

Ensure cross-referencing of Forms and Procedures

Data Delivery Protocol Procedures 1.1

Instructions:
Specify corresponding Form

Description	QA/QC
1. XXX	XXX

Version XXX XXX

Data Delivery Protocol Forms 1.1

Instructions:
Specify corresponding Form

Item	Unit	QA/QC
1. XXX		XXX

Version XXX XXX

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

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

Data Delivery Protocol Forms 1.1

Instructions:
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Item	Unit	QC
1. XXX		XXX

Version XXX XXX

Data Delivery Protocol Forms 1.1

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Item	Unit	QC
1. XXX		XXX

Version XXX XXX

Data Delivery Protocol Forms 1.1

Instructions:
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Item	Unit	QC
1. XXX		XXX

Version XXX XXX

Phase 2: Post Submission QC

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

Post Submission QC Procedures 2.1

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Description	QA/QC
1. XXX	XXX

Version XXX XXX

**Phase 3
Corrective Action !**

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.

Data Template Forms 3.1

Instructions:
Specify corresponding Procedure

Item	Unit	QA/QC
1. XXX		XXX

Version XXX XXX

Data Output !