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|  | Inter-Agency and Expert Group on SDG Indicators (IAEG-SDGs) |

# REQUEST FORM FOR METADATA UPDATES REFLECTING SIGNIFICANT CHANGES

*To be completed by custodian agency(ies) when proposing significant changes to metadata and submitted to the IAEG-SDGs for decision. All fields are required unless otherwise indicated; incomplete forms will not be considered.*

*For information on process flowchart and timeline, please refer to the* [*metadata repository webpage*](https://unstats.un.org/sdgs/metadata/)*.*

***Please note that while metadata is under review, the corresponding data are not published.***

## 1. Custodian Agency(ies)

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| Custodian Agency(ies): | Click or tap here to enter text. |  |
|  |  |  |
| Contact Person: | Click or tap here to enter text. | Email:  |  Click or tap here to enter text. |

(Optional) Additional Contact Person(s):

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | Email:  |  Click or tap here to enter text. |

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| --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | Email:  |  Click or tap here to enter text. |

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| Date of request submission: |  Click or tap to enter a date. |

## 2. Overview of Metadata Update Request

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| Indicator number: | Click or tap here to enter text. |
| Indicator name: | Click or tap here to enter text. |

**Significant changes proposed: Does the requested update to the metadata include:**

(Select all that apply)

[ ]  Any changes in concepts and definitions?

[ ]  Any changes in the method of computation?

[ ]  Any changes in the name/description of the indicator?

[ ]  Any changes that may impact the definition or meaning of the indicator and comparability of data with previously submitted data (such as different coverage)?

**Overview of Requested Significant Changes to Metadata**

Please provide a 1-2 page summary overview of the nature of and reason(s) for the requested significant changes to the metadata in the space below. This overview will be shared with IAEG-SDGs members. If you wish to provide additional supporting materials, please attach them in the submission email and indicate in the checklist below.

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

## 3. Submission Checklist

Please use this checklist to confirm you have completed all action items before submitting the metadata update request:

[ ]  I have downloaded the latest version of the metadata file in Microsoft Word from the [metadata repository](https://unstats.un.org/sdgs/metadata/).

[ ]  I have used **track changes** to make requested changes to the metadata in the metadata file.

[ ]  I have completed the metadata update request form, including providing an overview of the requested changes to the metadata.

[ ]  I am submitting 1) the updated metadata file in track changes and 2) the completed metadata update request form by email to sdgindicators@un.org.

[ ]  I am also attaching additional supporting materials to the email (only check if applicable).

For Secretariat use ONLY:

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| Date received from custodian agency(ies): | Click or tap to enter a date. |

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| Date sent to IAEG-SDGs members: | Click or tap to enter a date. |