

# ODB 4TH EDITION REVIEWERS GUIDE

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# Open Data Barometer - Getting Started

Reviewers guide - v1.01 14th November 2016

## Logging in

See the [survey tool quick start guide](#) for details of how to log-in and use the survey platform.

## The reviewers task

As a peer reviewer your main task is to verify all the information submitted by the researcher and to assess whether:

- The information provided is **appropriate, complete and relevant for the time period under study**;
- The scores given are adequately **supported by the evidence provided** in the respective justification and sources;
- The scores given are **following thoroughly the scoring guidance and scoring thresholds** indicated by the [research handbook](#) for each of the questions;
- Links and citations are **accurate**, point to relevant information and follow the justification formatting indicated by the [research handbook](#) - Section 1.

For this you will use a combination of your own knowledge and experience, additional desk research and a careful process of checking justifications and sources.

You will add comments that will be sent back to the survey coordinator, and to the researcher. The researcher will then be asked to respond to comments and to update the answers, justifications and sources where required.



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A government self-assessment survey may also be available in some cases<sup>1</sup>. In that cases, you need also to contrast the information provided by the government self-assessment with the current research findings and highlight any relevant differences in your comments making reference to the self-assessment as the source of information.

## The review process

When logged in you will have access to the survey in read-only form (see image below). You can read each of the answers the researcher has given (5), and see the scores they have assigned for questions (4). The menu on the left-hand side (6) allows you to work through the different sections of the survey form.


The screenshot displays the 'Web Index Survey - 2014 - Australia' interface. On the left, a navigation menu (6) includes 'Coordinator', 'Home', 'Open Data Context', 'Open Datasets', 'Open Data Impacts', and 'Complete Survey'. A user profile box (1) shows the user is logged in as 'timdavies@webfoundation.org.' and is the survey coordinator. The main content area features question C1: 'To what extent is there a well-resourced open government data initiative in this country?' (2). Below the question is a 'Further question guidance' link (2) and a 'Justification and sources (include URLs)' section (5) with a text input field. A 'Score' and 'Confidence' selector (4) is located below the input field. A 'Guidance' section (3) provides scoring criteria for 0, 5, and 10. A 'Private notes' field is at the bottom.

For each of the questions you should:

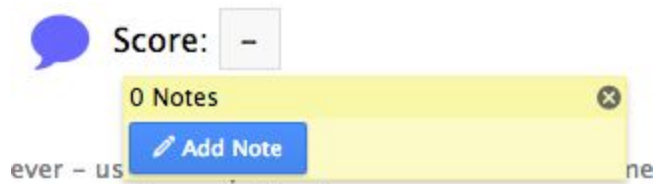
1. **Consult the [research handbook](#)** or use the 'Further Question Guidance' link in the online survey to carefully review the criteria and scoring guidance for the question;
2. **Check that the current score is justified by the evidence provided** and follows the correspondent scoring guidance and scoring thresholds properly;

<sup>1</sup> Government self-assessments will not be available for all the countries included in the study. Your research coordinator will share the self assessment with you in case it is available for the country you are reviewing.

3. **Carry out your own additional research to see if any important evidence and sources may have been missed** - this will often draw upon your background knowledge and experience, additional desk research and government self-assessments (when available) to know whether the justifications offered appear comprehensive and plausible. This step is specially important for those questions where the researchers have previously indicated a low confidence level in their responses.
4. **Follow any links in the justification and sources, and look up any publications** to verify they all are relevant and there are no broken references (tip: right-click and select 'Open Link in New Tab' to avoid leaving the survey);
5. **Review the justification text and format** to check if it meets the research handbook criteria for citations (see section 1 of the [research handbook](#)).

Having done this you can then leave your comments using the  comment icon. You can leave comments against the justification, the score or other key fields in the survey.

To add a new comment you click the bubble, and then click 'Add Notes'.



When leaving comments, include as much detail as possible to make it understandable for the researcher, including additional links or sources that a researcher may wish to consult.

## Resolving comments (2nd round of review)


If this is the second round of the review process, then the researcher will have been asked to respond to each of your comments. You should look through the responses carefully again. Everywhere you have left comments there should be a blue or green speech bubble.



Blue indicates an outstanding comment.



Green indicates a comment which the researcher, coordinator or reviewer has marked as resolved.

You should check both, blue and green comments, to verify they have been satisfactorily resolved. If you are happy that the researcher has addressed your comments then you should write a note to indicate this, and press the green tick icon to resolve the comment '  '. This will tell the coordinator and researcher that you are happy with the updated justification or scores.

If you are not happy with a response, you should write a note to these effect explaining briefly the reasons why you think your feedback has not been properly addressed, and tell your coordinator when sending the survey back for further research.