



## Mechanism for the validation and quality control of the data in the Ministry's website

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و برنامه معینیت



## GENERAL INFORMATION

According to the Mining Sector Roadmap and Reform Strategy, E-governance is one of the top priorities for the Ministry. Therefore, the Ministry has taken the initiatives and developed, adopted an e-governance system for better administration and management of the mining activities within the ministry. Recently, the Ministry has successfully launched some of its e-governance initiatives.

This mechanism is prepared to outline the rules and responsibilities of the relevant departments within the central Ministry and its provincial offices in regard to the data collection, data analysis and conversion of data into information, public outreach and awareness through the Ministry website.

The Ministry has also developed a transparency portal for the publication of the information regarding mining contracts, licenses and revenue.

The work process of the transparency portal will be managed by the quality control and data collection procedures which are specifically developed for the use of MCAS (Mining Cadaster Administration System) and NTRS (Non-tax Revenue System). The Transparency Portal acquires it's data from the MCAS and NTRS automatically.

### 1. Essentials of data control:

Data quality control is the process of detecting missing information, errors made during data entry and resorting discrepancies of the data before publishing on the Ministry website and after the publication for double check.

### 2. Responsible Directorates at the Ministry:

- a) Cadaster
- b) Large Scale Mining
- c) Revenue Management
- d) Public Relation
- e) Information Technology
- f) Chief of Staff
- g) AEITI – When deemed necessary
- h) Any other department as per the content of the data

#### 2a) DG Cadaster:

Is responsible to ensure data quality in collection, process and sharing of information with Public Relations Directorate in regard to contract terms,



exploration, exploitation licenses, beneficial ownership information of license holders and exploration data of small-scale mining.

**2b) DG Large scale mining:**

Is responsible to ensure data quality in collection, process and sharing of information with Public Relations Directorate in regard to contract terms, exploration, exploitation licenses, Beneficial ownership information of license holders and exploration data of large scale mining.

**2c) Revenue Management Directorate:**

Is responsible to collect and record central and provincial revenue and production data in the Ministry systems and report it to the Public Relations Directorate. It is noteworthy to mention that central data will be collected, processed and entered into the systems by Revenue Management Directorate, while provincial data will be collected by provincial coordination department of the office of chief of staff, and entered to the systems by RMD.

**2d) Public Relations Directorate:**

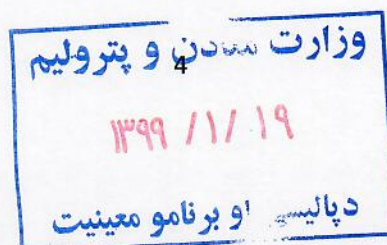
Is responsible for collection of the information from DG Mining Cadaster, DG Large-Scale Mining, Revenue Management Directorate and any other relevant central and provincial departments within the Ministry.

Public Relations Directorate is also responsible to get the approval of the Minister or the relevant Deputy Minister for the publication of any type of sensitive data, and if the work is being done in coordination with other governmental and non-governmental entities.

All departments of the Ministry are responsible to notify the Public Relations Directorate in advance on any event which requires the media coverage. The Public Relations Directorate will have to be prepared to cover all the related events of the Ministry in coordination with the Chief of Staff.

**2e) IT Directorate:**

Is responsible to publish the data which is approved by the Public Relations Directorate on ministry's website on time. IT Directorate does cannot publish





any data or information which has arrived from other resources apart from the Public Relation Directorate.

**2f) Chief of Staff Directorate:**

Is responsible for the collection and verification of provincial mining contracts, licenses and production data through its Provincial Coordination Department. The Chief of Staff Directorate is also responsible to share the above mentioned data with the Public Relation Directorate for publication on time.

**2g) Additional Directorates:**

Other additional DGs/Directorates/Sub-Directorates such as AEITI, HR, Finance, PSU, and Hydrocarbons may require, at certain times to publish information. Thus, they are all responsible to ensure data quality in collection, processing and sharing of the information with Public Relations Directorate.

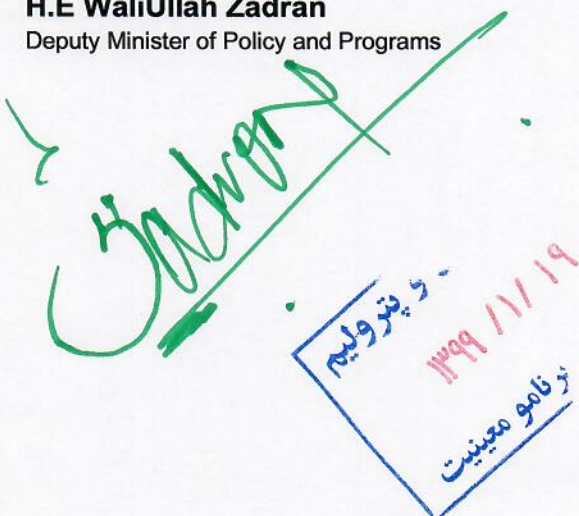
**3. Responsible Directorates at the Ministry:**

This mechanism may be amended from time to time for further enrichment and subject to structural, administrative or any other changes at the Ministry.

**Approved by:**

**H.E WaliUllah Zadran**

Deputy Minister of Policy and Programs



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