

SDG Metadata Authoring Tool Template

Guidance for National Reporting

For use with Word Version 3.3

Instructions

The SDG Metadata Authoring Tool Template is a template for reporting your country's metadata for the SDG indicators.

The template uses the internationally agreed SDMX Metadata Concepts prepared by the SDMX SDGs Working Group of the Inter-agency and Expert Group on SDG Indicators (IAEG-SDGs) to provide a standard format for your SDG metadata. This enables more efficient and accurate processing by making your metadata machine-readable and enabling automated information sharing and comparison.

The template is designed to be used for reporting by both international agencies (*global reporting*) and countries (*national reporting*). This document provides additional instructions, beyond those included in the template itself, for countries using this template for the compilation of their national metadata for the SDG indicators. They relate to version 3.3 of the template. The template and authoring tool are currently being piloted by the Working Group; therefore, updated versions may be developed periodically (but should be backwards compatible). Please refer to <https://github.com/sdmx-sdgs/metadata/> for the latest version of the template.

This template can be used to provide your country's metadata for both *global indicators* (those agreed by IAEG-SDGs) and additional *national indicators* (additional indicators contained in national SDG indicator frameworks). The global indicators can be exchanged or disseminated in the SDMX format using this template, and, if you have a customised national SDMX Data Structure Definition (DSD), it is also possible to use SDMX to disseminate your additional national indicators and metadata.

Metadata should be attached to the series, and not the indicator, because some indicators may have more than one series to which different metadata may apply.¹ Thus, it is important to always specify the series in section '0.d' of the template. Frequently, the same metadata will apply to multiple series under one indicator. In such cases, the template allows the selection of multiple series to which the metadata applies. Files should be emailed to your UNSD focal point, unless otherwise instructed.

¹ For example, INDICATOR 2.2.1 Prevalence of stunting has two series: (i) Children moderately or severely stunted (thousands) and (ii) Proportion of children moderately or severely stunted (%)

Metadata Attachment

This section of the template is important to complete if you wish to use the template for metadata exchange and dissemination using SDMX.

The options in the dropdowns are based on the latest version of the Global SDG Data Structure Definition (SDG DSD v1.1). Using this with an SDMX authoring tool which is currently being developed and piloted, it will be possible to convert national metadata for *global indicators* into SDMX format.

To allow the authoring tool to additionally “read” information relating to *national indicators* (i.e. those indicators in national SDG frameworks not aligned to the list agreed by IAEG-SDGs) it is necessary to update the options in the dropdowns by importing a customised national DSD, using the ‘Import SDMX DSD’ button.

If you have national indicators but do not yet have a customised national DSD, it is still possible to use this template for recording metadata for your national indicators, but you will not be able to convert the information entered into the SDMX format.

Reporting type: Select ‘National’. (‘Regional’ refers to reporting for groups of countries, rather than sub-national reporting).

SDG series: Select the corresponding global indicator series for which you are completing the template. For national indicator series (not in global SDG framework), if you have imported a national customised DSD, you will also be able to select it from the series dropdown; if not, please select “0.0.0 National Series not in global framework”. If the metadata applies to more than one series, you can add the other series by clicking the Add Series button and selecting the next series.

Reference area: Select the name of the country or area for which you are reporting metadata.

Metadata language: Indicate the language of your metadata by selecting the official UN language code from the drop-down list or typing the two-letter code for another language (from the provided ISO list). For example, the code for the Portuguese language is pt.

Metadata Submission Form

This section of the template contains the main body of the metadata. Headers, text, bullets, tables, formulas, and images can be cut and pasted into their corresponding cell without additional formatting.² For your reference, a mapping of the IAEG-SDG metadata file format to SDMX metadata concepts is available in Appendix B of the template.

Use only the metadata concepts provided. Do not add additional metadata concepts. Only the SDMX Metadata Concepts can be read by the automation tool. For this reason, the template has been locked for editing except in the text fields that are designated for entering metadata. If you are not sure where

² To insert a table within a template cell, copy your table; insert cursor into the template cell; right click, select Paste Options, choose Nested Table (first option). Insert formulas as text or images. Do not use equation editor.

to put metadata within the existing SDMX Metadata Concepts, see the descriptions below or contact your UNSD focal point.

The concepts / fields are for both global and national metadata, and not all of them are relevant for national reporting by countries. Those concepts which are not applicable at the national level are highlighted in the descriptions provided below.

0. Indicator information

Please fill out 0.a – 0.e as a minimum. 0.g is not applicable for national reporting and should be left blank.

0.a. Goal: SDG Goal number and name.

0.b. Target: SDG Target number and name.

0.c. Indicator: SDG Indicator number and name.

It is a good practice to distinguish additional national or additional regional indicators from global indicators agreed by the IAEG-SDGs in order to avoid confusion, which could for example arise from similar indicator names. Any numbering convention already employed by a country that makes this distinction is fine. As an example of one possible convention, the goal and target number would be followed by a country prefix and a sequential number. For example, for Mozambique, additional national indicators for Goal 4, Target 1 could be: “4.1.MZ_1”, “4.1.MZ_2”, ...etc. Using the 2-character alpha code for the country would have the added value of making it easier to distinguish additional national indicators from different countries.

0.d. Series: Description of SDG data series. If the metadata applies to more than one series, please list all the relevant series here.

0.e. Metadata update: The date when this metadata report was last updated.

0.f. Related indicators: Linkages with any other Goals and Targets.

0.g. International organisation(s) responsible for global monitoring: Not applicable for national reporting.

1. Data Reporter

Please fill out as much contact information as you can in 1.a – 1.g.

1.a. Organisation: Organisation of the contact person(s) for the data or metadata.

1.b. Contact person(s): Person(s) to be contacted with any questions regarding the data or metadata.

1.c. Contact organisation unit: Organisational unit of the contact person(s).

1.d. Contact person function: Functional title(s) of the contact points for the data or metadata.

1.e. Contact phone: Phone number(s) of the contact points for the data or metadata.

1.f. Contact mail: Mailing address(es) of the contact points for the data or metadata.

1.g. Contact emails: E-mail address(es) of the contact points for the data or metadata.

2. Definition, concepts, and classifications

*You may choose to fill out only the main concept (2. Definition, concepts, and classifications) **or** you may choose to fill out all or some of the detailed concepts (2.a, 2.b, 2.c) separately.*

2.a. Definition and concepts: Precise definition of the indicator preferably relying on internationally agreed definitions. The indicator definition should be unambiguous and be expressed in universally applicable terms. Precise definition of all different concepts and terms associated with the indicator, also including reference to any associated classifications.

2.b. Unit of measure: Description of the unit of measurement (proportion, dollars, number of people, etc.)

2.c. Classifications: Describe references to both national and international standards and classification being used. [Information to be provided where applicable.]

3. Data source type and data collection method

*You may choose to fill out only the main concept (3. Data source type and collection method) **or** you may choose to fill out all or some of the detailed concepts (3.a – 3.g) separately.*

3.a. Data sources: Description of all actual and recommended sources of data. This description should include, when applicable, any changes of the data source over time, details of denominator (if from a different source) and any other relevant information related to the origin of the source or indicator. Similar details should be given for administrative sources.

3.b. Data collection method: Description of all methods used for data collection. This description should include, when applicable, the sample frame used, the questions used to collect the data, the type of interview, the dates/duration of fieldwork, the sample size and the response rate. Some additional information on questionnaire design and testing, interviewer training, methods used to monitor non-response etc. should be provided here. Questionnaires used should be annexed (if very long: via hyperlink).

3.c. Data collection calendar: Dates when source collection is next planned.

3.d. Data release calendar: Expected dates of release of new data for this indicator, including the year (or, ideally, the quarter/month when the next data point associated with the indicator will become available).

3.e. Data providers: Identification of national data provider(s), specifying the organisation(s) responsible for producing the data.

3.f. Data compilers: Organisation(s) responsible for compilation of this indicator at the national level.

3.g. Institutional mandate: Description of the set of rules or other formal set of instructions assigning responsibility as well as the authority to an organisation for the collection, processing, and dissemination of statistics for this indicator.

4. Other methodological considerations.

*You may choose to fill out only the main concept (4. Other methodological considerations) **or** you may choose to fill out all or some of the detailed concepts (4.a – 4.d, 4.h – 4.k) separately. 4.e – 4.g are not relevant for national reporting and should be left blank.*

4.a. Rationale: Description of the purpose and rationale behind the indicator, as well as examples and guidance on its correct interpretation and meaning.

4.b. Comment and limitations: Comments on the feasibility, suitability, relevance and limitations of the indicator. Also includes data comparability issues, presence of wide confidence intervals (such as for maternal mortality ratios); provides further details on additional non-official indicators commonly used together with the indicator.

4.c. Method of computation: Explanation of how the indicator is calculated, including mathematical formulas and descriptive information of computations made on the source data to produce the indicator (including adjustments and weighting). This explanation should also highlight cases in which mixed sources are used or where the calculation has changed over time (i.e., discontinuities in the series).

4.d. Validation: Description of process of monitoring the results of data compilation and ensuring the quality of the statistical results, including consultation process with countries on the national data submitted to the SDGs Indicators Database. Descriptions and links to all relevant reference materials should be provided.

4.e. Adjustments: This concept is typically not applicable for national reporting.

4.f. Treatment of missing values (i) at country level and (ii) at regional level: This concept is not applicable for national reporting.

4.g. Regional aggregations: This concept is not applicable for national reporting.

4.h. Methods and guidance available to countries for the compilation of the data at the national level: For national reporting a country may refer to the globally available metadata and explain how it is being used.

4.i. Quality management: Description of systems and frameworks in place within an organisation to manage the quality of statistical products and processes.

4.j Quality assurance: Description of practices and guidelines focusing on quality in general and dealing with quality of statistical programmes at your agency, including measures for ensuring the efficient use of resources.

4.k Quality assessment: Description of overall evaluation of fulfilling quality requirements, based on standard quality criteria.

5. Data availability and disaggregation.

Data availability by sub-national breakdowns and time periods can be described here. Describe the specification of the dimensions and levels used for disaggregation of the indicator (e.g., income, sex, age group, geographic location, disability status, etc.).

6. Comparability/deviation from international standards.

Explanation on the differences between country produced and internationally estimated data on this indicator, highlighting and summarising the main sources of differences.

7. References and documentation.

Descriptions and links to all relevant reference materials related to this indicator.