

# INDICATOR METHODOLOGY FORM

	<b>Information</b>	<b>Description</b>
1.	<b>Code Number</b>	Each Indicator is given a serial number which corresponds to its position on the final indicator list.
2.	<b>Title</b>	The title of each indicator includes the parameter described, whether it is described in numeric or proportional terms and whether it is a plain number, per capita or per unit area. If substantial to the character of the indicator, the geographic scope of assessment is also incorporated in the title.
3.	<b>Relevant Policy</b>	This field indicates the DTPH policy relevant to the issues described by the indicator. Its main function is to provide a direction as to the purpose of the indicator and the policy issues it aims to evaluate.
4.	<b>Sustainability principles covered</b>	This field specifies which Development Plan goals are monitored by the indicator. Its main function is to provide a direction as to the purpose of the indicator and to help the evaluator interpret an appropriate value, based on policy goals and targets.
5.	<b>Definition</b>	This field includes definitions of the indicator as well as definitions of parameters required for its evaluation.
6.	<b>Methodology</b>	This field includes a description of the type of data to be collected and how the data should be processed.
7.	<b>Units of measurement</b>	This field gives the specific unit of measurement used.
8.	<b>Gender issues</b>	Where relevant, effects of gender issues on indicator parameters can be described in this field.
9.	<b>Collection level</b>	This field specifies the geographical scale in which the indicator will be evaluated. Possible scales include the street, Survey Area, Environmental Area, Local Authority, Development Plan (urban agglomeration) and regional (national) levels.
10.	<b>Sources of information</b>	This field indicates the government departments and other possible organisations where the data required for assessment of the indicator are available or should be available in the future.
11.	<b>Frequency of measurement</b>	This field specifies how often the indicator should be re-evaluated.
12.	<b>Questions to address/ future developments</b>	This field indicates various issues concerning either the evaluation of the indicator itself or relevant policy parameters.
13.	<b>Keywords</b>	Keywords may be used in this field to identify related policy issues.
14.	<b>Source</b>	This field indicates where the indicator was obtained from. Indicators that have been defined by the project team prescribe URBANGUARD as the source.

# INDICATOR METADATA FORM

Metadata		
1.	<b>Collection Date</b>	Date when data were collected
2.	<b>Responsible Surveyor</b>	Name of surveyor
3.	<b>Filing Code</b>	File number where hard copies of data are stored
4.	<b>Data Format</b>	Description of medium (hard copy, CD, on computer etc.) and software in which it is written (e.g. Excel, Word)
5.	<b>Map Details</b>	Title, scale etc.
6.	<b>Organisational Format</b>	Description of all entry fields
7.	<b>Data Source</b>	Department or organisation where the data are obtained from
8.	<b>Data Source Contacts</b>	Telephone, fax, e-mail, postal address
9.	<b>Person Responsible for Providing the Data</b>	Name, position
10.	<b>Period of validity of data</b>	Dates