**CCD Deduplication Process**

A Narrative Description

**Overall Purpose**

The Collaborative Cash Delivery (CCD) Platform is a coalition of humanitarian organisations aiming to harmonise cash delivery for increased scale, efficiency, effectiveness and collective impact. The CCD benefits from the members’ wide range of practical experience and expertise, while all share a common objective of increasing the use of cash in meeting multiple needs of crisis-affected populations globally. Our collective cash programming will be adapted to the local context and ensure a community-focused approach. The CCD acknowledges that the unique strengths and strategic priorities of each organisation are mutually beneficial for cooperation in humanitarian actions.

Members of the CCD will share Personal Information (outlined in Annex A) at a country consortium level of programming participants of CCD jointly implemented projects the purposes of:

* generating a unique ID for recipients across the CCD agencies at a country project level, ***not*** globally
* avoiding duplicative registrations and/or enrolment in cash programming;

**Overall Assumptions:**

For the avoidance of doubt, the following purpose statements have been agreed:

* We seek to share the **minimum** data required to achieve the purpose. Therefore, we will **not** share a ***collective*** transaction history for each beneficiary, but will only share the data outlined in Schedule B
* We are deduplicating **individuals** not households
* Biometrics should **not** be a requirement for collection or sharing
* This agreement is technology **agnostic**, organisations can use whichever system they choose as long as it meets the security, privacy and protection requirements
* Digital data collection and registration **is** a CCD requirement

**The Purpose of the Global Agreement**

The purpose of the global framework agreement is for the CCD organisations to agree on the process for deduplication and the roles of each actor. It is to set out a legal agreement which enables a country agreement to be quickly signed off after any minor country specific adjustments are made. The global framework agreement is to be signed by representatives of each organisation (or family of organisations) that comprise CCD.

**The Purpose of the Country Level Agreement Annex**

A template for a country level agreement will be included as an annex in the global framework agreement. It is to be signed by the appropriate legal entity representing each CCD member agency who are operating in the specific country.

The country level agreement shall specify:

1. Any country specific data protection, privacy, security requirements not covered by the global framework agreement requirements
2. Agreement between country level CCD actors on if there is an appropriate government issued ID for staff to be collecting as part of the mandatory data
3. Agreement on which CCD member is the Lead agency responsible for establishing, hosting, and maintaining the CCD community database
4. Standardised list of place names with 3 levels of geo-hierarchy or administrative divisions in the country (i.e. country, province/state, district/municipal, etc.)

**The Deduplication Process**

1. Each organisation digitally registers their specific recipients for the CCD project collecting the mandatory data outlined in Annex A. Each organisation also collects additional data according to their own organisations policies and guidelines.
2. Each organisation ensures there are not duplicate records in their database of CCD project recipients
3. Before sharing the new record with the CCD community database (hosted by the lead agency), each organisation queries the community database asking ‘does a duplicate of new beneficiary record with mandatory data XYZ exist?’
4. CCD Community database returns an answer either NO or POSSIBLY
	1. If NO, the new record is added to CCD Community database
	2. If POSSIBLY, the CCD community database’s response includes the name(s) of the orgs that have registered a beneficiary that looks like a duplicate
5. Verification and resolution of duplicates would happen by a meeting (in person or by telephone) among organisations with potential duplicate.
6. After verification and resolution is finalised,
	1. If the record is a duplicate, one organisation removes record from CCD project file
		1. Add comment field explaining deletion…
	2. If the record is not a duplicate, both organisations keep their records and are included in the CCD community database

**ANNEX A:** Definitions of Mandatory Data Fields

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**Data Fields**

***Mandatory Data Fields for Collection and Sharing***

1. *first\_name*
	1. String of characters
2. *family-name*
	1. String of characters
3. *gender*
	1. Male/Female/Other
	2. Captured as multiple choice
4. *date\_of\_birth*
	1. Stored in the International date format YYYY-MM-DD; however can be captured as a number (i.e. 34)
	2. (if unknown, 1 Jan 1900 for adult, 1 Jan 2010 for child)
	3. Numerical string
5. *place\_of\_birth*
	1. If in country of operations, captured by choosing from standardised drop-down list as determined by country consortium
	2. If born outside of country of operations, chosen from **drop-down** list of countries
6. *community\_id*
	1. Current location(community) person(s) resides. These can be permanent settlements like villages and hamlets or temporary housing establishments like refugee camps and temporary shelters for survivors of disasters
	2. Captured by choosing from standardised **drop-down** list as determined by country consortium
7. *mobile\_phone\_id*
	1. *Mobile Phone number of person*
	2. *Captured as a numerical string with no country code*
8. *hh\_size*
	1. number of people living in same location
	2. captured as a numerical string
9. *Government issued identification document (if applicable)*
	1. Need to capture both type and ID number
		1. ***gov\_id\_type:*** Select from **drop-down** lists the types of government-issued ID that are applicable for the country (national identity card, passport, etc.)
		2. ***gov\_id:*** identification number of ID (i.e. passport number) captured as alphanumeric string

***Meta Data Fields for Sharing***

1. registering\_org
	* name of organisation creating original record of person
2. timestamp\_orginal
	* Time/Date record set created
3. modifying\_org
	* name of organisation modifying record
4. timestamp\_mod
	* Time/Date record set modified
5. staff\_mod
	* name of staff member modifying record
6. reason\_mod
	* reason for modification

***Retained Mandatory Data Fields (not shared)***

1. consent\_to\_capture
	* Indicates if this person has given consent for their personal details to be captured and stored by organisation
2. consent\_to\_share\_info
	* Indicates if this person has given consent for their personal details to be shared with other agencies.

***Retained Meta Data Fields (not shared)***

* staff\_reg
	+ name of staff member who is original the data collector
* staff\_id
	+ ID number of staff member