for Office Applications (ODF)
- 10) KMZ: (KML-Zipped)
- 11) JSON: JavaScript Object
- 12) TXT
- 13) HTML: Hypertext Markup Language (HTML)
- 14) TIFF: Tagged-Image File Format
- 15) JPEG: Joint Photographic Experts Group.

Information dissemination steps and processes

- 1) Published datasets must comply with all applicable laws and regulations, including those related to privacy and security.
- 2) Data should be formatted according to established standards, accompanied by a description that provides context for data users.
- 3) To publish datasets, please specify the data owner's name, faculty, and the thesis or research title, and send them to the NIDA Wisdom Repository at the National Institute of Development Administration via email at nidawr@nida.ac.th.