

Procedures

of Forms and

cross-referencing

Ensure

Phase 1: Data Delivery Protocol Template

- Define the purpose of the data collection
- Define the units, formats, accuracy and conservatives of the data
- Define the procedures for data collection, sampling and aggregation
- Define data sources, references and personnel responsible
- Define procedures to report uncertainties, availability and inconsistencies
- Define time schedule and mode of delivery
- Define how the DNA will address confidentiality issues and FAQs
- Provide contact details for queries and feedback

Data Delivery Protocol **Data Delivery Protocol Data Delivery Protocol** Forms 1.1 Forms 1.1 Forms 1.1 Instructions: Instructions: Instructions: Specify corresponding Form Specify corresponding Form Specify corresponding Form 1. XXX 1. XXX 1. XXX XXX XXX XXX XXX Version XXX Version XXX XXX XXX ХХХ Version

Individual Data Forms from Entity A, B C...

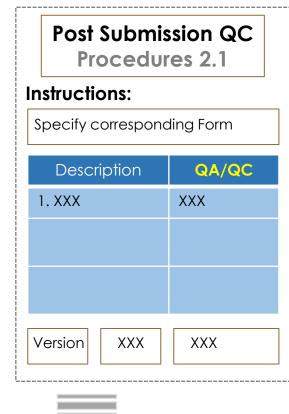
Phase 2: Post Submission QC

Version

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- Check if data has been received from all entities in the targeted group
- Check if all required data sets from individual entities have been received
- And uncertainties, lack of data availability and inconsistencies reported
- Check if data meets the defined conditions for the data vintage
- Check if all data sources are clearly identified and traceable
- Check how source quality has been assessed (e.g. calibration of meters)
- In case of sampling, check the appropriateness of the method used



Phase 3

Corrective Action !

• If data sets contain elements from publicly available information, crosscheck as applicable and discrepancies if any are justified or explained.

Phase 4: Transfer of Data to Standardized Data Template

- Care should be taken against incorrect data entry including typographical errors. Avoid double counting and duplication of records.
- Ensure completeness of data entry and appropriate corrective actions for no data, limited and/or poor quality data (e.g. conservative values)
- Check for data consistency and double check the outcomes.



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