

SDG Metadata Authoring Tool Template

Word Version 3.1 (DRAFT)

Main and Detailed Concept Collection Form

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Instructions

This is a template for providing metadata for SDG indicators. The tables listed below use the SDMX Metadata Concepts prepared by the SDG SDMX Working Group of the IAEG-SDGs to provide a standard format for your metadata. This enables more efficient and accurate processing.

Both national and global metadata can be submitted using this tool. Headers, text, bullets, tables, formulas, and images can be cut and pasted into their corresponding cell without additional formatting.¹ A [mapping](#) of the IAEG-SDG metadata file format to SDMX metadata concepts is also provided.

Use only the metadata concepts provided. Do not add additional metadata concepts. Only the SDMX Metadata Concepts will be read by our automation tool. If you are not sure where to put metadata within the existing SDMX Metadata Concepts, see the [descriptions](#) provided or contact [INSERT].

Submit one set of tables for each SDG indicator metadata file. Files should be emailed to [INSERT].

¹ 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.

Metadata Attachment

Reporting type

National

SDG series

0.0.0 National series not in global framework

Reference area

Bangladesh

Metadata language

English

[Import Data Structure Definition](#)

To update the options in the dropdowns according to your SDMX DSD, click the button below:

Import SDMX DSD

Metadata Submission Form

0. Indicator information

Concept name	<i>Insert text, lists, tables, and images.</i>
0. Indicator information	
0.a. Goal	
0.b. Target	
0.c. Indicator	
0.d. Series	
0.e. Metadata update	
0.f. Related indicators	
0.g. International organisations(s) responsible for global monitoring	

1. Data reporter

Concept name	<i>Insert text, lists, tables, and images.</i>
1. Data reporter	
1.a. Organisation	
1.b. Contact person(s)	
1.c. Contact organisation unit	
1.d. Contact person function	
1.e. Contact phone	
1.f. Contact mail	
1.g. Contact email	

2. Definition, concepts, and classifications

Concept name	<i>Insert text, lists, tables, and images.</i>
2. Definition, concepts, and classifications	
2.a. Definition and concepts	
2.b. Unit of measure	
2.c. Classifications	

3. Data source type and data collection method

Concept name	<i>Insert text, lists, tables, and images.</i>
3. Data source type and collection method	
3.a. Data sources	
3.b. Data collection method	
3.c. Data collection calendar	
3.d. Data release calendar	
3.e. Data providers	
3.f. Data compilers	
3.g. Institutional mandate	

4. Other methodological considerations

Concept name	<i>Insert text, lists, tables, and images.</i>
4. Other methodological considerations	
4.a. Rationale	
4.b. Comment and limitations	
4.c. Method of computation	
4.d. Validation	
4.e. Adjustments	
4.f. Treatment of missing values (i) at country level and (ii) at regional level	Not Applicable
4.g. Regional aggregations	Not Applicable
4.h. Methods and guidance available to countries for the compilation of the data at the national level	
4.i. Quality management	
4.j. Quality assurance	
4.k. Quality assessment	

5. Data availability and disaggregation

Concept name	<i>Insert text, lists, tables, and images.</i>
5. Data availability and disaggregation	

6. Comparability/deviation from international standards

Concept name	<i>Insert text, lists, tables, and images.</i>
6. Comparability/deviation from international standards	

7. References and Documentation

Concept name	<i>Insert text, lists, tables, and images.</i>
7. References and Documentation	

Appendices

A. Definitions of Metadata Concepts

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

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

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

0.d. Series: Description of SDG data series.

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 organisations(s) responsible for global monitoring: Global reporting: International organizations (departments/offices) responsible for monitoring this indicator at the global level.
Country reporting: This concept has no national counterpart.

1.a. Organisation: Organisation unit information of the contact points for the data or metadata.

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.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.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 and/or international data provider(s), specifying the organization(s) responsible for producing the data.

3.f. Data compilers: Organization(s) responsible for compilation of this indicator either at national or global 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.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: Global reporting: Description of any adjustments with respect to use of standard classifications and harmonization of breakdowns for age group and other dimensions, or adjustments made for compliance with specific international or national definitions. National reporting: This concept is typically not applicable for national reporting.

4.f. Treatment of missing values (i) at country level and (ii) at regional level: Global reporting: (National level) Description of the methodology employed for producing estimates for the indicator when country data are not available, including any mathematical formulas and description of additional variables used as input into the estimation process. (Regional level) Description of how missing values for individual countries or areas are imputed or otherwise estimated by international agencies to derive regional or

global aggregates of the indicator. National reporting: This concept is not applicable for national reporting.

4.g. Regional aggregations: Global reporting: Description of the methodology, including any mathematical formulas, used for the calculation of the regional/global aggregates from the country values. Description of the weighting structure used for aggregating country indicator values to regional and global levels. Additional methodological details on how the data from countries or areas is assembled by custodian international agencies to provide regional and global aggregates. This is distinct from the method of computation, which looks at how the indicator is compiled at a national level. National reporting: 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: Global reporting: Description of methodology used by countries for the compilation of data at national level and the relevant international recommendations and guidelines available to countries. Descriptions and links to all relevant reference materials should be provided. National reporting: 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: Global reporting: Indicate for how many countries the data for this indicator are already currently available on a regular basis. Data availability by regional breakdowns and time periods can also 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.). National reporting: 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.

B. Mapping of SDMX Detailed Concepts to IAEG-SDG File Format

This is an aid to format the SDMX metadata concepts to the metadata submitted in the IAEG-SDG file format. In some cases, these headers and sections of the IAEG-SDG format do not correspond perfectly to the SDMX concepts. Consult the SDMX metadata concept definitions.

Detailed Metadata Concept Name	IAEG-SDG Headers and Subheaders
0.a. Goal	Goal
0.b. Target	Target
0.c. Indicator	Indicator
0.d. Series	
0.e. Metadata update	Last updated: [DATE]
0.f. Related indicators	Related indicators
0.g. International organisations(s) responsible for global monitoring	Institutional information Organization(s)
1.a. Organisation	
1.b. Contact person(s)	
1.c. Contact organisation unit	
1.d. Contact person function	
1.e. Contact phone	
1.f. Contact mail	
1.g. Contact emails	
2.a. Definition and concepts	Concepts and definitions Definition Concepts
2.b. Unit of measure	
2.c. Classifications	
3.a. Data sources	Data sources Description
3.b. Data collection method	Collection process
3.c. Data collection calendar	Calendar Data collection
3.d. Data release calendar	Data release
3.e. Data providers	Data providers
3.f. Data compilers	Data compilers
3.g. Institutional mandate	
4.a. Rationale	Rationale
4.b. Comment and limitations	Comments and limitations
4.c. Method of computation	Methodology Computation method
4.d. Validation	
4.e. Adjustments	
4.f. Treatment of missing values (i) at country level and (ii) at regional level.	Treatment of missing values * At country level: * At regional or global levels:
4.g. Regional aggregations	Regional aggregates
4.h. Methods and guidance available to countries for the	Methods and guidance available to countries for the compilation of the data at the national level

Detailed Metadata Concept Name	IAEG-SDG Headers and Subheaders
compilation of the data at the national level	
4.i Quality management	
4.j Quality assurance	Quality assurance
4.k Quality assessment	
5. Data availability and disaggregation	Data availability Disaggregation
6. Comparability / Deviation from international standards	Sources of discrepancies
7. References and Documentation	References URL References

C. Mapping of IAEG-SDG File Format to SDMX Detailed Concepts

This is an aid to format metadata previously submitted in the IAEG-SDG file format into the format of the SDMX metadata concepts. In some cases, these headers and sections of the IAEG-SDG format do not correspond perfectly to the SDMX concepts. Consult the SDMX metadata concept definitions.

IAEG-SDG Headers and Subheaders	Detailed Metadata Concept Name
Last updated: [DATE]	0.e. Metadata update
Goal	0.a. Goal
Target	0.b. Target
Indicator	0.c. Indicator
	0.d. Series
Institutional information Organization(s)	0.g. International organisations(s) responsible for global monitoring
	1.a. Organisation
	1.b. Contact person(s)
	1.c. Contact organisation unit
	1.d. Contact person function
	1.e. Contact phone
	1.f. Contact mail
	1.g. Contact emails
Concepts and definitions Definition Concepts	2.a. Definition and concepts
	2.b. Unit of measure
	2.c. Classifications
Rationale	4.a. Rationale
Comments and limitations	4.b. Comment and limitations
Methodology Computation method	4.c. Method of computation

	4.d. Validation
	4.e. Adjustments
Treatment of missing values * At country level: * At regional or global levels:	4.f. Treatment of missing values (i) at country level and (ii) at regional level.
Regional aggregates	4.g. Regional aggregations
Sources of discrepancies	6. Comparability / Deviation from international standards
Methods and guidance available to countries for the compilation of the data at the national level	4.h. Methods and guidance available to countries for the compilation of the data at the national level
	4.i. Quality management
Quality assurance	4.j. Quality assurance
	4.k. Quality assessment
Data sources Description	3.a. Data sources
Collection process	3.b. Data collection method
Data availability Disaggregation	5. Data availability and disaggregation
Calendar Data collection	3.c. Data collection calendar
Data release	3.d. Data release calendar
Data providers	3.e. Data providers
Data compilers	3.f. Data compilers
	3.g. Institutional mandate
References URL References	7. References and Documentation
Related indicators	0.f. Related indicators