Data and Knowledge Management Policy of BIGM 2024

Bangladesh Institute of Governance and Management (BIGM)

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Data and Knowledge Management Policy of BIGM

Preamble

The Data and Knowledge Management Policy of the Bangladesh Institute of Governance and Management (BIGM) is a significant step toward gathering, preserving, and disseminating the intellectual output of the institute. To deposit, manage, and retrieve documents, the KM repository leveraged **DSpace**, a well-known and widely-used open-source program. Open source is software made accessible for use, modification, and distribution under the same conditions as when it was first created. It can inspect, modify, and enhance anyone. The data and knowledge management policy strives to institutionalize BIGM's knowledge management activity and resources in national development and to establish a complete framework for data and knowledge management dashboards for better communication. The policy stipulates the preservation of implemented activity, strengthening knowledge management platforms, formation of procedures for documenting, storing, and exchanging knowledge, and bolstering human and financial resources for knowledge management. The BIGM Library and the strategic wing are solely responsible for managing the repository, including creating metadata, scanning print materials as needed, and quality control.

Goal

The goal of the data and knowledge management policy is to ensure that knowledge management and data accessibility are institutionalized throughout the public, private, and other non-state entities in Bangladesh's socioeconomic development context. This policy is grounded in tenets of open research and collaboration, accessibility, and building knowledge through partnerships.

Definition of Terms

Knowledge Management

Knowledge Management refers to an organization's and an individual's ability to recognize, generate, collect, evaluate, store, retrieve, share, protect, and use latent and informative knowledge in ways that directly boost institutional performance. Indeed, the process of generating value from epistemological and knowledge-based assets for learning and development is known as knowledge management (KM). Because of any procedure or method for producing, obtaining, capturing, disseminating, and utilizing knowledge, wherever it may be, in order to improve institutional activity, learning, and performance in organizations is known as knowledge management. BIGM's task is to create the proper rules and processes to represent its "knowledge repository," where knowledge codification is used to improve "BIGM institutional Knowledge memory" and where knowledge enrichment is accomplished via share/interchange between knowledge creators and stakeholders.

Data Management

Data Management specifies what data will probably be produced during research and training and how it will all be categorized. It will also identify the types and formats of data that will

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be accumulated for study purposes. The strategy also stipulates any access limits that may need to be advisable, along with procedures for the data's preservation and how it would be shared. This policy will serve as a roadmap for all BIGM staff as they implement best practices in data management to guarantee quality in research/policy brief execution and to meet sponsors' criteria for data management, transparency, and sharing. Data that is well-managed will help scholars present their findings, and if the data is deemed to be fit for publication, it will enable validation and review of study outcomes.

Core Principles

In addition to the values and principles of the 'Deed of Trust' of BIGM, the Vision and Mission statement of BIGM are derived from the 'Strategic Plan of BIGM' and the National goals of Bangladesh, the implementation of Data and Knowledge Management Policy that will guide all wings and team members of BIGM in tailoring their knowledge management road maps:

a. *Knowledge Sharing*: Data and knowledge management policy will be cognizant of the BIGM tenet that knowledge shared is power and knowledge gains value when shared.
b. *Integrity and Data Protection*: Knowledge assets and resources will be adequately protected and accessed in a controlled manner.
c. *Collaboration and Inclusivity*: Using data and knowledge management policies will ensure all stakeholders are involved and part of the process.
d. *Accuracy and Timeliness*: Knowledge management policy will ensure the provision of accurate knowledge to the right person at the right place and at the right time to facilitate the making of the right decisions.
e. *Quality Assurance*: The knowledge management process will ensure that the information and knowledge/data-related items adhere to high-level standards as well as the defined norms and standards for knowledge management. It is a process by which an institution confidently and reliably guarantees that the standards and calibre of its self-provision are being upheld and enhanced. It entails thoroughly analyzing the documents available to preserve and improve their effectiveness, equity, and quality.
f. *Differentiated*: Knowledge dissemination services across BIGMs and various ministries are differentiated to address diverse demands and
g. Results-focused: Data and Knowledge management repository integrated by DSpace tracks and evaluates the outcomes of knowledge work.

Core Activities

The knowledge management policy gives a plan for how the public sector, private sector, and non-state actors in Bangladesh can integrate and harmonize data and knowledge management principles and practices. The policy applies to BIGM authority on the management of explicit and implicit knowledge acquired over time by the institute, individuals, and team members. To achieve widespread engagement in the knowledge management sector, private and non-state entities may adopt and domesticate the policy. This policy also recommends that the basic activities of data and knowledge management can be specified by the combination of a standard

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knowledge flow procedure that explains how knowledge activities are conducted through BIGM.

a. Identify - Determine the information that is essential for the strategy and operations of this policy.
b. Create - New knowledge and information (every day, all the time, across all areas of the research)
c. Collect - Amass knowledge in order to impart it to others.
d. Review -Evaluate knowledge and facts to determine their accuracy, applicability, and relevance.
e. Share -Transmit knowledge through informal posts, documentation, and group projects.
f. Access - Use pull (searching) and push (alerting) strategies to access data and knowledge assets
g. Use - knowledge to solve problems faster and make more informed decisions.

From this point on, the essential core activities of data and knowledge management can be categorized into various approaches and methodologies. Still, practically all of them concentrate on the same five basic activities such as (i) identify, (ii) create, (iii) store, (iv) share, and (v) use. The following diagram explains the routine connected with core activities requiring fundamental knowledge.

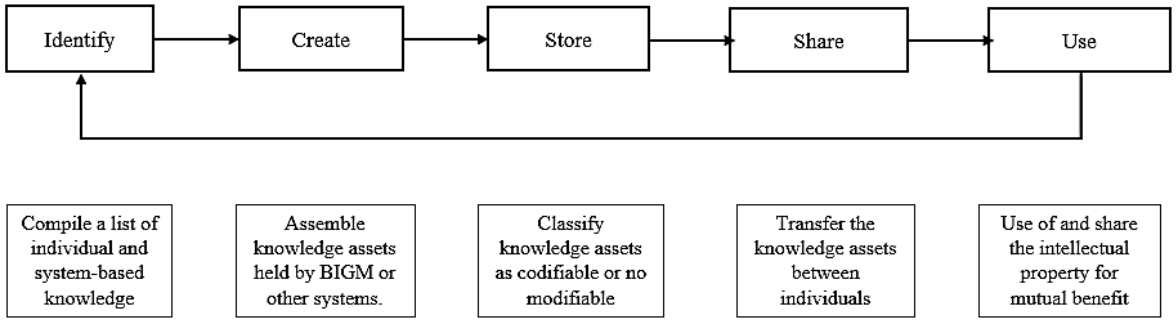

Figure 1: Core knowledge activities.

Aims and Objectives

The BIGM Knowledge Management and Data-Driven Policy's primary objective is to boost the visibility, use, and impact of the institute's research, policy draft, handouts, and related publications/documents by offering them to use through its own digital KM repository. The output comprises full-text documents created by the institution, including theses, reports, journal articles, conference publications, draft policy papers, datasets, op-eds, year-wise financial budgeting & planning, and research documents created by the wings/institute/ReForm of the BIGM. The KM repository's goals are divided into different categories:

a) To enhance the accessibility, visibility, and exposure of BIGM's scholarly research output;
b) To ensure the storage and preservation of the BIGM's research output in an umbrella;
c) To use or reuse and redeploy the existing knowledge assets to solve problems and innovate;

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d) To strengthen the institutional framework supporting knowledge management;
e) Establish implementation, coordination and collaboration for knowledge management repository and
f) To ensure that knowledge is harvested and shared effectively with concerned stakeholders;

Overall, it boosts and upholds the institute to improve the scholarly sharing and communication of the Bangladesh Institute of Governance and Management (BIGM) in a free and open access setting for increased discovery, research value, and institutional image.

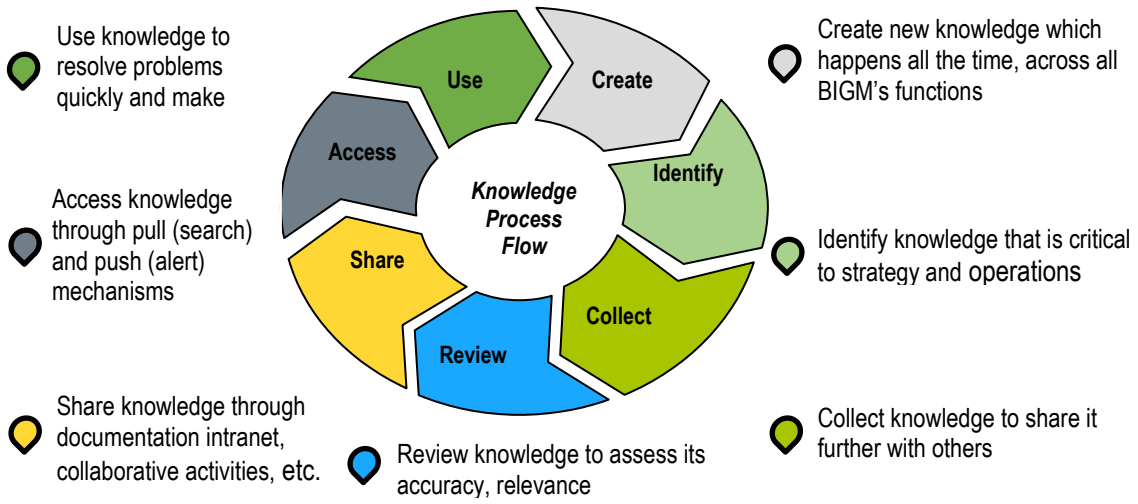

Figure 2: Knowledge Process Flow

Structure of the KM and Data-Driven Policy

BIGM outreach policy is the function of applying research, policy, academic and training expertise for the direct benefit of external audiences in support of the institute's mission. With this view, the knowledge management and data-driven policy are organized chronologically into different sections, such as submission policy, copyright policy, retention policy, withdrawal policy, data management policy, technical and operational policy, academic and training activities documentation policy, finances & administrative policy, library management policy, financial planning for KM policy, and the committee for KM policy with responsibility and amendments to knowledge management policy respectively.

Submission Policy

a) Every item should only be submitted by the academic personnel and researchers/students/trainees of the institute;
b) The BIGM Library will review the materials provided to confirm the authors' and depositors' eligibility and relevance to the BIGM Knowledge Management Repository and to check the layout and format of the document;
c) The depositor/submitter is solely responsible for ensuring the accuracy and legitimacy of entries/contents;

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d) Items may be submitted at any time, but they will not be made accessible to the public until the publisher's copyright policies have been confirmed;
e) The authors/depositors are solely accountable for any infringements of copyright; and
f) The relevant item will be removed promptly if BIGM Central Library receives any evidence of copyright infringement, plagiarism, or any other breach that calls into question the submission's legitimacy.

Content Policy

a) All postgraduate students pursuing a degree at the institute are required to submit the final version of their thesis/internship report to the BIGM Library for deposit in the BIGM Knowledge Management Repository. The work to be deposited must be approved in writing by the Academic Wing Chief/Supervisor;
b) Faculties and researchers who have completed a research project, consultancy service, or research publication are required to submit a copy to the KM Repository through the proper channel.
c) Journal articles, seminar notes, published op-eds, working papers, and conference papers produced by the faculty/researchers of the institute;
d) Training participants who completed the draft policy paper and strategic plan are required to submit the final version to the BIGM Knowledge Management Repository via approval of the responsible wing chief;
e) If BIGM uses the author's text in the future for any reason, it would be best to notify them in advance;
f) All documents or research-related work must be submitted in digital format or electronically;
g) The submission needs to be finished and prepared for input into the BIGM data-driven repository;
h) The author/submitter must be willing and able to grant the BIGM Central Library the right to preserve, distribute and share their work through the BIGM Knowledge Management Repository. Moreover, if the work is part of a series, additional works from the same series should also be contributed so that the BIGM Knowledge Management Repository can offer as complete a set as possible; and
i) The BIGM Knowledge Management Repository may include printed versions.

Copyright Policy

a) Copyright is retained by authors and contributors. Nevertheless, authors and creators will grant BIGM Library a non-exclusive license to preserve and distribute the items deposited. Authors and depositors may resubmit their work elsewhere;
b) If a deposited item is later published, it is the author's or creator's obligation to identify the disposition of the object in BIGM's Knowledge Management Repository and to get in touch with the library or concern wing for support/assistance as necessary.
c) Most publishers only allow authors to submit their final copy after peer review, and they do not permit authors to submit the publisher's final PDF version (post-print).

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Before submitting their work, authors/submitters should review the copyright policies of each publisher/journal; and

d) BIGM Central Library, in cooperation with the strategic wing, may get in touch with the author or submitter to seek alternative ways/options/methods to use, disseminate, or archive copyrighted works/outputs for legitimate research purposes.

Retention Policy

a) The item will be preserved/retained continuously/indefinitely;
b) BIGM Central Library will make every effort to maintain the readability and accessibility of its materials. However, certain unusual file formats may not be able to be guaranteed for readability. If applicable, items will be converted to new file formats. To access non-migrated formats, software emulations will be given/supplied whenever appropriate;
c) The files stored and protected in the KM repository will be routinely backed up by the Bangladesh Institute of Governance and Management (BIGM) with the help of concern wings;
d) Generally deposited items/documents cannot typically/invariably be eliminated from the knowledge management repository of the Bangladesh Institute of Governance and Management (BIGM) without proper authorization;
e) Changes/alterations to deposited items/objects are not permitted; and
f) If necessary, a revised/new version may be provided via a letter of consent from the chief of the concerned wing.

Withdrawal Policy

The institutional repository policy of the Bangladesh Institute of Governance and Management (BIGM) strives to maintain permanent access to the resources that have been stored. Nevertheless, it could be required to remove documents from KM data-driven storage in some cases.

a) Withdrawn items/objects are not completely removed but are hidden from public access/views.;
b) Withdrawn items'/objects identifiers or uniform resource locators (URLs) are kept around indefinitely;
c) The metadata of removed items/contents will no longer be searchable information;
d) It is not permissible/authorized to make changes/alterations to deposited items/contents;
e) Plagiarism or copyright violations that have been verified;
f) Legitimate requirements and proven violations/infractions; and
g) National Security and completely fabricated/falsified research or any related documents.

Research Data Management Policy

Research wing shall upload/post their sharable research data in a publicly accessible BIGM Knowledge Management Repository as soon as the findings are published/released. If funder

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criteria differ concerning the timing of deposit or the repository to be used, those requirements take precedence. BIGM Research wing should take into account the following before sharing data in a KM repository:

a) *Utilization of embargoes/restrictions*: If the BIGM researcher/research wing/BIGM itself is unable to disclose research data before the funder-mandated deadline, they should ask or request the funder for an extension of the embargo period. This indicates that the data is restricted to the researcher for a specified length of time.

b) *Intellectual Property Rights (IPR) and Copyright*: Faculties and researchers/research wings should not share/exchange data that violates copyright and Intellectual Property Rights. While using third-party data, access requirements must be understood and adhered to, and any data used must be properly cited. For more insight and guidelines, researchers/academicians/staff should consult BIGM's knowledge management and data-driven policy on ownership, protection, and exploitation of Intellectual Property Rights.

c) *Commercialization:* BIGM academicians and researchers who collaborate on research projects with different organizations/donor agencies must admit that data produced by these partners may be subject to restrictions for commercial purposes. In the event of sponsored research, a researcher should become familiar with funder criteria and regulations for data management and storing and sharing data from commercial studies.

d) *Licensing*: The research wings should look for licenses that allow sharing and reusing when choosing licenses to publish or release their data/findings.

e) *Ethical and moral considerations*: Each researcher should examine any ethical concerns that would prohibit data sharing. For further information, researchers should refer to the 'Publication Policy of BIGM' for Research Ethics for guidance.

f) *Privacy and Security*: The IT and research wing should take all necessary precautions to ensure and maintain the confidentiality and privacy of research data and encrypt personal information before releasing/publishing/uploading it in the KM repository. Researchers must note that certain data may not be sufficiently anonymized, which could prohibit data from being shared. In this connection, researchers may refer to the "BIGM Publication Policy" for Research Ethics and the Data Protection for research protocol.

Technical and Operational Policy

a) IT department will provide secure storage for all types of papers, master's program and training-related handouts/lectures, PowerPoint slides, documents, and research data throughout the research project lifecycle.
b) IT will provide technical guidance on data preservation, backup, archiving and retrieving data.

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c) IT department will give technical assistance, advice to faculties/researchers/staff, and guidance on Research Data Management (RDM).
d) Additionally, the IT department should manage any software created/developed as part of a research project and so on.
e) IT, specifically Data Management, will provide assistance and guidance to faculties/researchers on legal matters/challenges/obstacles pertinent to research data and RDM, e.g., Intellectual Property Rights (IPR) and Data Protection (DP) and Branding Policy, if any.
f) The repository must include a dynamic dashboard that will have data security ensured using secure socket layer (SSL) services and restrictions on uploading files that are more than 30MB in size.

Academic and Training Activities Record Policy

a) All teaching/training-related handouts, lecture sheets, academic syllabus, training brochures, and recordings will be kept concerning the academic wing and uploaded to the KM repository in restricted mode for future use in addition to any audio and visual recordings.
b) All master's program students, trainees, and policy participants, outgoing and still present, will have their date of entry, the status of course completion, and other relevant information recorded into the repository using the ERP.
c) The classes of Masters course (MPA) faculty members and trainers taking courses are to be kept on record, including the courses they had taken, the lectures they provided, along with any additional feedback or concerns raised by them.
d) Results of examinations, courses, and programs are to be compiled with respect to students and trainees for future reference and in order to streamline the processes of the examinations and control the authority of BIGM.
e) Handouts, lectures, powerpoints, and all recordings are components of instructional materials created by BIGM faculty, assigned trainers as well as staff. The BIGM has the authority to utilize these instructional materials in the delivery of courses and programs as outlined in this policy.
f) Extra-curricular activities of BIGM pertaining to the academic and training wings and its stakeholders, such as tours, additional training, and entertainment events, will be recorded within the system to properly preserve the actions and events that occurred throughout the time period for future use.
g) All materials will be updated and revised yearly to find discrepancies, concerns and relevant feedback in order to prepare adequately.

Essentials of Finance and Administration Policy

Financial policies clarify the roles, authorities, and duties associated with fundamental financial management tasks and decisions. Even though there may be periodic deficits or periods of restricted cash flow, the following features are indicative of BIGM's long-term financial soundness.

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a) The Additional Director (Finance and Administration) is responsible for the day-to-day financial management of the BIGM.
b) The Director alone is entitled to sign cheques for amounts greater than Tk.500,000. Other than that, a designated signatory is responsible for authorizing all payments less than Tk.500000.
c) Delegation of authority is applicable with respect to making routine and required financial decisions and taking related actions.
d) Submit operating and capital budgets to the Finance Committee (pay and service committee, budget scurrility committee, procurement committee) in time for reasonable approval by the Board before each fiscal year.
e) The Director of BIGM is authorized to enter into contracts for budget or planned activities approved by the Board.
f) Account for sponsored project, training, and endowment funds separately from general operating funds, and clearly define the restrictions applicable to these funds. Detailed endowments are to be maintained by Excel under the supervision of competent authorized persons.
g) Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
h) Increase the accuracy and completeness of data posted from source documents (invoices, FDR/TDR interest, cashbooks, payment receipts, training, tuition, and other permissible fees) to the computerized system (ERP) to ensure all transactions are appropriately accounted for, and the system is maintained in accordance with all applicable procedures and controls.
i) In order to completely secure and protect the privacy of files and documents, it is necessary to specify the administrative and operational procedures for information input, output, processing, and dissemination.
j) Enabling and upholding BIGM's authority and management will ensure better accountability, transparency, and information dissemination, as well as obtaining timely and accurate financial reports annually and providing the Director of BIGM with all pertinent information.
k) Assist and instruct to the board with pertinent financial information during budgeting, associated accounts, and other decision-making processes. The accountant does the service upon request.
l) BIGM's Finance and Management wing should disclose all its operations and provide necessary information as well as audit reports and budget to the Board Members.
m) Pay, receive, process, and disburse funds, obligations, and dues under sufficient control to maintain basic segregation of duties and promptly protect bank accounts, income receipts, and payments. Besides, the BIGM account also manually maintains a bill register and cheque register.
n) Plan and carry out suitable protection and maintenance of the property, buildings, and equipment.
o) All recruitment information of BIGM staff, past and present, must be preserved and kept confidential while maintaining a database updated yearly that is easily retrievable.

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This should be under the purview of the Additional Director (Finance and Administration).

Library Management and Documentation Policy

a) To follow a general guide for selecting and maintaining material collections offered by BIGM and to emphasize the library's commitment to intellectual freedom and unrestricted access to information.
b) The KM repository will keep an online record of all books, publications, and documents available within the library.
c) All hard and soft copies of academic, training and related lectures, PowerPoint slides, handouts, and associated documents will be kept within the library under the responsibility of the Librarian.
d) Booking in, borrowing, and returning books by faculty members/students/participants will be traced using the repository to ensure appropriate streamlining of library functions to students.
e) Library cards, student IDs, and online entry will be used to ensure proper usage of library facilities by all stakeholders of BIGM.
f) The Librarian and IT team will be responsible for maintaining all assets within the library and using the repository as needed.
g) All aspects of the library and its modifications will be done under the oversight of the Library Committee and will then be communicated to the Director, BIGM.
h) The Library Rules, as outlined by the BIGM Library Rules will be strictly followed at all times.

Financial Concessions for KM

Knowledge management and data-driven policy implementation will be coordinated through the allocation of financial resources by the BIGM administration, which is responsible for economic planning. Similarly, the KM repository committee will be expected to propose an acceptable yearly budget for the implementation of knowledge management activities. In addition, the BIGM authority will be expected to design and implement strategies for service delivery to provide appropriate funding for implementing knowledge management and data-driven tasks and strengthening partnerships and engagement with stakeholders.

Branding Policy of BIGM

This policy aims to identify the ownership and proper use of trademarks, service marks, logos, and other similar markings or identifiers associated with the BIGM to preserve and protect the BIGM's rights to use and control its protected identity. Additionally, this strategy guarantees that BIGM's brand identities are consistent, clear, and cohesive both internally and internationally.

BIGM is the owner of all rights, titles and interest in its trademarks, service marks, trade names, graphic/visual images, logos, seals, symbols, mascots, taglines, pride lines, and any other similar mark or indicia affiliated with the BIGM, including marks connected with all last names of the Institute. Their use is prohibited by law.

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Communications that define or illustrate BIGM, its programs and operations include, but are not limited to, stationery and business cards in the appropriate format, serial and other publications, brochures, websites, and advertisements, among others.

External entities employed/hired by BIGM to provide design, composition, printing or copying, publishing, web page development, associated services, or goods must also adhere to the policies established in these documents.

Overall, all wings of the BIGM registered student alumni/trainee and BIGM's BOT and GB members are required to comply with all elements of the BIGM Brand when using Bangladesh Institute of Governance and Management (BIGM) graphical marks. This criterion aims to ensure the precise and uniform use of visual identifiers for the Institute.

Committee for Knowledge Management Policy

This committee will be chaired by the Director, BIGM and shall be consulted for managing KM policy. Alongside this, the committee should be headed by the Strategic Wing Chief, and the other members will be two faculty members, one senior research fellow, one research associate, and one IT officer. Any other member of the committee may co-opt if necessary. The committee will be responsible for the following:

a. Developing an internal KM activity inside the appropriate wing or a relevant wing responsible for KM;
b. Make final decisions based on the opinion of the committee regarding the published articles, journals, book chapters, policy drafts, editorial notes, and reports in the KM repository;
c. Take necessary decisions regarding deposit, manage, and retrieve documents as and when required;
d. Ensure completion of activity within a predefined time;
e. Provide secretarial and professional assistance to the committee if and when necessary;
f. Monitor and scrutinize all the documents are correctly stored and suggest further corrections/modifications if required;
g. Overlook data sharing with other parties in the event of collaborations and partnerships;
h. Take necessary measures if any discrepancies look in the KM repository and perform other essential activities related to the publication, dissemination, and continuation of the documents;
i. Developing and implementing action plans, procedures, and strategies;
j. Enhancing current knowledge-sharing networks and collaborations and identifying practice stakeholders;
k. Coordinate the review of knowledge management and data-driven policy;
l. Supervise and monitor all aspects of security involved with the running and usage of the repository;
m. Convene meetings of several wings, provide secretarial services, and delegate knowledge management across ministries;

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Amendments to Knowledge Management Policy

BIGM reserves the right to amend/update this policy from time to time by updating our website respectively. Moreover, the policy will be reviewed every four (4) years and as when the need arises. The data and knowledge management policy implantation committee will coordinate the review. Please visit the site regularly to ensure you have access to the most up-to-date policy.

1. Contact Information

For queries concerning the BIGM Knowledge Management and Data-Driven Policy, please contact:

Concern Wing/ Person	Designation	E-mail and Contract Information
Wing Chief	Additional Director (Strategic Wing), BIGM	E-mail: @bigm.edu.bd Cell No:
Central Librarian	Librarian Central Library, BIGM	E-mail: @bigm.edu.bd Cell No.
Address	Bangladesh Institute of Governance and Management (BIGM) Plot # E-33, Agargaon Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207	

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♦ BIGM Data and Knowledge Management Repository ♦

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Welcome to the BIGM Knowledge Management Repository……				**Search Repository**	
Administrative Body	**Our Team**			Go	
Communities in DSpace				**Browse**	
Select a community to browse its collections.				All the Repositories	
☑	BIGM Knowledge Management Repository Policy			☑ Communities and Collections	
☑	BIGM Library			☑ By issue date	
☑	BIGM Publications			☑ Authors	
☑	BIGM Journals			☑ Titles	
☑	BIGM Policy Brief			☑ Subjects	
☑	BIGM News Op-ed				
☑	BIGM News Clippings			**My Account**	
☑	Human Resource Management			☑ Login ☑ Register	
☑	Governance and Public Policies				
☑	International Economic Relations			**Discover**	
☑ ☑ ☑ ☑	Procurement and Supply Chain Management Project Management Public and Private Financial Management Healthcare Management			☑ Authors ☑ Subject ☑ Date issued ☑ Has File(s)	
☑					
☑	Miscellaneous				
Recently Added					
☑……Title……					
	Search Datasets			**BIGM Data Portal**	
	Agriculture, Fishers, Forest, and Foods	Environment and Climate	Economy and Finance	☑By Category ☑ By term	
	Education, Culture, and Tourism	Fuel and Energy	Government and Public Sector	☑ Data Upload	
	Health	Human Resource	International Issues	☑ Data Download	
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	Region and Cities	International Issues		☑ Data View	
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Figure 3: Flow Diagram of Data and Knowledge Management Repository

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