

Standard Operating Procedures in Academic Service

1. The coordinator checks for request of academic service on a daily basis from e-mail (address: deepsouthvis@gmail.com) or fax (+66 73 334088) that is sent to the Deep South Coordination Center (DSCC)
2. In case of data request, the coordinator shall record each request into the Data Usage Register in the sections of "Date Noted", "Requesting Individual/Agency", "Project Title", "Items Requested", and compiled the request to the Board to consider the use of the Violence-related Injury Surveillance system within 3 days, and record in the Data Usage Register in the section of "Date of Notifying the Board"
3. The Board shall consider the request within 2 weeks after the coordinator receives the request by considering the following:
 - Significance, principles, and rationale of the project
 - Objectives of using the data
 - Expected benefits from the project, with priority given to projects that will benefit the local area
 - Confidentiality level of the requested data
 - Status and biography of the party requesting the data

After the request has been considered, the Board shall notify the result of consideration and methodology to the coordinator by considering the type of need that is requested

Type of Need	Implementer
1. Programming and data	Database Manager
2. Statistical analysis	Statistical analysis working group

4. The coordinator shall notify the appointed implementer according to the decision of the Board and record in the Data Usage Register in the sections of "Date of Consideration", "Opinion of the Board", "Implementer"

5. The appointed implementer shall proceed with the request within 2 weeks.
Once finished, the implementer shall notify the coordinator to record in the Data Usage Register in the section of "Date of Completion"
6. The coordinator shall report the results to the party requesting the data via email or fax, with copies sent to the Board and the implementer, and record in the Data Usage Register in the section of "Date of Delivery to the Requesting Party"
7. The requesting party shall examine the results within 2 weeks and respond back to the coordinator
8. The coordinator shall receive the feedback and record in the Data Usage Register in the sections of "Date Receiving Feedback", "Feedback Result from the Requesting Party"
 - If the work is according to the needs, with no mistake, the coordinator shall record in the Data Usage Register in the section of "Feedback Result from the Requesting Party" as "ACCEPTED"
 - If the work is not according to the needs, or if there is a mistake, the coordinator shall report back to the implementer for correction, as well as send copies to the Board for their information, then proceed from Step 5 onwards once again, and record in the Data Usage Register in the section of "Feedback Result from the Requesting Party" as "NOT ACCEPTED"

Remark: If the need of the requesting party changes from the original, procedures from Step 2 onwards shall be repeated once again.