METADATA GUIDELINE

1. Metadata Guideline

The metadata guideline consists of detailed description on definition, coverage, standard and metadata management in the Department of Statistics Malaysia. The guideline is developed to assist users to access information and to understand in detail procedures on data collection, processing, interpretation and dissemination as well as giving guidance to individual and Divisions involved in managing metadata in the Department.

2. Definition of Metadata

Metadata provides information on source, concept, definition, methodology and details on collection, processing, interpretation and dissemination as well as availability of data.

3. Objective of Metadata

Metadata is set to help the users to understand in depth the details of data collection, processing, interpretation and dissemination carried out by the Department.

4.   Metadata Coverage

The prepared metadata is currently limited to data which are disseminated through the Department's publication (link to list of publication).

5.   Metadata Standard

Metadata is maintained according to standard set by the Department based on international standard (link to United Nation Statistics Division web site).

6.   Compilation of Metadata

Metadata is compiled using the standard template which consists of information such as the contact person, source of data, data characteristics, sampling methods and others (link to metadata template).

7.   Usage / needs of metadata

Metadata is beneficial to:

7.1 Department

Metadata helps in disseminating information about data released by the Department in a cost effective, timely and efficient manner through the web-site.

7.2 Users

i. Metadata help users in understanding details of the data published by the Department;

ii. To assist in literature review; and

iii. Help users in locating the existence of required data.

8. Metadata management

8.1 Metadata development, implementation and maintenance involve top management (includes all Division Directors) and Division representatives (compilers) to carry out the following activities:

i. Plan metadata development, system for metadata implementation and maintenance as well as establish the guideline;

ii. Collection of metadata based on the Department's publication using a standard format;

iii. Update the Department's metadata within one week after general release of publication, if applicable;

iv. Utilisation of appropriate dissemination media to ease and improve users accessibility to the Department's metadata;

v. Provide Advance Release Calendar; and
(link to web-site)

vi. Review and update the metadata guideline annually.

8.2 To ensure the development, implementation and maintenance of a good metadata, the role and responsibilities of the parties involved are as follows:

8.2.1 Top management (including Division Directors)

i. The owner of metadata and metadata guideline and have the authority and related resources in relation to the implementation and the maintenance;

ii. Provide clear guidance and direction to the parties involved in development, implementation and managing metadata as well as the metadata guideline; and

iii. To equip compilers with relevant and applicable knowledge.

8.2.2 Compilers

Compilers are appointed officers representing Divisions in preparing the metadata. The responsibilities of compilers are as follows:

i. Compiling and maintaining metadata in respective Divisions;

ii. Ensuring the completeness of metadata and following the standard used by the Department;

iii. To acquire information and have in depth knowledge of the Division's/Department's product;

iv. To implement annual review on Division's metadata to ensure collected information at

division level are disseminated more comprehensively; and

v. Update metadata if necessary.

8.2.3 Metadata Coordination Working Group (MCWG)

i. Ensuring metadata received from Divisions are consistent, updated and relevant;

ii. Ensuring the latest and suitable technology is used by the IT division for disseminating and maintaining metadata;

iii. To supply metadata for dissemination through web site and to ensure that the metadata displayed in the web by IT division is accurate and correct; and

iv. Coordinating with divisions involved when updates on metadata are made based on Advance Release Calendar.

8.2.4 Information Technology Division

i. Ensuring the latest and relevant technology is used to upgrade the metadata dissemination and maintenance system;

ii. Uploading metadata in the Department's web site precisely as specified;

iii. To provide secured metadata storage system for long term usage and disaster recovery system; and

iv. Reviewing the relevancy of the system used in disseminating and maintaining metadata periodically.