

# **SACMEQ** *Co-ordinating Centre*

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HAR/SCC/16/02-02

## **TERMS AND CONDITIONS FOR USE OF THE SACMEQ DATA ARCHIVE**

### **1.0 Introduction**

The Southern and Eastern Africa Consortium for Monitoring Educational Quality (SACMEQ) Co-ordinating Centre (SCC) and the International Institute for Educational Planning (IIEP) have produced a data archive containing all information collected for SACMEQ's first two educational policy research projects (SACMEQ I and SACMEQ II). This archive, which also includes copies of all survey questionnaires and reports, is stored on a compact disk (CD) to give *bona fide* researchers and students computer access to SACMEQ data and documents.

The SACMEQ data sets have been collected at great cost through the application of very strict quality controls. The SACMEQ Data Archive has potential value for informing educational policy development beyond what has already been achieved in this respect through the reports written by the National Research Co-ordinators (NRCs) and Deputy National Research Co-ordinators (DNRCs). It is expected that many researchers and students will wish to use the Data Archive for research, publications or training purposes.

The following Terms and Conditions serve two purposes. Firstly, they provide interested parties (individuals, groups of individuals, institutions, and agencies) with guidelines on how to access to this valuable information resource. Secondly, they are intended to safeguard against the danger of users being unaware of the complexities of the data collection process and consequently of arriving at misinterpretations that could lead to incorrect conclusions.

### **2.0 Who can gain access to the SACMEQ Data Archive?**

**2.1** *From February 2004*, the SACMEQ Data Archive can be accessed only by officials from the SACMEQ Ministries of Education, regular IIEP staff, SACMEQ Consultants, and staff at the SACMEQ Co-ordinating Centre (SCC).

**2.2** *From 1 March 2004*, *bona fide* researchers or professionals from Africa who have the necessary knowledge and experience in the field of large scale educational survey research may access the data. This includes Masters and Ph.D students.

**2.2** ***From 1 June 2004***, access to the SACMEQ Data Archive will be open to all *bona fide* researchers (including Masters and PhD students) from anywhere in the world who have the necessary knowledge and experience in the field of large scale educational survey research.

### **3.0 How can the user gain such access?**

In order to obtain SACMEQ Data Archive for any of the 15 SACMEQ member countries, eligible individuals, groups or institutions should follow these steps:

- 3.1 Read through the “Terms and Conditions for the Use of the SACMEQ Data Archive” copies of which are obtainable from: The Director, SACMEQ Co-ordinating Centre (SCC), UNESCO Harare, P.O. Box HG 435, Highlands, Harare, Zimbabwe, (Physical address: 8 Kenilworth Road, Newlands, Harare, Zimbabwe). Tel. 263-4-77.67.75-9; Fax: 263-4-77.60.55. E-mail: [s.murimba@unesco.org](mailto:s.murimba@unesco.org). Applicants may also obtain these from the SACMEQ NRC in any of the SACMEQ Ministries of Education.
- 3.2 Obtain an application form and an agreement form from the same sources given in 3.1 above, and complete all parts of the application form and the agreement form and submit both documents to the Director of the SCC.
- 3.3 Upon written confirmation that the request has been successful, pay to SACMEQ the prescribed fee for the CD(s) requested. The payment only covers the direct costs of producing the copies of the SACMEQ Data Archive and handling. SACMEQ will send the CD(s) requested to the applicant upon receipt of payment.

### **4.0 What rules govern the use of the data archive?**

- 4.1 The Data Archive is the outcome of an expensive and time-consuming effort by the staff of many Ministries of Education. For this reason, the SACMEQ Ministries of Education described in the Data Archive should:
  - 4.1.1 be notified by the SACMEQ SCC of any request for data;
  - 4.1.2 have an opportunity to review reports based on the data archive so as to correct any gross errors before they are published; and
  - 4.1.3 satisfy themselves that the data have been used in such a manner that they contribute positively to the development of relevant education policies in relevant SACMEQ member countries.

- 4.2 It is the National Research Coordinators (NRCs) and Deputy National Research Coordinators (DNRCs) who have spearheaded the collection and compilation of SACMEQ data. In acknowledgment of their efforts, the applicant(s) will be required to invite the relevant country's National Research Coordinator to participate in the study. Where an individual other than the NRC or DNRC is co-opted, the relevant NRC and DNRC shall be given the first right of refusal. This provision does not apply in situations where the SACMEQ Data Archive is used purely for purposes of individual academic research by a student, and where the results are not intended for publication.

**5.0 What are the rules governing the use of the SACMEQ Data Archive?**

The use of the data archive is governed by the following rules:

- 5.1 SACMEQ provides the SACMEQ Data Archive to applicants on the basis of the intended use stated in the application. The applicant(s), therefore, may not use the data for any purpose other than the one stated in the application. Should the applicant(s) wish to use the data for a purpose other than that stated in the agreement, then he/she/they must first secure the written approval of SACMEQ before he/she/they proceed to do so.
- 5.2 SACMEQ data are provided for the sole and exclusive use of the individuals or groups of individuals specified in the agreement. Successful applicants may, therefore, not share the SACMEQ Data Archive with, or pass it on to, any other unauthorized person(s).
- 5.3 The user(s) shall take responsibility for the safe custody of the SACMEQ Data Archive and also take reasonable steps to ensure that no unauthorised persons gain access to it.
- 5.4 The user shall give due credit to SACMEQ for providing the Data Archive by providing written acknowledgement of this in any publication emanating from their use.
- 5.5 As part of an arrangement between IIEP and SCC, IIEP will fund the production of the compact disks containing the Data Archive for SACMEQ's first two projects. While the SACMEQ Data Archive remains the property of the SACMEQ Consortium, no other person(s), including the successful applicants or the member Ministry, shall re-produce copies of the SACMEQ Data Archive for distribution.
- 5.6 All reports based on the SACMEQ Data Archive have to secure the written approval of the SCC prior the publication in order to ensure that there has been no misunderstanding.

- 5.7 The SCC will indicate, within 45 days, whether approval has been granted. Where the response is negative, the SCC will give reasons for this, and the researchers will be invited to make appropriate corrections and re-submit.
- 5.8 Should the SCC not respond to the researcher's request within the 45 days, the authors can automatically assume that their request has been approved, in which case they can go ahead and publish the report.
- 6.0 All relevant NRCs and the SCC will be informed by the IIEP about the recipients of the SACMEQ Data Archive.
- 7.0 Full acknowledgement of the source of the data (including reference to the SACMEQ Data Archive) must be given whenever the data are used.
- 8.0 A copy of any published article or report based on the SACMEQ Data Archive must be provided free of charge to (a) the SACMEQ Co-ordinating Centre, and (b) the Ministry(ies) of Education from whose data the report has been generated.