

**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...

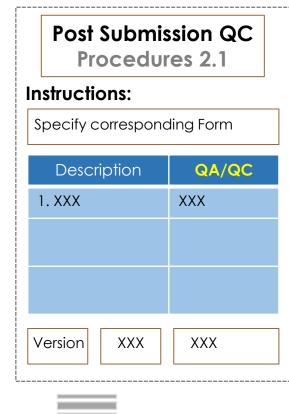
# Phase 2: Post Submission QC

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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| Instru | uction    | IS:             |          | 1    |
| Spea   | cify corr | respondi        | ng Proce | dure |
| It     | em        | Unit            | QA/      | QC   |
| 1. X   | XX        |                 | XXX      |      |
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| Versi  |           | xxx             | XXX      |      |