DEEP GOVERNANCE STRUCTURE

Endorsed November 2021

The purpose of this document is to define the governance structure for the Data Entry and Exploratory Platform (DEEP) to support the steering and development of the platform. The document includes the core vision and values, rules of engagements, roles and responsibilities of stakeholders and the governance structure as to ensure sustainability and usage of the data platform. This Governance structure is considered interim in a stepped approach in establishing a legal entity governing the DEEP.

Contents

1. DATA ENTRY AND EXPLORATIVE PLATFORM

1.1. Background

The DEEP is an open-source data analysis platform designed to support strategic and operational decision-making in humanitarian response. Since its launch in 2016, based on a prototype used in the Nepal earthquake, the platform has been further developed by a consortia of leading aid organisations.

The DEEP is an open source and online platform providing a suite of tools and processes adapted to secondary data analysis, and offering specific features to manage and make sense of unstructured data. DEEP's unique selling points are that it offers users:

- An open source collaborative platform for analysis that simplifies the entire analysis workflow of design, data acquisition, analysis, communication and documentation.
- Customized use of analytical framework to structure desk review, analysis or monitoring where clients can create or collaborate on a project, design a framework, import and tag documents and export the result.
- Specialized modules for information experts and humanitarian analysts engaged in emergency response and dedicated to country monitoring and situational analysis, with different modules for exploratory, descriptive, explicative, interpretative and anticipative analysis (e.g., analysis module, assessment registry).
- The ability to conduct joint analysis across an ever-increasing set of crisis data which is curated and made available in a common workspace.

1.2. Vision

DEEP's unique contribution is to provide an environment that enables users to design analysis frameworks, conduct secondary data analysis and make sense of unstructured content, such as needs assessments, situation reports and updates. As such, DEEP enables humanitarians to gather, analyze and build an evidence-base for improved decision-making on humanitarian issues.

The vision is to scale DEEP into an 'enterprise-level' service that is adopted by the humanitarian community and serves as an indispensable platform for joint analysis effectively supporting:

- Strong evidence based situational, risk & predictive analysis in support of intersectoral, sectoral and individual agency objectives (e.g., IFRC use of DEEP for analyzing its funding mechanisms; or OHCHR using DEEP to monitor media relating to human rights)
- Improved country-led joint situational and risk analysis practices informing decisions and enabling strategic planning and response for affected communities and individuals.
- Improved collaboration between data providers and producers in the humanitarian eco-system to support integration of quantitative data and expert input for situational, risk and predictive analysis.
- Adoption of DEEP in the humanitarian sector improving the collective evidence base.
- Leverage data collected in DEEP to develop state of the art Natural Language Processing systems to benefit and inform DEEP users and other humanitarian platforms.

1.3. Project Values

The core values supported by the platform are:

- DEEP promotes transparency, information sharing and collaborative workflows and minimizes fragmentation of initiatives, duplication of efforts, information products, databases and tools. The rule is sharing, unless data protection considerations apply.
- DEEP is free, open source, and fully accessible for all humanitarian end users, includes basic support and ensures that even the smallest local NGOs have access to a basic set of tools and services for secondary data analysis.
- DEEP uses data standards and common taxonomies, e.g., CODs, to ensure compatibility with other tools, datasets and processes.
- DEEP is developed and governed by humanitarian analysts and for humanitarian analysts, for the benefit of the wider humanitarian community and not just for a specific agency or organization.

1.4. Ownership & content responsibility

a) The concept to be considered under intellectual property rights is owned by the DEEP Governance Board.

b) Product management of the platform is the responsibility of the technical partner Data Friendly Space (DFS) ensuring continuous maintenance, maintaining a technical road map and technical documentation. The DEEP code is licensed under the AGPL-3.0 license under the Open Source Initiative.

c) Financial and administrative host is Danish Refugee Council (DRC), accountable for grants and project management on behalf of the DEEP Governance Board including funded positions of a secretariat (e.g., Project Manager, Finance and grant officer).

d) Distributed data ownership & responsibility applies[1]:

   o Responsibility for the overall content on the cloud-hosted platform would be the cloud account holder, currently DFS.

   o The Project owner of each distinct project on DEEP would be considered legally responsible publisher (currently 300 projects with data in DEEP platform with a 30-40 active), and each user responsible for the data uploaded (multiple users, currently over 3000 registered)

   o The source data ownership with appropriate attribution would be maintained by the author/producer.

   o Any content on DEEP can be used for AI and machine learning as to improve and strengthen data exploration, tagging and analysis in DEEP.

   o Exceptions are private projects or hosted data on dedicated/private server with the ownership & responsibility solely with the project owner.

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[1] See further details in Data Governance Framework

2. GOVERNANCE STRUCTURE

2.1. Membership

DEEP is a multi-stakeholder platform that constitutes a cross-section of humanitarian actors, including international NGOs, UN agencies and RCRC Movement actors, with special emphasis on inclusive representation.

The current Board membership is based on organizations or individuals who have been funding the DEEP or about to fund the DEEP, with a possibility for active users and advocates to join the Board on approval of a formal request.

Following changes are proposed to enhance the strategic value and efficiency of the Governance Board:

- Further emphasis would be put on an active commitment and engagement in the strategic and tactical work of DEEP and the partnership. An expression of interest in the form of a Letter of Commitment (LoC), see Annex 1, will be the basis for approval to be admitted to the board.

- A **two-tiered system** composed of a Steering Committee and a Technical Advisory Group allowing for different level of engagement while still being considered a Board member. An organization can be considered for both bodies with different individuals as applicants.

The current DEEP Governance Board would be expected to renew their commitment in form of indicating their intention to serve as a Board member through the LoC. An organisation can be a member in both Governance bodies if they put forward two different individuals.

The LoC will outline a minimum set of core activities to be ensured for a member to be part of the Board which includes subscription to the DEEP principles and values. Members are expected to keep the Board updated on any project or funding they have in relation to DEEP.
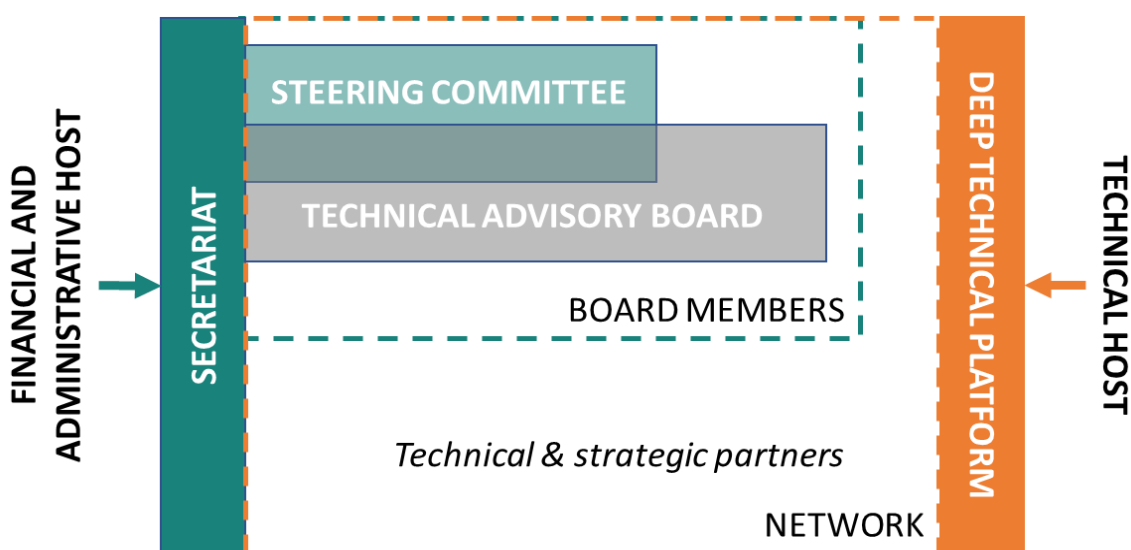
Chart: Governance structure

Table: DEEP Board arrangement and responsibilities

DEEP Board members		
	Steering Committee	**Technical Advisory Group**
Responsibilities	Provides strategic oversight and accountability ● Provide strategic direction including signing off of strategy and upholding DEEP principles ● Monitor implementation of the strategy ● Maintain responsibility of staffing of the secretariat ● Responsible for the DEEP financial sustainability strategy, fund raising, donor engagement and advocacy ● Maintain oversight/accountability for results of project undertaken on behalf of DEEP Board ● Maintain formal relationship with administrative and technical hosts ● Oversight of finances, but no direct fiduciary responsibility[2] ● Manage the steering committee workplan including agenda and record keeping with input from Secretariat/PM	Provides technical advice in support of Steering committee ● Contribute to technical road map and strategy for sign off by SC ● Monitor implementation of technical road map ● Budget future DEEP technical development ● Ensure that the necessary policies, procedures, and standards are in place and up to date ● Develop technical guidelines and recommendations regarding the introduction of new DEEP features and integration of data sets and other platforms ● Support on communication and technical stakeholder engagement ● Respond to requests from SC on specific task that needs technical guidance or advice.
Chair	Project manager (DRC)	Product manager (DFS)
Membership	3-4 members representing the organisation from a relevant position	5-10 members representing relevant organisations on a technical level Project manager (DRC)
Required engagement	● Individual members to ensure continuity in participation in meeting. ● Review, feedback and endorse proposition put forward to the SC with a reasonable timeframe. Non-response would elicit agreement.	● Individual members to ensure continuity in participation in meeting.
Quorum	● Quorum is considered met with two third of the SC members in participation. Proxies can represent on behalf of a SC member but without voting power. ● Consensus is strived for, while a simple majority vote is used for decisions. In the event of a tie, the Chair will have an additional casting vote.	● Quorum is considered met with two third of the Technical Advisory Group members in participation. ● As an advisory and not a decision making body, no rule of voting is set.
Adjunct participation	Product manager (DFS) provide input on progress, prepare issues and report back from and to Technical Advisory Group)	
Frequency	Quarterly	Monthly or ad hoc when needed

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[2] The partnership, being a non-legal multi-stakeholder entity, does not exist at law, so it is the resource providers who must bear responsibility to the resource providers' funders and confirm that funds have been expended in accordance with mandates.

2.2. DEEP Board

All Board members should work in close collaboration and in respect of the DEEP Board strategy and roadmap which outlines the priorities and way forward.

2.2.1. Steering Committee

The Steering Committee (SC) is the governing body of DEEP and will provide strategic leadership and governance oversight in line with the strategy document. The Steering Committee will be supported in its role and functions by the Secretariat and the Technical Advisory Group. The Secretariat through the Project manager prepares briefing, progress reports, report back from Technical Advisory Group and provides any background and information material needed for decision making.

The Steering Committee participants will be chosen by its member organizations for their ability to provide strategic leadership, commitments to the Grand Bargain workstream 5 principles and make informed policy choices to exercise effective governance over the DEEP. Organizations that can be considered for the Steering Committee can demonstrate that they subscribe to the core values of the DEEP, have adopted DEEP at a corporate level and are deemed to provide strategic value to the DEEP. To support a distributed fiduciary responsibility, the financial host has a permanent seat in the Steering Committee.

A Letter of Commitment is required to be eligible for review/endorsement as a Steering Committee member by the sitting DEEP Governance Board. They will be expected to perform similar functions as the board of a private company and will be fully empowered to do so.

Conflict of interests

Upon appointment each committee member is requested to make a full, written disclosure of interests, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee members is involved with.

Actions upon disclosure could lead to that the committee member might be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time. Any such disclosure and the subsequent actions taken will be noted in the minutes.

See detailed ToRs in Annex 2.

2.2.2. Technical Advisory Group

The Technical Advisory Group is a collaborative and consultative forum with the objective to support product (platform) development and sound management. The Technical Advisory Group is advising the Steering Committee, maintaining oversight of the DEEP Road Map and preparing technical policies and procedures as required for approval by SC.

The participants are made up of people who are involved in use of or development of the DEEP and will be chosen by its member organizations for their ability to provide technical advice. Organizations that can be considered for the Technical Advisory Group can demonstrate that they subscribe to the core values of the DEEP and have extensive experience of deployment and the use of the platform.

See detailed ToRs in Annex 3.

2.3. Secretariat

In support of the DEEP Board, a Secretariat has been established, which will either be a rotational function between Board members or as a part of administrative and financial host service, pending funding availability. The Secretariat is agency-neutral, while the positions might have dual reporting lines: 1) Reporting direct to DEEP Board on project activities and management; 2) Reporting to the formal employer, the grant administering body.

The Secretariat currently consist of 1 full time Project Manager (PM) and a 50% position for Grant and Finance Officer.

The role of the Project Manager is to:

1. Upheld direct Secretariat functions for the DEEP Board through organizing, supporting and documenting DEEP Board meetings and report to Board on ongoing activities, development and partnership opportunities and execute tasks assigned by the board.

2. Act as the implementing arm of the DEEP Board in direct support to the Steering Committee

3. Act as the convener and chair of the DEEP Technical Advisory Group and maintain DEEP roadmap and ensure deliverables or adjustment of roadmap as needed based on user requirements and interests of partner organizations.

4. Spearhead strategic development through the development of a DEEP longer term strategy, including a resource mobilization and sustainability plan, in collaboration with the DEEP Board to be signed off by the Steering Committee.

5. Lead donor relations and fundraising efforts, in close collaboration with the Steering committee including grant management of DEEP grants and programmatic and financial reporting.

6. Develop and promote partnership engagement and collaboration with relevant organizations and institutions, including private sector and research institutions including development and implementation of a communication strategy and lead DEEP participation in relevant conferences and external events.

See Project Manager ToRs.

2.4. Administrative host

Danish Refugee Council is acting as the administrative host for the DEEP on the behalf of the DEEP Board. While DRC is acting on behalf of the DEEP Board, it does not exist at law, de facto making DRC the sole responsible and accountable party for the funding grant.

The role and responsibilities of DRC are:

1. Act as grant manager for DEEP from August 2020 to October 2022. In this role DRC is responsible for receiving and dispensing funding from OFDA to DFS as well as submitting donor programme and financial reports, and any other communication requirements with the donor.[3]

2. To be considered for the membership and representation in the DEEP Board Steering Committee.

3. Provide line management to the DEEP Project Manager through general management and HR support to the position. The position will report to the Head of the Protection Unit.

4. Explore opportunities for direct engagement and use of DEEP. DRC's programme division colleagues, in particular but not limited to Protection, MEAL, and Emergency colleagues will collaborate with the DEEP Project Manager to explore field testing of DEEP and build capacities in their respective sectors & platforms to use DEEP.

See MoU under Annex 4.

2.5. DEEP Network

2.5.1. Users

Users are organizations and individuals that contribute to the DEEP through use of the tool for humanitarian purposes and have signed up for a user account on the DEEP. Users can either be project owner or contributor to one or many projects.

The users are providing critical evidence for use-cases, supporting on testing of the platform, and contributing to the knowledge and experience that is the base for innovation, development and prioritisation. The users can be requested to take part in user surveys, other monitoring and evaluation efforts and contribute to the DEEP Community of Practice.

2.5.2. Strategic & technical partners

Strategic and/or technical partners are organisations or individuals that have been sought out/selected by the DEEP Board for close collaboration due to either the strategic or technical contributions that could benefit DEEP.

The DEEP Board aims to strengthen links with other multi-stakeholder fora and data platforms (e.g., Humanitarian Data Exchange (HDX), Joint Intersectoral Analysis Group (JIAG), INFORM, KoBo Toolbox partnership) providing similar services, yet with specific objectives, to the humanitarian community; technical actors that can provide new insights/knowledge that could benefit DEEP and contribute to open collaboration[4]; and other like-minded stakeholders deemed to be able to further the DEEP's mission.

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[3] DEEP is a multi-stakeholder initiative and does not exist at law, so it is the resource providers who bear responsibility to the resource providers' funders and confirm that funds have been expended in accordance with mandates.

[4] System of innovation or production that relies on goal-oriented yet loosely coordinated participants who interact to create a product available to contributors and noncontributors alike.

3. TECHNICAL HOST

Data Friendly Space (DFS)[5] developed the original version of technical platform of DEEP and has worked on it since its inception, as a core technical partner. DFS have continued to develop the platform and deploy new features based on identified needs and requests by DEEP Board members and users as funding has been made available.

The role of DFS as technical host and main technical provider is to:

1. Act as the technical lead to the DEEP and effectively provide a Product management function including maintaining and monitoring the DEEP Road Map.

2. Chairing the Technical Advisory Group and provide updates on technical progress and developments.

3. Host the DEEP and managing the technical development, including managing the code base and repositories (Git repositories and documentation).

4. Support end-users through online platforms and generate training content and materials as defined by the project documents.

5. Provide infrastructure support to instances for private server solutions where required and adequate funding/resources.

6. Any partner who wishes to do development of features is allowed to do so only in coordination and under supervision of DEEP main technical partner, ensuring alignment with the technical roadmap, DEEP standards and principles on data governance, security and integrity.

7. Deliver on established and agreed activities for respective grant and subsequent established service contract and contribute to development of new proposals or projects submitted by DEEP Board.

See MoU under Annex 5.

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[5] The development work has been under different company names prior to DFS obtaining legal NGO-status

4. ANNEXES

Annex 1. Letter of commitment template

[Official Organization Letterhead]

[Date]

Dear Members of the DEEP Board,

I am pleased to confirm that [name of the organisation] supports the mission and work of DEEP. With this commitment, we express our intent to support DEEP by sending [name of the member] as our representative to the DEEP Board in the

☐ Steering Committee

☐ Technical Advisory Group

We pledge adherence to the DEEP's principles, to champion DEEP and to align our support with the DEEP Road map which outlines priorities and the way forward. We will also inform about project we have in relation or in use of DEEP.

We commit our representative to fulfilling the duties as set out in the relevant Terms of Reference.

We furthermore pledge to

☐ Advocacy & Liaison

☐ Operational & technical support

☐ Fundraising / Resource Mobilisation support

☐ Other _____

We will also disclose any potential conflicts of interest of the organization or the named representative could have through a written disclosure of interests (attached if relevant).

Sincerely yours,

[Signature]

[Name]

[Title]

Conflict of interest – for the representative

In the course of meetings or activities, I as a committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee members is involved with. I understand that any such disclosure and the subsequent actions taken will be noted in the minutes.

After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the decision.

[Signature]

[Name and title]

Annex 2. Terms of Reference DEEP Steering Committee

The Steering Committee (SC) is the governing body of DEEP and will provide strategic leadership and governance oversight in line with the strategy document. The committee brings unique expertise, perspective and high-level thinking to help DEEP develop and expand. The Steering Committee will be supported in its role and functions by the Secretariat and the Technical Advisory Group. The Project Manager will chair the Steering Committee with without voting rights.

Membership & eligibility

The Steering Committee members will be chosen by its member organizations for their ability to provide strategic leadership, commitments to the Grand Bargain workstream 5 principles and make informed policy choices to exercise effective governance over the DEEP.

Organizations to be considered for the Steering Committee should demonstrate that they subscribe to the core values of the DEEP, have adopted DEEP at a corporate level and are deemed to provide strategic value to the DEEP and/or contributing with substantial funds to DEEP development and maintenance. To support a distributed fiduciary responsibility, the financial host has a permanent seat in the Steering Committee. A maximum number of 4 Steering Committee members are advised.

A Letter of Commitment is required to be eligible for review/endorsement as a Steering Committee member by the sitting DEEP Governance Board. An individual is named as representative for the organization.

Role & responsibilities

The responsibilities of the Steering Committee are to:

- Provide strategic direction to the DEEP including assist in the drafting of and endorse the DEEP strategy and accompanying technical road map, monitor the implementation and decide on prioritization.

- Ensure development of the software, platform and services of DEEP are in line with the core values and recommending integrations or partnership with other tools or initiatives, for the benefit of the humanitarian community.

- Take strategic and practical decisions leading to financial sustainability and support implementation of DEEP funding strategy through promoting DEEP services and mission.

- Support in donor engagement to secure funding through leverage resources and network, provide relevant and objective input to project proposals and if required, accompany DEEP Project Manager on donor visits.

- Facilitate outreach, cooperation and communication between DEEP and humanitarian agencies and actors, including aspects of rapid deployments or remote support in case of emergencies

- Provide oversight of results of project undertaken on behalf of DEEP Board and maintain formal relationship with administrative and technical hosts

- Provide support and advice to DEEP staff as needed including recruitments and performance review in collaboration with the administrative partner (formal employer) or appoint project manager from Board member organization as Project Manager on rotational basis, pending funding availability.

- Manage the steering committee workplan and ensure record keeping with input from project manager/secretariat.

- Manage the DEEP governance through decision on admission/exclusion of individual members

The responsibilities of individual members are to:

- Participate in DEEP Steering Committee meetings as scheduled.

- Disclose any potential conflicts of interests.

- Review material and documents provided ahead of meetings and in case of a decision is required urgently, feedback and endorse proposition put forward to the Steering Committee within a reasonable timeframe. Non-response would elicit agreement.

- Ensure decision making capacity through solicit support from own organization for representative stand points/votes, where needed.

- Update on organization projects in relation to or in use of DEEP.

Constitution of meetings and decisions

- The Chair of the meetings is the Project Manager without voting rights. Meetings are quarterly and focus on decisions related to overall strategic issues. The meeting includes a briefing from the project manager on the main achievements and financial information for the reporting period and report from Technical Advisory Group .

- The Project Manager and Technical Advisory Group can prepare technical policies and procedures as required for approval by Steering Committee.

- Decisions are mainly taken in the quarterly meeting, while urgent matters can be attended to through e-mail communication and/or ad hoc meetings.

- Quorum is considered met with two third of the SC members in attendance. Proxies can represent on behalf of a SC member but without voting power.

- Consensus is strived for, while a simple majority vote amongst attending members is used for decisions where needed. In the event of a tie, the Chair will have a casting vote. Non-response would elicit agreement.

- In case of dispute amongst Steering Committee members, where resolution can not be settled through voting, the Chair or any Steering Committee members can call for a mediation process.

- Records and minutes will be taken by the secretariat and made available to the Steering Committee members after each meeting.

Mediation process

Mediation is an informal dispute settlement process run by a neutral mediator. Mediation is intended to bring two parties together to clear up misunderstandings, find out concerns, and reach a resolution. Each side presents its view of the issue, and the mediator will work with each side in a caucus to attempt to work out a settlement. At the end of the process, the mediator can present findings and present a potential solution to the issue.

Annex 3: Terms of Reference DEEP Technical Advisory Group

The Technical Advisory Group is a collaborative and consultative forum with the objective to support product development and sound management. The Technical Advisory Group is advising the Steering Committee, maintaining oversight of the DEEP Road Map and workplan and preparing technical policies and procedures as required for approval by SC.

Membership & eligibility

The participants are made up of people who are involved in use or development of the DEEP and will be chosen by its member organizations for their ability to provide technical advice. There is no maximum number of members of the Technical Advisory Group advised.

Organizations or individuals that can be considered for the Technical Advisory Group can demonstrate that they subscribe to the core values of the DEEP and have extensive experience of deployment and the use of the platform and/or represent a technology company/entity deemed to be able to provide technical value or partnership.

A Letter of Commitment is required to be eligible for review/endorsement as a Technical Advisory Group member by the sitting DEEP Governance Board or Steering Committee. An individual is named as representative for the organization.

Role & responsibilities

The responsibilities of the Technical Advisory Group are to:

- Provide technical advice in support of Steering committee and to contribute to technical road map and strategy for sign off by Steering Committee, in line with the core values and recommending integrations or partnership with other tools or initiatives, for the benefit of the humanitarian community.
- Monitor implementation of technical road map and prioritise tasks based on available resources.
- Budget future DEEP technical development and support fund raising initiatives and contribute to proposals development of project.
- Identify technical concerns affecting the DEEP community and recommend possible solutions, including issues of usability, improvement to existing features, data security, quality control, etc.
- Ensure that the necessary policies, procedures, and standards are in place and up to date.
- Develop technical guidelines and recommendations regarding the introduction of new DEEP features and integration of data sets and other platforms.
- Support on communication and technical stakeholder engagement.
- Respond to requests from Steering Committee on specific task that needs technical guidance or advice.

Constitution of meetings and decisions

- Meetings are monthly and focus on tactical and technical discussions and advice.
- The meeting is chaired by the Product manager (DFS) with support of the Project manager (DRC) to ensure linkage with the Steering Committee with a bespoke agenda for each meeting. A

standing agenda point is an update by the Product manager on development progress and priorities.
- The Technical Advisory Group can be requested to prepare technical policies and procedures as required for approval by Steering Committee.
- Quorum is considered met with two third of the Technical Advisory Group members in attendance. As an advisory function and not a decision-making body, no rule of voting is set
- Records and minutes will be taken by the secretariat and made available to the Technical Advisory Group members after each meeting and shared with the Steering Committee.

Annex 4. Memorandum of Understanding DEEP Board and Administrative host

This Memorandum of Understanding (MoU) on the arrangement of financial and administrative platform hosting for the Data Entry and Exploration Platform (DEEP) on the behalf of the DEEP Governance Board is entered into between the DEEP Governance Board and the Danish Refugee Council (DRC).

The hosting arrangement with the DRC is established to provide administrative support to the DEEP Governance Board; ensure accountability of the project, including financial management, and provide oversight of the technical implementation by the technical implementing partner, Data Friendly Space (DFS).

The specific responsibilities of the administrative host, DRC, are:

- Act as project manager and grant holder for DEEP, which includes ensuring programmatic and financial obligations are adhered to and achieved in accordance with any projects undertaken on behalf of the DEEP Governance Board.
    - o DRC is responsible for receiving and dispensing funding from donors to the DEEP technical partner as well as submitting donor narrative and financial reports, and any other communication requirements.

- Provide line management to the DEEP Secretariat roles (DEEP Project Manager and part time Project Grant & Finance Officer) through general management and HR support. The positions will report to the Head of the Protection Unit and serve as secretariat to the DEEP Governance Board with following duties on behalf of and in collaboration with the Board:
    - o Develop and maintain a DEEP strategy, including a resource mobilization plan; develop and maintain partnerships and collaboration with relevant organizations and institutions; and lead donor relations and fundraising efforts.
    - o Lead DEEP participation in relevant conferences and external events; identify use cases of relevance, validate and prioritize; and create communication materials including update and maintenance of the DEEP website (thedeep.io).
    - o Maintain the DEEP technical roadmap and development of the platform; providing support and oversight to the technical implementing partner, DFS; coordinate monitoring and evaluation of DEEP activities; and organize and convene DEEP Governance Board meetings

- Bridge decisions and financial risk and accountability with a seat in the DEEP Steering Committee.

- Explore opportunities for direct engagement and use of DEEP within DRC.

This Memorandum of Understanding shall enter into force upon signature of the duly authorised representatives of the Parties. It remains in force until terminated or amended through a written notification by either party with a minimum of three (3) months' notice or an appropriate time period ensuring that all existing operations and obligations emanating from it or any ongoing project and financial obligations are settled. The parties will review the MoU and its content regularly.

This Memorandum of Understanding is signed by both parties in mutual agreement [Date/Month/Year]

[Signatures]

Annex 5. Memorandum of Understanding DEEP Board and Technical host

This Memorandum of Understanding (MoU) on the arrangement of the technical hosting, development and maintenance for the Data Entry and Exploration Platform (DEEP) on the behalf of the DEEP Governance Board is entered into between the DEEP Governance Board and the Data Friendly Space (DFS).

The DEEP technical platform was established in 2016 by and further developed by DFS[6]. The DEEP Governance Boards established the hosting arrangement with DFS to provide technical maintenance and development of DEEP technical platform; deploy new features based on identified needs and requests by DEEP Board members and users, pending funding availability. The specific responsibilities of the technical host are:

- Act as the technical lead to the DEEP and effectively provide a Product management function including maintaining and monitoring the DEEP Technical Road Map and feature log.
    - o Chair the Technical Advisory Group and provide updates on technical progress and developments to the DEEP Governance Board.
    - o Host the DEEP with at least a 99% uptime and managing technical development in line with the Technical Advisory Groups advice and the DEEP Steering Committee's decisions including managing the code base and repositories (Git repositories and documentation).
    - o Maintain and report on the DEEP maintenance fund to the DEEP Governance Board to ensure continued services of DEEP beyond current projects.
    - o Provide infrastructure support to instances for private server solutions where required and adequate funding/resources.

- Support end-users through online platforms and generate training content and materials where funding is available and as defined by the project documents.

- Deliver on established and agreed activities for respective grant and subsequent established service contracts[7] and contribute to development of new proposals or projects submitted by DEEP Board.

- Explore opportunities for collaborations with relevant stakeholders for improved technical development and new features and supervise any contributions of external actors to ensure alignment with the technical roadmap, DEEP standards and principles on data governance, security and integrity.

This Memorandum of Understanding shall enter into force upon signature of the duly authorised representatives of the Parties. It remains in force until terminated or amended through a written notification by either party with a minimum of three (3) months' notice or an appropriate time period ensuring that all existing operations and obligations emanating from it or any ongoing project and financial obligations are settled. The parties will review the MoU and its content regularly.

This Memorandum of Understanding is signed by both parties in mutual agreement [Date/Month/Year]

[Signatures]

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[6] The development work has been under different company names prior to DFS obtaining legal NGO-status

[7] See current Service contract for the BHA DEEP Foundational Support project