Instructions for making an ADSP application

Purpose

These instructions are provided to assist organisations in compiling and submitting an application to become an Accredited Data Service Provider (ADSP) under the *Data Availability and Transparency Act 2022 (the Act)*.

Enquiries in advance of making an application or general enquiries on these instructions can be made to information@datacommissioner.gov.au.

The steps in making an application

The steps in making an application to become an ADSP are:

1. Prepare to make an application	2. Communicate with ONDC	3. Collate your application	4. Submit your application via Dataplace	5. ONDC acknowledgement

Instructions for each step are detailed below. In summary the activities in each step are:

1. Prepare to make an application

   - Review the ADSP Application Checklist. This checklist will help in preparing the application and on-boarding to Dataplace.
   - Review the Evidence Guidance for ADSP applications.

2. Communicate with ONDC via information@datacommissioner.gov.au:

   - Advise of your organisation's plans to make an application and discuss any questions about the application process, including eligibility.
   - Clarify assessment evidence requirements specific to your organisation.

3. Collate the evidence for your application

   - Download and complete the ADSP application form.
   - Ensure documents are referenced in line with guidance.

4. Submit your application via Dataplace

   - Login to Dataplace and navigate to the accreditation page.
   - Upload your application form and evidence documents.
   - Submit your application.

5. ONDC acknowledgement of application

   - A confirmation email will be sent to the application co-ordinator identified in the ADSP Application Form.
   - The confirmation will include a contact for your application in the Accreditation team.

Instructions

1. Prepare to make an application

Organisations planning to make an application be accredited as a data service provider under the DATA Scheme should review the ADSP Application Checklist and the Evidence Guidance for ADSP applications.

This checklist will help in preparing the application and on-boarding to Dataplace. In addition, organisations should undertake a preliminary review of the evidence requirements to identify gaps that may delay preparation of the application.

The above suggested planning and subsequent contact with ONDC will assist in ensuring the final application is complete.

2. Communication between ONDC and applicant organisation

Intending applicants are encouraged to contact the ONDC Accreditation team via information@datacommissioner.gov.au to:

- advise of your organisation's plans to make an application;
- clarify assessment evidence requirements;
- consider unique circumstances for your organisation; and
- discuss any questions about the application process.

ONDC does not undertake assessment of the application during this step. Assessment does not commence until the ONDC acknowledges receipt of the application.

3. Collate evidence for your application

ONDC is aware that your organisation's application may contain a large number of documents, with some cross-referenced between sections of the application. The approach outlined below provides a suggested standardised process for the collation of your organisation's application. If you do not use this process, please ensure your application form clearly identifies which question the document is relevant to. This will assist with any follow up communication during the assessment process.

Referencing documents

The structure and numbering of the ADSP Application Form questions provides the basis for referencing the documents provided as evidence for each question.

For example, in responding to Q2.1 'Tell us about your organisation's legal structure, including details of whether your whole organisation or part of your organisation will be providing data services', your organisation's response may include the following documents in the ADSP Application Form:

Q2_1_A   Summary of legal structure and units providing data services and explanation of relationships between entities associated with this application (Word, pdf)

Q2_1_B   Corporate Plan 2021-22

Q2_1_C   Organisation structure for specified unit providing data services

Q2_1_D   Service agreement for entities associated with providing the data services

Please use the question reference as the prefix to the document name. For example, when submitting the files via Dataplace, they may have the names, correlating to the prefix used in the ADSP Application Form:

> Q2_1_A Summary of legal structure.pdf
> Q2_1_B Corporate Plan 2022.pdf
> Q2_1_C Org structure June 2022.docx
> Q2_1_D Service agreement with xyz.pdf

Note that where the response to a subsequent question includes reference to a document already included, you may reference the previous question.

For example, in responding to Q2.2 'Outline any conflicts of interest ……', the ADSP Application Form may include the following:

Q2_2_A   Statement about conflicts of interest

Q2_2_B   Q2_1_D Service agreement with XYZ

In the event of documents having the same name, we request that you amend the document titles to avoid potential for confusion.

The ADSP Application Form that is completed and prepared for submission should be in pdf or Word format, with the following prefix:

> ADSP_Application_*name of organisation_month_year*

Completing the ADSP Application Form

The ADSP Application Form must have all response fields completed and include all referenced documents for each question.

Please ensure the Authorised Officer has signed the application form. Applications may only be submitted by an authorised officer as defined in the Act (section 137).

4. Submit your application via Dataplace

Login to Dataplace and navigate to the accreditation page. The organisation details are prefilled in Dataplace from the Australian Business Register. You will need to check this against details provided in the ADSP Application Form.

Upload the application form and evidence documents into the document window. Dataplace will auto save your uploaded files, however we recommend uploading all documents in one session.

The first person in your organisation to start the Dataplace ADSP application will be the only person who can access the application and upload documents. Once the application is submitted, it cannot be edited or changed. Therefore, it is important to have ALL documents ready in advance of starting the application on Dataplace.

When all documents have been uploaded, submit the application.

5. ONDC acknowledgement of application

A confirmation email will be sent to the application co-ordinator identified in the ADSP Application Form. This will include a contact method for your application.

The team will contact your application co-ordinator to follow-up on any queries in relation to your application.