

Guidelines for Provision of Geospatial Data of Survey of Kenya (Version 1)

Survey of Kenya

September 2008

I. Explanation of the Guidelines

1. Definition of terms

The following shall be the definition of keywords in the Guidelines:

a) Geospatial Data

Geospatial data is the information that specifies particular points in space or indicates the location of some areas, and also means other information that makes the relationship with the information mentioned above. It means not only individual information but also collective one. A map or an aerial photo that is printed on paper is a result of processing geospatial data so that human beings can recognize them with their own eyes.

b) National Spatial Data Infrastructure (NSDI)

National Spatial Data Infrastructure is the technology, policies, standards and institutional arrangements that facilitate the availability of and access of geospatial data. It promotes geospatial data sharing through all levels of government, the academia and the private sectors, thus enabling effective use of geospatial data for decision making and development.

The NSDI in the Republic of Kenya is called “Kenya NSDI” or simply “KNSDI.”

c) Metadata

Metadata is data about the contents of individual geospatial data, such as the producer, date of preparation, data coverage. It means data about data.

d) Clearinghouse

Clearinghouse is computer programme built in a communication network that enables to online location and retrieval of any geospatial data. Presently the function of clearinghouse in Kenya is, however, considered only for retrieving the existence of geospatial data.

2. Purpose of the Guidelines

a) The Guidelines show the fundamental policy of Survey of Kenya (hereinafter referred to as “SoK”), in providing geospatial data it generates. SoK is the major producer, holder and provider of geospatial data in Kenya.

b) The Guidelines are prepared to define the method of providing geospatial data

(that SoK reserves), in order to promote its distribution data under fair and transparent rules.

3. Background of the Guidelines

- a) Geospatial data are prepared, owned and maintained by various organizations, both in the government and the private sector. The basic concept of NSDI is to share fundamental data thus, avoiding duplication and wastage of resources. The keyword here is “data-sharing,” which is nowadays a big world-wide trend whether in developed countries or in developing countries. NSDI can be regarded as one of the important national infrastructures such as road, railway, electricity, water supply and sewage. NSDI shall require great effort in maintenance for it to provide comfortable and efficient service to customers.
- b) The full realization of NSDI would require fundamental data sets, procedures to secure quality and reliability of the data, continuous updating, quick reference and easy acquisition of data.
- c) The Republic of Kenya has important and inevitable responsibility for its future development such as sustainable development and reduction of poverty as stipulated in the Millennium Development Goals. The early building of KNSDI will enable the government to cope with these responsibilities, thus realizing good governance and transparency.
- d) Therefore, there is a call to SoK who is the major producer, holder and provider of Kenyan geospatial data, to define rules of geospatial data provision and their use, as well as early provision of fundamental datasets of KNSDI, in order to promote the distribution of geospatial data.
- e) The Guidelines were prepared based on this background.

4. Coverage of the Guidelines

- a) These Guidelines are applicable to the KNSDI fundamental datasets as well as other datasets that SoK holds.
- b) In view of the background situation mentioned above, SoK and other holders of geospatial data shall be expected to provide their data to the public, according to the Guidelines.

5. Other References

In the viewpoint of the provision of geospatial data, the following reference should also be referred;

- Kenya National Spatial Data Infrastructure Policy (2nd Draft) (May 2006, KNSDI Secretariat)

http://www.knsdi.go.ke/KNSDI%20Draft%20Policy%20Guidelines_May%202006.pdf

II. Fundamental Policy

1. Responsibility of SoK

- a) SoK shall have the responsibility to prepare geospatial data of whole country and to provide them to the citizenry.
- b) SoK shall recognize the importance of early building of KNSDI, and have the responsibility to provide the fundamental datasets to Kenyan citizens.

2. Preparation of Geospatial Data

- a) SoK shall prepare digital geospatial data for the whole country. Presently the geospatial data that SoK holds is not necessarily in digital form, thus SoK shall go forward to transform its geospatial data from analogue to digital.
- b) SoK shall positively undertake the preparation of the fundamental datasets for KNSDI, which are already mentioned in the “Kenya National Spatial Data Infrastructure Policy (2nd Draft).”
 - i. Geodetic Control Points
 - ii. Digital Imagery
 - iii. Geographical Names
 - iv. Administrative Boundaries
 - v. Parcel Boundaries
 - vi. Transportation
 - vii. Hydrology
 - viii. Vegetation
 - ix. Elevation
 - x. Utilities
- c) SoK shall prepare product specifications for the fundamental datasets, and shall progressively build KNSDI in accordance with the specifications.
- d) SoK shall endeavour the quality control of data, release of the quality information, and do relevant data-updating in order to secure the reliability of geospatial data it prepares.

3. Provision of Geospatial Data

- a) SoK shall provide all geospatial data that SoK reserves to the public as a rule.
- b) SoK shall provide geospatial data in digital form as a rule (if so reserved), and also provide other non-digital data in their appropriate form.

4. Provision Method and Pricing

- a) SoK shall endeavour to provide geospatial data in various ways and to promote their wide use in Kenyan society, considering customers' convenience.
- b) SoK shall, for the time being, provide the fundamental datasets for KNSDI on CD-ROM. SoK shall make effort to provide them at low price based on the minimum and necessary packaging expenses.
- c) Other geospatial data including topographical maps and special maps that SoK prepares shall be provided at normal charges.

5. Provision of Metadata

- a) SoK shall, as soon as possible, prepare metadata for the geospatial data it holds, and positively endeavour to provide the metadata by building a clearinghouse which enables geospatial data retrieval.

6. Application of Standards

- a) SoK shall prepare geospatial data that is provided to the public in digital form, based on the international standards (ISO19100 series) and the domestic standards (KSISO19100 series).
- b) SoK shall prepare metadata that is provided to the public, based on the international standards (ISO19100 series) and the domestic standards (KSISO19100 series).

7. Considerations for Ensuring Provision

- a) In providing geospatial data, care should be taken to protect personal information and ensure national security for services and projects of government organs.
- b) If SoK utilize geospatial data whose copyright belongs to other person or organization in order to create SoK's geospatial data, SoK shall take care of their copyrights in accordance with the law.
- c) SoK shall give a reason if she cannot provide geospatial data expected of her.

8. Limitation of Use

- a) As much as possible, there shall be no limitations to access of geospatial data that SoK provides except for a special reason, because SoK is a government organ and should avail their geospatial data to all Kenyan citizens as a public property without monopolizing it in the government.
- b) Geospatial data provided by SoK can be used by all citizens for any purpose,

except in case of restrictions by Kenyan law or ordinance. SoK shall recommend that both the government and the private sector use the geospatial data with their creativity to the maximum.

- c) If any limitation of access to specific geospatial data is set by SoK, the reason for the limitation shall be defined.

III. Considerations for Provision

The provision of geospatial data by SoK is specifically intended to take the following points into consideration:

1. Protection of Personal Information

- a) In providing geospatial data held by SoK, care should be taken for protection of personal information, including information which does not directly correspond in itself to any personal identity information, but allows specific person to be identified by simple overlay with or by reference to other information.
- b) If personal identity information is contained in geospatial data held by SoK, SoK shall consider the public interest about it. In some case after this procedure, SoK shall provide such geospatial data processed in a required grade, if necessary. However, this processing shall be done only for the protection of personal information, not for concealment of information held by SoK. It shall be prohibited to distort geospatial data deliberately though they are not suitable for protection of personal information.

2. National and Public Security

- a) In providing geospatial data held by SoK, SoK shall discuss and consult with other related agencies to check whether such geospatial data contains any information, which may impede national security or the maintenance of public safety and order, and if necessary, such geospatial data shall be processed as required grade. However, this processing shall be done only for the national and public security, not for concealment of information held by SoK. It shall be prohibited to distort geospatial data deliberately though they are not suitable for national and public security.
- b) Example of the information which may impede national security or the maintenance of public safety and order, would be, detailed maps of facilities having a national governmental centre, risk management, defence, disaster prevention and lifeline functions.

3. Considerations for Administrative Works and Projects of Government Organs

- a) In providing geospatial data held by SoK, SoK shall discuss and consult with

other related agencies to check whether such geospatial data contains any information, which may hamper the appropriate administrative works and projects of government organs, and if necessary, such geospatial data shall be processed as required grade. However, this processing shall be done only for considerations for appropriate administrative works and projects of government organs and not for concealment of information held by SoK. It shall be prohibited to distort geospatial data deliberately though they are not suitable for considerations of the appropriate administrative works and projects of government organs.

- b) An example of the information which may hamper the appropriate administrative works and projects of government organs, would be, considered detailed distribution maps of endangered animals and plants.

4. Definition of Copyright Holder

- a) SoK shall reserve copyrights about all geospatial data that SoK has prepared.
- b) SoK shall never charge customers for any royalties of the fundamental datasets for KNSDI. Customers can freely use and process the fundamental datasets.
- c) In using geospatial data provided by SoK, except the fundamental datasets, conditions for use including royalties shall be individually decided between SoK and a customer.
- d) In preparing geospatial data, SoK may sometimes use other geospatial data that are provided by other organizations or individuals as original materials. In such case, SoK shall recognize and respect the original copyrights, and shall make a clear distinction of copyrights between SoK and others.

IV. Considerations for Use

The use of geospatial data provided by SoK is specifically intended to take the following points into consideration:

1. Acts of Reproducing and Processing

- a) Anybody can use, duplicate and process the fundamental datasets provided by SoK, for any purposes.
- b) Anyone who intends to duplicate or process other geospatial data provided by SoK must discuss the condition of doing so with SoK in advance. The duplication or processing must be done after their agreement.

2. Reveal of Original Sources

- a) Anyone who intends to provide, to a third party, their new geospatial data prepared based on SoK's geospatial data, must define their use of SoK's original materials whether the new data is charged or non-charged.
- b) Anyone who intends to provide, to a third party, the fundamental datasets provided by SoK with no modification, must define their use of SoK's original materials as they are, whether the data is charged or non-charged.

3. Maintenance of Reliability

- a) Anyone who uses geospatial data provided by SoK and intends to provide their data to a third party, whether charged or non-charged, must endeavour to improve their contents such as accuracy of the location and their attributes, in order to secure the reliability of their data.

4. Sharing Results Newly Produced

- a) Anyone who uses geospatial data provided by SoK, must recognize that the geospatial data is essentially a product developed using financial resources from Kenyan citizens, and any value added to the geospatial data is an information resources for the Kenyan people.
- b) Anyone who uses geospatial data provided by SoK must endeavour to disseminate their results to the public in order to share their geospatial data among Kenyan citizens.