GOVERNMENT GAZETTE

OF THE

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General Notice

NAMIBIA STATISTICS AGENCY

No. 483   2022

NAMIBIA NATIONAL STATISTICS SYSTEM STANDARD
FOR STATISTICAL METADATA

The Namibia NSS standard for Statistical Metadata was issued by the Statistician-General in line with the provisions of Part VI dealing with the NSS Coordination, section 36 dealing with standards, of the Statistics Act, 2011 (Act No. 9 of 2011).

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1.   Purpose

The "Statistical Metadata Standard" prescribes the standard to be followed by all data and statistics producers when they are releasing statistical products. This is to assist user(s) to understand and interpret statistical information for proper production and usage of data. Furthermore, the metadata standard will be implemented as prescribed in the Namibia Quality Assurance Framework for Statistics (NQAFS) to improve interpretation of statistical information. This is to ensures transparency and clarity of methodologies of statistical products.

2.   Scope and applicability

This standard outlines the requirements for producing statistical metadata with statistical reports in Namibia. The standard is applicable to all data and statistics producers in the NSS who are responsible for producing microdata sets and statistical reports.

3.   Normative reference

The following documents are essential for the application of this standard:

3.1   Statistics Act, 2011 (No. 9 of 2011)
3.2   Namibia Statistics Policy, 2015
3.3   Data Collection, Processing and Dissemination Policy and Practice, 2015
3.4   Code of Practice: Professional and Ethical Standards applicable to Statistics Producers, 2015
3.5   Namibia Quality Assurance Framework for Statistics, 2020
3.6   Guideline for Quality Reviewing of Statistical reports, 2020

4.   Glossary

For execution of this standard, the following definitions applies:

4.1   Data producers

includes the Namibia Statistics Agency or any government body that undertakes primary data collections or produces administrative data and where civil societies, private or international organization obtained approval in terms of section 35(5) of the Statistics Act, 2011 (Act No. 9 of 2011), to conduct a statistical collection.

4.2   Data set

any organized collection of similar data, sharing a structure, which covers a fixed period of time.

4.3   High-frequency statistical reports

any statistical report(s) that is published on a monthly or quarterly basis

4.4   Metadata

description of the characteristics (content, quality and condition) of statistical or spatial data.

4.5   Metadata repository

a system that allow for querying, editing, and managing of metadata.

4.6   Microdata

unit-level data obtained from sample surveys, censuses, and administrative systems on the characteristics of a population, such as individual, household, establishment, agricultural holding, etc.

4.7   Statistics producers

includes the Namibia Statistics Agency or any government body that produces statistics, and where civil societies, private or international organization obtained approval in terms of section 35(5) of the Statistics Act, 2011 (Act No. 9 of 2011), to conduct a statistical collection.

5.   Requirements

5.1   Release of metadata

5.1.1   All statistical reports shall be accompanied by a metadata.

5.1.2   If the statistical report does not have a metadata that is already in the public domain, the metadata shall be release in the public domain within 24 hours after the release of the report.

5.1.3   In case a statistical report has a metadata that is already in the public domain, but that metadata needs to be updated to incorporate certain changes e.g. methodological changes, changes in concepts and definitions etc., the updated metadata shall be release in the public domain within 24 hours after the release of the report.

5.1.4   Metadata shall be accessible electronically to all users.

5.1.5   Metadata shall be presented in English.

5.1.6   Metadata shall be completed as per the official latest Metadata Guideline.

5.2   Quality control

5.2.1   A metadata shall be reviewed in accordance with the "Guideline for Quality Reviewing of Statistical reports" before it is published.

5.3   Storage of metadata

5.3.1   All metadata shall be stored in a National Data Repository (NDR).

5.3.2   The Namibia Statistics Agency as a custodian and repository of all official statistics in the country shall host the NDR.

5.4   Exemptions

5.4.1   All thematic statistical reports and preliminary statistical reports shall be exempted from these requirements, except Preliminary National Accounts.

STANDARDISED METADATA TEMPLATE

IDENTIFICATION

1	Title of the project	

2	Producer(s)/Primary Investigator(s)	Name	
		a)	
		b)	
		c)	

3	Contributor(s)	Name of organisation(s)/Person(s)	Role(s)
		a)	
		b)	
		c)	

4	Sponsors	Name of organisation(s)/Person(s)	Role(s)
		a)	
		b)	
		c)	

5	Cost (N$)	

6	Identifier	

7	Version description	

OVERVIEW

8	Type of project	Sample Survey	
		Census	
		Administrative records	
		Others (if other, specify)	

9	Unit of analysis	Individuals	
		Households	
		Enterprises	
		Others (if other, elaborate)	

10	Frequency of the data production	Monthly	
		Quarterly	
		Annually	
		Other (if other, elaborate)	

11	Abstract	

12	Keywords	

13	Scope	

14	File format	SPSS	
		Excel / CSV	
		CSPro	
		Stata	
		Other (if other, elaborate)	

15	Language	

16	Key concepts and definitions	Concepts	Definitions

ACCESSIBILITY	

17	Mode of accessibility	Website (link)
		CD/USB (How to get it)
		Other (if other, elaborate)

18	Citation	

19	Errors and omissions disclaimer	

20	Copyright	

21	Contact details	

COVERAGE

22	Geographic coverage	

23	Universe	

SAMPLING PRODECURES (Only applicable for sample surveys))

24	Sampling design	

25	Sample size	

26	Replacement for non-contacts	Yes		(If yes, how was it done)
		No		

27	Replacement for refusal	Yes		(If yes, how was it done)
		No		

28	Sample frame used	Yes		(If yes, which frame was used)
		No		(If no. reasons)

RESPONSE RATE

29	Response rate (%)	

30	Response status	Fully completed	
		Partially completed	
		Non-contact	
		Refusal	

WEIGHTING	

31	Weighting	Yes		(If yes, how was it done)
		No		

DATA COLLECTION

32	Data collection date	(from (DD-MM-YYYY) to (DD-MM-YYYY)

33	Descriptions of data collection instruments used	a)
		b)
		c)

34	Data collection mode	Face-to-face interview	
		Self-administered	
		Telephonically	
		Mail	
		Other	(if other, elaborate)

35	Data collector(s)	a)
		b)

DATA PROCESSING

36	Data editing/cleaning	

37	Data Imputations (if there's any	(record any imputation or replacement technique used to correct inconsistent or missing data)

DATA APPRAISAL

38	Estimates of sampling errors and design effects	(Margin of Error, C.I. etc.)

39	Data quality assurance measures taken	

VARIABLES DESCRIPTION

40   Description of all variables in the microdata

File 1 Name:	

Variable number	Label	Description	Type	Total cases

File 2 Name: (If there's more than 1 file)	

Variable number	Label	Description	Type	Total cases

File 3 Name: (If there's more than 2 files)	

Variable number	Label	Description	Type	Total cases

File 4 Name: (If there's more than 3 files)	

Variable number	Label	Description	Type	Total cases

Compiled by	
Division	
Department	

Guideline on how to complete the Metadata Template

Forewords

The department of Data Quality Assurance and National Statistics System Coordination has developed a standardised metadata template for microdata set as part of the implementation of the Namibia Quality Assurance Framework for Statistics (NQAFS). The metadata template was developed in compliance with the Data Documentation Initiative (DDI) and the Dublin Core Metadata (DCM) standards. Generally, a metadata is a presentation that defines data elements and attributes such as variable names, data type, size, structures and other information on basic identification elements, accessibility, sampling and so on. This template will then assist in appraising the microdata set(s) along with statistical processes in accordance with the NQAFS principles. This is extremely helpful in the consolidation of the reliability of databases and their efficiency.

The metadata together with the microdata set, the questionnaire(s) used plus any other materials deemed necessary based on the individual project must be published. Information from the metadata will thus assist the users of the particular data to interpret the information correctly and perform secondary analysis appropriately.

Therefore, this note provides the data producers with guidelines on how to successfully complete the metadata template.

Identification

Element	Description
1. Title of the Project	Insert the title of the survey or project for which the metadata is prepared for
2. Producers /Primary Investigator(s)	This is the name of the organisation(s)/person(s) who are the producers of the data
3. Contributor(s)	These are other organisation(s)/person(s) that significantly contributed to the project in terms of technical support. Their specific roles that they contributed to the project should be stated as well.
4. Sponsors	Name of the Organisation(s)/Person(s) who funded or provided financial assistance to the project and their specific activities that they funded in the project.
5. Cost	State the total cost for the project in Namibian dollars only. This should exclude permanent staff salaries and included cost like DSA, overtime and temporally (or extra) staff remuneration.
6. Identifier	This is a single identification code of the document, which uses the format Country_Producer_Title-Abbreviation_Year. whereas, ✓ Country: the abbreviation of the country according to International Organization for Standardization (ISO) 3166 ALPHA-3. ✓ Producer: the abbreviated name of the Producer ✓ Title-Abbreviation: the abbreviation of the title of the project ✓ Year: the year in which the metadata template was created For example, in the case of 2011 Population and Housing Census, the Metadata documentation was created in 2013, and will be recorded as: NAM_NSA_PHC_2011

7.	Version description	The version description should always have the word "version" in front of the number of document series. e.g. Version 1, and the date which the data was produced should be provided in brackets, (January 2020). A data file may undergo various changes and modifications, hence the microdata set file versions can be tracked to this element.

Overview

8.	Type of survey	Choose the type of survey used to collect the information in the microdata set ✓ Sample survey: where a representative sample of the population was chosen and enumerated, ✓ Census: where a full enumeration of the population was conducted, or ✓ Administrative records: collection of secondary data from administrative records, Or if others types were used, please elaborate more on the approach taken.
9.	Unit of Analysis	Choose the units on which the analysis was based. The choices given are individuals, households, enterprises or others; if others unit of analysis were used, please elaborate more.
10.	Frequency of the data production	Indicate how often is the data collected
11.	Abstract	Give a short summary of the project. The author should give a brief motivation of why the project was carried out, its objectives, methodology used, results and conclusions. The abstract should be at most 100 words long.
12.	Keywords	Mention the main words used in the project
13.	Scope	Provide the areas that the project covers e.g. in NHIES areas covered were Income, Expenditure, Health, Education, etc.
14.	File format	Specify the file format(s) used to store the microdata set. For accessibility purposes all microdata must be in an Excel or CSV format.
15.	Language	State the language used in the project. English is recommended for all projects for which data is to be designated as official statistics.
16.	Key concepts and Definitions	Fill in all the KEY concepts and definitions used in the project

Accessibility

17.	Mode of accessibility	Indicate the means on how microdata will be acquired (Multiple responses can apply)
18.	Citation	Specify how result from the project should be cited using the adopted NSS referencing style (APA). E.g. 2018 Labour Force Survey report will be cited as: Namibia Statistics Agency (2018). Labour Force Survey Report.

19.	Errors and omissions disclaimer	The disclaimer is specific to the data production institution. It is however standard for all NSA products and should be copied as follows: **"While the NSA has made every attempt to ensure the information contained in the microdata has been obtained from reliable sources, NSA is not responsible for any errors or omissions, or for the results obtained from the wrong use including analysis of the microdata. In no event will NSA, its related partnership or corporations, or the agents or employees thereof be liable to anyone else for any decision made or action taken in reliance on the results derived from the wrong use including analysis of the microdata or for any consequential, special or similar damages, even if advised of the possibility of such damages"**. Other institutions might have a different disclaimer and thus must be cited as such.
20.	Copyright	This is a statement of exclusive and assignable legal right given to the originator of the microdata for a specified period. In the case NSA, it read **"Copyright is not applicable as the NSA collect data and produces statistical products for public consumptions"**. Other institutions might have a different copyright statement and thus must be cited as such.
21.	Contact details	Provides the contact information such as the physical and postal address, telephone number and email address in case the user would want more clarity on the micro data.

Coverage

22.	Geographic coverage	State the geographical areas that were included in the data collection of the project.
23.	Universe	Explain the entire set of units which the project focused on. For example, in Household's surveys the universe includes all household members and it excludes homeless people and the people who are living in institutions.

Sampling Procedures (Only applicable for sample surveys)

24.	Sampling design	Concisely comment on the methods used to select sample items and provide the description of all steps taken in sampling, like how the respondents were chosen to represent the population and so on.
25.	Sample size	The total number of the sampling units covered by the project.
26.	Replacement for non-contacts	Was there any replacement done for the sampled population units who were not found to partake in the project? If yes, elaboration should be given.
27.	Replacement for refusal	Was there any replacement done for the sampled population units who refused to partake in the project? If it is yes, elaboration should be given.
28.	Sample frame used	Indicate if the sample frame was used. If yes, indicate which sample frame was used and if not, give the reasons why it was not used.

Response Rate

29.	Response rate	This is the overall response rate of the project.
30.	Response status	Fill in the final response status accordingly in terms of the number and percentage.

Weighting

31. Weighting	Indicate if any weights were applied to the microdata set, if yes, describe how weighting was done.

Data Collection

32. Data collection date	Provide the dates when the data collection process of the project was carried out. The date must be written following the format, which is DD-MM-YYYY
33. Description of data collection instruments used	List all instruments used in the collection of data for the project and their target unit of analysis
34. Data collection mode	Indicate as to how the data was collected from the respondents (more than one response can apply)
35. Data collector(s)	Organisation(s) responsible for collecting the data or administering the data collection process of the project

Data Processing

36. Data editing/ cleaning	Briefly explain what measures were taken to clean the data, or to correct the inconsistencies in the data to enable correct analysis.
37. Data imputations	Imputation is the process of assigning values to missing or inconsistent data that failed edits or cleaning. If imputation was done, briefly explain what techniques were used to replace or correct missing data or to assign new values to variables with missing data, in order to enable a proper analysis is done.

Data Appraisal

38. Estimates of sampling errors and design effects	Provide estimates of sampling errors and design effect like margin of error and confidence interval calculations (for survey-based studies only).
39. Data quality assurance measures taken	Describe key actions that were taken to ensure high quality results were achieved for the project. These can be anything done in the statistical process value chain, for example, the involvement of stakeholders for the questionnaire's development, training of field staffs, the supervision of field staffs, monitoring and evaluation for data collection, etc.

Variables Description

40. Variables description	All the variables in the microdata set file should be describe as follows: ✓ Variable number: The unique identifier of the variable in the file ✓ Label: The name of the variable ✓ Description: The detailed description of the variable ✓ Type: The variable type, the type is either nominal, ordinal, continuous and discrete. ✓ Total: The total number of cases recorded under the variable

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