**Sustainable Development Goals (SDGs) indicator metadata template**

**(Harmonized metadata template - format version 1.1 DRAFT)**

The purpose of this template is for international agencies to submit reference metadata for SDG indicators, using the SDMX Metadata Concepts prepared by the SDG SDMX Working Group of the IAEG-SDGs to provide a standard format for SDG indicator metadata to monitor the Sustainable Development Goals (SDGs) and targets in a consistent manner. In order to ensure coherence and consistency of the metadata that will be presented alongside the SDG indicator database, uniform reference metadata on the global indicators and on associated data is requested using this standard template.

While we realise this form is detailed, your willingness to provide this reference metadata in a standard format will be vital to users better understanding of the global indicators and associated data you have provided. We hope any metadata submitted previously can be copied and pasted into the relevant section of this form. Current metadata can be found at <https://unstats.un.org/sdgs/metadata/>. Any metadata that was submitted to UNSD prior to July 2016 can be found at: <http://unstats.un.org/sdgs/iaeg-sdgs/metadata-compilation/>. Mapping of SDMX Detailed Concepts to IAEG-SDG Old File Format and Mapping of IAEG-SDG Old File Format to SDMX Detailed Concepts can be found on pages 10 and 11 respectively.

Please replace the instruction text shaded in yellow with the appropriate text describing the metadata concepts (i.e. definition and concepts, rationale, etc.). Please try to make your responses as concise as possible while making sure to include all relevant information. For more detailed methodological information, a link can be included in the reference section (see page 6).

Use only the metadata concepts provided. Do not add additional metadata concepts. Use the detailed metadata concepts (preceded by a number and a letter e.g. “0.a”) where available and as feasible; otherwise use the main concepts (preceded by a number e.g. “0”). If you are not sure where to put metadata within the existing SDMX Metadata Concepts, see the descriptions provided on page 7.

If there are any questions regarding SDG metadata or this form, please contact Harumi Shibata Salazar at [shibata@un.org](mailto:shibata@un.org).

SDG indicator metadata

**(Harmonized metadata template - format version 1.1 DRAFT)**

0. Indicator information

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. Only applies if the metadata does not apply to all series under this indicator.

0.e. Metadata update

The date when this metadata report was last updated. Click or tap to enter a date.

0.f. Related indicators

Linkages with any other Goals and Targets.

0.g. International organisations(s) responsible for global monitoring

International organizations (departments/offices) responsible for monitoring this indicator at the global level.

1. Data reporter

1.a. Organisation

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

1.b. Contact person(s)

Name(s) of the contact points for the data or metadata.

1.c. Contact organisation unit

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. Definition, concepts, and classifications

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

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. Other methodological considerations

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

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.

4.f. Treatment of missing values (i) at country level and (ii) at regional level

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.

4.g. Regional aggregations

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.

4.h. Methods and guidance available to countries for the compilation of the data at the national level

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.

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

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.).

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.

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 descibed 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 descibed 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.