

U.S. National Reporting Platform for Sustainable Development Goal Indicators: *Training and Reference Guide for Data Providers and Platform Managers*

Revised: August, 2017

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deliberative and pre-decisional; do not cite

Guidance for Data Providers: What You Need to Know

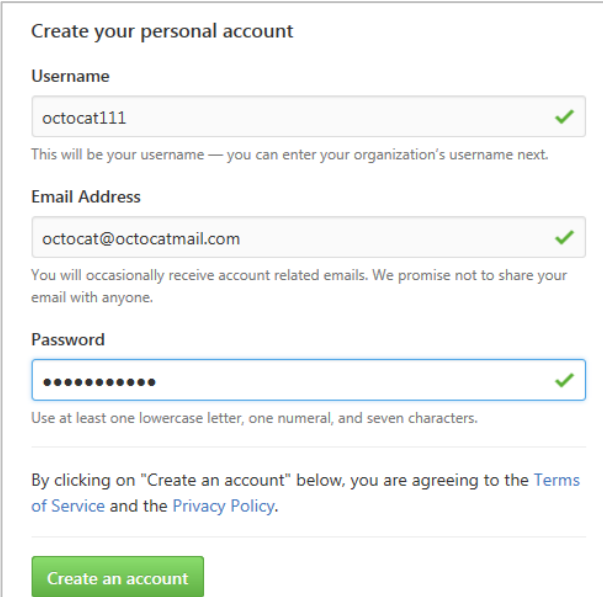
Signing up for a Data Provider Account and Authorizing Edits

For the purpose of the U.S. NRP, data input/editing is limited to authorized staff from U.S. statistical agencies. Therefore, data/metadata providers will **need a password protected account before scheduled training.**

The SDG NRP uses a **shared, open-source collaboration platform called GitHub** to update and maintain reporting statistics. (Check with your agency to see if an organizational GitHub account already exists at your agency so that you can join according to their guidelines.)

1. Go <https://help.github.com/articles/signing-up-for-a-new-github-account/> for a detailed overview, then click in GitHub's **Sign-up page**: <https://github.com/join>
2. Under "Create your personal account," type your username, email address, and password, then click **Create an account**.

Example:



Create your personal account

Username

 ✓

This will be your username — you can enter your organization's username next.

Email Address

 ✓

You will occasionally receive account related emails. We promise not to share your email with anyone.

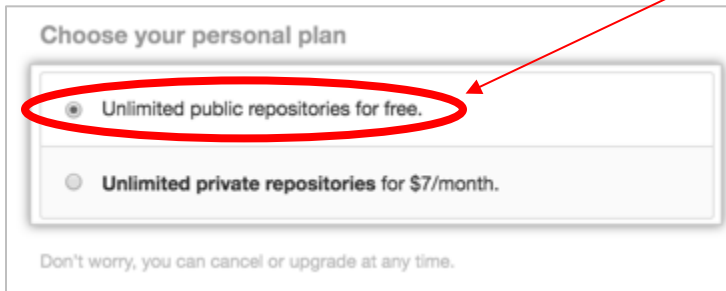
Password

 ✓

Use at least one lowercase letter, one numeral, and seven characters.

By clicking on "Create an account" below, you are agreeing to the [Terms of Service](#) and the [Privacy Policy](#).

3. **Select your plan type.** Select the **Free** account type.



Choose your personal plan

Unlimited public repositories for free.

Unlimited private repositories for \$7/month.

Don't worry, you can cancel or upgrade at any time.

4. Click **Continue**. The next screen shows options under GitHub but they are **not needed for NRP purposes**. Click "SKIP THIS STEP."
5. You are now done creating your account. You should receive an e-mail from GitHub that prompts you to **verify your e-mail address**.
6. **Send your username** to sdgs@omb.eop.gov and philip.ashlock@gsa.gov.
7. Please **log off after account creation**.

Authorizing Edits

Go to the Login/Logout page on the NRP website (gsa.github.io/sdg-indicators/admin) and follow instructions under the heading "Initialize Your Account".

The National Reporting Platform is managed through GitHub. To submit updates for review, please first login to GitHub.



Intitalize Your Account


If you've never authorized your GitHub account to make edits on this website, please go to the [account page](#) and click the green button in the bottom right corner of the screen and follow the next prompt.

Click the "account page" text.

From there, click the **green** button to initialize your account for the first time.



Accessing the SDG Reporting Platform

You can directly access the SDG reporting platform by going to: <https://gsa.github.io/sdg-indicators/> in a **Google Chrome** browser. 

NOTE: Using Chrome is recommended to ensure optimal performance.

How to Navigate the NRP

The navigation bar is located at the top of each page throughout the site.



Login/Logout

Click on the Login/Logout tab (top right) to login to or logout from your account.

The Global Goals Icon

Displays the 17 UN Sustainable Development Goals. From here, you can select a goal and, subsequently, access associated targets and indicators.

Reporting Status

Provides a dashboard describing national reporting status against the global indicators.

Statistics

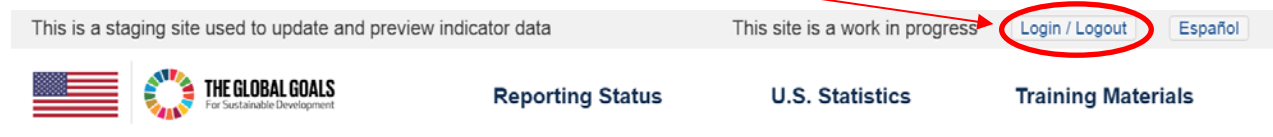
Features data icons for each SDG goal. From these icons, users can access indicators for data entry (if authorized) or viewing and downloading.

The SDG team is interested in your feedback regarding this website and its contents.

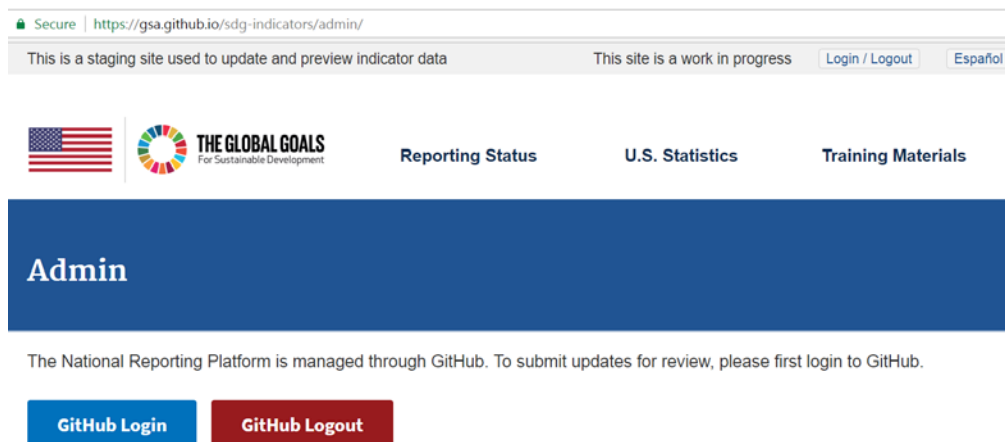
- For content questions, send email to: SDGs@omb.eop.gov
- For site functionality, send email to: datagov@gsa.gov

Logging in and logging out

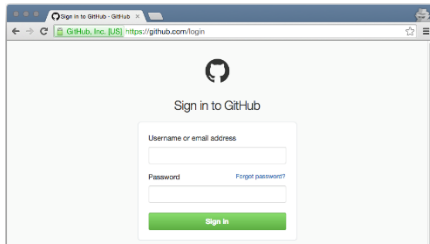
1. Click on Login/Logout tab in the NRP home page in the upper right-hand corner.



This will open a new window in the 'GitHub' site that hosts the NRP.

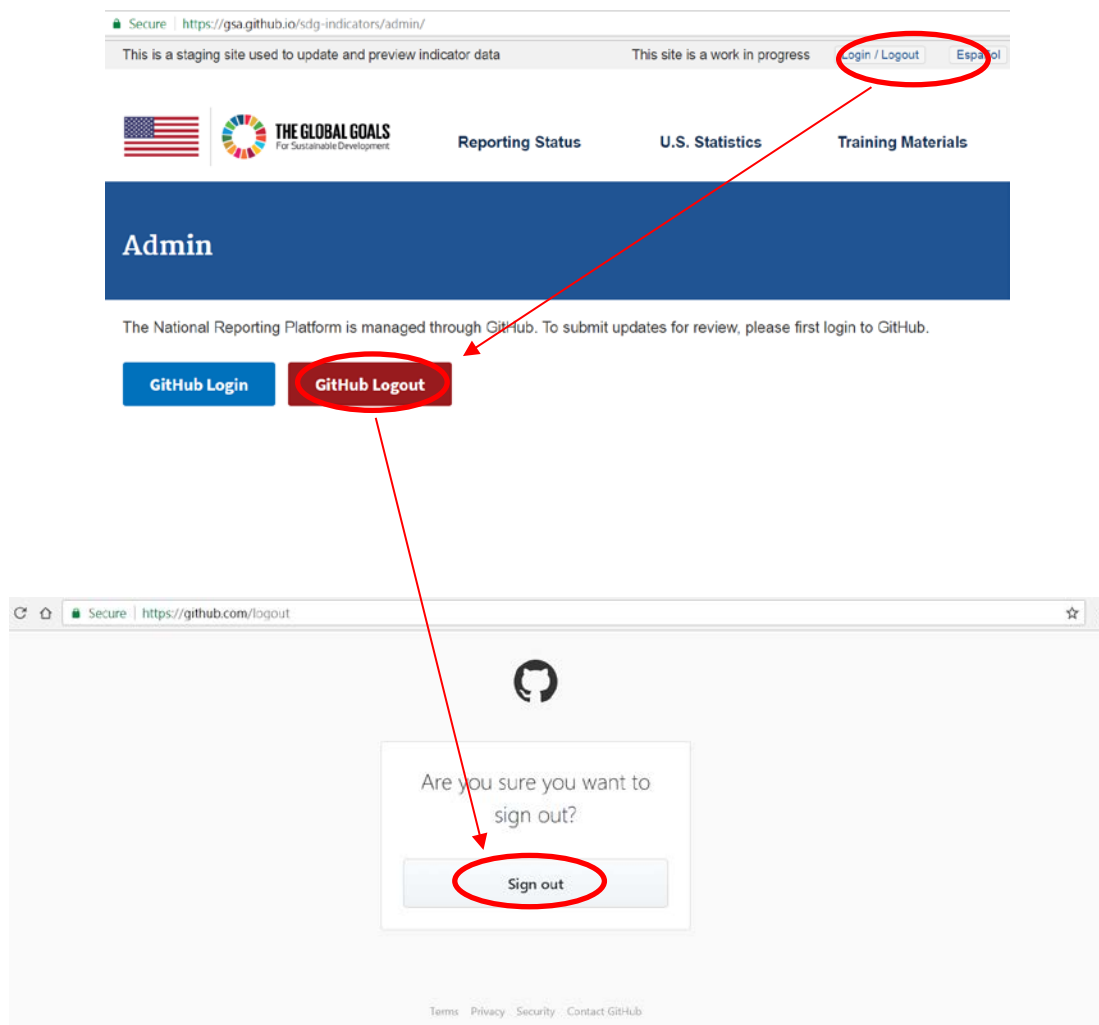


2. To log in, click the 'GitHub Login' tab and then enter your username and password. To return to the NRP site, hit the back key.



NOTE: For data integrity purposes, please log out when you are done.

3. To log out, click on Login/Logout tab in the NRP home page in the upper right-hand corner. Click the 'GitHub Logout' and then the "Sign out" tabs.



Nomenclature of SDG Indicators

All SDG indicators are identified by a **three digit code** that indicates goal, target, and the specific indicator. See example below for indicator 3.1.2.

- Goal 3: Ensure healthy lives and promote well-being for all at all ages
- Target 3.1: By 2030, reduce the global maternal mortality ratio to less than 70 per 100,000 live births
- Indicator 3.1.2: Proportion of births attended by skilled health personnel

Some indicators are labeled with letters, such as indicator 3.a.1: Age-standardized prevalence of current tobacco use among persons aged 15 years and older. When the indicators were initially developed, the use of letters in the naming convention was meant as a way of identifying indicators that would measure the *means of implementing a sustainable development goal*, rather than *directly measuring the achievement of a sustainable development goal*. As the indicators continued to evolve through the negotiation process, the salience of the use of a letter in the taxonomy diminished. *For reporting purposes*, the use or absence of a letter in the naming convention has no practical significance.

How to Input Statistics and Data Values

Click on: *Goal > Choose indicator > Edit tab > Edit Data*

1. Click on the goal associated the indicator (shown as icons) from the NRP goals page <https://gsa.github.io/sdg-indicators/>.

Example: For indicator 9.4.1, click the icon for Goal 9.



2. This takes you to a list of the indicators associated with the selected goal. Click on the desired indicator. **For this example, click on indicator 9.4.1.**



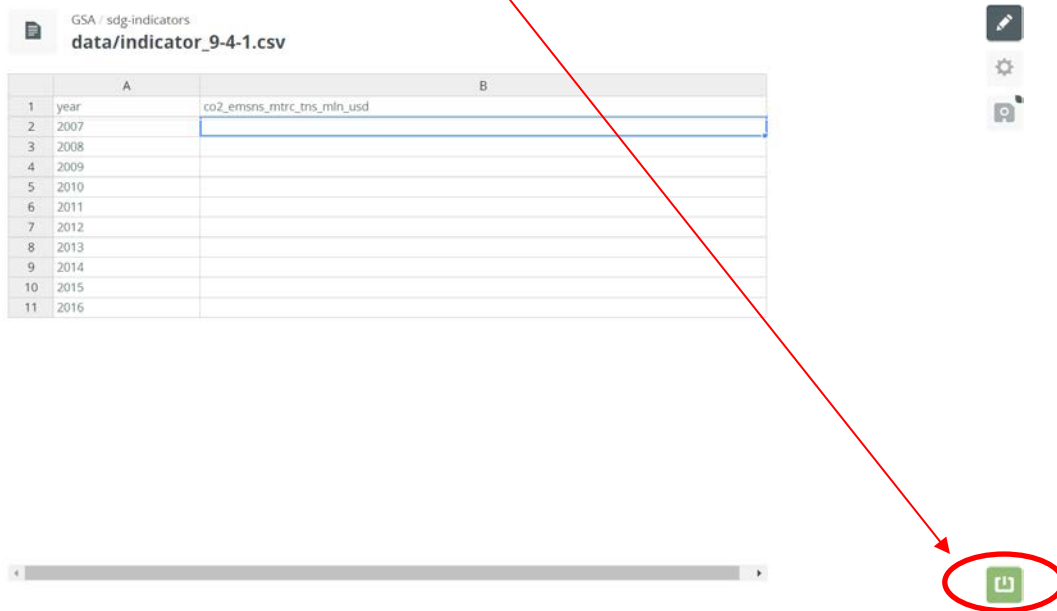
- The indicator page will display a dynamic table with 3 tabs: “Data,” “Metadata,” and “Edit (Requires Password).” The default is the “Data” tab and should display an empty table (until data have been entered and certified). **Click on the “Edit (Requires Password)” tab.**



- The next window shows two buttons: “Edit Data” or “Edit Metadata” **Click on the “Edit Data” tab.** This tab will open the Edit Data page.



Before you make any edits, click the green icon in the bottom right corner to authorize your account.

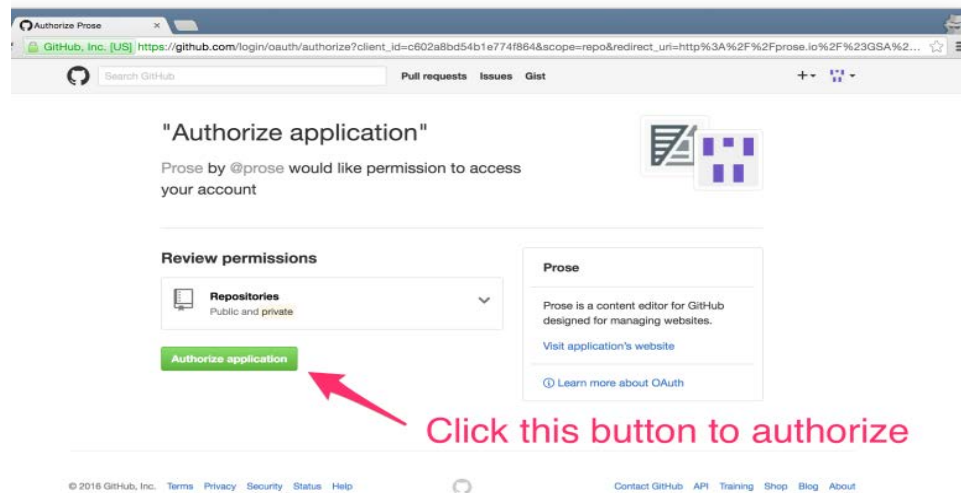


★ If you see this green icon, it means you need to click it to re-authorize your account. See the [Troubleshooting](#) section if you get an error.

FIRST TIME USERS:

If you did not authorize edits for the first time (see section “Authorizing Edits”) you will be automatically redirected to an intermediary page at GitHub.com.

Click the “Authorize application” button to finalize the authorization.
(After the first time, this happens in the background.)



After clicking this button, you will be sent back to the data editing page you were on previously.

After clicking the green icon, you may be prompted “Do you want to leave this site? You may lose your changes.” **Click on “Leave” in order to complete the Authorize step.** (Disregard warnings about losing changes.)

5. Inserting blocks of data into the NRP template:
 - a. Organize and format your source data to mimic format of the NRP data input template, removing delimiters, such as commas.
 - b. Copy/paste statistics into NRP.
 - Block/Copy** formatted source data from your spreadsheet
 - Select** corresponding cell(s) in NRP template.
 - Click **Ctrl + V** (for PC) or **CMD + V** (for Mac) to paste.

GSA / sdg-indicators
data/indicator_9-4-1.csv

	A	B
1	year	co2_emsns_mtrc_tns_mln_usd
2	2007	
3	2008	
4	2009	
5	2010	
6	2011	
7	2012	
8	2013	
9	2014	
10	2015	
11	2016	

To enter individual numbers manually (not recommended for large data sets):


- Click** on a cell in NRP data input template
- Enter data**
- Use the arrow keys or your mouse to **select** the next cell

Helpful Tips:

- To minimize data entry errors, copying/pasting blocks of source data directly from agency-approved statistics is strongly recommended.*
- Use short descriptive variable names for column headers (no more than 8 characters)
 - First column must be “year”
 - All lowercase letters
 - NO spaces or special characters (except underscore)

Reviewing and Saving Your Data

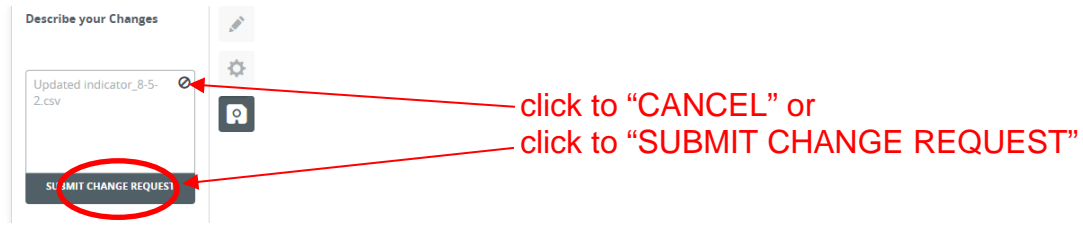
Disk Icon > Review Changes > Submit (if no further changes)


Click on the disk icon  (third icon in the top right corner) to save your updates. You will be prompted to review your changes.

Review your changes.

If you are ready to submit, **enter the indicator number** and **describe** your changes in the comment box.

If you find **errors** or need to make additional changes, you can **cancel** and return to the data table. If you are done entering data, **click the “SUBMIT CHANGE REQUEST”** button.





 You will see the floppy disk icon change into a spinning icon and then a **green checkmark** when your update has been successfully submitted. (You do not need to click on the floppy disk icon.)

Your changes will go into the *verification queue* before appearing on the live public website.

Example of **completed and saved** data input:

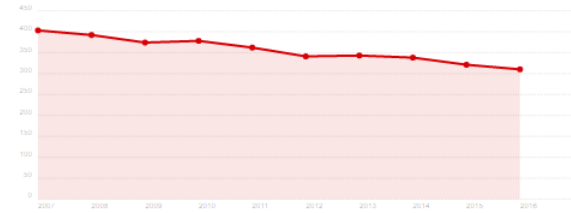
This is a staging site used to update and preview indicator data This site is a work in progress [Login / Logout](#) [Español](#)

  [Reporting Status](#) [U.S. Statistics](#) [Training Materials](#)

Goal 9 – Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

Indicator 9.4.1 – CO2 emission per unit of value added

Carbon Dioxide Emissions in Metric Tons per Million Chained (2009) Dollars



| See metadata tab for sources, definitions, and methodology information

[Data](#) [Metadata](#) [Edit \(Requires Password\)](#)

Carbon Dioxide Emissions in Metric Tons per Million Chained (2009) Dollars

year	oo2_emsns_mtrc_tns_mln_usd
2007	403
2008	392
2009	374
2010	378
2011	362
2012	341
2013	343
2014	338
2015	321
2016	310

[Download CSV](#)

If you are done making data edits, **please proceed to enter metadata information by using the back button** (next section).


How to Input Metadata Values

Click on: *Goal > Choose indicator > Edit tab > Edit Metadata*

1. Click on the '**Edit Metadata**' tab.



2. This tab will open another page. Once the next page opens, **click on the third**

icon  shown at the right hand side of the page **to access the metadata template.**

3. Inserting text into NRP metadata template.

Copy/paste text:

- a. **Copy** metadata from source
- b. **Select** corresponding cell(s) in NRP template
- c. **Click CTRL + V** (if PC) or **CMD + V** (if Mac) to paste

Inserting individual numbers:

- a. **Click** on a cell
- b. **Type** text
- c. Use the arrow keys or your mouse to **select** the next cell

If a metadata element is not applicable, please **type NA** for that element.

4. Guidance on requested metadata elements
Please do not edit the first seven lines in the metadata template. This is metadata for global SDG indicators, as defined by the UN as guidance (or for use by SDG staff).

If you have questions on global metadata, email: SDGs@omb.eop.gov.

M↓ GSA / sdg-indicators

CO2 emission per unit of value added

SDG Indicator Name
CO2 emission per unit of value added

SDG Target Addressed
By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and g

Definition of SDG Indicator
CO2 emission per unit of value added is a ratio indicator between the carbon emission and value added. Carbon emission is estimated from the data on energy consumption.

Method of computation for global SDG indicator

UN Designated Tier
1

UN Custodial Agency
UNIDO, IEA (Partnering Agencies: UNEP)

Graph Title
Carbon Dioxide Emissions in Metric Tons per Million Chained (2009) Dollars

Actual indicator available
Total Energy CO2 Emissions per Real Dollar of GDP

Note: Metadata lines 7 (“Graph Title”) and 20 (“Scheduled Update by SDG Team”) are used by the SDG team.



Therefore, **please update metadata for your indicator starting with “Actual indicator available.”** See description of lines to be completed:

- **Actual indicator available:** Name of indicator or statistic, as publicly released by your agency, of data and sub-categories reported in this site.


NOTE: In some cases, national statistics may cover only part of a global SDG indicator or may use a different metric than the global indicator. Therefore, it is important for data providers to specifically label actual national indicator reported.)

- **Description of actual indicator available:** Brief description of reported data (e.g., scope of total and sub-categories).

- **Method of computation:** Definitions of key terms/formulas. Brief description of type of data collection (census/sample/administrative data) and methods of data collection, frame and sampling units. If applicable, please provide link to web site.
- **Comments and limitations:** “Quality-related” information such as conceptual limitations and brief information on sampling/non-sampling error. If available, you may also include information on standard errors. Include information or caveats that may facilitate use, interpretation, or comparability over time and/or internationally. If methodologies are available please include link to web site.
- **Periodicity:** Annual, quarterly or monthly
- **Time Period:** Time period covered in reported data.
- **Unit of measure:** Unit of reported data. Include (and define) all applicable units. For example, some indicators include components with different measures such as levels, growth rates, or intensity). If applicable, please indicate any adjustments. e.g. nominal (vs. inflation-adjusted), seasonally-adjusted, etc.
- **Disaggregation #1 (Industry or social categories):** If applicable, list of industries or social categories (e.g. sex, age, etc.) reported for this indicator.
- **Disaggregation #2 (Geographical coverage):** If applicable, list of sub-national categories reported for this indicator.
- **Date of public data release from National source:** MONTH YEAR
- **Date of last Update of This Page:** MONTH YEAR
- **Scheduled Update by National source:** MONTH/YEAR (Next Agency Release)
- **Scheduled Update by SDG Team:** *This line is for the SDG team only.*
- **Data Source1 (Agency STAFF NAME):** The data provider’s name (so we can follow up with you for future updates).
- **Data Source2 (Staff E-MAIL):** The data provider’s email (so we can follow up with you for future updates).
- **Data Source3 (Agency/Survey/Dataset name):**
- **Indicator web address (closest to data provided):**
- **International and National References:** Title and web site of applicable agency and international statistical manuals.

Reviewing and Saving Your Metadata

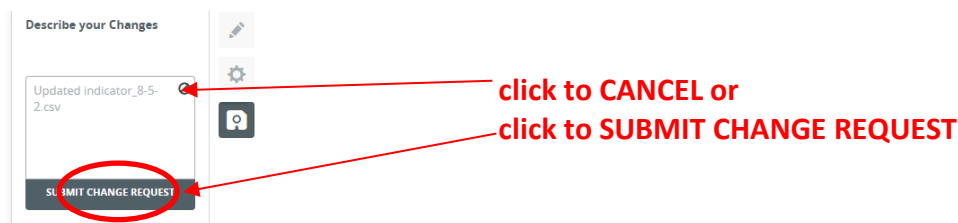
Disk Icon > Review Changes > Submit (if no further changes)

Click on the disk icon  (third icon in the top right corner) to save your updates. You will be prompted to review your changes.

Review your changes.

If you are ready to submit, **enter the indicator number** and **describe** your changes in the comment box.

If you find **errors** or need to make additional changes, you can **cancel** and return to the data table.





When you are done, click the “SUBMIT CHANGE REQUEST” button.



You will see the floppy disk icon change into a spinning icon and then a **green checkmark** when your update has been successfully submitted. (You do not need to click on the floppy disk icon.)

Your changes will go into the [verification queue](#) before appearing on the live public website.

If you need to work on another indicator, click on the   icon on top of the page (or use the back button).

If you are done with edits, please log out.

Note: If you see a “DONE” bar at the bottom of the template or a section labeled “Raw Metadata” in the metadata template, please ignore it.

Example of **completed and saved** metadata entry [for indicator 9.4.1.]:


[Reporting Status](#)
[U.S. Statistics](#)
[Training Materials](#)

Global Metadata

This table provides information on metadata for SDG indicators as defined by the UNSC. Complete global [metadata documentation on all indicators in Goal 9](#) is provided by the UN Statistics Division.

SDG Indicator Name	CO2 emission per unit of value added
SDG Target Addressed	By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes, with all countries taking action in accordance with their respective capabilities.
Definition of SDG Indicator	CO2 emission per unit of value added is a ratio indicator between the carbon emission and value added. Carbon emission is estimated from the data on energy consumption.
Method of computation for global SDG indicator	
UN Designated Tier	1
UN Custodial Agency	UNIDO, IEA (Partnering Agencies: UNEP)

U.S. Metadata

This table provides metadata for the actual indicator available from U.S. statistics closest to the corresponding global SDG indicator. Please note that even when the global SDG indicator is fully available from U.S. statistics, this table should be consulted for information on national methodology and other US-specific metadata information.

Graph Title	Carbon Dioxide Emissions In Metric Tons per Million Chained (2009) Dollars
Actual Indicator available	Total Energy CO2 Emissions per Real Dollar of GDP
Description of actual Indicator available	Metric Tons Carbon Dioxide per Million Chained (2009) Dollars
Method of computation	Published In Table 1.7 Primary Energy Consumption, Energy Expenditures, and Carbon Dioxide Emissions Indicators from the Monthly Energy Review
Comments and limitations	
Periodicity	Annual
Time Period	1949-present available
Unit of measure	Metric Tons Carbon Dioxide per Million Chained (2009) Dollars
Disaggregation #1 (Industry or social categories)	N/A
Disaggregation #2 (Geographical coverage)	National
Date of public data release from National source	JULY 2017
Date of last Update of This Page	July 2017
Scheduled Update by National source	March 2018
Scheduled Update by SDG Team	
Data Source1 (Agency STAFF NAME)	[REDACTED]
Data Source2 (Staff E-MAIL)	[REDACTED]
Data Source3 (Agency/ Survey/Dataset name)	Energy Information Administration
Indicator web address (closest to data provided)	http://www.eia.gov/totalenergy/data/monthly/
International and National References	

Data Verification Process

Each time you make an update and submit with the “**SUBMIT CHANGE REQUEST**” button, the change goes into a verification queue where it will be reviewed by OMB.

You will not be able to see the content you submitted until OMB has “accepted” your submission and it has been merged with the live website.



Avoid submitting multiple change requests for the same indicator data page or the same indicator metadata page until the first request has been resolved. This can create problems when processing several merge requests.

1. Verification

OMB will review for obvious completeness or function errors. An email will be sent to the data provider from Github.

Please address OMB questions by making further edits and/or providing an explanation in the comment box, and resubmit.

After all questions are resolved, OMB will merge the data and metadata into the live website (“pull request”). The inputs will then be viewable to the public on the Github site <https://gsa.github.io/sdg-indicators/> that you’ve used to enter data.

Periodically, OMB “refreshes” the official NRP website at sdg.data.gov with content from the github (staging) site. The official site is tagged by Google for web searches.

2. Consultation

When the inputs have been merged onto the live website, the data provider should email his/her expert subgroup co-chairs to notify them of the posting.

If you need the contact information for your expert group chairs, please contact sdgs@omb.eop.gov.

Graphs

When your data and metadata inputs have been verified, we will generate a graph for your data. These will be either line graphs or bar graphs.

When the graph is complete, the hypertext for the indicator on the site will change from light grey to **bold blue**. This indicates to the viewer that the indicator is complete.

Troubleshooting Common Data Entry Errors

You may encounter errors while using the NRP. Here are solutions to two of the more common errors.

Saving data error: A red icon illustrated below indicates a problem with the saving process. This usually occurs because you have not properly logged into your GitHub account or Authorized edits.

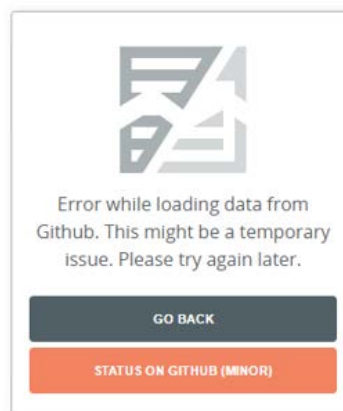
Describe your Changes

Updated indicator_8-5-2.csv

SUBMIT CHANGE REQUEST



Persistent error window: If an error window like the one shown below appears repeatedly while saving a submission, **restart** your computer and **login:** <https://github.com/>



If you get stuck, contact sdgs@omb.eop.gov.

For data integrity purposes, please remember to log out when you are done.

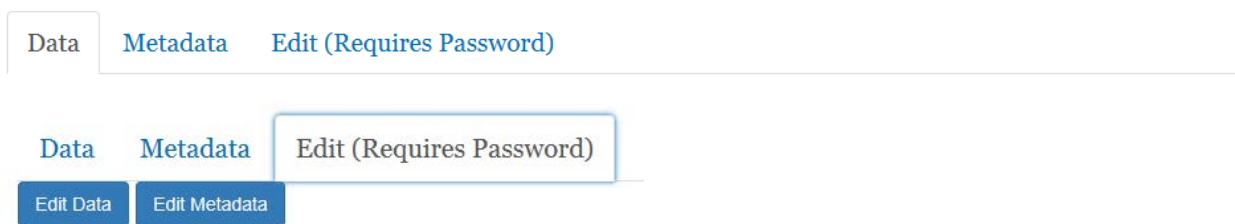
Platform Managers: What you need to know about the NRP

How do I graph indicator data?

To graph data on the site, please log in and do the following:

Click to navigate to the specific goal and indicator. If you are not able to see data in the table, then the indicator is not ready to be graphed. The table data must be entered first.

If table data exists, click “Edit (Requires Password)” tab above the table. Click on the “Edit Metadata” button near the bottom-left.



You will see the prose.io page displayed. Click on the green square button in the bottom-right corner to activate your editing session. Note that you will not see the green button if you have already activated the session recently.

Click on the third square button in the top-right corner for the ‘Metadata’ option.

Scroll down the page to the box under “Raw Metadata” to enter the lines of text.

You’ll have to enter the information for “indicator_variable” and “graph.” You may also want to include notes under “graph_type_description,” and possibly update the status for “graph_status_notes.”

`graph: longitudinal`

A line graph.

`graph: bar`

A histogram, usually favored when only a year or two of statistics are available for graphing.

`graph: binary`

Usually used for non-statistical indicators receiving a yes/no response, this allows the indicator to be read as “complete.” The function currently does not allow for actual graphing.

Upon completion, it should look like one of the following three (3) examples.

```
indicator: 9.2.2
indicator_variable: manuf_tot_nfrm_emplmnt_pct
graph: longitudinal
graph_type_description: Line graph
graph_status_notes: Graphed
```

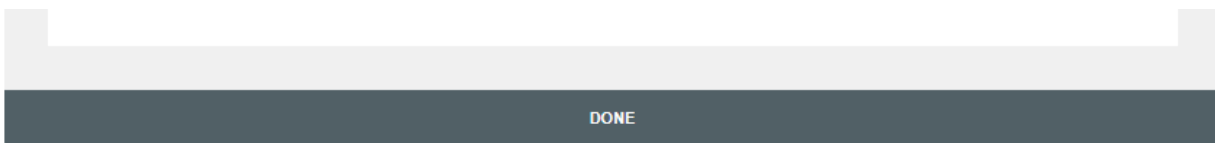
```
indicator: 2.2.1
indicator_variable: stunt_pct_us
graph: bar
graph_type_description: Bar graph
graph_status_notes: Graphed
```

```
indicator: 13.b.1
graph: binary
graph_status_notes: Posted
```

Before you click “Done”, be sure information in “Graph Title” box has been entered. You can return to enter this information at any time if your title is unknown.

Graph Title

Click “**Done**”. Then, click “Save” (the fifth square in the top-right corner) to commit changes. If you receive an error message, wait a few seconds and click “Save” again.



Common graph errors and solutions

Graph does not appear (space only): Check capitalization of variable names in data table. All variable names should be in lower case, with no spaces, commas, or special characters.

No values are graphed (graph frame only): Check the spelling of the indicator variable name. It may be misspelled.