

## **MONGOLIA EITI OPEN DATA POLICY AND REGULATION**

### **One. General**

- 1.1 The purpose of this policy and regulation is to regulate relations of using EITI electronic reporting system and implementing Open Data principles for the Mongolia EITI.
- 1.2 Mongolia EITI Secretariat is responsible for develop, update related to EITI Standard maintenance and operate EITI electronic reporting and data portal with professional service providers.
- 1.3 All entities that files annual EITI report should be submit their reports by EITI electronic reporting system.
- 1.4 Any reference information, license information should be provided by responsible agency according to information sharing agreement.
- 1.5 All data that collect and decided to publish within framework of the Mongolia EITI should be available on the Mongolia EITI website (<http://www.eitimongolia.mn>) and EITI Electronic reporting and Data portal (<http://e-reporting.eitimongolia.mn>).
- 1.6 The operation of EITI electronic reporting and data portal should follow below principles:
  - That must function with no interruption
  - That must be updated in timely manner
  - That must have reliable information
  - Follow Open data principles;

### **Two. EITI electronic reporting and Data portal**

- 2.1. Electronic reporting and Data portal (system) is web software that designed and developed to collect, reconcile EITI reports and disclose EITI data to public.
- 2.2. System has following 5 types of users
  - 2.2.1. Company user;
  - 2.2.2. Government agency user;
  - 2.2.3. Independent administrator;
  - 2.2.4. Anonymous user (public);
  - 2.2.5. System administrator;
- 2.3. Entities having exploration and exploitation license, having petroleum production sharing agreement shall be submit registration form to EITI electronic reporting system.
- 2.4. System administrator shall be review registration information and send user id and password via e-mail. User ID shall be company unique identification number.
- 2.5. System administrator shall be provide user ID and password for government entities and Independent Administrator.
- 2.6. Every entity shall have one user ID.

### **Three. Company reporting**

- 3.1. Entities having exploration and exploitation license, having petroleum production sharing agreement shall be submit their EITI report by approved template before deadline via EITI electronic reporting system.
- 3.2. Company entities should attach their letter of confirmation by file format that confirms that the information they have provided is comprehensive and consistent with their audited financial statement.

- 3.3. Where some companies are not required by law to have an external auditor, they should mention about it on their confirmation letter.
- 3.4. When company entities filed their reports and submit, their reports will be published.
- 3.5. Where some companies missed deadline they can sent a request to extend deadline via EITI electronic reporting system.
- 3.6. Company entities should update their contact information such as telephone, address, email, director, operation when it has changed.

#### Four. Government reporting

- 4.1. Government entities shall be submit their EITI report by approved template before deadline via EITI electronic reporting system.
- 4.2. Government entities should attach their letter of confirmation by file format that confirms that the information they have provided is comprehensive and consistent.
- 4.3. When government entities filed their reports and submit, their reports will be published.

#### Five. Reconciliation

- 5.1. System administrator shall be provide username and password for appointed Independent Administrator.
- 5.2. Independent Administrator shall be select companies that met with threshold or other criteria.
- 5.3. Independent Administrator shall be review discrepancies and input adjustments by system.
- 5.4. When Independent Administrator need to collect additional or contextual information from companies, they can create templates according to EITI Standard and use electronic reporting system to collect data.

#### Six. Open Data Policy

Mongolia EITI Open data should be follow below principles:

##### **6.1. Completeness**

The records published by the Mongolia EITI should be as complete as possible. They should be represent the entire scope of what is documented within framework of the Mongolia EITI. All raw data of record should be made available to the public if this can be achieved without violating any laws. However, data which is for the protection of personal or otherwise confidential data according to the law, as well as data which the MSG decides is not to be published will not be made available to the public. Metadata that describes the raw data and provides explanations about it should also be provided, together with formulas and explanations about the calculation of the data. This will enable users to fully understand the content of the available Mongolia EITI information and examine each data element in maximum detail.

##### **6.2. Primary sources**

Records published by the Mongolia EITI should be primary sources. Ideally, this includes the originally acquired information, details on how the data was acquired and the original source documents that document the survey. Public dissemination enables users of Mongolia EITI data to verify the information has been properly acquired and recorded accurately.

### **6.3. Timely data availability**

Records published by Mongolia EITI should be available to the public within reasonable period of time. If at all feasible, information acquired by the Mongolia EITI should be published as soon as it is acquired and compiled. Priority should be given data the usefulness of which is time dependent.

### **6.4. Easy access**

Records published by Mongolia EITI should be made as accessible as possible. An interface for users that allows the immediate downloading of all stored data (also known as "Bulk Access") in one single procedure and the offers to acquire specific data via a programming interface (API). Another important aspect is search-ability, i.e. the ability to easily find and download content.

### **6.5. Machine readability**

Mongolia EITI data should be provided by machine readable formats such as XLS, CSV, XML and JSON. Mongolia EITI files should be accompanied by documentation which pertain to the format and explains how to use it in relation to the data.

### **6.6. Non discrimination**

Non-discriminatory access means that every person has access to the data at all times, without having to identify themselves or having to provide justification for their actions. The Mongolia EITI data portal should also ensure the existence of this non-discriminatory access.

### **6.7. Licensing**

Mongolia EITI data should be made available any usage and republish restrictions. Only requirement is to credit its source.

### **6.8. Free use**

All data provided by Mongolia EITI should be available free of charge.

## **Seven. Others**

- 7.1. It is prohibited to carry any test without any authorization manipulating actions using electronic system, to attempt to alter other's data, malfunction the system, and other actions to use the system in badly manner.
- 7.2. System administrator should be back up its source code and database every month and keep it on the DVD.