

# DAPA STORAGE

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DAPA-CIAT Storage Brief Description

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## Description

Since a year ago, DAPA has had a robust storage system that has facilitated centralized data storage and ensured information security. This system has also provided an information backup service by allowing you to copy information from your desktop to the storage system, which is then accessible it from any place, inside or outside of CIAT. The information saved on this storage system is for exclusive use of ongoing projects in DAPA, for common data management and institutional memory.

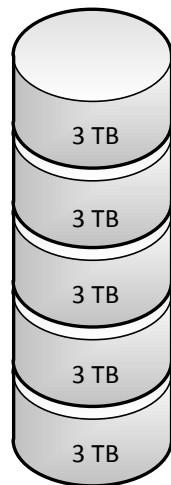
The storage scheme is the beginning of the data organizational structure which will ensure efficient storage and access of the data we use for decision and policy analysis into a future.

This storage system is divided in Clusters:

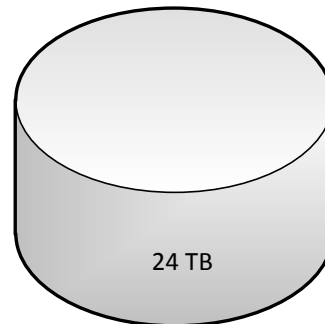
- Cluster\_2
- Cluster\_3
- Cluster\_4
- Cluster\_5
- Cluster\_6
- Cluster\_7
- Cluster\_8

A Cluster is a set of multiple hard drives that looks like a single unit:

This a cluster



This is what we see



Each Cluster has this organization:



Common data for several projects. Source data for DAPA studies: historical data, map sources, etc.



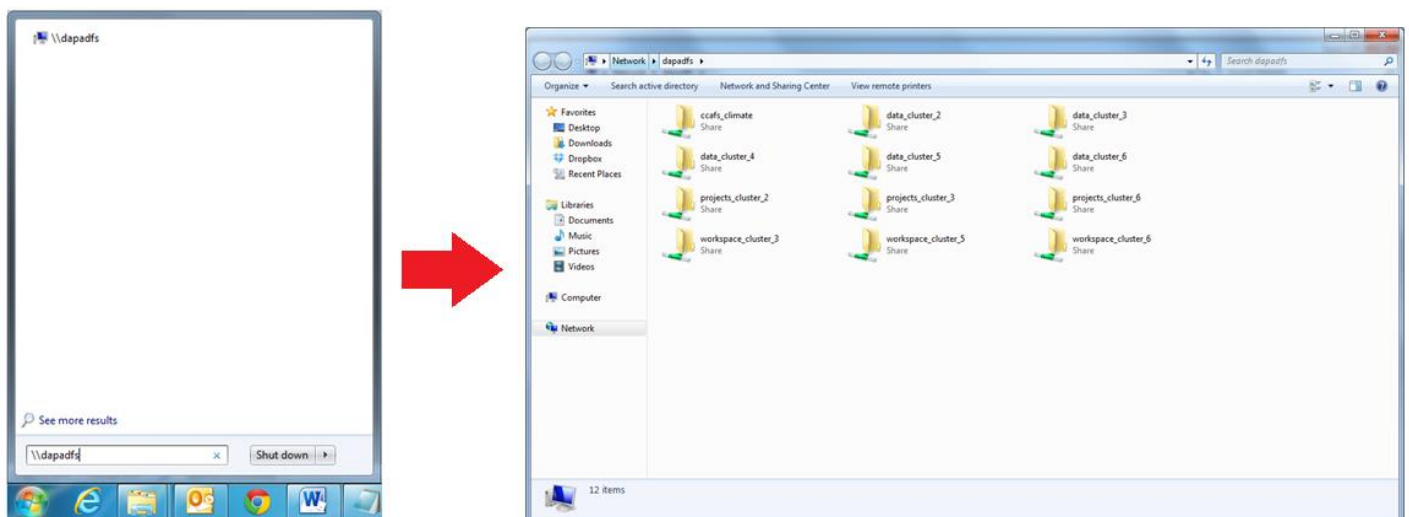
Institutional memory, completed projects. Folders will be organized in a defined structure and metadata standards for each project.



Ongoing projects. This space looks like your computer, here you can store all data you are working on and you can have a secure backup to keep your information safe.

## How to access to the storage system

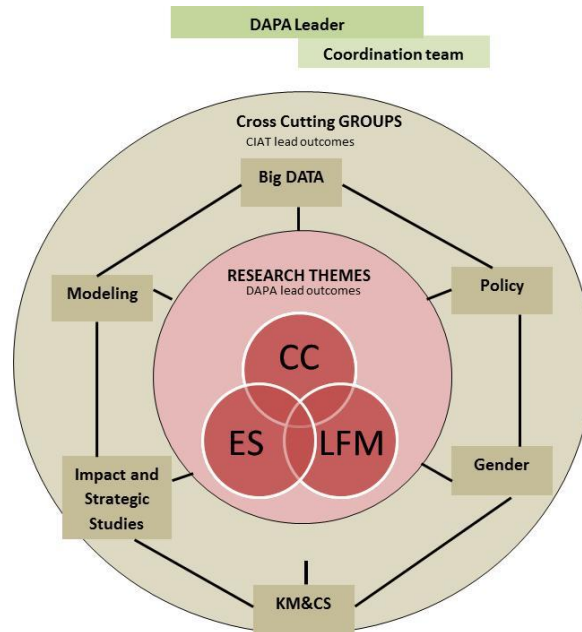
The storage system is called **dapadfs**. To access to this resource, go to Start, type `\\dapadfs` and enter.



Currently this information is stored in cluster\_3 (workspace\_cluster\_3 and data\_cluster\_3). In order to organize the data, cluster\_6 has been configured to accept all the data currently stored on cluster\_3. However, during the migration it is important not to duplicate data and to not include information irrelevant to ongoing projects.

## Data organizational structure

A new storage structure has been generated to take into account the cross-cutting nature of DAPA projects.



Each folder inside the storage system will have certain access levels.

The `data_cluster_6` folder will contain folders for each common theme for the relevant ongoing projects; it also has a scripts folder where you can share appropriate scripts depending on the programming language.

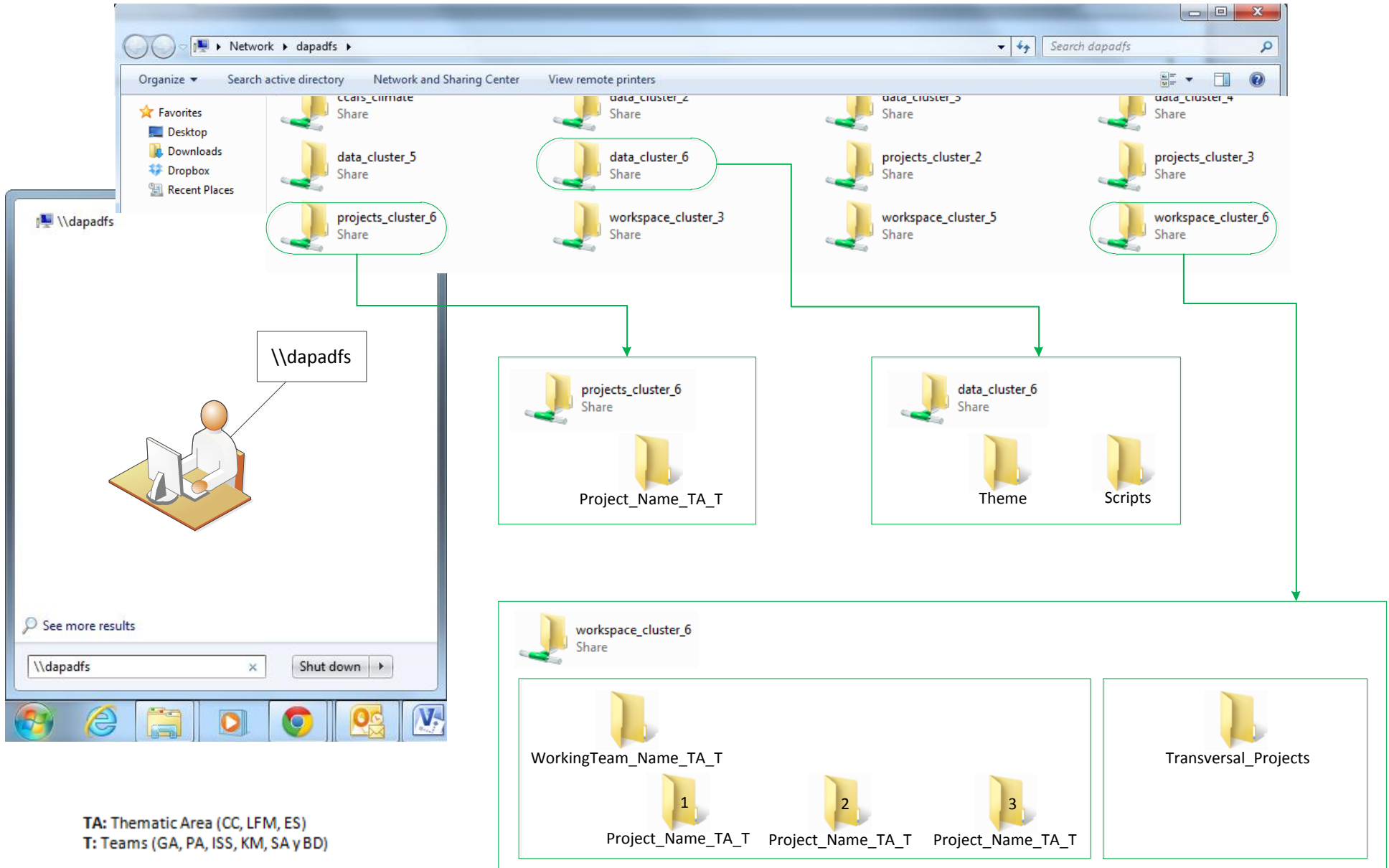
The `projects_cluster_6` folder will contain the institutional memory. The scheme to save information will have special specifications. This folder is part of the CIAT institutional memory.

The `workspace_cluster_6` folder will contain folders for the different working groups, and inside each working group there will be folders for each of the different projects. Only people who belong to a working group will have access to that specific folder. For the other DAPA users this folder will be visible but not accessible.

We have created an excel spreadsheet named "[Access\\_dapadfs\\_Storage\\_Format](#)" to collect information from all working groups and their respective projects inside DAPA.

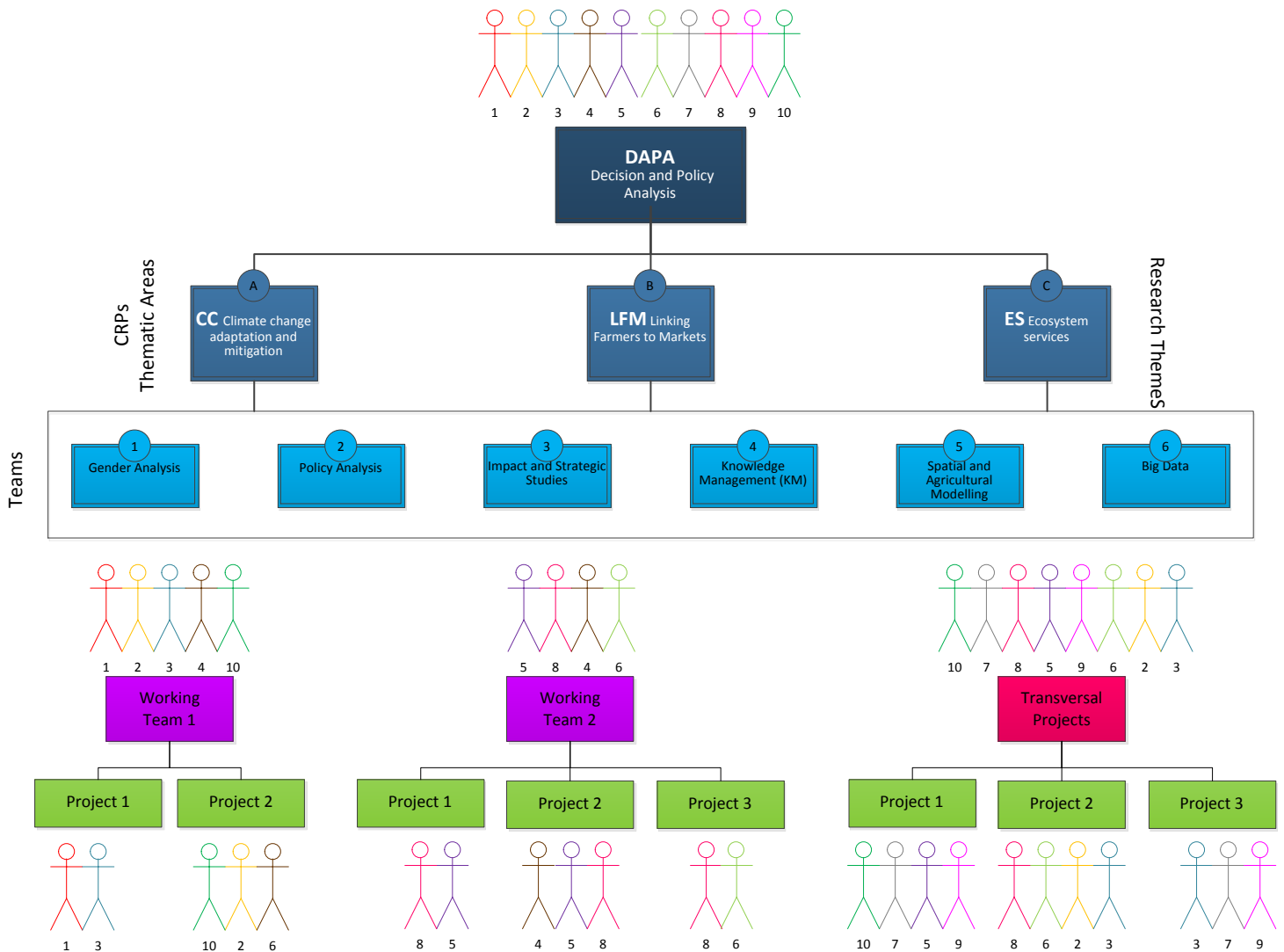
To gain access to a space on the storage system, you will have to fill in the spreadsheet then send it to [p.a.camargo@cgiar.org](mailto:p.a.camargo@cgiar.org) copied to [j.cardona@cgiar.org](mailto:j.cardona@cgiar.org). Once we received the completed form, we will create your space in the system storage and will send you back the directory of your folder.

Cluster\_6 organization:



TA: Thematic Area (CC, LFM, ES)  
T: Teams (GA, PA, ISS, KM, SA y BD)

## Organizational structure of data in Workspace



This schematic diagram depicts the security and privilege access scheme of the data. For example, Working\_Team\_1 is composed by users 1, 2, 3, 4 and 10. It has 2 projects: Project\_1 and Project\_2. Users 1 and 3 can access both the Working\_Team\_1 and Project\_1 folders, but cannot access the Project\_2 folder. Meanwhile, users 5, 6, 7, 8 and 9 cannot even access the Working\_Team\_1 folder.