DRAFT APRIL 2019

ADAPT

THE ADVANCED DATA PLANNING TOOL VERSION 1.2

MANUAL FOR USERS

PARIS 21
Partnership in statistics for development in the 21st century

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List of abbreviations and acronyms

ADAPT	Advanced Data Planning Tool
CD 4.0	Capacity Development 4.0
COFOG	Classification of the Functions of Government
CSV	Comma-separated values
CT-GAP	Cape Town Global Action Plan for Sustainable Development Data
DAC	Development Assistance Committee
DDI	Data Documentation Initiative

FAO	Food and Agricultural Organisation of the United Nations
GAMSO	Generic Activity Model for Statistical Organizations
GSBPM	General Statistical Business Process Model
ILO	International Labour Organization
IMF	International Monetary Fund
logframe	logical framework
M&E	Monitoring and Evaluation
MMR	Maternal Mortality Rate
NDP	National Development Plan
NSDS	National Strategy for the Development of Statistics
NSO	National Statistics Office
NSS	National Statistical System
OECD	Organisation for Economic Cooperation and Development
PARIS21	Partnership in Statistics for Development in the 21st Century
SDG	Sustainable Development Goal
UN	United Nations
UNECE	United Nations Economic Commission for Europe
UNSC	United Nations Statistical Commission
UNSD	United Nations Statistics Division
URL	Uniform Resource Locator

1. Why ADAPT?

1.1 Rationale

An enabling policy environment is a key condition for sustainable development. Even amidst the growing calls for evidence-based policy making and a tentative shift towards data-driven development planning, many developing countries continue to lack policies that are adequately informed by evidence and data. Conversely, some data needs are not sufficiently driven or articulated by policy priorities, thus implying a lack of integration between data systems and policy processes. The data revolution and the Sustainable Development Goals (SDGs)[1] provide an incredible opportunity for low-income countries to participate in global development objectives, and may also help to mobilise resources and develop statistical capacity. However, many countries continue to face great obstacles in planning, measuring and reporting their own national indicators, and therefore encounter even greater challenges when attempting to address the SDGs.

PARIS21 has developed the Advanced Data Planning Tool (ADAPT), an innovative web-based planning tool that National Statistical Offices (NSOs) and other data producers can use to adapt their data production to the priority data needs of policy makers and to adjust data plans to individual priorities of choice.

In the context of ADAPT, demand refers to the data required by public policies. In other words, data are seen as a product for which demand is expressed explicitly or implicitly in policy documents. ADAPT aims to improve the data market by better adapting data supply and the underlying production processes to meet the demand.

Box 1 – Did You Know! Why does data planning still matter today?

Governments must have an overall vision of the development of their National Statistical Systems (NSSs) to ensure that their data needs are met in a sustained and quality-controlled way. Data planning regards the prioritisation of data demands, which should be met – adjusting timeframes, budgets, skills, capacities and institutional responsibilities – in an environment that is constantly changing due to the traction of data, technological, institutional and legal innovations. As for all functions of government, it is essential that the various data systems constituting the NSS continue to improve their efficiency and productivity to remain relevant, especially when competition on data markets has never been stronger. Data planning is key to efficient data systems.

1.2 Challenges in data planning

Every statistical office experiences challenges in its data planning activities. Over the last fifteen years, substantive improvements have been made due to the traction gained by the National Strategies for the Development of Statistics (NSDSs), on which a large body of literature is now available. PARIS21 maintains the NSDS guidelines,[2] which provide statistical offices with a comprehensive and up-to-date set of recommendations and good practices on data planning.

The key constraints that typically affect data planning are the following:

[1] http://www.un.org/ga/search/view_doc.asp?symbol=A/RES/70/1&Lang=E
[2] http://nsdsguidelines.paris21.org/

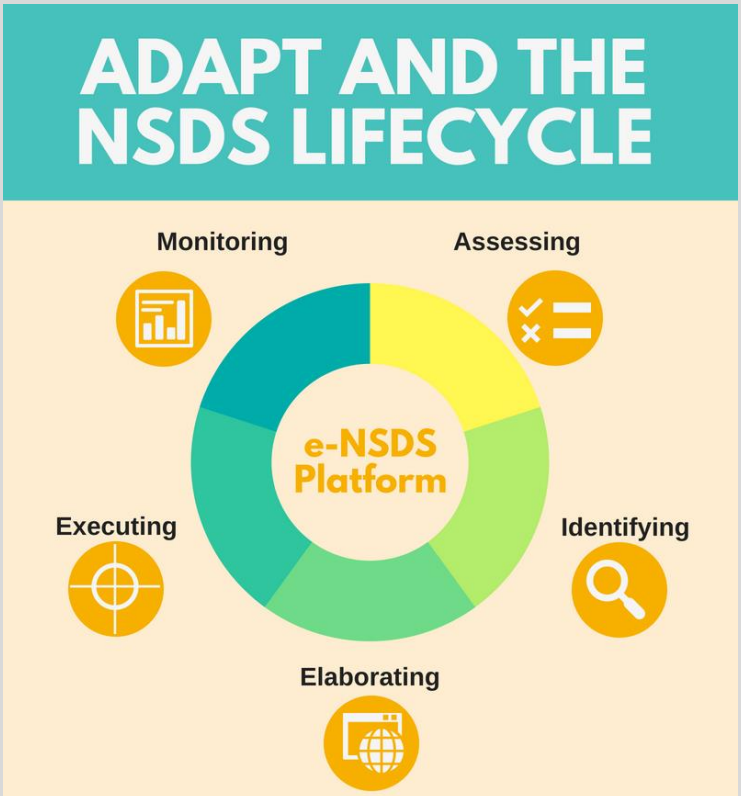
- Data demands change constantly. Users, including policy analysts, need faster, more granular, and reliable data. Supplying these ever-changing data is a challenge as statistical infrastructure and, in particular, data sources – whether administrative data or sample-survey-based – are often difficult to adjust under tight timeframes.
- The number of data sources is burgeoning, and the pace of innovation is greater than ever.
- More stakeholders are competing in a booming data market; therefore, the role of NSOs is undergoing considerable change.
- Costing future activities is a challenge, as unit costs may be missing or evolving rapidly because of technological innovations. Budgeting remains a key issue in many countries, especially where data-related activities rely heavily on external funding, which is not always predictable.
- Many different data plans (including the NSDS) exist in a given country's data system and may conflict with one another.

Box 2 – Worth noting! ADAPT and the NSDS

ADAPT supports several phases of the NSDS design and implementation stages, including the *Assessing the NSS*, *Identifying strategic goals*, *Elaborating action plans*, *Executing* and *Monitoring & Reporting* phases. Annex 5.4 further details the specific steps under each phase, which can be facilitated through an appropriate use of ADAPT.

ADAPT aims to make data planning agile to better reflect the realities of country data ecosystems, which are characterised by ever-evolving data demands and a constantly increasing number of stakeholders.

Figure 1: ADAPT makes data planning agile

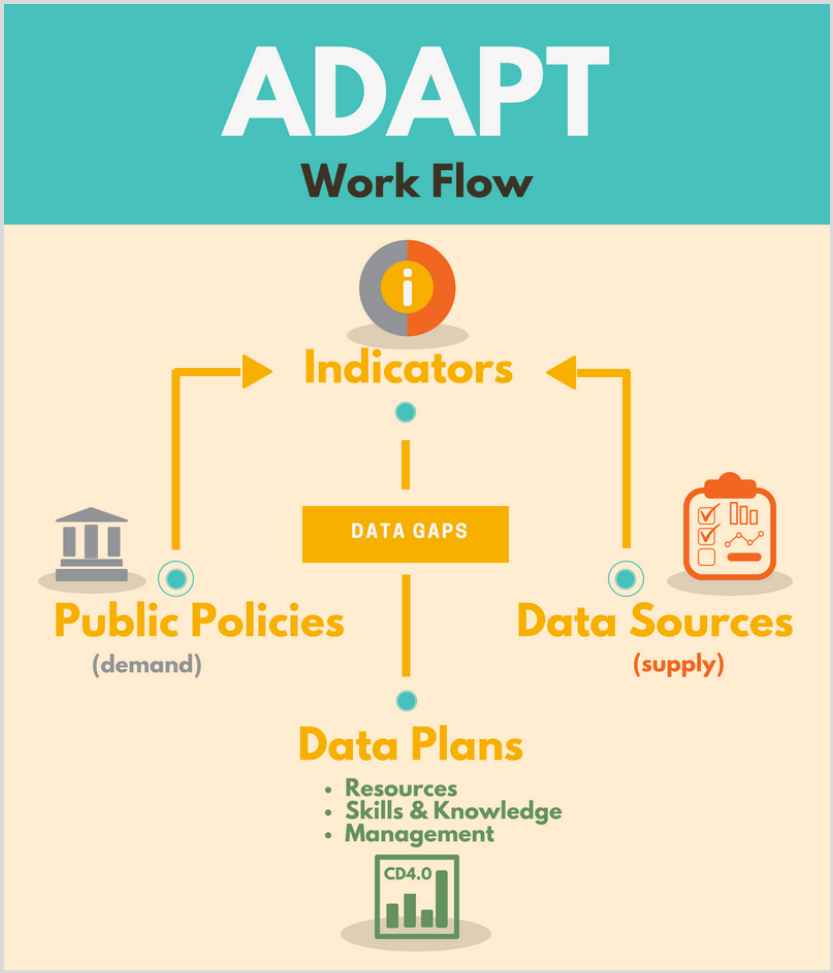


1.3 What is ADAPT and how does it help?

ADAPT is a free cloud-based data planning tool developed by PARIS21 to address some of the challenges mentioned in the previous sections.

ADAPT is a consultative platform that brings together development stakeholders in the promotion of policy-responsive data systems. It is based on a demand-and-supply analysis of indicators, data sources, capacities and skills, and links these assessments of gaps with the priorities identified. ADAPT promotes the reuse of data and the quality assessment of data sources. It helps monitor the implementation of data plans, including the NSDS. ADAPT contributes to better data plans by aligning their content to data needs. Additionally, it reinforces co-ordinated data systems in national or regional contexts.

Figure 2: The ADAPT workflow



ADAPT uses relational database management system (RDBMS) technology and is hosted in a secure cloud-based set-up. Within an NSS, multiple users can use the tool simultaneously, therefore enabling iterative and incremental data planning. It features multilingual support and can be customised to specific countries' needs. The current version is V1.1; the present manual refers to this version.

How does ADAPT help?

Captures data demands

- Catalogues data demanded by key global, regional and national policies
- Maps these demands and shows potential for data reuse
- Identifies policies and sectors that do not have Monitoring and Evaluation (M&E) frameworks

Identifies data gaps

- Connects data demand to data supply
- Checks compliance of available data
- Identifies current data gaps

Identifies capacity or skills gaps

- Provides a detailed capacity gaps assessment, by indicator
- Provides an overview of skills missing throughout the organisation or NSS
- Consistent with the GSBPM[3] and CD4.0[4] frameworks

Improves data planning

- Maps the different global, regional, national, sectoral or subnational data strategies relevant to an organisation
- Monitors implementation progress and institutional bottlenecks
- Enables activity-based co-ordination
- Allows detailed costing and budgeting of data planning activities
- Identifies data priorities that are not addressed in current plans

ADAPT is embedded with several reporting and visualisation tools to explain complex findings and facilitate understanding. Section 4.2.6 Reports of this manual, titled Reports, details the reports that can be generated by ADAPT and their possible uses.

2. ADAPT sandbox: first-time user documentation

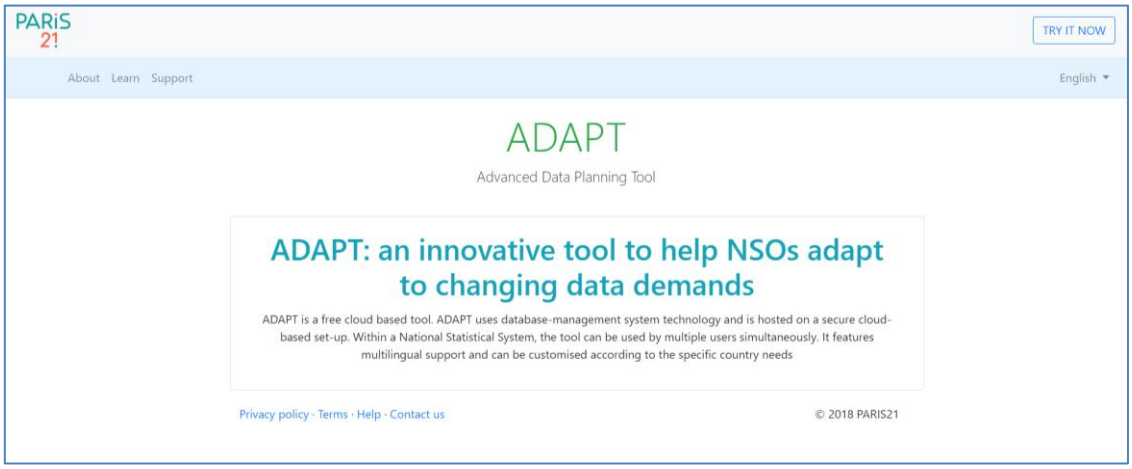
The ADAPT sandbox environment allows for the creation of individual ADAPT instances for testing purposes. Sandbox instances function like instances of the production environment and allow users to become familiar with the ADAPT experience before they establish a proper ADAPT session.

2.1 Accessing the sandbox environment

- Connect to the Internet.
- Open a web browser (Google Chrome, Mozilla Firefox, Internet Explorer, etc.) and type http://adapt.paris21.org in the address bar; in the top right-hand corner, click on *TRY IT NOW* button:

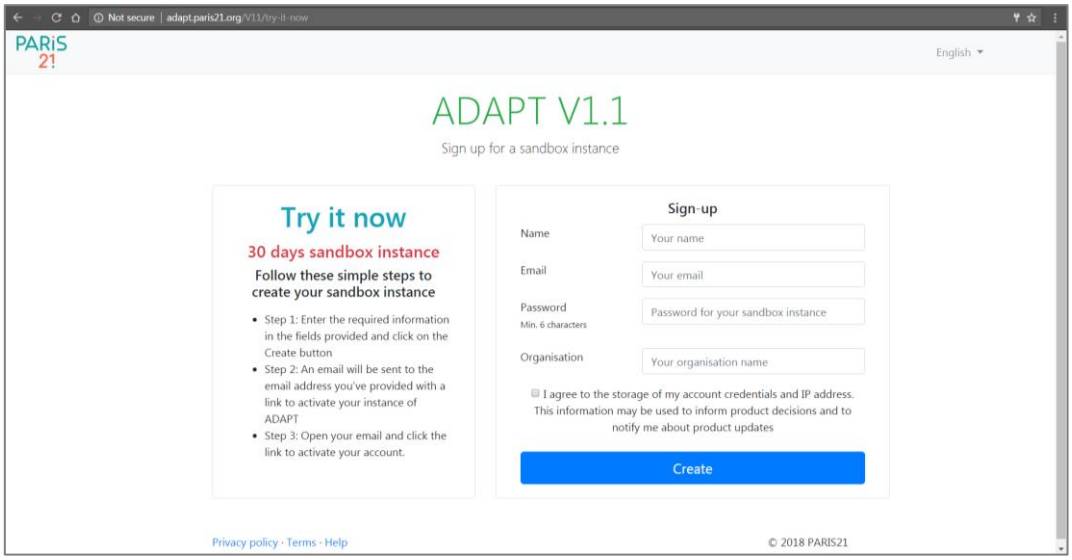
[3] https://statswiki.unece.org/display/GSBPM/Generic+Statistical+Business+Process+Model
[4] http://www.paris21.org/capacity-development-40

Figure 3: ADAPT sandbox – a first glance



- Clicking on *TRY IT NOW* in the top right-hand corner results in the following ADAPT sandbox interface. The following web page will appear:

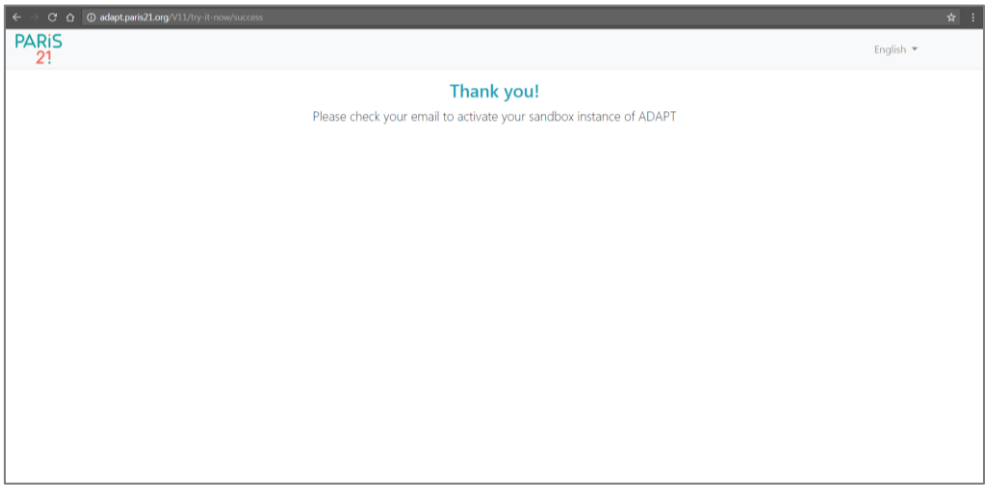
Figure 4: Creating a sandbox



- On this page, enter your name, email ID, password (at least six characters long, of your choice) and organisation. Tick the box to agree to the terms and conditions ("I agree to the storage of my account credentials and IP address. This information may be used to inform product decisions and to notify me about product updates").

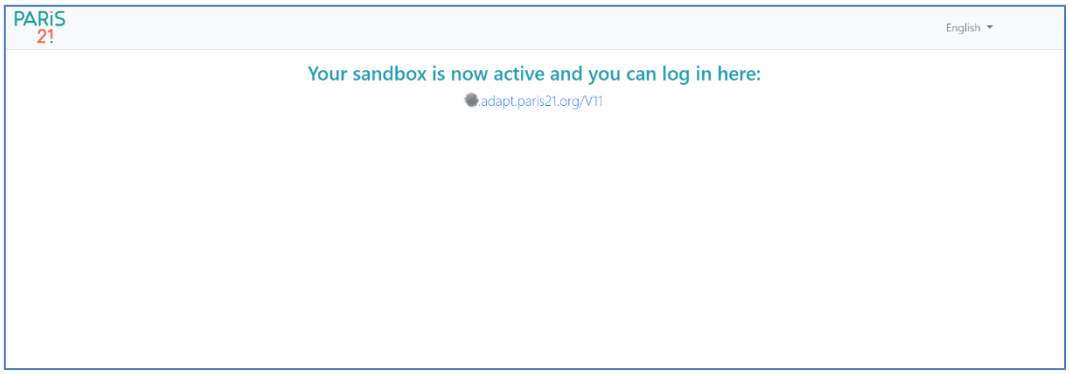
- Once all your details have been inserted, click on the *Create* button. The following confirmation screen will appear:

Figure 5: Checking your email after sandbox creation



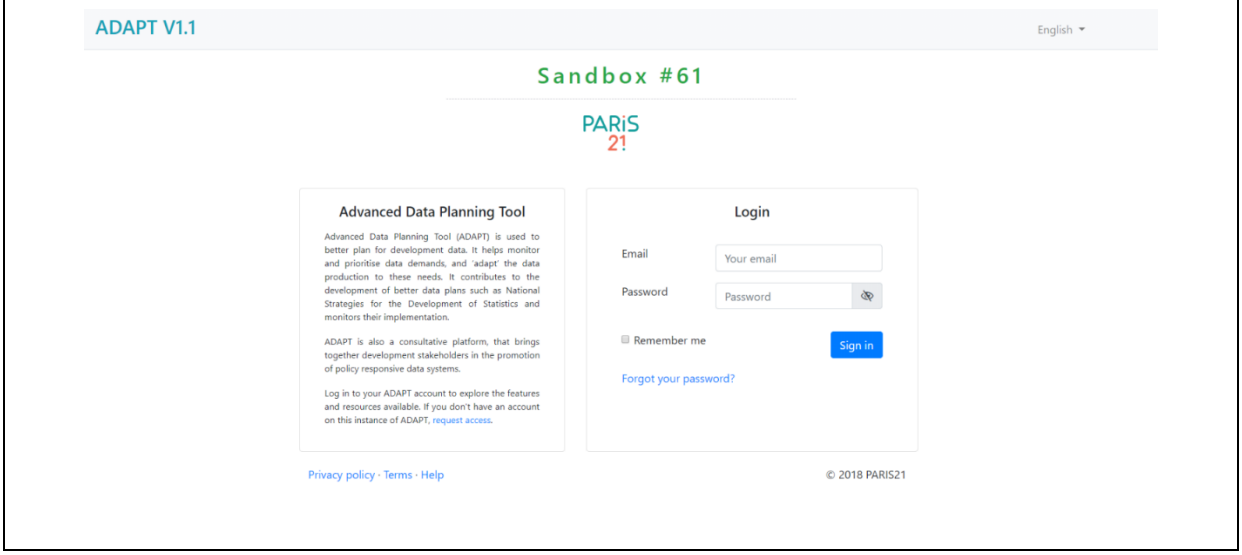
- You will be sent an email at the email address you provided.
- Open this email. It will contain a link to activate your ADAPT instance. Click the link to activate your account. Once you have confirmed the activation, the following page will appear:

Figure 6: Activated sandbox



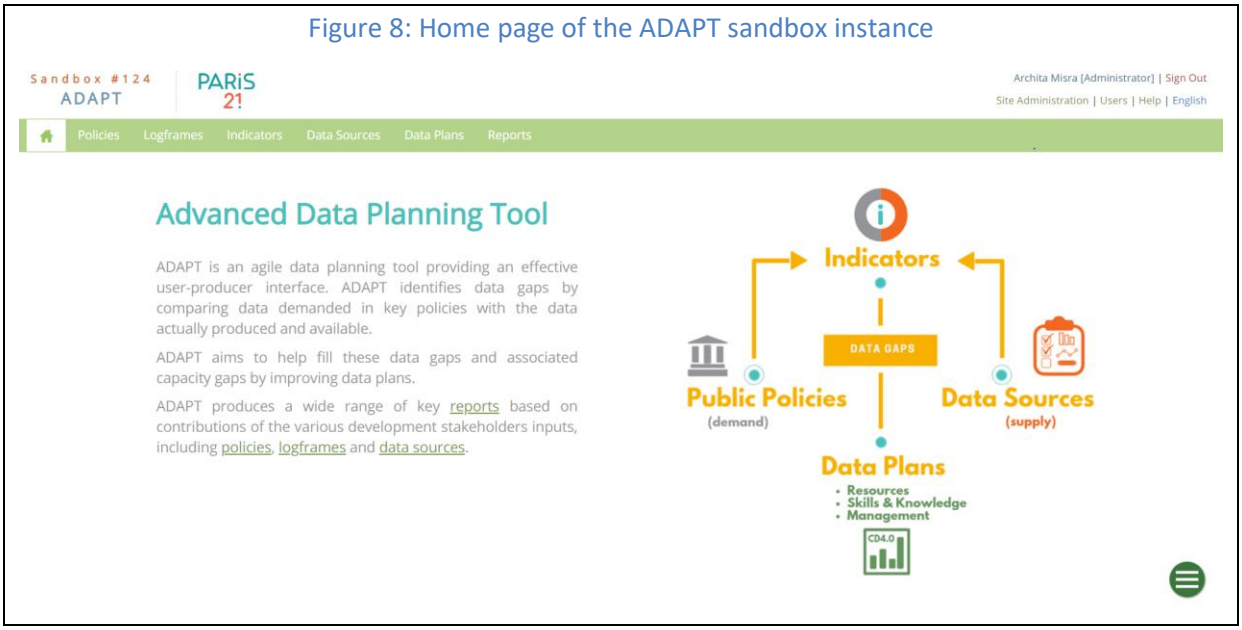
- After this stage, clicking on the automatically generated URL of your ADAPT instance (or typing the URL in the address bar of a web browser) will load that specific instance of ADAPT in the web browser. The following interface (with instance-specific markers) will appear:

Figure 7: Logging into a custom ADAPT instance



- To sign in, enter the email ID and the password used to create your ADAPT account in the respective fields. Click on the *Sign in* button. The following home page will load:

Figure 8: Home page of the ADAPT sandbox instance

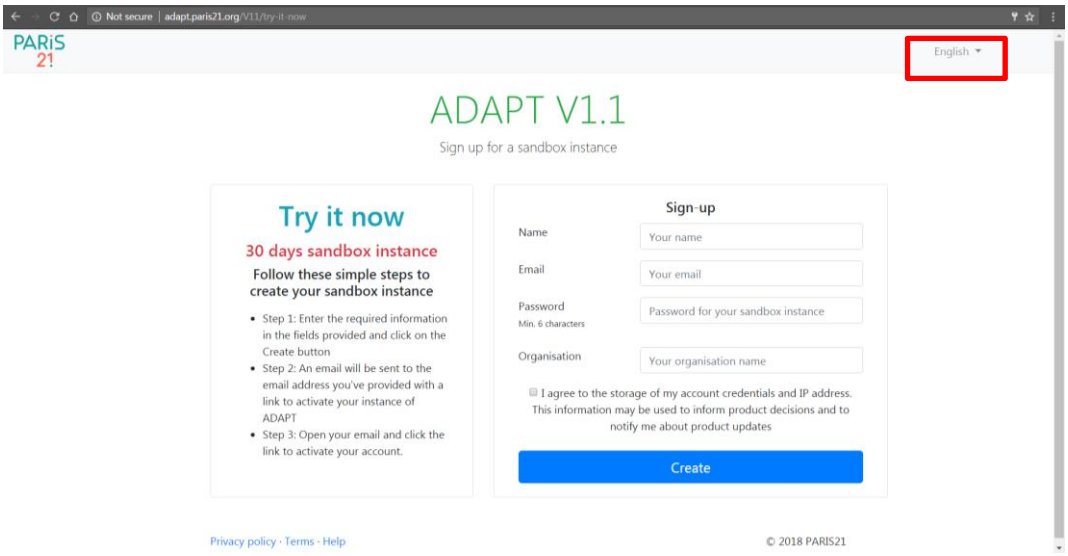


- Voilà! You are now ready to explore ADAPT in a sandbox environment. All the best!

2.2 Multilingual access to ADAPT

ADAPT can be accessed in multiple languages. The sandbox creation interface is available in Arabic, Chinese, English, French, Russian and Spanish. When signing in to ADAPT, a “language-switcher” option is located in the top right-hand corner. This can be used to toggle between different languages.

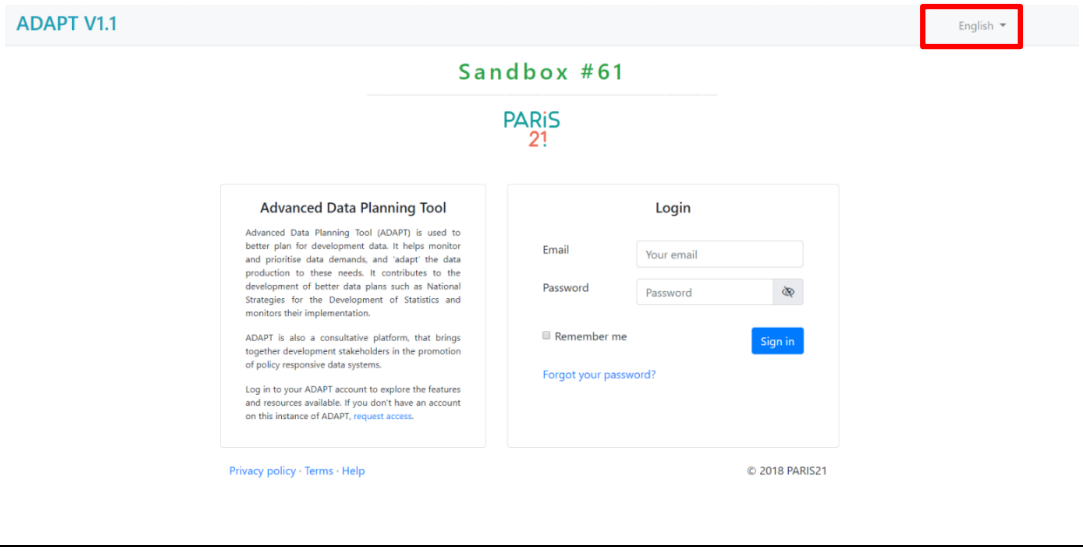
Figure 9: Accessing ADAPT in multiple languages



When creating a sandbox instance, the language selected in the top right-hand corner becomes the default language for the instance created.

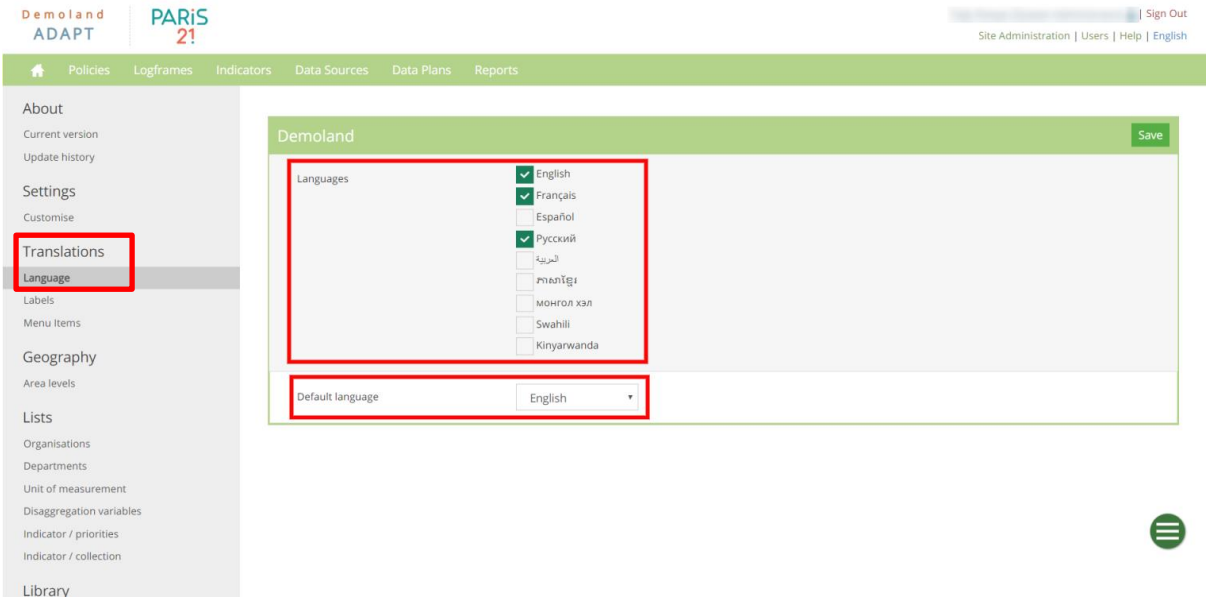
The default interface for signing in will be in the preselected default language (other than English, if selected while creating the instance) or in English.

Figure 10: Accessing the ADAPT sandbox in multiple languages



After signing in, you may add more options to the language-switcher through *Site Administration* (*Translations* -> *Language* -> *Languages*). These languages can be used to access the interface before signing in. Changing the default language for the signing-in interface is also possible through *Site Administration* (*Translations* -> *Language* -> *Default language*). See Section 3.2.1 of this manual for further details.

Figure 11: Changing languages and default language in ADAPT



3. Prerequisites and ADAPT administration

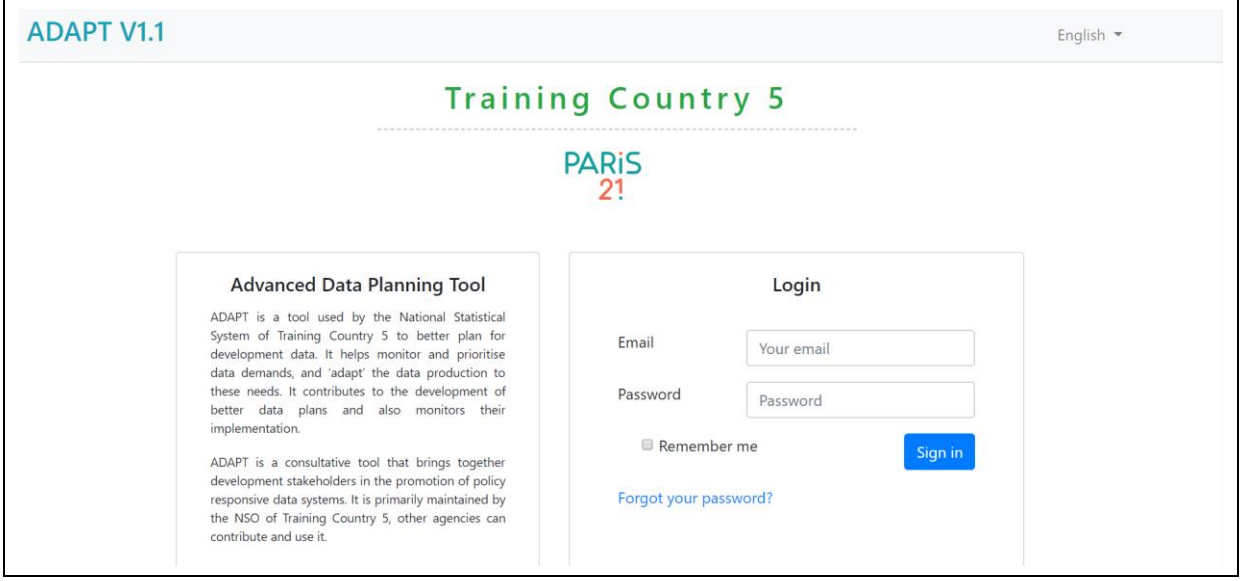
This section assumes that you are already able to access an instance of ADAPT. The instance could be either a sandbox instance or an official one. It is also assumed that you already have the credentials (email ID and password) required to sign in to the instance.

First, sign in to your ADAPT instance as per the steps listed below.

3.1 Signing in

1. Load the URL of the ADAPT instance into a web browser.
2. In the resulting login form, enter the email and password used to create your ADAPT account into the respective fields.
3. Click on the *Sign in* button.

Figure 12: Signing in to ADAPT



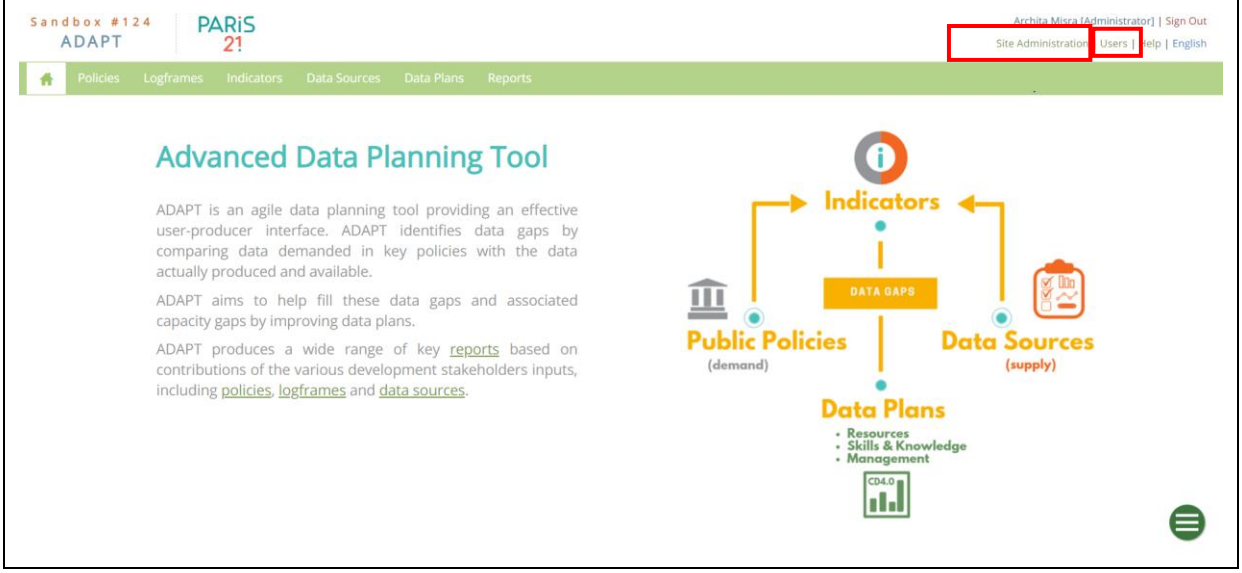
Before starting to use ADAPT, we recommend that users first adjust all configuration settings required, as detailed below.

3.2 Configuration settings

To access the configuration settings, after signing in to the ADAPT instance, click on *Site Administration* in the top right-hand corner of the ADAPT screen.

Settings pertaining to users and roles may be accessed by clicking on the *Users* link in the top right-hand corner of the screen. Section 3.3 of this manual outlines the various user roles and further information.

Figure 13: Locating *Site Administration* and *Users* on the ADAPT home page



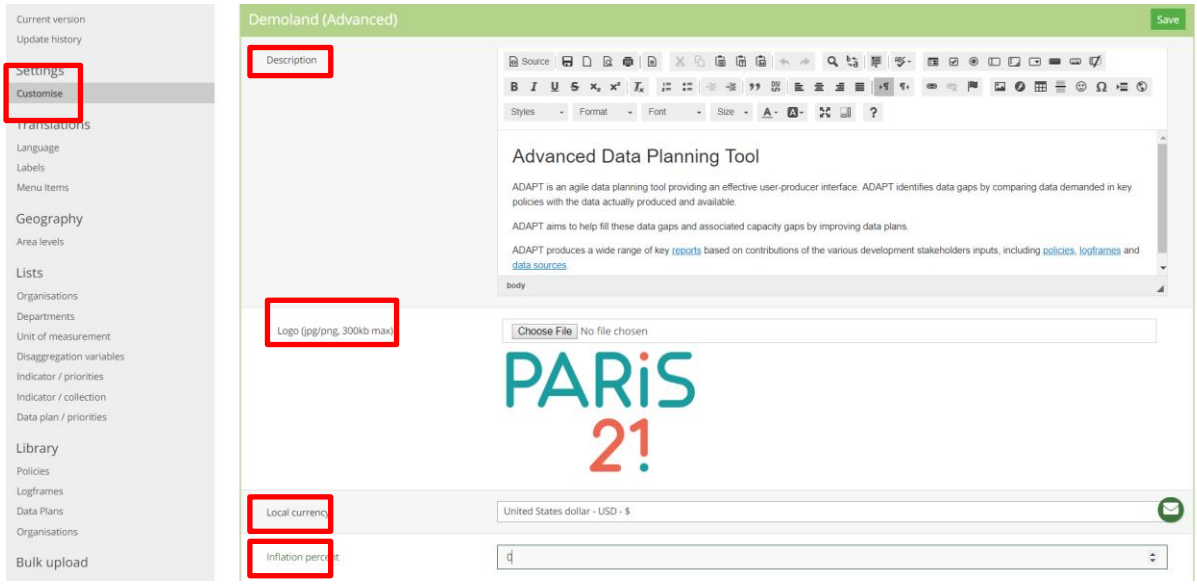
3.2.1 General settings: Customise

Under this section of ADAPT, the user may edit the look and feel of the interface by modifying the description and adding customised logo for their own interface. This can be done by accessing *Site Administration* and then clicking on *Customise* -> ***Description*** or *Customise* -> ***Logo*** -> *Choose File.*

Also note that the local currency can be specified for a particular instance under *Site Administration* -> *Customise* -> ***Local currency***. A drop down list of currency and their symbols appears. This information is sourced from https://gist.github.com/Gibbs/3920259.

Finally, this section under *Site Administration* -> *Customise* -> ***inflation percent*** allows the user to enter the annual inflation in percentages.

Figure 14: Settings → *Customise* in ADAPT



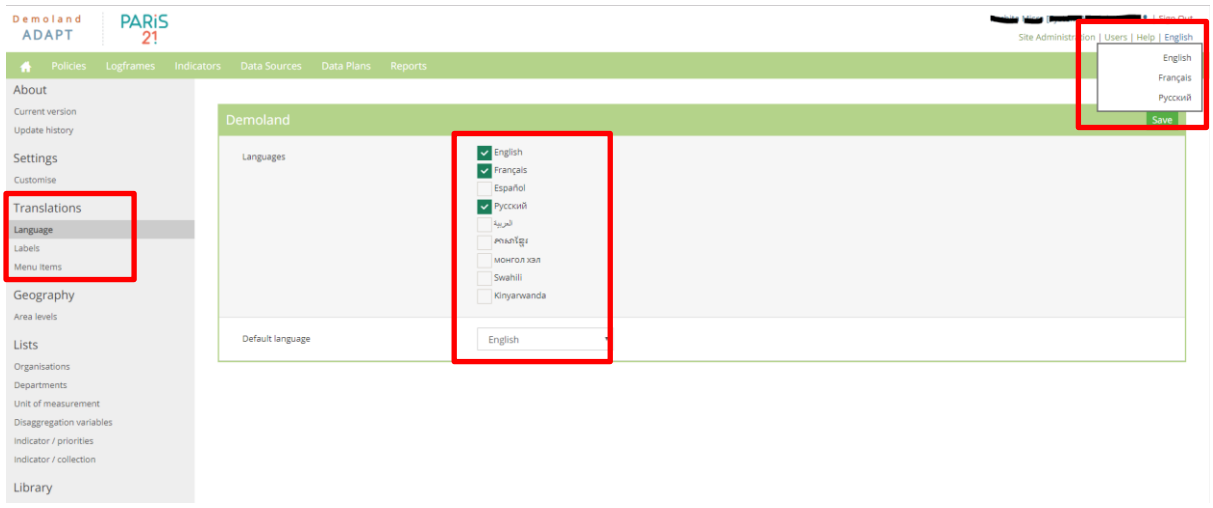
3.2.2. Setting up translations

ADAPT is currently available in English, French and Spanish. Arabic, Chinese and Russian versions will be added in due course.

The ADAPT interface may also be translated into languages other than Arabic, Chinese, English, French, Russian and Spanish. Select the intended language by accessing *Site Administration* and then clicking on *Translations* -> *Language* -> *Languages*. If your chosen language is not in the list, send an inquiry to PARIS21.

Once you have select the intended language for translation by adding a check mark next to the language (*Translations* -> *Language*-> *Languages* under *Site Administration*), the option to switch languages will appear in the top right-hand corner.

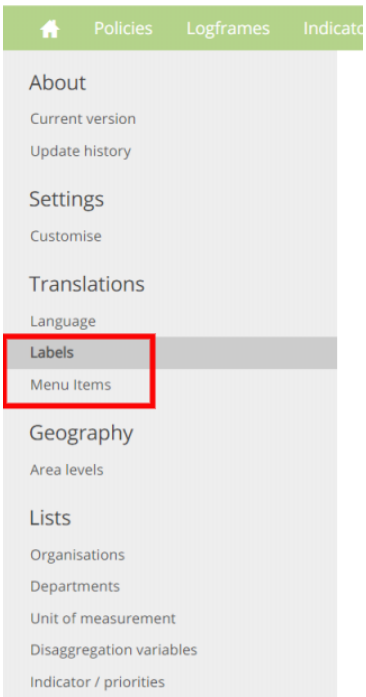
Figure 15: Setting up languages in ADAPT



ADAPT is now ready for translation.

The entire ADAPT interface can be translated under two items, listed under *Site Administration* -> *Translations*. The items are *Labels* and *Menu Items*, as shown below.

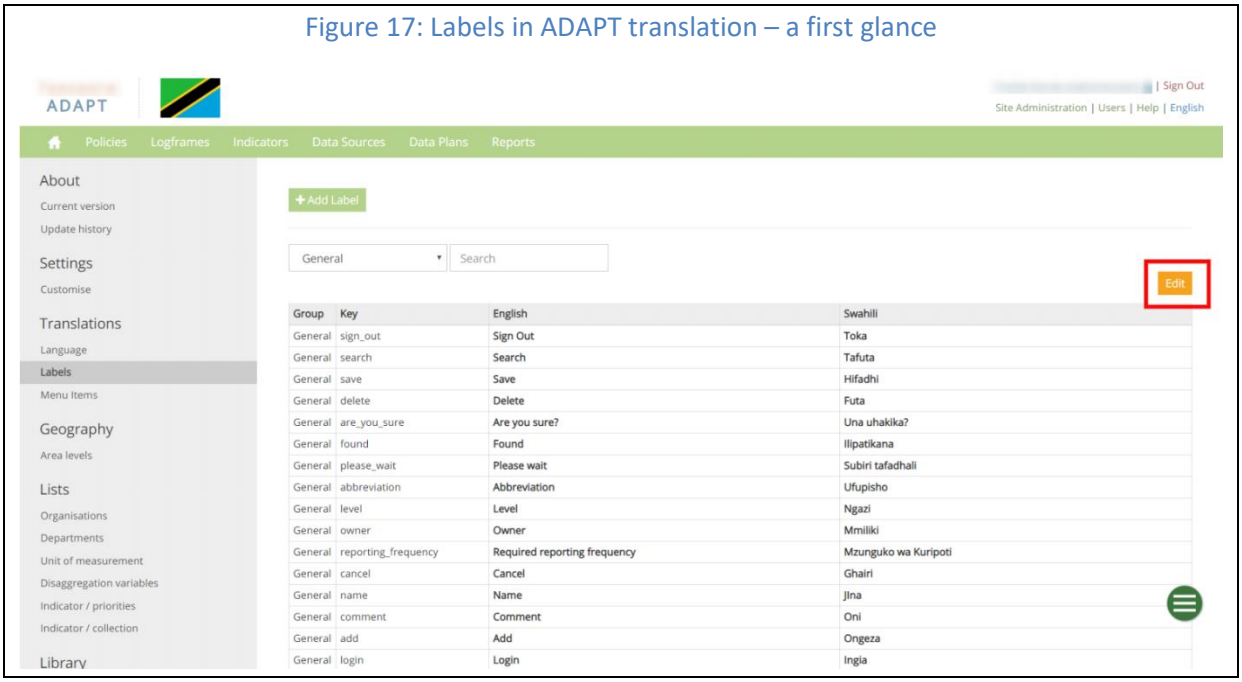
Figure 16: Translating *Labels* and *Menu Items* in ADAPT



The *Labels* tool enables translation of various forms in ADAPT. The *Menu Items* tab enables translation of the various menus (described in Section 4 of this manual).

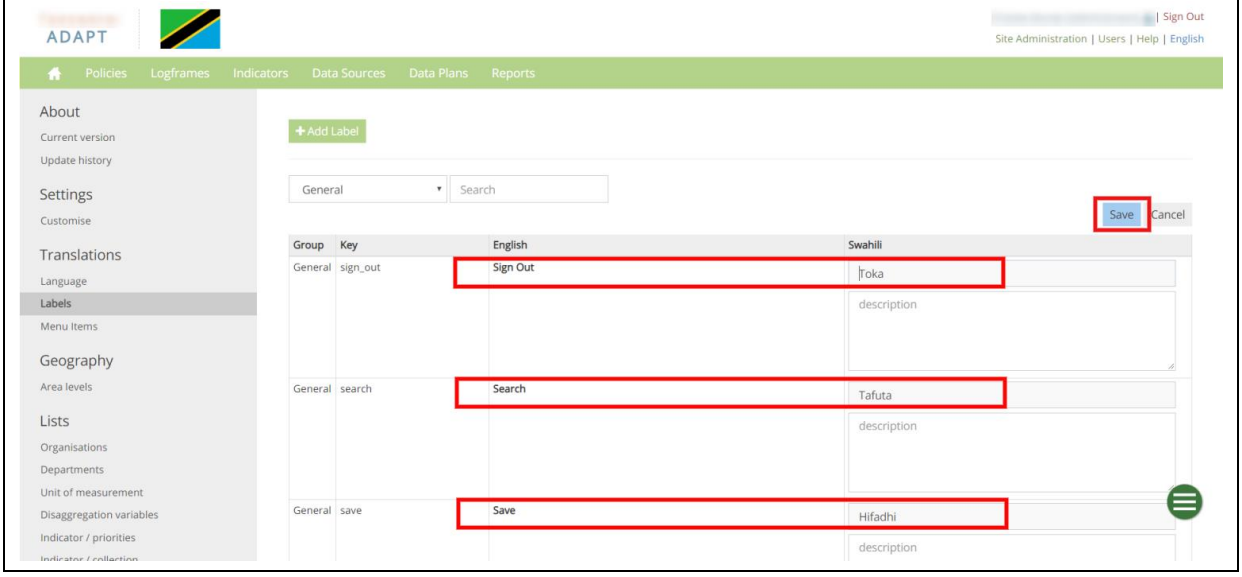
For *Labels*, clicking on the *Edit* button allows you to edit the items in their language of choice.

Figure 17: Labels in ADAPT translation – a first glance



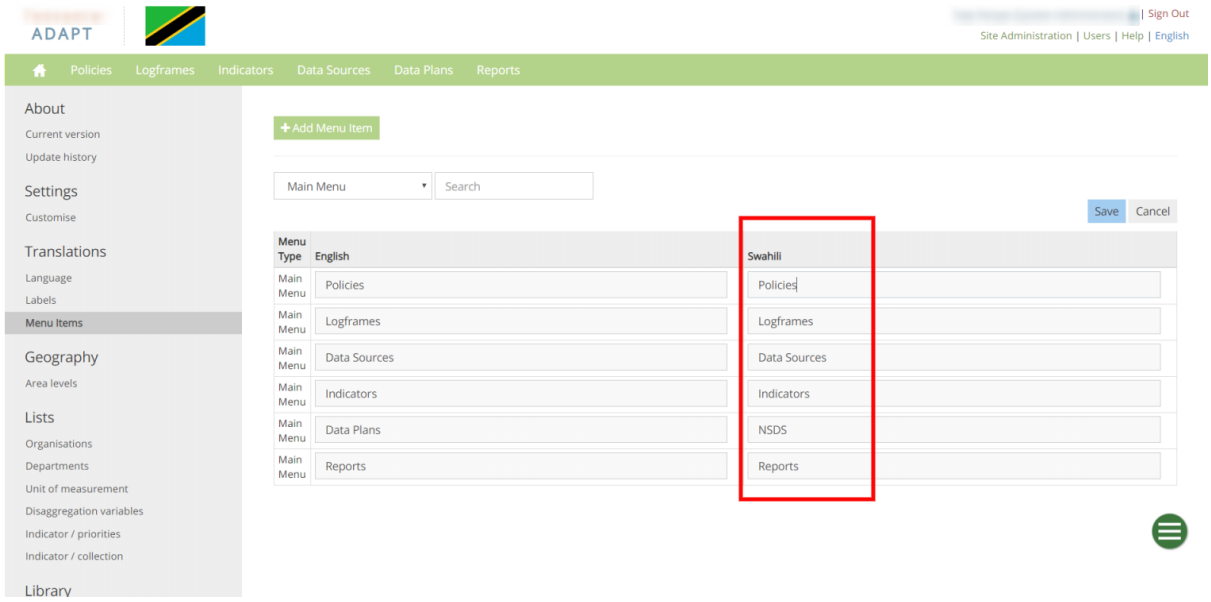
After translating the labels, which are in a one-to-one correspondence with the English version, clicking on the *Save* button will save the changes.

Figure 18: Editing and saving labels for ADAPT translation



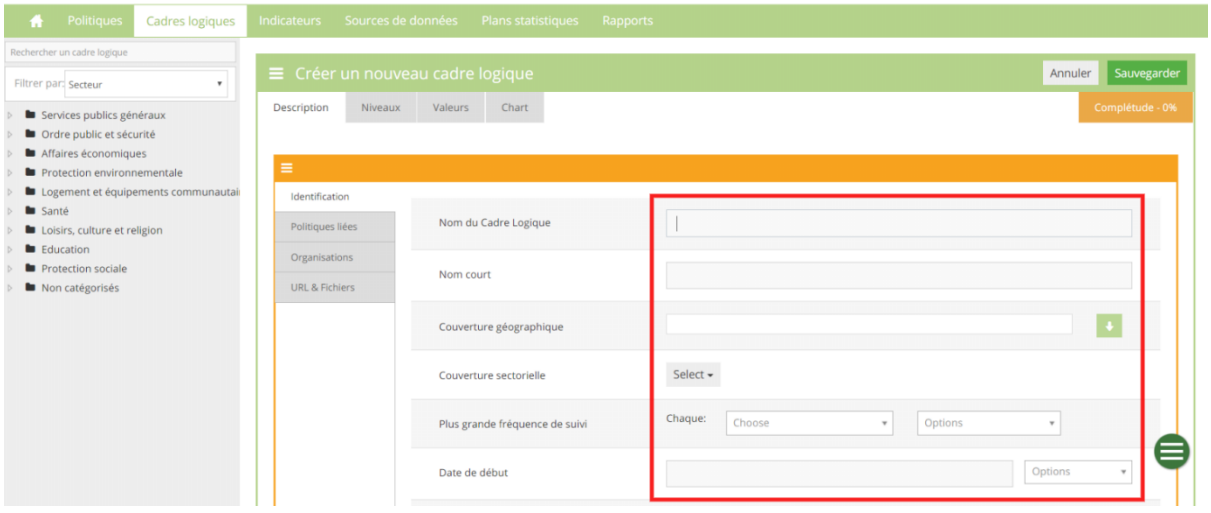
For *Menu Items*, clicking on the *Edit* button in the selected menu allows you to edit the items in the language of choice, as shown below. Clicking on the *Save* button will save the changes.

Figure 19: Menu items in ADAPT translation



Once the labels and menu items have been translated, the translated content must be input in your language of choice. This enables translation of ADAPT's interface and content.

Figure 20: Translating the ADAPT content



3.2.3. Setting up the geography or area

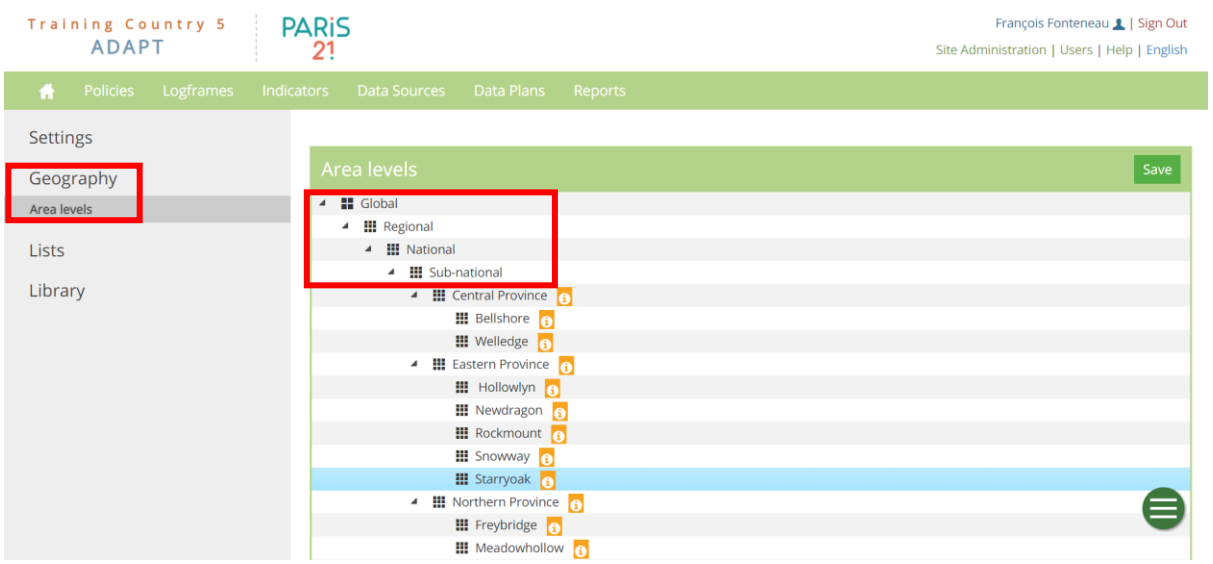
To add a geographic structure in ADAPT, under the *Geography* option in *Site Administration*, click on *Area levels*. Note the levels (or nodes) that are already available in the tree: *Global*, *Regional*, *National* and *Sub-national*. Of these, only the *Sub-national* node can be edited. New nodes representing subnational-level entities below this grouping can be added by right-clicking on the *Sub-national* node

and selecting *Create*. Nodes at lower levels can be added in a similar way. Clicking on the *Save* button saves all changes.

Note! In an ADAPT instance, the exact names of the geographic entities should be entered in the tree. For example, instead of writing "Province" or "State" for a subnational entity, write the name of the province or state.

The depth of the hierarchy should depend on the lowest geographic level for which data are (or will be) available. For example, if data is (or is expected to be) available at a country's third geographic level (in a descending hierarchy, from country to state and to district), then the names of entities up to that level (the third level, districts) should be entered in ADAPT.

Figure 21: Setting up the geographic structure



3.2.4 Setting up lists

3.2.4.1 Adding organisations

To add organisations in the ADAPT instance, under the *Lists* section in *Site Administration*, click on *Organisations*. The resulting page displays a list, above which the option to *Add Organisation* is available. Note that the list of organisations can be downloaded directly in Excel or CSV formats.

Figure 22: Setting up organisations in ADAPT

Upon clicking on *Add Organisation*, the form to add an organisation appears. It contains the following fields:

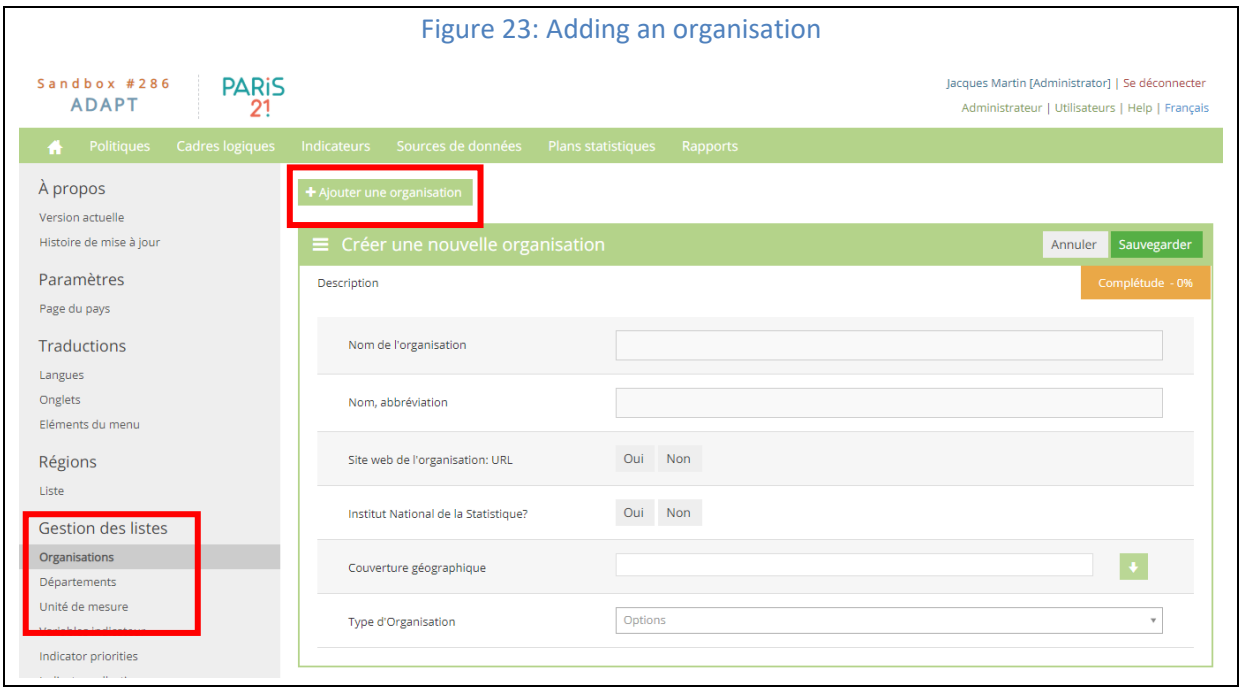
1. Organisation Name
2. Organisation Abbreviation
3. Organisation website URL: Exists or not? *Yes* or *No* (if *Yes*, the option to add the URL appears)
4. Govt. Statistical Office? *Yes* or *No*
5. Geographic coverage
6. Organisation Type

Fill in all fields and save the information by clicking on Save. This would result in a Completeness score (top right-hand corner of the form) of 100%.

PARIS21 maintains an ADAPT central repository that also contains prestored information on certain global organisations (the World Bank, the World Health Organization, etc.), to facilitate direct use for your specific instance. However, to view these organisations in the list, you must first access the *Library* section of *Site Administration* (see Section 3.2.4). Once you have selected the organisation in the library, you may view it in the list of organisations in your specific instance.

Note on geographic coverage: For an organisation, the geographic area over which its authority extends flows from the highest through the lowest level. Therefore, when a "parent" node is selected in the form above, all "child" nodes under that parent node should also be selected. For example, if an organisation applies to a country in terms of geographic coverage, it also applies to the provinces within the country. (***See Box 6 – Entering geographic coverage)***

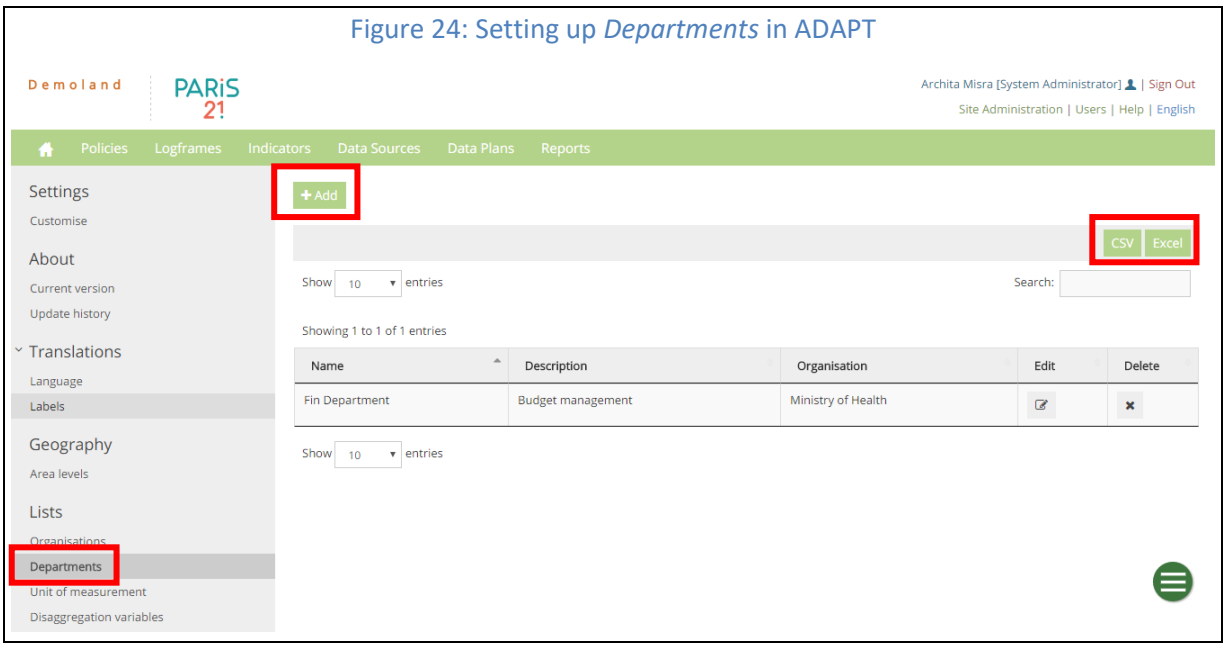
Figure 23: Adding an organisation



3.2.4.2 Adding departments

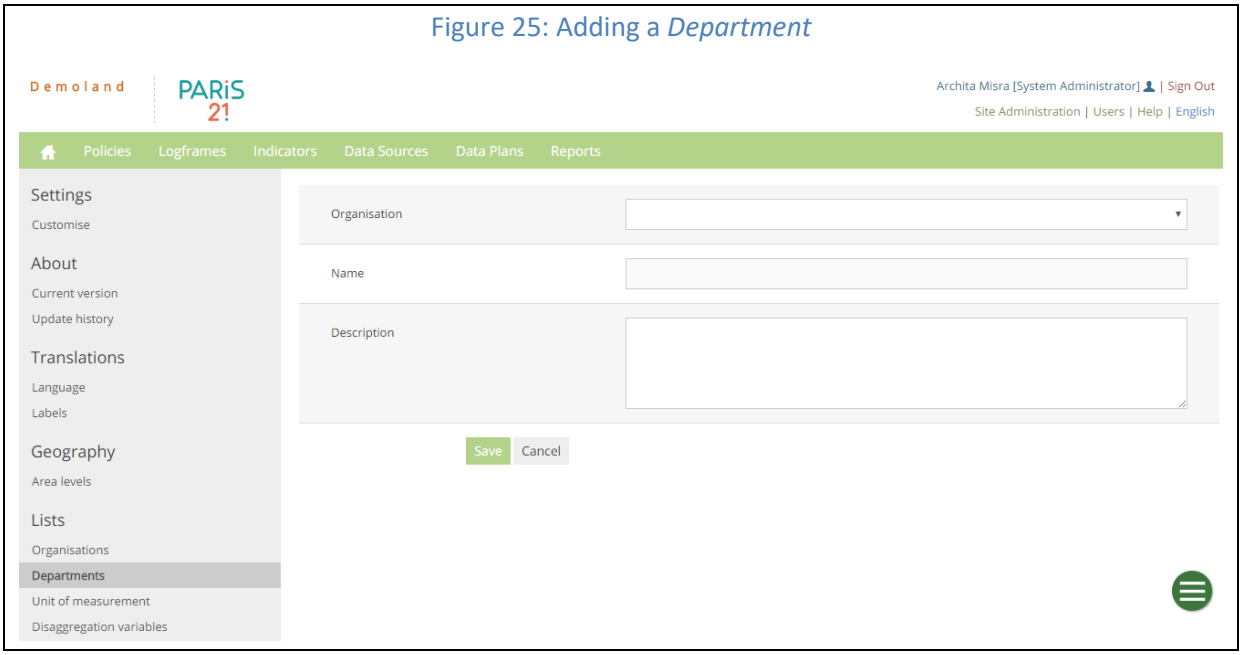
ADAPT facilitates coordination not only among different planning agencies or organisations, but also within different departments of the same agency or organisation. To add departments within the organisations previously entered, under the *Lists* section of *Site Administration*, click on *Departments*. The resulting page displays a list, above which the option to *Add* departments is available. Note that the list of departments can be downloaded directly in Excel or CSV formats.

Figure 24: Setting up *Departments* in ADAPT



Adding a department leads to a form with the following self-explanatory fields: Organisation (selection from predefined list); Name; and Description. Fill in all fields and save the information by clicking on *Save*.

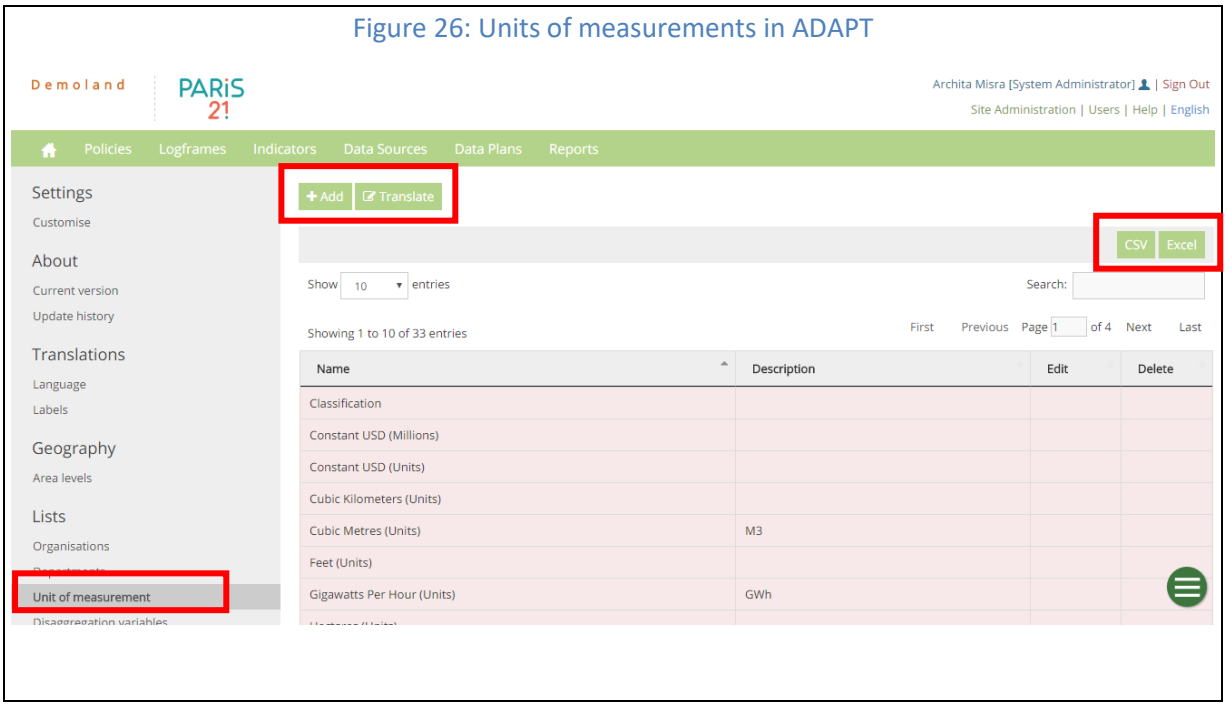
Figure 25: Adding a *Department*



3.2.4.3 Adding units of measurement

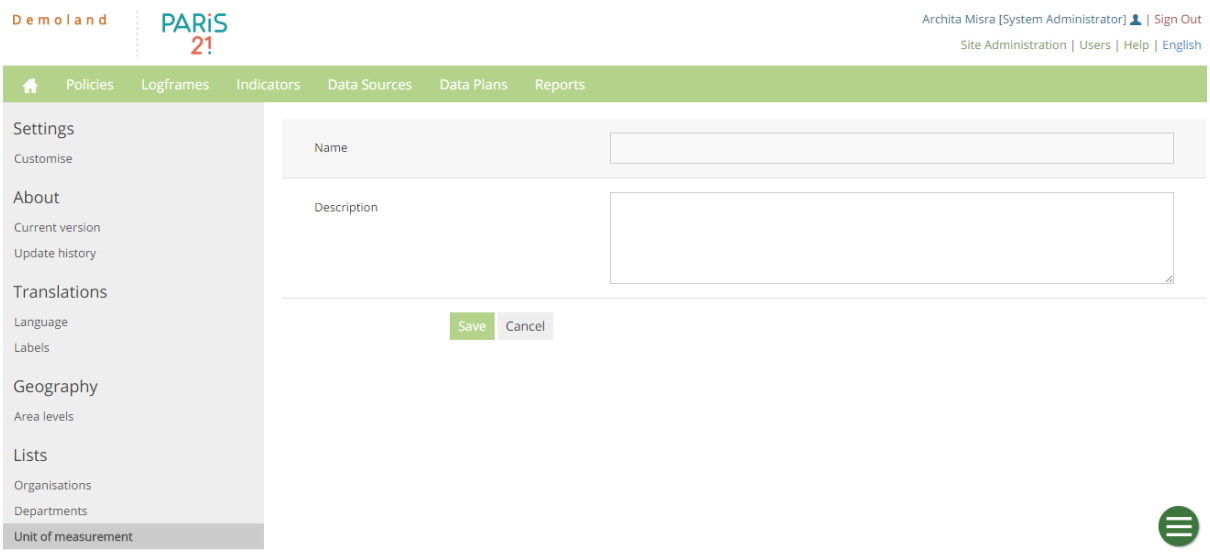
To add units of measurement, under the *Lists* section of *Site Administration*, click on *Units of measurement*. The resulting page displays a list, above which the options to *Add* or *Translate* are available. Note that the list of measurement units can be downloaded directly in Excel or CSV formats.

Figure 26: Units of measurements in ADAPT



Upon clicking on *Add*, the form to add a unit of measurement appears and include the following fields: Name and Description. Fill in all fields and save the information by clicking on *Save*. Note that you may *Edit* and *Delete* only those units of measurement that have been added in the country-specific ADAPT instance. The rest are standardised and maintained by PARIS21.

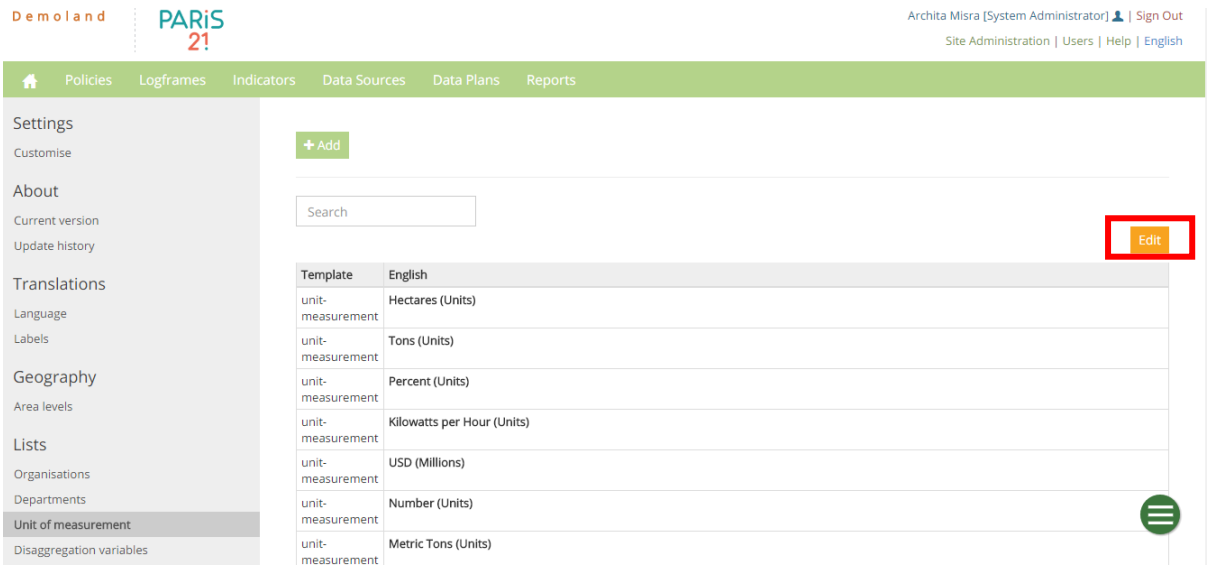
Figure 27: Adding units of measurement



Upon clicking on *Translate*, the following window appears (Figure 28). You may click on the *Edit* option at the top right-hand corner to modify or translate the names of the items previously entered in the list of measurement units. Clicking on *Save* stores all changes made.

As noted above, PARIS21 maintains an ADAPT central repository that also contains prestored information on many standardised units of measurement, to facilitate direct use for your specific instance. These are marked in the list with a coloured background and cannot be edited by users.

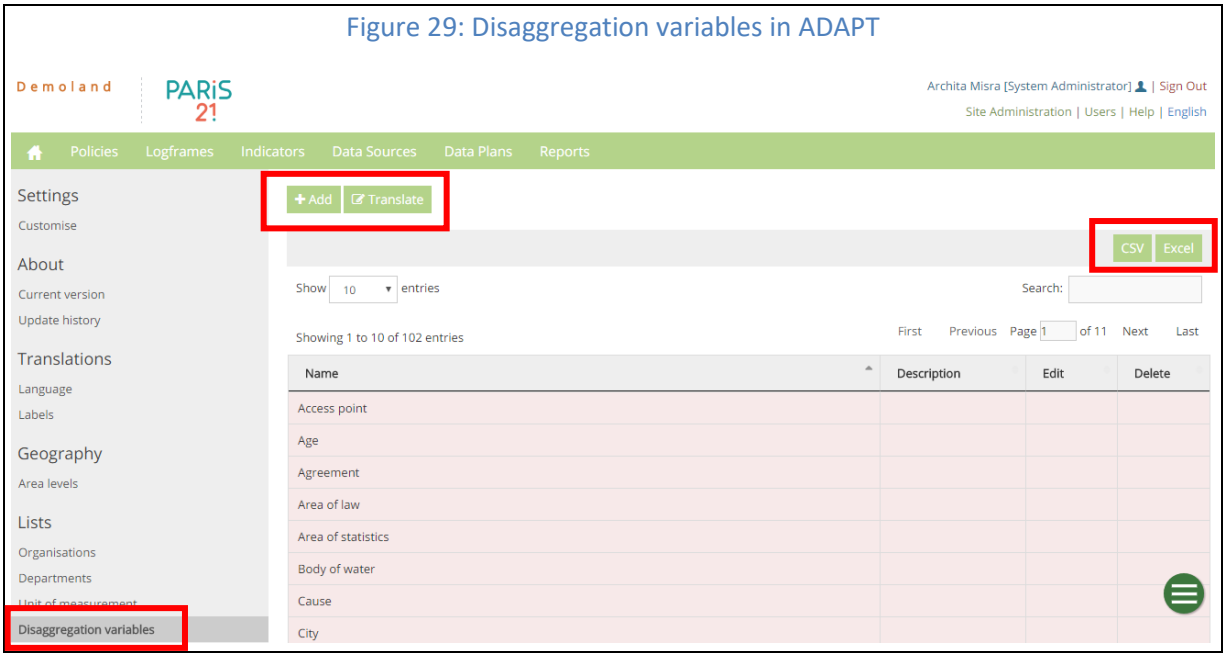
Figure 28: Editing units of measurement



3.2.4.4 Adding disaggregation variables

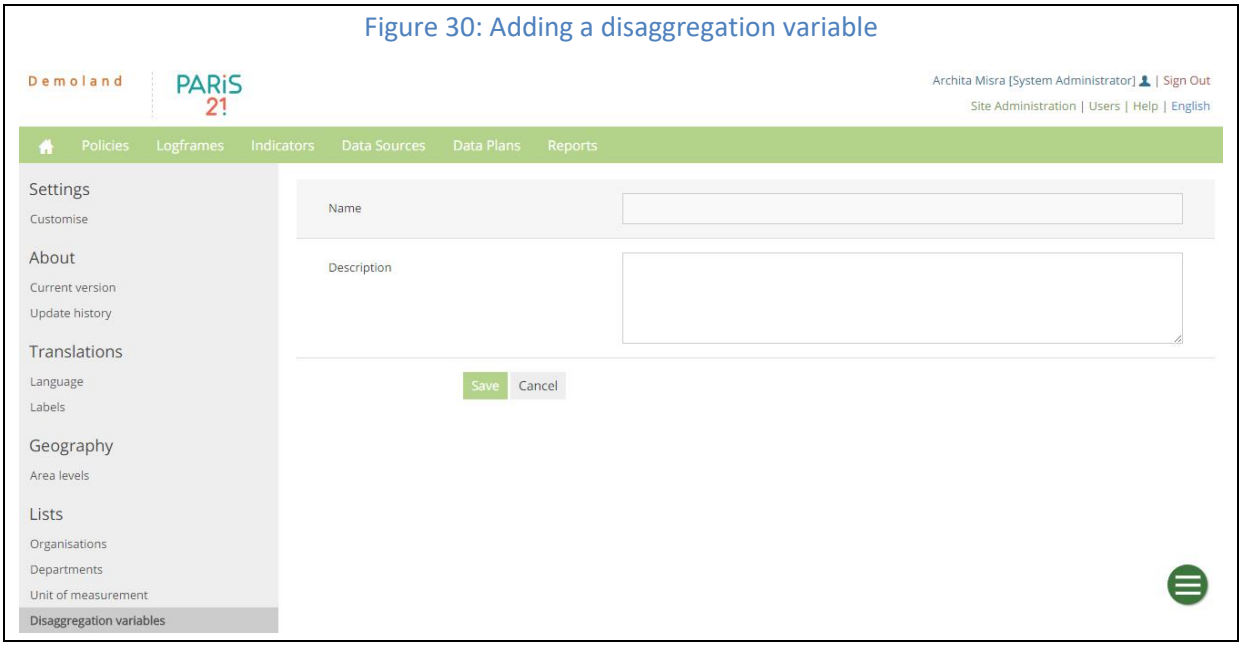
To add disaggregation variables, under the *Lists* section of *Site Administration*, click on *Disaggregation variables*. The resulting page displays a list, above which the options to *Add* or *Translate* are available. Note that the list of disaggregation variables can be downloaded directly in Excel or CSV formats.

Figure 29: Disaggregation variables in ADAPT



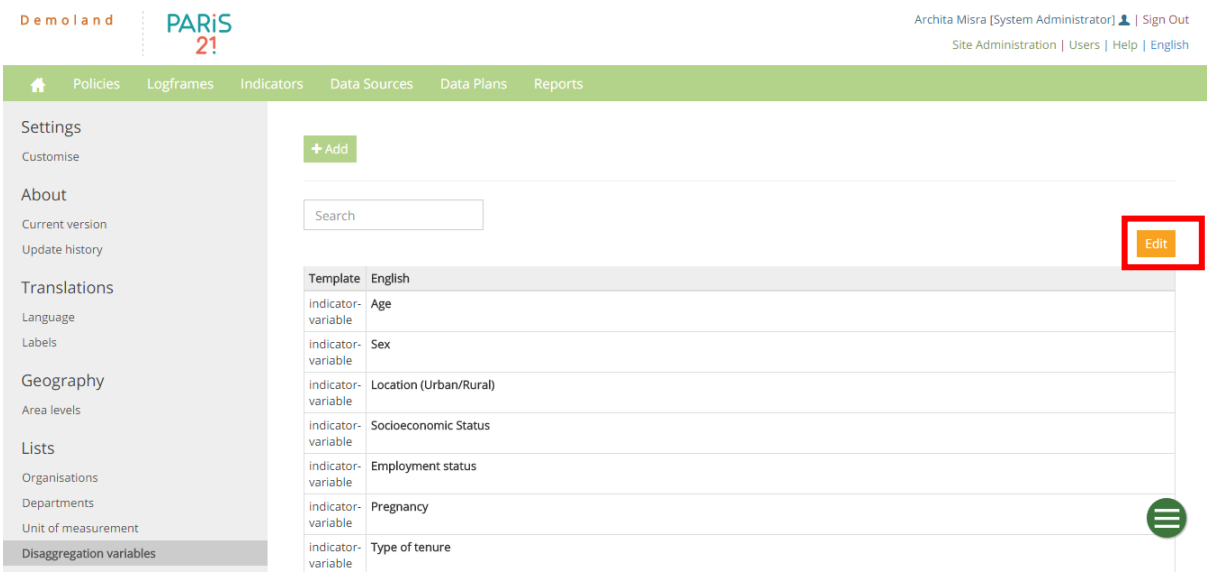
Clicking on *Add* leads to the form to add a disaggregation variable, which contains the following self-explanatory fields: Name and Description. Fill in all fields and save the information by clicking on *Save*. You may *Edit* and *Delete* only those disaggregation variables that have been added in the country-specific ADAPT instance. The rest are standardised and maintained by PARIS21.

Figure 30: Adding a disaggregation variable



As before, clicking on *Translate* leads to the following window. You can click on the *Edit* option at the top right-hand corner and modify or translate the items previously entered in the list of disaggregation variables. Clicking on *Save* stores all changes made.

Figure 31: Editing a disaggregation variable

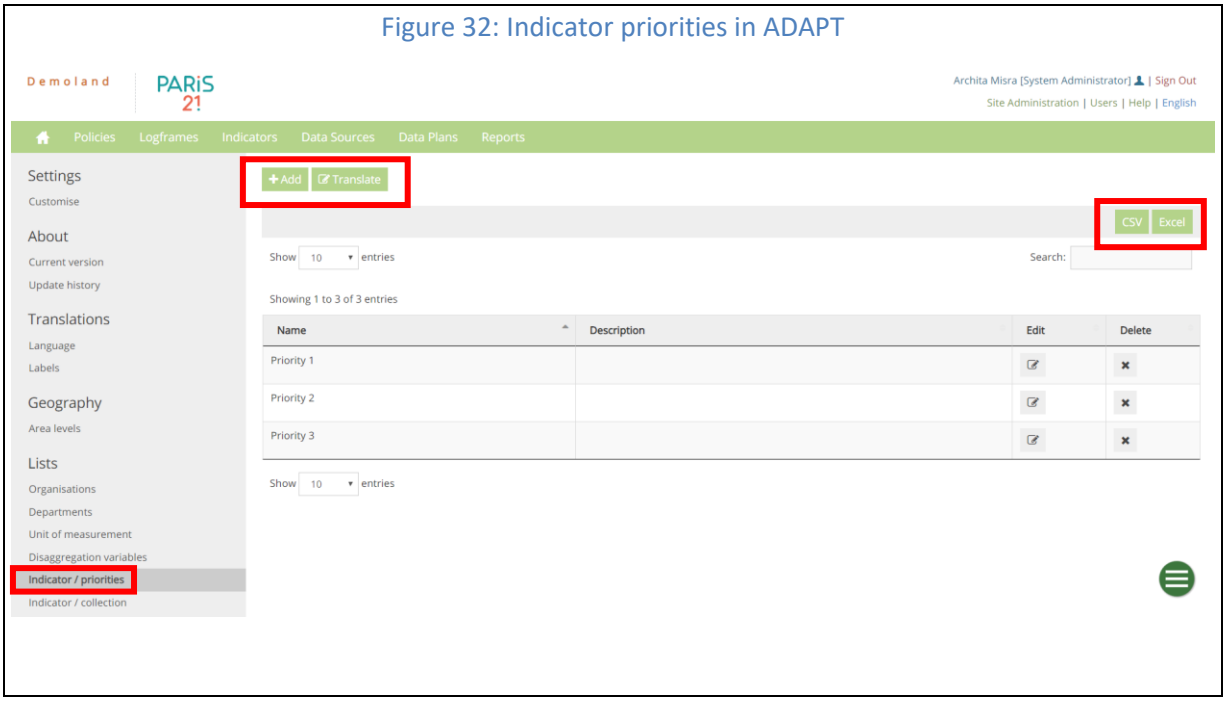


As noted above, PARIS21 maintains an ADAPT central repository that also contains prestored information on many standardised disaggregation variables (age, sex, location, etc.), to facilitate direct use for your specific instance. These are marked in the list with a coloured background and cannot be edited by users.

3.2.4.5 Defining and adding indicator priorities

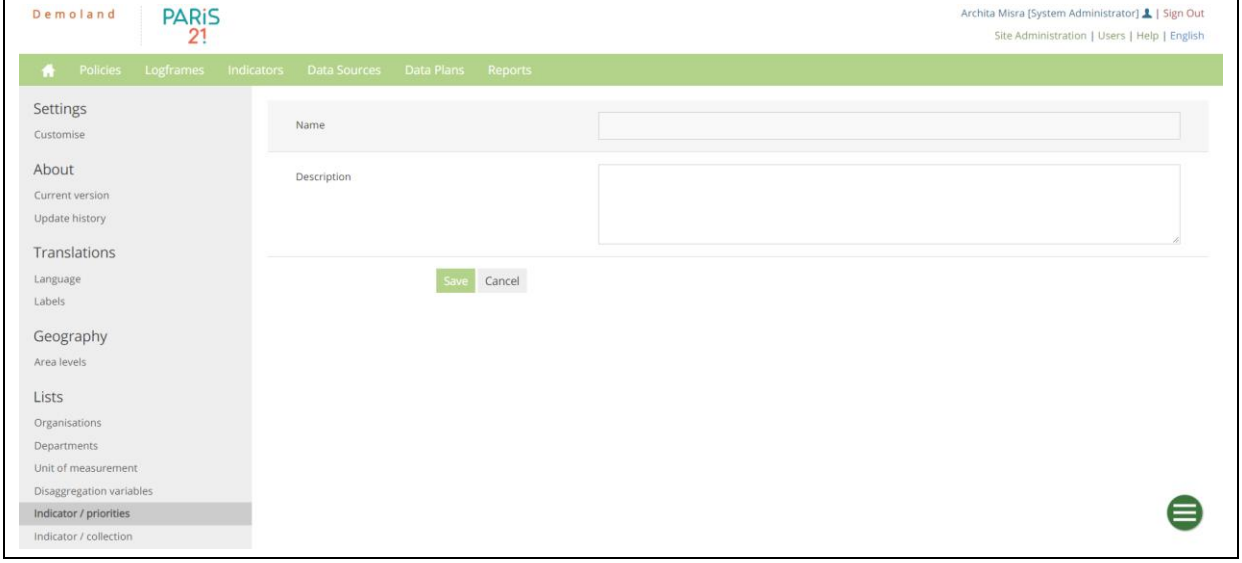
The various indicators required in policies (or logframes) may have differing degrees of importance or priority. Up to three levels of priorities are already provided in ADAPT. To add descriptions to these priorities or to add more priorities, under the *Lists* section of *Site Administration*, click on *Indicator / priorities*. The resulting page displays a list, above which options to *Add* or *Translate* are available. Note that these can be downloaded directly in Excel or CSV formats.

Figure 32: Indicator priorities in ADAPT



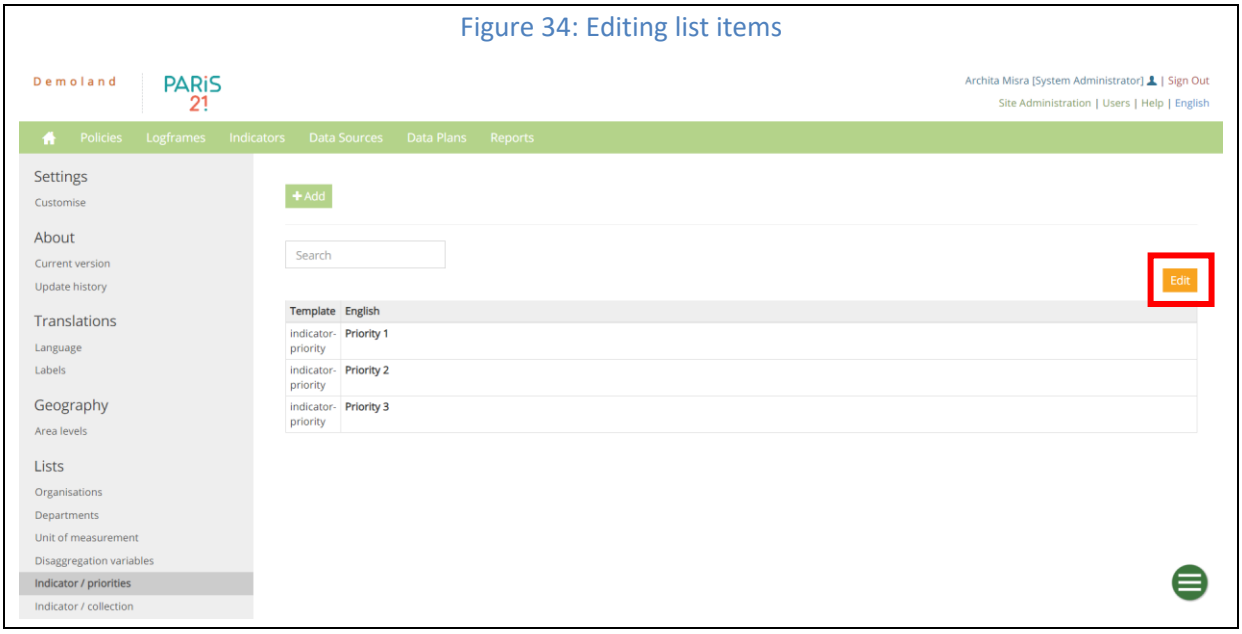
To add more priorities, under the *Lists* section of *Site Administration*, click on *Add*. The resulting page displays the following self-explanatory fields: Name and Description. Fill in all fields and save the information by clicking on *Save*.

Figure 33: Adding an indicator priority



As before, clicking on *Translate* leads to the following window, where you may click on the *Edit* option in the top right-hand corner and modify or translate the items previously entered in the *Indicator / priorities* list. Clicking on *Save* stores all changes made.

Figure 34: Editing list items

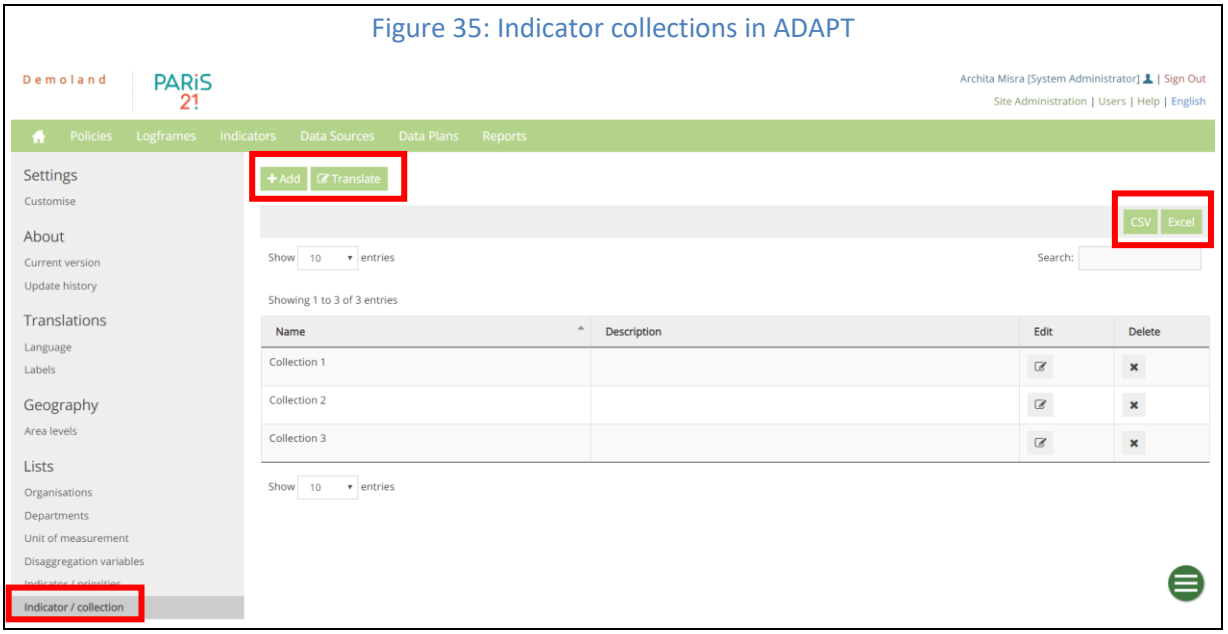


3.2.4.6 Defining and adding indicator collections

In the context of ADAPT, the term "collection" refers to a group of indicators with shared element(s), as uniquely predefined by an administrator under the *Site Administration* page. For instance, a collection may be defined as "Rural development" and group together indicators relating to health, security, agriculture and other sectors relevant to rural development. Collections are a way for ADAPT users to bring together indicators in a cross-cutting manner, beyond traditional groupings such as geographic levels or sectoral coverage.

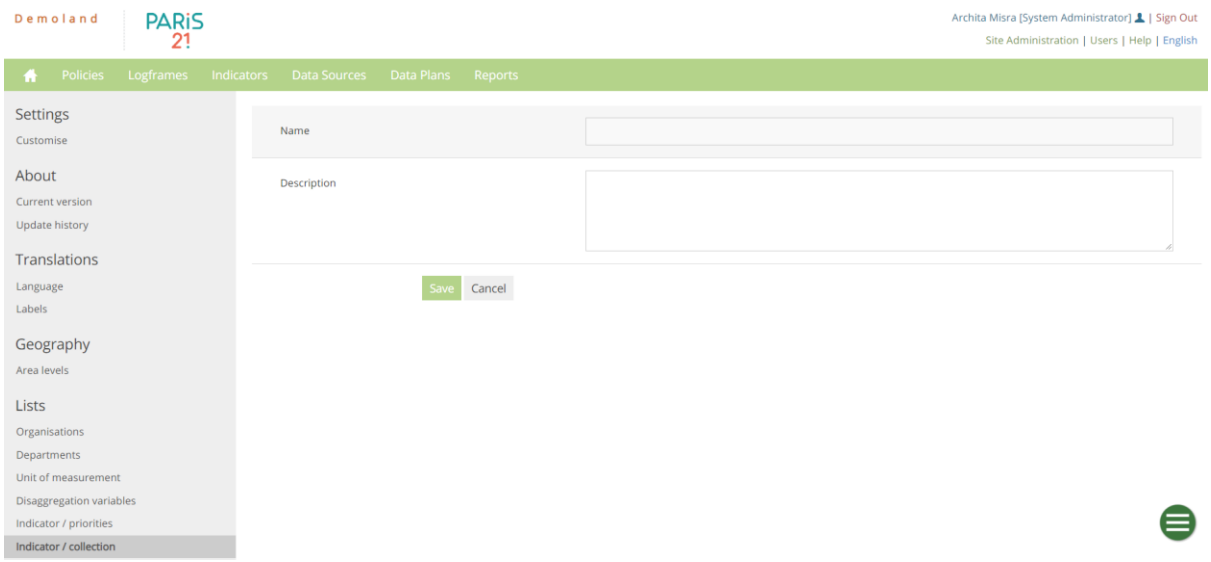
Three collections are already provided in ADAPT. To add descriptions to these collections or to add more collections, under the *Lists* section of *Site Administration*, click on *Indicator / collection*. The resulting page displays a list above which the options to *Add* or *Translate* are available. Note that these can be downloaded directly in Excel or CSV formats.

Figure 35: Indicator collections in ADAPT



To add definitions of collections, under the *Lists* section of *Site Administration*, click on *Add*. The resulting page displays the following self-explanatory fields: Name and Description. Fill in all fields and save the information by clicking on *Save*.

Figure 36: Adding an indicator collection



As before, clicking on *Translate* leads to a familiar window, where you may click on the *Edit* option in the top right-hand corner and modify or translate the items previously entered in the list of *Indicator / collections*. Clicking on *Save* stores all changes made.

3.2.5 Setting up library items

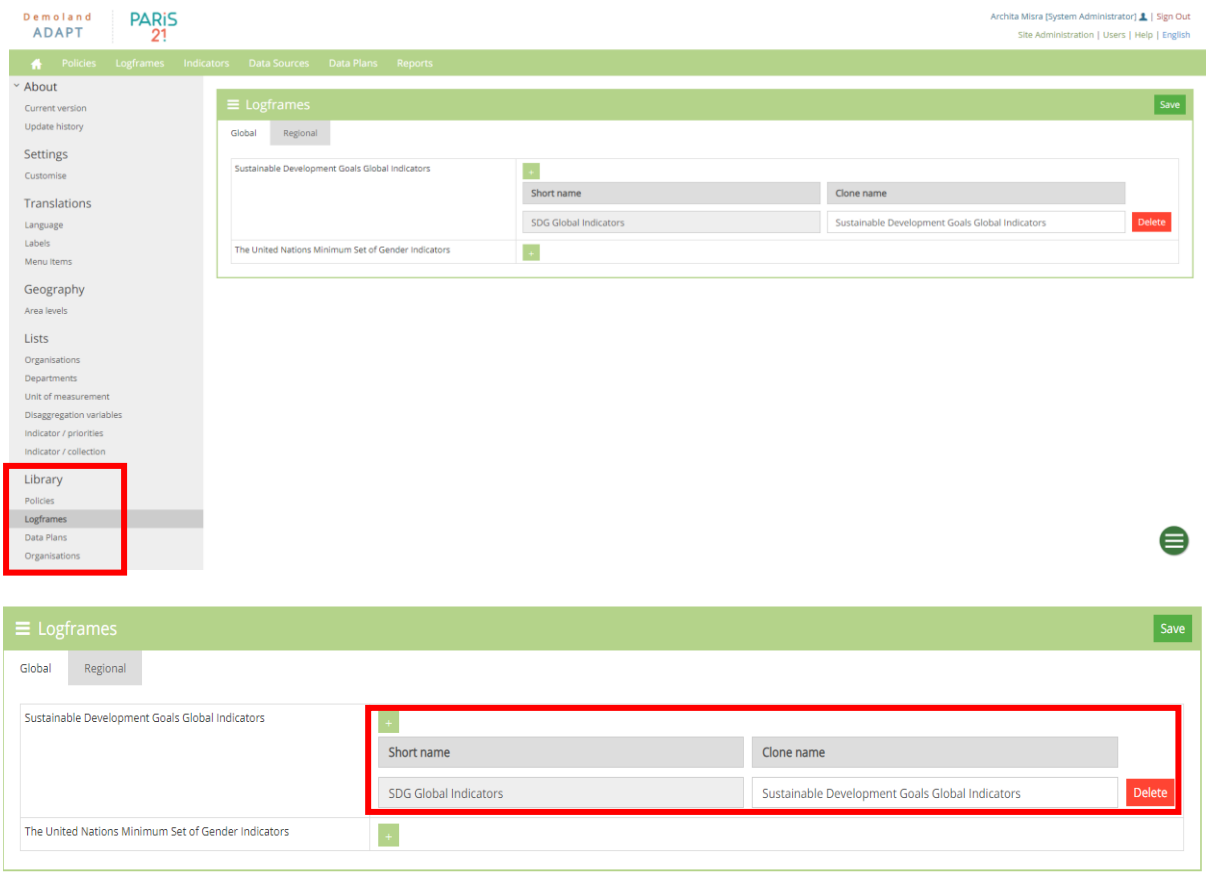
PARIS21 provides ADAPT users with a standardised list of items in the *Library* section of *Site Administration*, for reuse and for users' convenience. These items are stored in the ADAPT central repository and include policies, logframes (including indicators), data plans and organisations. They may be replicated or cloned in individual instances of ADAPT for domestication.

To clone the centrally maintained items in individual ADAPT instances, under the *Library* section of *Site Administration*, click on the target item, for example *Logframes*. The resulting page displays a list with the option (which appears when clicking on the "+" sign next to the desired logframe) to select a global or regional logframe, such as "SDG Global Indicators", and create its multiple clones.

For each item to be cloned (for example, the SDG Global Indicators logframe), you may enter an identifier text under the label *Clone name*, next to its predefined *Short name*, to distinctively establish the cloned items.

Clicking on the *Save* button saves all changes.

Figure 37: Accessing and cloning the ADAPT library items



Only certain details of items cloned from the ADAPT central repository can be edited by the administrator of a specific ADAPT instance. The following information can be modified by users:

Table 1: Importing from the ADAPT central repository: what is modifiable?

Menu item	**Horizontal tab**	**Vertical tab**	**Fields**
Policies	-	-	-
Logframes	-	-	-
Indicators	Description	Identification	Priority
			Collection
		Disaggregation & Frequency	-
		Organisations	Choose organisation

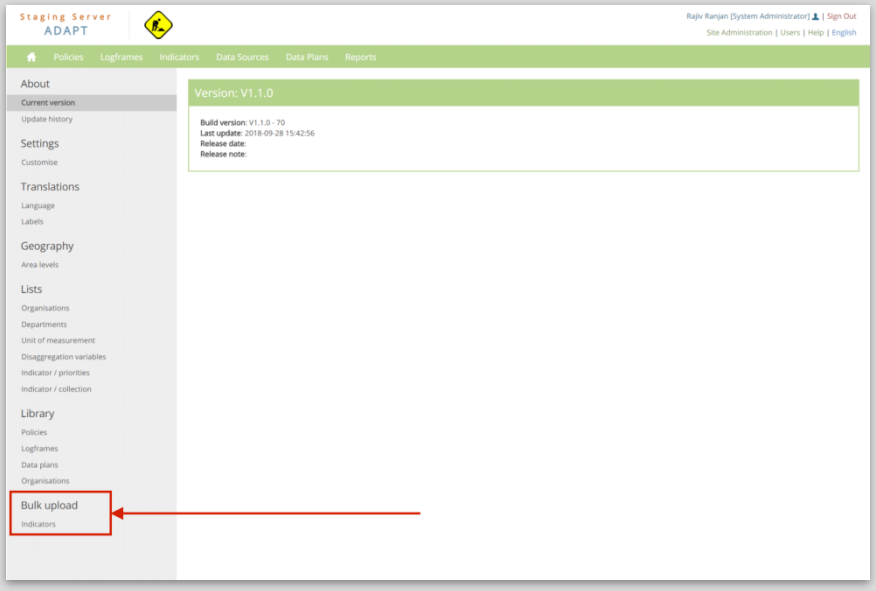
			Choose role
		Data Sources	Choose data source category
	Mapping	Reflection between demands?	Yes/No Choose Type Choose Indicator
	Applicability	-	All
	Availability	Identification	**All**
		Disaggregation & Frequency	All
		Organisations	All
		Data Sources	All
	Compliance	Not applicable	
Data Sources	Not applicable		
Data Plans	Description	Organisations	Choose organisation Choose role
Data Plans	All	All	All

From here, organisations from the ADAPT central repository can be selected for use in individual instances of ADAPT. The selected organisations then appear under *Lists -> Organisations*, as mentioned in Section 3.2.3.1 of this manual.

Figure 38: Importing organisations from the ADAPT central repository

Box 3 – Worth noting! Bulk uploads in ADAPT

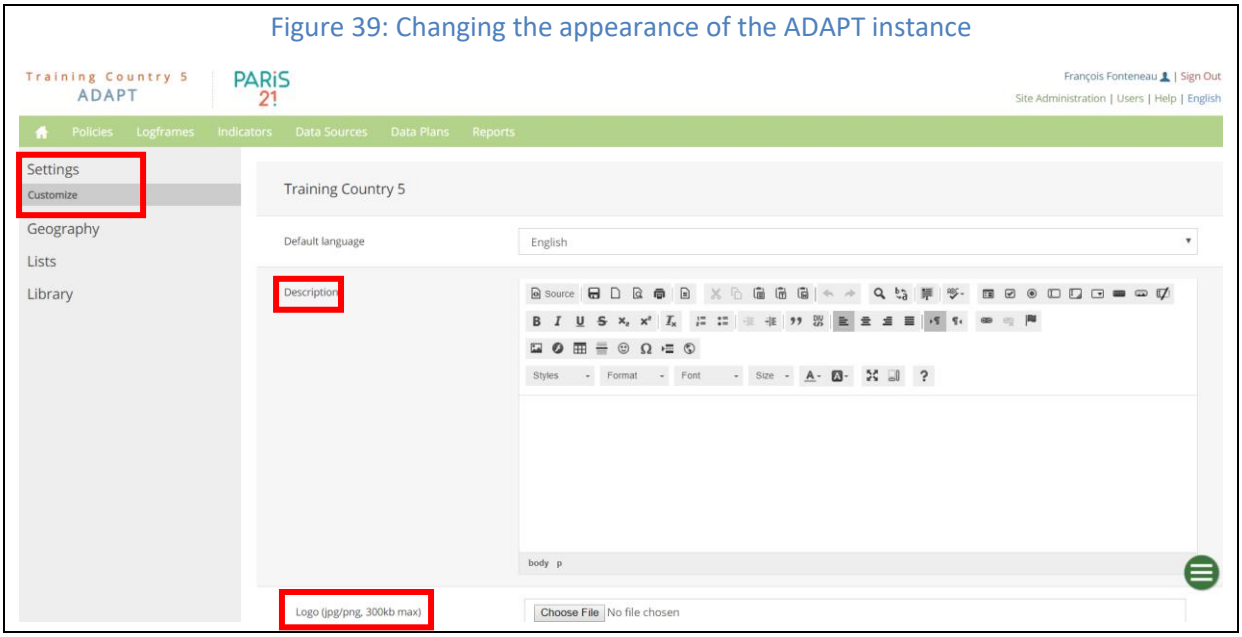
In the *Site Administration* page, you may notice an option labelled *Bulk Upload* (as shown below). This function is described in detail in Section 5.4 of this manual.



3.2.6 Changing the appearance of the ADAPT instance

You can add to or change the descriptive text that appears on the landing page, and add a logo for the ADAPT instance. This can be done by inserting the desired text in the Description field and uploading a logo or flag onto the Logo field, respectively. These functions are found in the *Customise* section of the *Settings* option in the *Site Administration* page.

Figure 39: Changing the appearance of the ADAPT instance



3.3 Users, roles and permissions

3.3.1 User roles

This section describes the content of the *Users* section of ADAPT. In ADAPT, users are assigned predefined roles. Roles are a set of permissions that are grouped together. Thus, ADAPT users inherit their individual permissions to perform certain actions on the ADAPT site from the roles to which they are assigned. The list of users may also be downloaded directly in CSV or Excel formats.

By default, ADAPT provides four predefined roles for all authenticated users (that is, users who are signed in):

1. Administrator
2. Editor (forthcoming)
3. Contributor
4. Subscriber

Administrator

In a specific instance of ADAPT, Administrators are able to perform every task available through *Site Administration* and *Users*, including changing other users' roles. Administrators also have complete control over all content. Although there may be multiple Administrators on a single ADAPT instance, this role should be reserved only to those who truly require full access.

Editor

Editors can access all content in an ADAPT instance to view, edit or delete. Editors are also able to create new content. However, Editors do not have access to tasks that are available through *Site Administration* and *Users*. They can only modify their own account information.

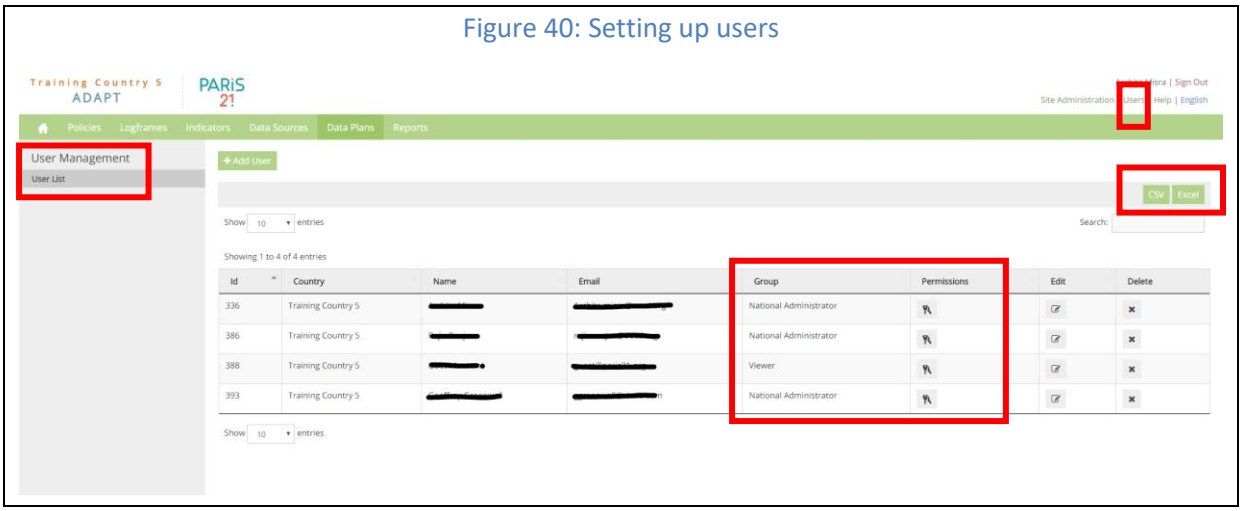
Contributor

Contributors can create, edit or delete their own content. They cannot edit or delete content created by another user, although they are able to view content created by other users. Like Editors, Contributors cannot access tasks available through *Site Administration* and *Users*. They can only modify their own account information (Name, Email and Password).

Subscriber

Subscribers can view all content, but do not have any other permissions. Subscribers are able to modify their own account information (Name, Email and Password). In ADAPT, all new users are assigned the Subscriber role by default.

Figure 40: Setting up users



3.3.2 Managing user accounts or profiles

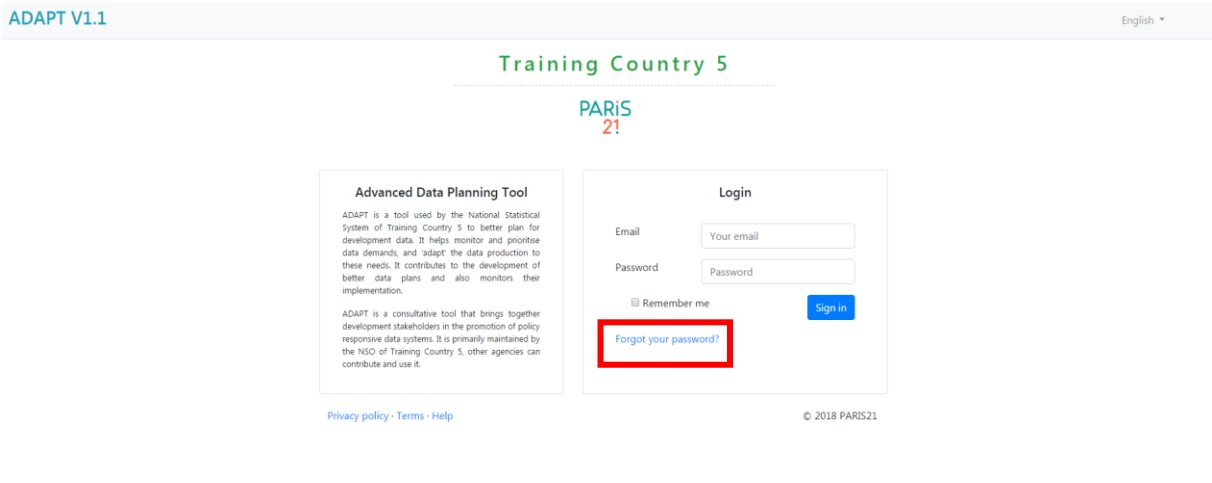
This section explains how to reset and change your password and how to edit user profiles.

Resetting your password

If you are the account owner and you have forgotten your sign-in password, you can reset it by performing the following steps:

1. Load the URL of the ADAPT instance into a web browser.
2. Click *Forgot your password* in the sign-in window.
3. In the resulting page, enter the email ID used to create your ADAPT account and click on the *Send Password Reset Link Back* button.
4. You will receive an email with a link to reset your password.
5. Open the email and click the link.
6. Enter a new password in the resulting interface and then confirm it.
7. Click on *Reset password*.
8. Go back to your ADAPT login page and log in with your new password.

Figure 41: Resetting your password



Changing your password

If you know your password and can use it to sign in to your account, you can change your password by performing the following steps (it is understood that you are already signed in):

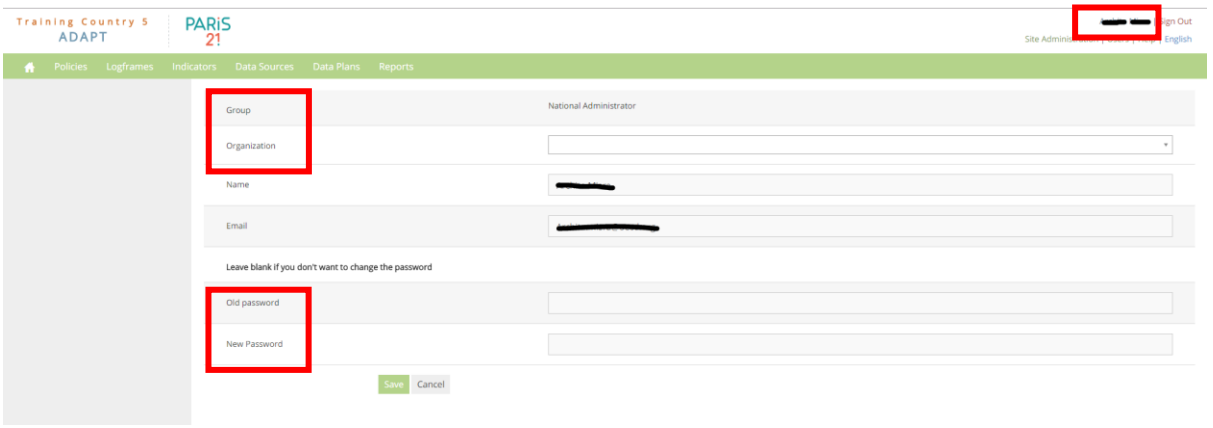
1. Click your name on the top right-hand corner of the screen.
2. In the resulting profile form, below *Leave blank if you don't want to change the password*, enter your current password, and then type a new password.
3. Click on the *Save* button.

Editing your user profile

To edit or add additional information (such as organisation or department) in your user profile, perform the following steps (it is understood that you are already signed in):

1. Click on your name on the top right-hand corner of the screen.
2. In the resulting profile form, to add the organisation and the department, you may select the corresponding organisation and department from the respective drop-down lists. You may recall that these were entered previously under *Configuration Settings*.
3. Click on the *Save* button.

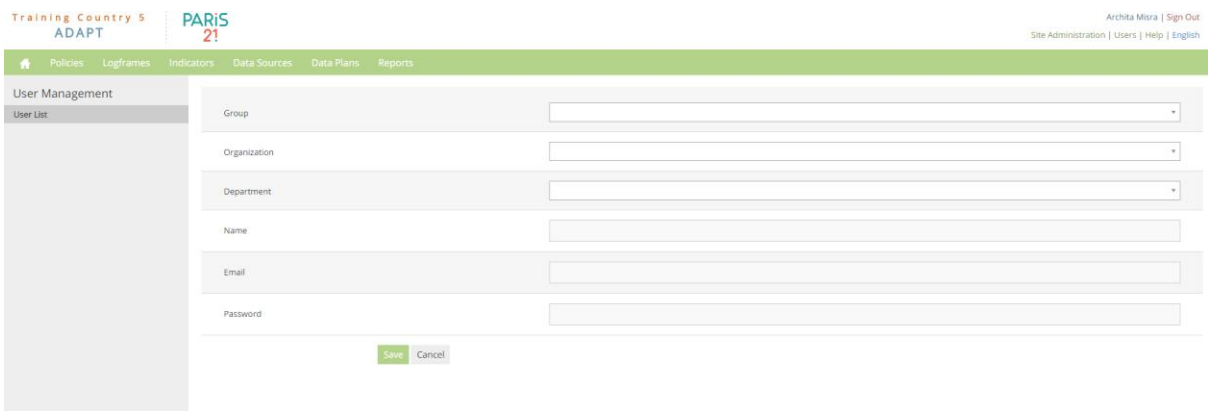
Figure 42: Changing your password or editing your user profile



Adding a new user

To add a new user in an ADAPT instance, click on *Users* on the top right-hand corner of the screen. In the resulting page, click *+Add User* button. Enter the new user account details (group, organisation, department, name, email and password) in the relevant fields. Then, click on the *Save* button to store the information entered.

Figure 43: Adding a new user



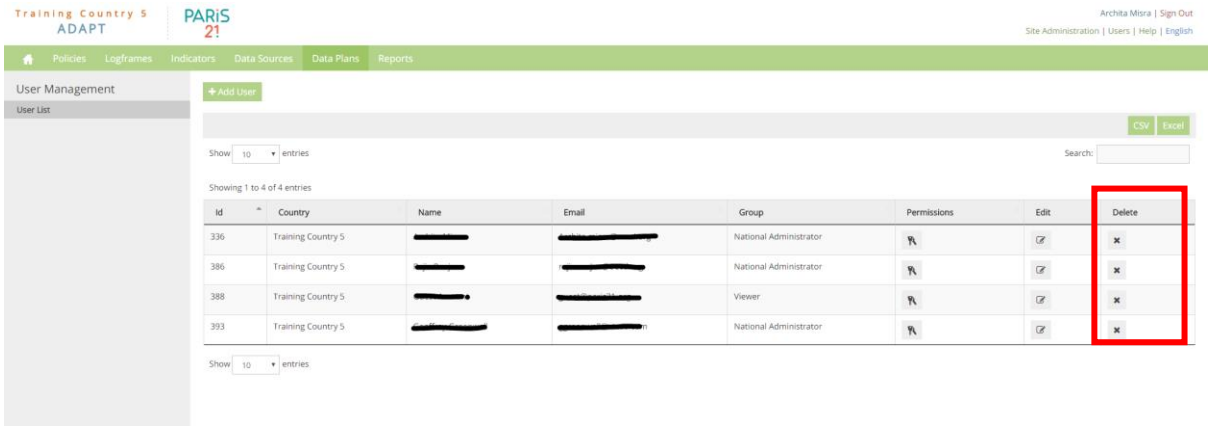
Editing another user's profile

To edit or update a user profile in an ADAPT instance, click on *Users* on the top right-hand corner of the screen. In the resulting page, click on the *Edit* button next to the target user. Enter or edit the user profile details (organisation, department and roles) in the relevant fields. Then, click on the *Save* button.

Removing a user

To delete a user profile in an ADAPT instance, click on *Users* on the top right-hand corner of the screen. In the resulting page, click on the *Delete* button next to the target user. Then, confirm the action in the dialogue box that appears.

Figure 44: Removing a user



4. ADAPT Menus

4.1 Overview of the ADAPT Menu items

The most important aspect of using and navigating ADAPT is understanding the green Menu bar and the six items contained within it, which are displayed below. Each menu item (except the last) serves as a storehouse for distinct information and data to be entered by the user. The *Reports* section displays ADAPT-generated reports based on the data fed into the previous menu items. Before delving into a detailed description of each section, see Table 2 for a brief overview of the ADAPT Menu items.

Figure 45: The ADAPT Menu bar

Table 2: A bird's-eye view of the ADAPT Menu items

Menu item	*What to expect: a bird's-eye view*
Policies	Under the first menu item, users may enter basic details such as the name, geographic and sectoral coverage of a given development policy (such as the National Development Plan, or NDP), as well as information on institutional roles, linked logframes, mapping with other policies, etc. This forms the basis of the demand side of development planning in a country or region.
Logframes	Under this menu item, users can enter the details of a logframe – the M&E framework linked to a policy (described in the previous section), the various Organisations, etc. More importantly, this is where information on the various levels of the results chain framework are described for a logframe and can be viewed in a tabular form.
Indicators	*Indicators* is the most data-intensive menu item in ADAPT. Indeed, it consists of both demand- and supply-side information on a given indicator; that is, the description of the indicator as outlined in a development policy (demand) and availability information from existing data sources that provide data for that particular indicator (supply). This is also the section where the level of compliance between the demand and supply sides of planning can be observed.
Data Sources	Under *Data Sources*, information on the implemented or planned data sources (for surveys, national accounts, other administrative data, etc.) can be stored, including basic details such as name, reference period, sectoral and geographic coverage, Organisations and availability of Data Documentation Initiative (DDI) files. The information on data sources fed here is also displayed in *Indicators*, under the relevant field.
Data Plans	As a corollary to *Policies*, this menu item is meant to contain information on data plans (such as an NSDS or a ministry's programme of work), along with

Demand

Supply

	details on linked policies, organisational roles and the M&E framework, if applicable (as occurs for *Logframes* on the demand side). It also displays the mapping between different data plans at the activity level.
Reports	The final section, *Reports*, is where ADAPT does its share of the work based on all the information that the user has entered into the system under the first five menu items. ADAPT generates a set of Key Reports and a number of Advanced Reports based on the parameters or criteria selected by the user.

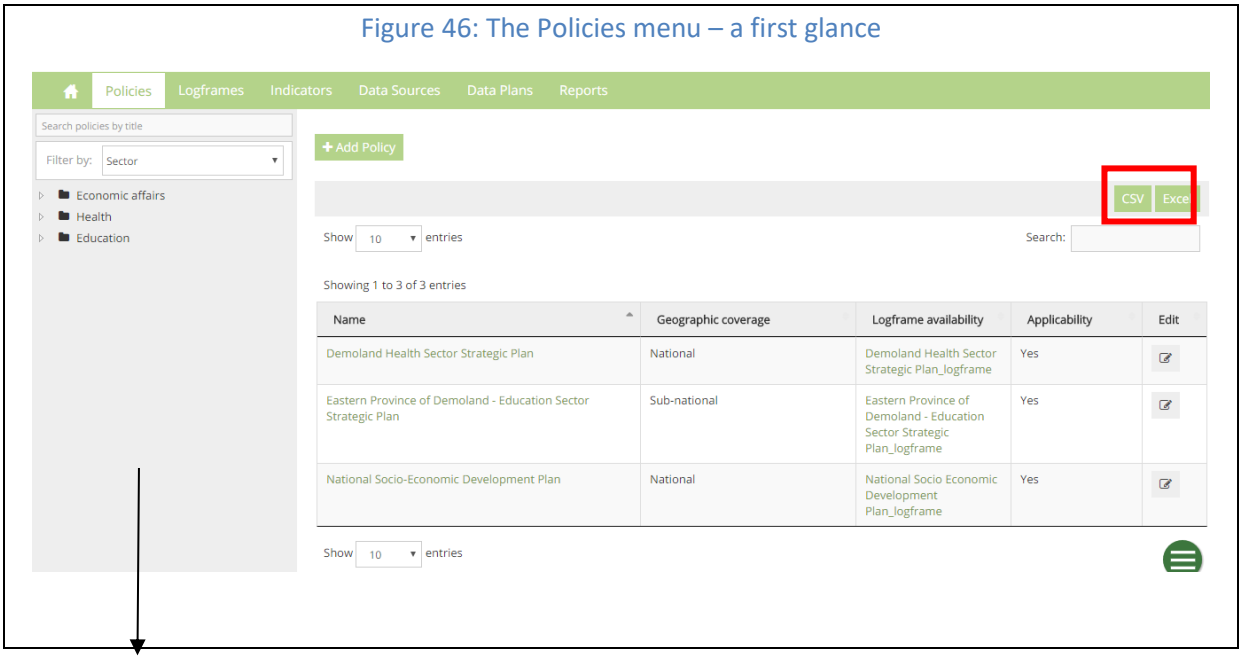
4.2. A closer look

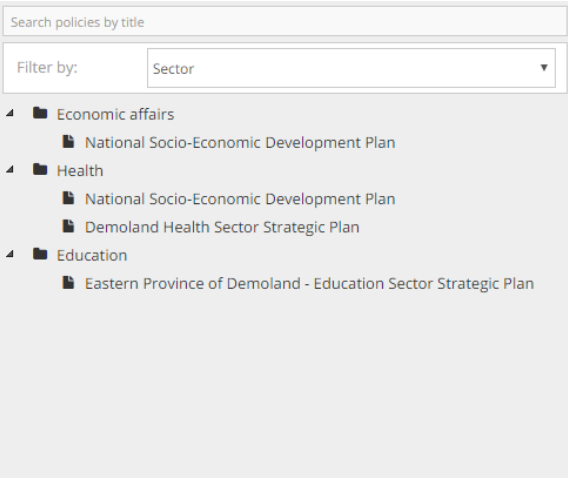
4.2.1 Policies

Policies – whether global, national or sectoral development plans – usually determine the nature and scope of the demand for data. Therefore, in addition to being useful for the statistical planning process of an NSS, ADAPT can also serve as a helpful tool in the policy planning phase of the development process.

Figure 45 illustrates the first screen that appears when the *Policies* menu is clicked on, indicating that three policies have been entered into the system. The left side of the screen displays the options to *Search* for a policy by title or *Filter* according to different criteria: sector, date, logframe and geographic coverage. Clicking on the arrowheads (to the left of the fields of each criterion) extends the tree, as shown in the expanded grey portion immediately below. Note that the list of policies is downloadable directly in CSV or Excel formats.

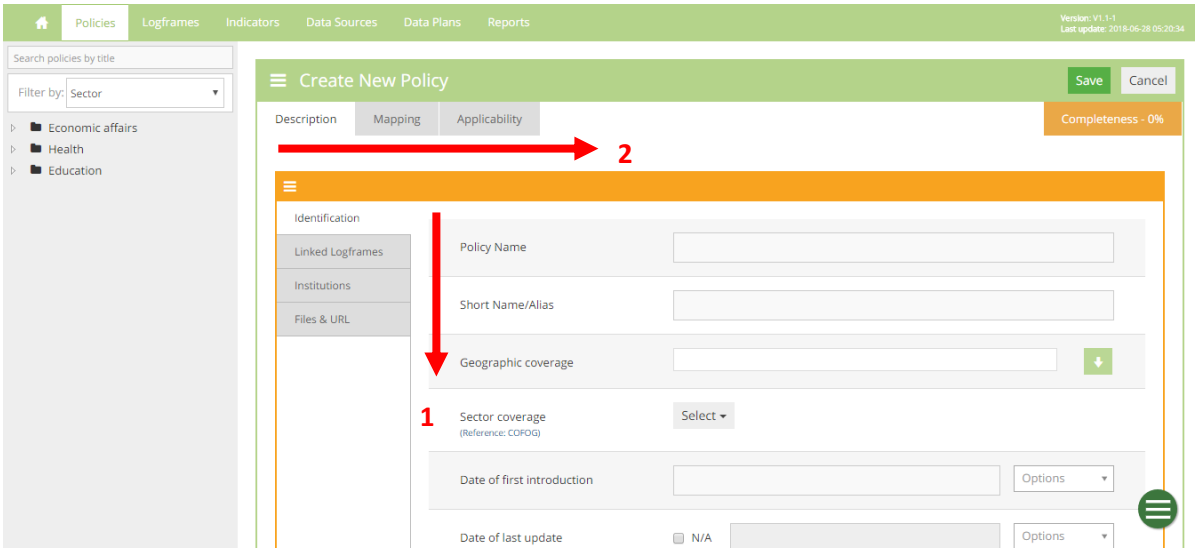
Figure 46: The Policies menu – a first glance





To add a new policy in ADAPT, simply click on the *+Add Policy* option. The following screen appears (Figure 47). The red arrows depict the sequence in which the information must be entered: first, the vertical fields for each tab in the horizontal row should be filled out (arrow 1); then, in the next fields should be compiled, horizontally (arrow 2).

Figure 47: What to enter in the Policies menu

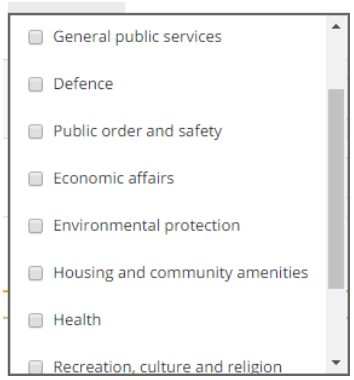


Box 4 – In Practice! Entering information vertically (1) and then horizontally (2)

Note that the input screen in Figure 46 above depicts a series of tabbed entries. These tabs are horizontal and vertical. This general pattern of tabbed entries is repeated for every menu item. In general, we recommend that you first input information in the vertical entries and then move across with horizontal entry, because vertical tabs are nested within horizontal ones.

Now, simply fill out the required information corresponding to each field, most of which is described in Table 3 below.

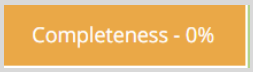
Table 3: What to enter in *Policies*

Horizontal tab	**Vertical Tab**	**Field**	**Description, if required**
Description	Identification	Policy name	The formal name of the policy document – for example, "National Socio-Economic Development Plan"
		Short name/alias	Using the above example, "NSEDP" (the acronym for National Socio-Economic Development Plan)
		Geographic coverage	The geographic area (state, country, region, etc.) covered by the given policy. Generally, national policies are applicable at the state level; however, state-level policies may not be applicable at the country level. Thus, ensure that the appropriate boxes are checked. ***(See Box 6 – Entering geographic coverage)***
		Is this the National Development Plan (NDP)?	*Yes* or *No*
		Sector coverage	The sector(s) for which the given policy is applicable.  These sectors are based on COFOG, which is maintained by UNSD. For more information on COFOG, see UNSD, 2000, *Classifications of Expenditure According to Purpose*, Statistical Papers Series M, No. 84, pp. 35-74 (https://unstats.un.org/unsd/publication/SeriesM/SeriesM_84E.pdf).
		Date of first introduction	
		Date of last update	

	Linked Logframes	Yes/No	This indicates whether a policy has an attached M&E framework or results chain. It is a cross-cutting field that also appears in *Logframes* to double-check the consistency of entries.
		If Yes, 	You can either go to the next menu item to quickly enter the basic logframe details (if they have not been entered already), so that the drop-down list has the corresponding logframe name, or simply click on *Add later* and enter the details after the *Policy* section has been completed. As this is a cross-cutting field, and the linking occurs by means of a drop-down menu based on logframe names that have already been entered, an *Add later* option is provided, to allow them to return to this field when the relevant *Logframe* section has been compiled. *Full* and *Partial* coverage of the link between *Policy* and *Logframe* indicate the extent of linkage between the two.
	Organisations	Choose organisation	This indicates the key institutions involved in the policy process by role. Recall that these institutions were defined when entering organisations in *Configuration Settings* under *Site Administration*. Here, they are simply input using a drop-down list.
		Choose role	Three choices are provided: • Designing • Implementing • Monitoring & Evaluation See the Glossary of Terms (Annex 5.1) for detailed definitions of these terms.
	Files & URL	Choose files	Maximum file size allowed: 5 MB. Allowed extensions: .pdf, .doc, .docx, .xls and .xlsx.
		Link URL	Insert the web link
Mapping ***(See Box 7 – Mapping in ADAPT)***		Policy to be mapped onto	Indicates overlapping sectors between any given policy plans. For example, a sectoral plan and a national plan may apply to the same sector, which could be mapped.
		Base policy	The policy that is currently being entered (highlighted in blue)

	Mapped policy	The policy to be mapped onto the currently selected policy. This is a cross-cutting field as the mapping goes from Policy A to Policy B and from Policy B to Policy A.
Applicability	Applicability in country (Yes/No)	Usually, *Yes* – a given policy (such as national or sectoral plans) is applicable to a country. However, a regional or global policy to be entered in ADAPT may not be applicable to that particular country.

Box 5 – Worth noting! The Completeness score

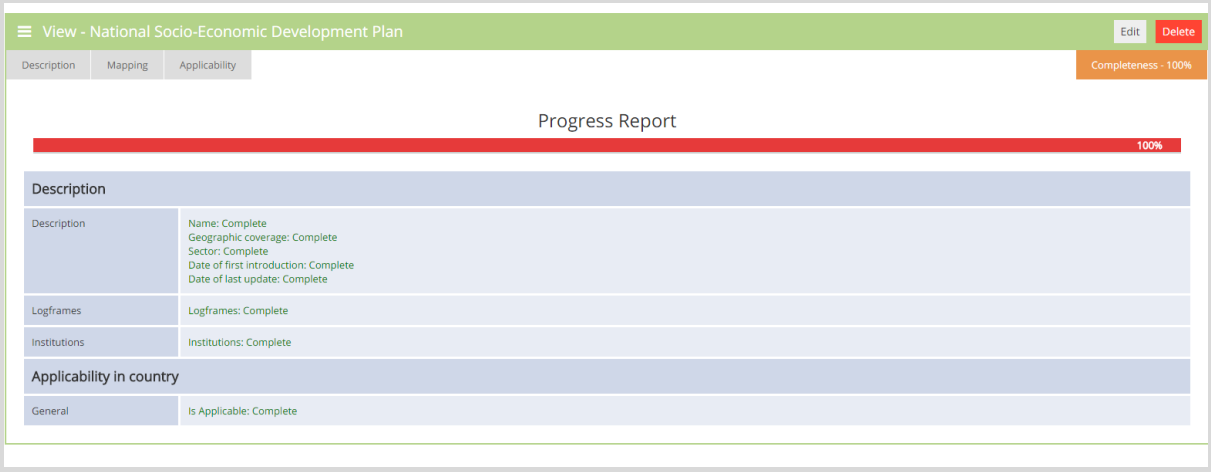


ADAPT provides users with a Completeness score (see top right-hand corner of the entry screen). This provides guidance on how much of the required information has been filled in and on the remaining fields to be completed to achieve a higher score.

You will find the Completeness score tab in every menu item of ADAPT. Upon clicking on the tab, you may find a detailed Progress Report, which shows exactly which fields are empty or complete, leading to the current score. It is not necessary to fill every field to achieve a completeness score of 100%.

A Progress Report with a Completeness score of 100% is shown below for reference:

Figure 48: Progress Report for Completeness score



Box 6 – Worth noting! Entering geographic coverage

Geographic coverage refers to the area (country, region, province, etc.) that is covered by a policy, logframe, indicator, data source, data plan or organisation. It is a field that will pop up frequently when entering information in the menu items.

For ADAPT, the hierarchy of geographic coverage (or geographic levels) is normally understood as the following: Global -> Regional (for example, a group of countries such as an intercontinental subgrouping or an economic or political bloc) -> National -> Sub-National (Province/State -> District -> Village, etc.). It is crucial to note that if an item is applicable at a higher geographic level, it does not necessarily also apply at a lower one.

1. For organisations, policies, logframes and data plans:

Any item applicable at a higher geographic level is also applicable at a lower one. Therefore, ADAPT enables the automatic selection of all “child” nodes under a parent node, if a parent node has been selected for these.

2. For indicators and data sources:

Items applicable at a higher geographic level may or may not be applicable at a lower one. Therefore, ADAPT does not automatically select all “child” nodes under a parent node, if a parent node has been selected. These must be manually selected by users on a case-by-case basis.

Box 7 – Worth noting! Mapping in ADAPT

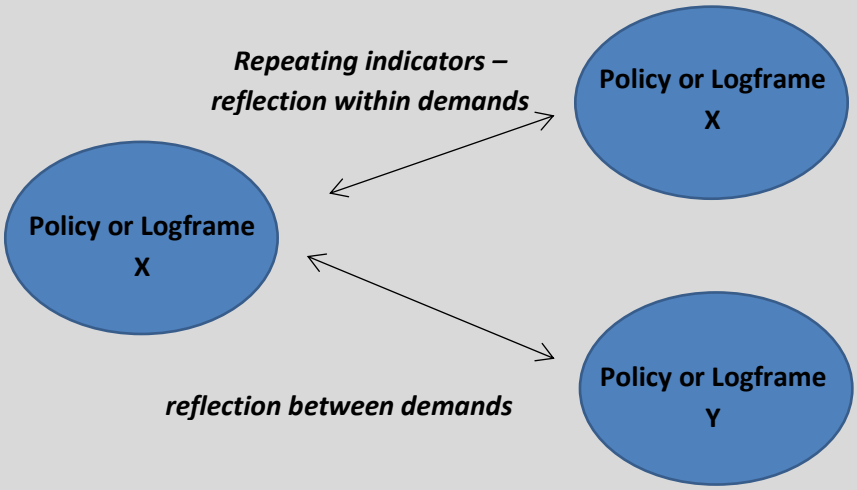
Mapping is one of the most integral functions performed by ADAPT. It appears in the *Policies*, *Indicators* and *Data Plans* menu items.

Mapping is the action of linking different objects over a common element in ADAPT.

For policies, the object is Policy X and Policy Y, whereas the common element over which the mapping is done is the sector.

For data plans, the objects are Data Plan X and Data Plan Y, whereas the common element over which the mapping is done is the activity.

For indicators, the objects are Policy/Logframe X and Policy/Logframe X (in case of repeating indicators, that is, reflection "within" demands) or Policy/Logframe Y (in case of reflection "between demands"), whereas the common element over which the mapping is done is the indicator itself. Note that reflection is simply a special type of mapping: specifically, mapping between the same elements.



In conclusion, in ADAPT, policies may be mapped based on common sectors; common (or repeating) indicators can be mapped across different (or the same) policies or logframes; and data plans can be mapped on the basis of common activities.

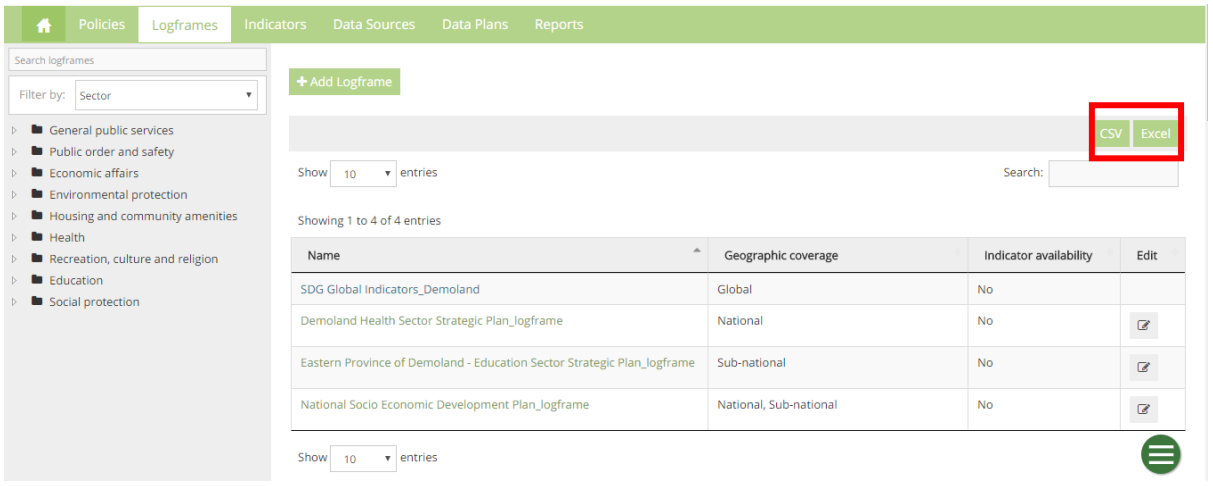
4.2.2 Logframes

A logframe, which is an abbreviation for logical framework, is an integral aspect of a robust policy document. Effective development planning usually includes a mechanism for the M&E of the outcomes of policy interventions in the short and the long term, and this is captured by a results chain framework. See Section 5 (Annex 5.2) for a detailed explanation of the concept.

ADAPT's logframe section, which is based on the terminology proposed by the OECD Development Assistance Committee (DAC),[5] plays a crucial role in enabling the standardisation of the underlying results chain framework of various policy documents, each of which may follow a different semantic structure. It helps to develop logframe structures that are coherent and compatible across sectors and administrative divisions.

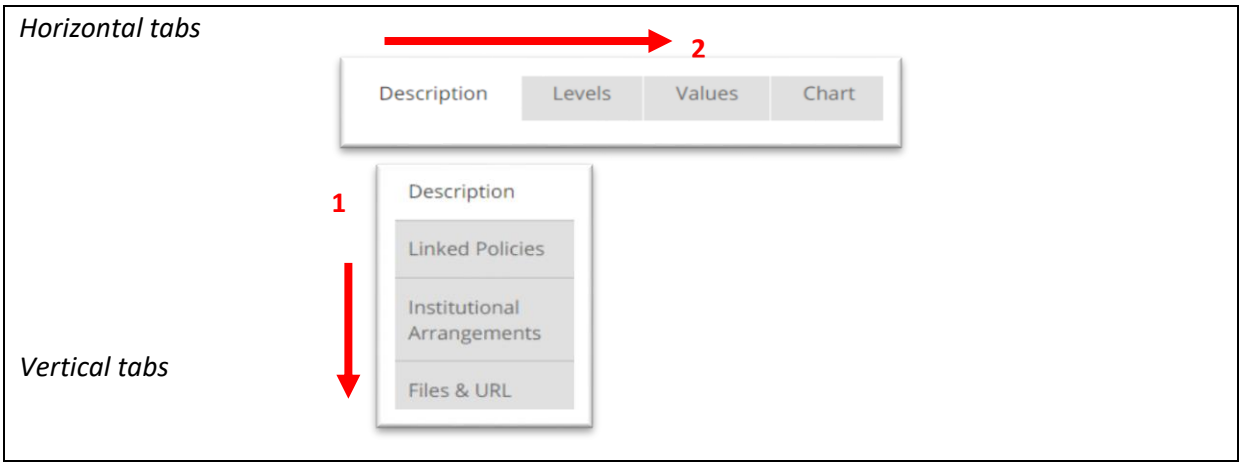
Figure 48 below shows the first screen that appears upon clicking on the *Logframes* menu, indicating that four logframes have been entered into the system – similar to the first *Policies* screen depicted in Figure 1. As before, the left side of the screen displays the options for performing a *Search* of a logframe by title or to *Filter* according to different criteria: sector, date, policy and geographic coverage. Clicking on the arrowheads (to the left of each criterion's fields) extends the tree in the expanded grey portion, as before. Note that the list of logframes is downloadable directly in CSV or Excel format.

Figure 49: The *Logframes* menu – a first glance



[5] See Section 5 (Annex 5.2) for a detailed explanation of this concept.

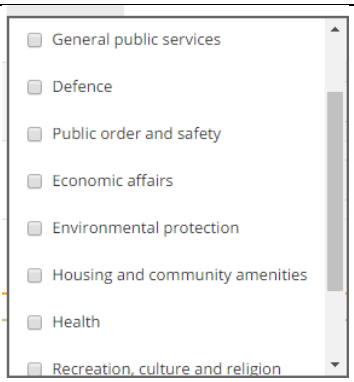
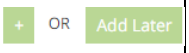
To add a new logframe in ADAPT, simply click on the + Add Logframe button. A familiar screen pops up and the following set of horizontal and vertical tabs appears. The numbers next to the red arrows indicate the sequence in which you should fill in the information.



The following table summarises the information that is required or action that should be undertaken in each tab.

Table 4: What to enter in the *Logframes* menu

Horizontal tab	**Vertical tab**	**Field**	**Description, if required**
Description	Description	Name of the logframe	Usually, there are no separate formal names for logframes if they are attached to a particular policy. In this case, they could be denoted as "National Socio-Economic Development Plan_logframe".
		Short name/alias	For example, NSEDP (for National Socio-Economic Development Plan).
		Geographic coverage	The geographic area (state, country, region, etc.) covered by the given logframe. In general, like policies, logframes that are applicable at a higher geographic level are also valid at lower levels. However, the converse may not be true. Thus, ensure that the boxes have been "checked" appropriately.
		Sector coverage	The sector(s) for which the given logframe is applicable.

			 These sectors are based on COFOG, which is maintained by the UNSD. For further information on COFOG, see UNSD, 2000, *Classifications of Expenditure According to Purpose*, Statistical Papers Series M, No. 84, pp. 35-74 (https://unstats.un.org/unsd/publication/SeriesM/SeriesM_84E.pdf)
		Highest frequency of monitoring	How often the logframe is monitored; this value can be entered in terms of days, months or years.
		Start date	
		End date	
	Linked Policies	Existence of a target policy for the logframe? Yes/No	This indicates whether a logframe is attached to a corresponding policy. Recall that this is a cross-cutting field that also appears in the *Policies* menu item. It is interesting to note that logframes can also exist independently of a policy document. ***See Box 8 below.***
		If *Yes*, 	You can either add directly from a list of policies that have already been entered or choose to click on *Add later*, after the *Policy* section has been completed. As this is a cross-cutting field, and the linking occurs by means of a drop-down menu based on policies that have already been entered, the *Add later* option is provided for users to return to this field when the relevant *Policies* section has been compiled. *Full* and *Partial* coverage of the link between *Policy* and *Logframe* indicate the extent of the linkage between the two.

	Organisations	Choose organisation	This indicates the organisations involved and their roles, which can be either owner of or contributor to the logframe. (Recall that these organisations were defined in *Configuration Settings*, under *Site Administration*) and are input simply using the drop-down list provided here.
		Choose role	Two choices are provided: • Owner • Contributor
	Files & URL	Choose files	Maximum file size allowed: 5 MB. Allowed extensions: .pdf, .doc, .docx, .xls, .xlsx.
		Link URL	Insert the web link.
Levels ***(see Box 9 – Navigating through the Logframes Menu, below)***		Name (node)	This is the first step in digitalising the underlying results chain framework of the logframe. Note that this function appears when you click on "Add Level" in the Level tab. Levels denote the different levels or stages of the results articulated in a particular results chain framework of the logframe. "Node" is simply the name of that level. Typical examples of Nodes are outputs, pillars, impacts, outcomes, goals, strategies, etc.
		Results Chain (Select type)	Selection of the level type is important because this is where the terminology used in different policies and attached logframes are usually harmonised to ADAPT (or OECD DAC) results chain terminology. The terminology used may be the same (for example, the logframe details the "Outputs" of a policy intervention – a category that is available in ADAPT). However, often, it is different (for example, the logframe may detail the "Goals" of a policy intervention – a category that is not available in ADAPT). The highest level is usually a broad policy impact. A logframe could then present secondary levels (usually two) that have policy outcomes. These may be understood as having a shorter timeframe (see Annex 5.2 for a detailed explanation). All nodes previously entered must be categorised as one of the following ADAPT level types: • Inputs – the financial, human and material resources used • Activities – the actions taken or work performed to transform inputs into outputs

			• Output – the products, capital goods and services resulting in changes relevant to outcomes • Outcomes – the policy's short- or medium-term effects • Impacts – the long-term effects produced by the policy
		Presence of Indicators?	Ticking the box denotes the levels of the logframe at which indicators are present. Note that in an M&E framework, indicators can be present at more than one level.
		Values	This is related to the next horizontal tab in the Logframe menu item, *Values*. It displays the number of entries that each level contains. For example, if four outcomes are articulated in the logframe, then, next to the *Outcomes* node, the *Values* option will display the number 4.
		Edit 	The green icon can be used to "nest" lower levels into higher ones. The red one can be used to delete the nesting.
Values		*+Add Values*	Values provide the interface to actually enter the specific goals, impacts, objectives (or other levels) articulated in the logframe. Note that when clicking on the *Values* tab, to the left, a number of new tabs emerge that are the same as the nodes provided in the previous tab. This is depicted in the figures presented in ***Box 9 – Navigating the Logframes Menu.***
Tabular view			This enables visualisation of the logframe structure in a tabular form. ***See Box 9 – Navigating the Logframes Menu.***

Box 8 – Did you know? Logframes without policies!

Logframes can exist independently of a policy document. An example is the Minimum Set of Gender Indicators prepared by the United Nations Statistical Commission (UNSC) as a "guide for national production and international compilation of gender statistics." It is a collection of 52 quantitative and 11 qualitative indicators, classified across three tiers.

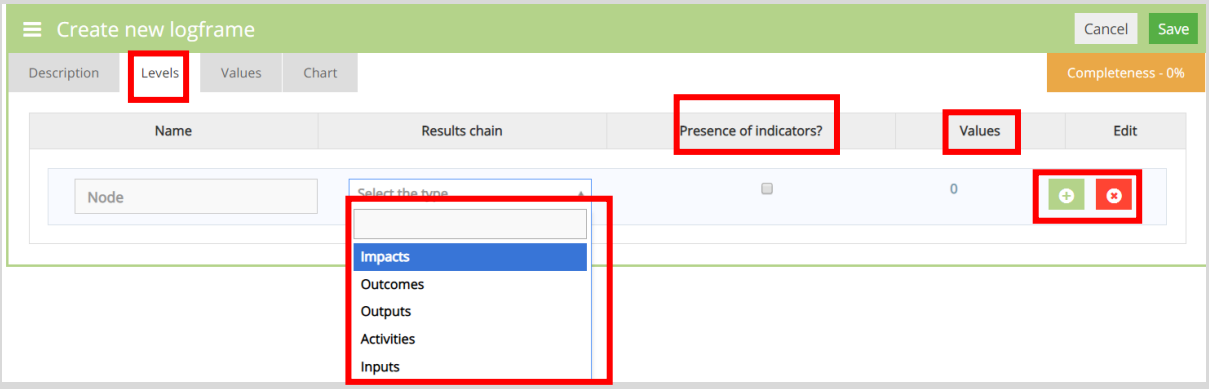
Although the Agenda 2030 mentions gender equality as the fifth goal within the SDGs, which could serve as the "link" to a policy – it could be argued that there is no specific policy document pertaining to this particular set of indicators.

Source: https://genderstats.un.org/#/home

Box 9 – In Practice! Navigating the *Logframes* menu

Figure 49 displays the screen that appears when you click on *Add Level*. Each of the elements captured by the red rectangles is explained in the table above.

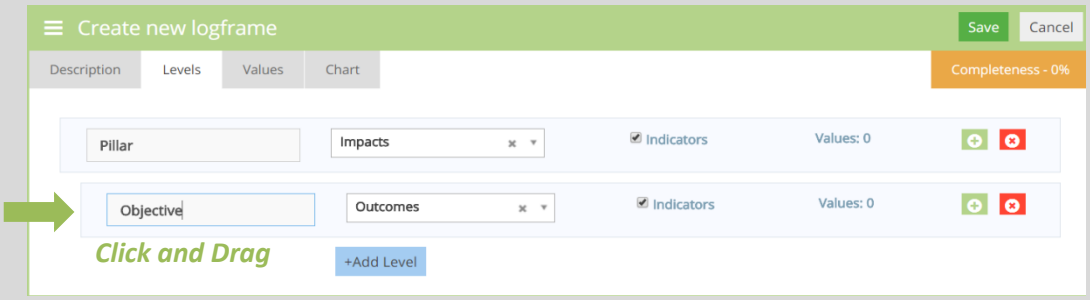
Figure 50: Adding levels in *Logframes*



ADAPT allows for nesting of the levels using these icons. 

Otherwise, simply click on and drag the lower-level hierarchy, and indent it. As in the screenshot below, each pillar (each of which is an "Impact", or higher node) will now have an objective (which is an "Outcome" – a lower node). Note that indicators are present at both levels. *Save* your changes.

Figure 51: Adding levels in *Logframes* – an example

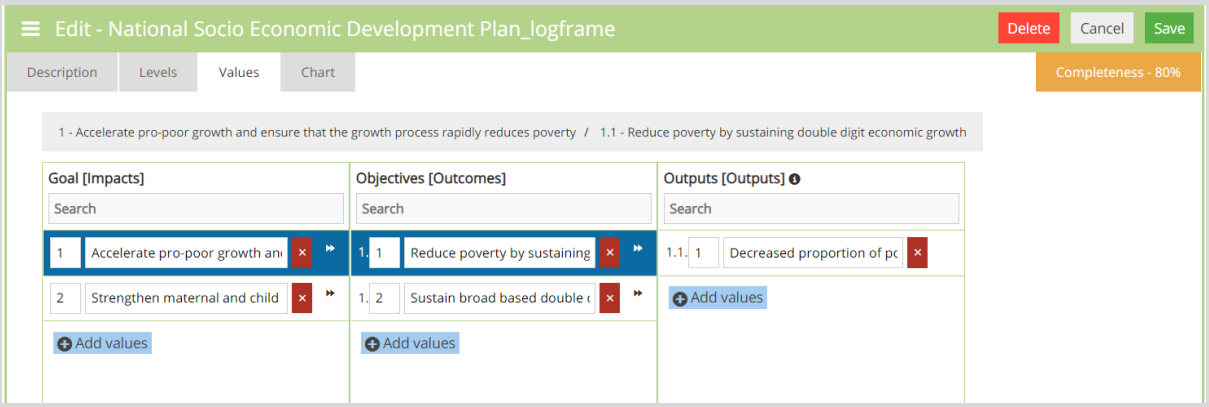


For further details on how to operationalise the results chain frameworks of policy documents, refer to Annex 5.2.

You may now systematically enter the different pillars/objectives/outputs/goals (and other *levels*) in *Values* by selecting the corresponding levels and clicking on 

.

Figure 52: Adding values in the *Logframes* menu – an example (cont'd)



Note the red [x] box to the right of the field. Clicking this control will delete the field name entered.

Before continuing, make sure that you save your work by clicking on the *Save* button:

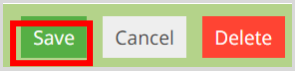
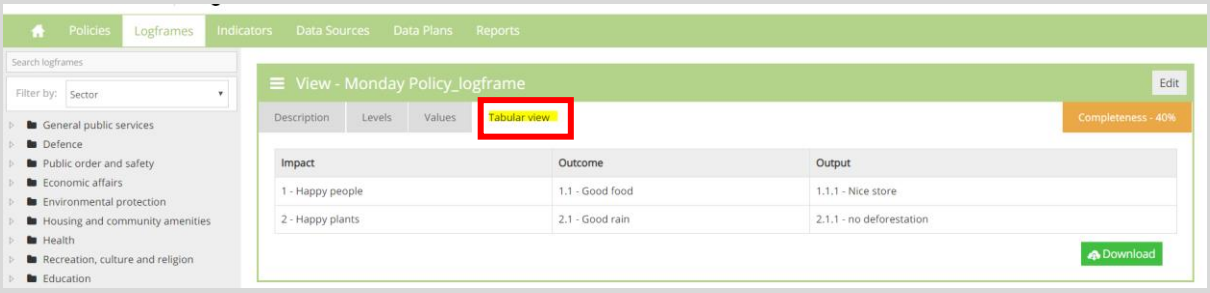


Figure 53: Tabular View in the *Logframes* menu

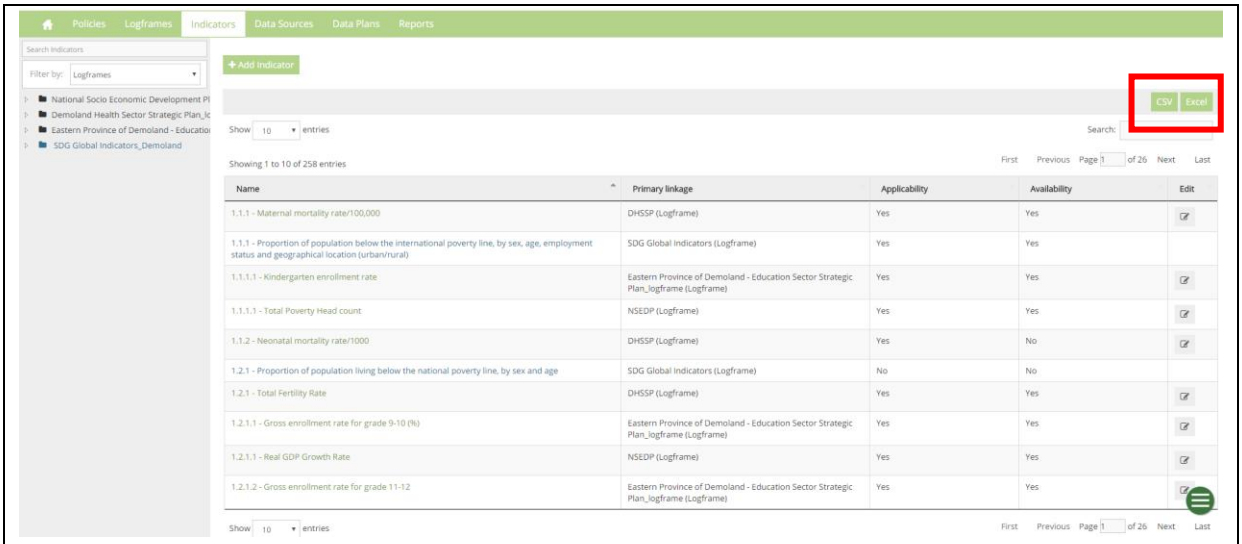


4.2.3 Indicators

The *Indicators* menu item is where demand-side and supply-side elements meet. It contains a repository of all indicators demanded by a policy or logframe (or even indicators without links to either) and corresponding information on their availability. Here, the role of the mapping functionality is of prime importance in showcasing any overlaps and gaps in planning: a fundamental functionality of ADAPT itself.

Figure 53 illustrates the first screen that appears upon clicking on the *Indicators* menu, showing that 258 indicators have been entered into the system. As before, the left side of the screen displays options to *Search* for an indicator or *Filter* according to logframe or policy. Clicking on the arrowheads to the left of each criterion's fields extends the tree in the expanded grey portion, as before. Note that the list of Logframes may be downloaded directly in CSV or Excel formats.

Figure 54: The *Indicators* menu – a first glance



To add a new indicator in ADAPT, simply click on the + Add Indicator option. The following screen appears (Figure 55); you must indicate whether the indicator is linked to a policy, a logframe or neither.

Figure 55: Create a new indicator

Box 10 – Did you know? Bulk upload feature for indicators!

ADAPT allows for bulk uploading of indicators and related metadata via Microsoft Excel. This feature is described in detail in Section 5.4 of this manual.

Now, as shown in Figure 54 above, choose one of the options listed next to *Link with primary*. If a link exists, you must choose the corresponding policy or logframe from the drop-down list, which contains options of logframes or policies entered in the preceding menu items.

Box 11 – Did you know? Indicators with no links!

It is not necessary for indicators to be linked to a policy or logframe. An example is the Global Strategy to improve Agricultural and Rural Statistics (Global Strategy), prepared by the World Bank, UNSD and the Food and Agriculture Organization of the United Nations (FAO). The Global Strategy specifies a menu of indicators and a Minimum Set of Core Data that are not linked to any global or national policies or logframes.

Source:
http://www.fao.org/fileadmin/templates/ess/documents/meetings_and_workshops/ICAS5/Ag_Statistics_Strategy_Final.pdf

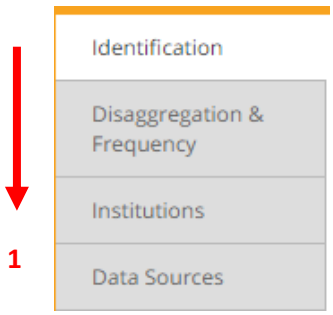
Then, select the specific level and value to which the indicator is attached (recall that the relevant indicator box in the logframe section was checked when defining the nodes). An example is shown in Figure 55 below.

Figure 56: What to enter in the *Indicators* menu

Next, a familiar screen appears, with the following set of horizontal and vertical tabs. If there is no linkage with a policy or logframe, then the *No link* option in the above figure is selected and these horizontal and vertical tabs appear immediately.

The numbers next to the red arrows indicate the sequence in which the information should be entered.

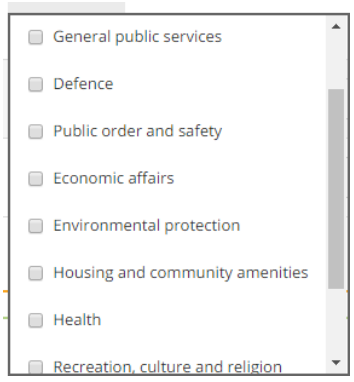
Horizontal tabs



Vertical tabs

Table 5 summarises the information required or action undertaken in each tab.

Table 5: What to enter in the Indicators menu

Horizontal tab	Vertical tab	Field	Description, if required
Description/ Description and Demand Information	Identification	Id	This denotes the identification number of the particular indicator. It follows a logical sequence based on the number of levels in the results chain framework, and the level and value to which the indicator is attached. For example, if there are two indicators attached to the first output of the second outcome, which is attached to the first impact, their ID numbers would be 1.2.1.1 and 1.2.1.2 (ADAPT will automatically enter the first three values for impact (1) -> outcome (2) -> output (1); you must assign 1 and 2 for the indicators, respectively).
		Name of indicator	The full name of the indicator, for example "Maternal mortality rate" (MMR).
		Short name/alias	Using the above example, MMR
		Unit of measurement	ADAPT contains a library of standard units of measurement from which an option can be entered. For example, for MMR, the unit of measurement is usually "Per 100,000 (Units)".
		Sector coverage	The sector(s) to which the given indicator is applicable.  These sectors are based on COFOG maintained by UNSD. For more information on COFOG, see UNSD, 2000, *Classifications of Expenditure According to Purpose*, Statistical Papers Series M, No. 84, pp. 35-74 (https://unstats.un.org/unsd/publication/SeriesM/SeriesM_84E.pdf).
		Definition	This is the official definition of the indicator. For example, MMR is the annual number of female deaths per 100 000 live births from any cause related to

			or aggravated by pregnancy or its management (excluding accidental or incidental causes).
		Formula	The formula used to calculate the indicator. ***Note!*** You will not be able to input the formula as it is, because special characters are not permitted in ADAPT yet. Therefore, the formula can be described in the text, if required.
		Rationale	The rationale for including the indicator.
		Concepts	Any additional concepts related to the indicator.
		Comments and limitations	Any shortcomings of the indicator or further comments for reference.
		Priority	Priority ranking of the indicator (choice of ranking available: first, second and third). Recall that this can be defined under *Site Administration*, when setting the configuration (Section 3.2 of this Manual).
		Collection	In ADAPT, this term refers to a group of indicators with shared element(s), as uniquely predefined by ADAPT users under *Site Administration*. This was described in Section 3.2 of the manual, under *Configuration Settings*.
	Disaggregation & Frequency	Disaggregation	This denotes the disaggregation categories demanded or required of an indicator. For example, a policy may require disaggregation for MMR by the "Location (Rural/Urban)" category. ADAPT provides a list of such categories in the drop-down menu that appears when clicking on this icon:  .
		Geographic coverage	This denotes the geographic area for which the given indicator is required. Here, unlike the case for *Policies* and *Logframes*, an indicator that is applicable at a higher geographic level may not be applicable to a lower one. For instance, MMR, which is applicable at national level, is not applicable at province level. Thus, ensure that the boxes have been checked appropriately.

		Frequency	This denotes how often the indicator must be produced; the value can be entered in terms of days, months or years.
	Organisations	Choose organisation	This indicates the key institutions proposed or recommended in the indicator production process, by role. Recall that these institutions were defined when entering organisations in *Configuration Settings* under *Site Administration*, and are input simply using a drop-down list provided here.
		Choose role	Four choices are provided: • Data collection • Data compilation • Data validation • Data dissemination See the Glossary of Terms (Annex 5.1) for a detailed definition of these terms.
	Data Sources	Choose data source category	This denotes the data source of the required indicator. ADAPT has a predetermined, comprehensive list of various data sources grouped under the following categories: • Censuses and Surveys • Registers and Administrative Data • Mixed Sources • Other Data **Tip!** Remember to click on the + icon after selecting a data source from the drop-down menu and save your information.
	Box 12 – In Practice! Filling in the indicator demand description Examples of compiled indicator fields – such as concepts, rationale, comments and limitations – are available in the SDG indicator metadata repository (https://unstats.un.org/sdgs/metadata/). For instance, relevant information for indicator 1.1.1 ("Proportion of population below the international poverty line, by sex, age, employment status and geographic location") may be found here: https://unstats.un.org/sdgs/metadata/files/Metadata-01-01-01a.pdf.		

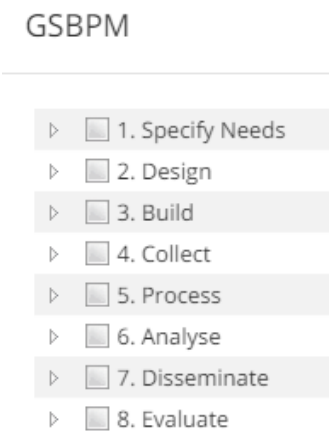
Mapping ***(See Box 7 – Mapping in ADAPT)***		Reflection between demands? Yes/No	This denotes whether the same or a similar indicator is required for different policies or logframes. In other words, it serves to reflect the overlapping indicator demands of different policies or logframes.
		Reflection within the demand? Yes/No	This denotes whether the same or a similar indicator is required within the same policy or logframe. In other words, it serves to highlight repetition in demand for an indicator from the same source (policy or logframe). The steps follow the same structure as in the previous case *Policies.*
Applicability		Yes/No	This denotes whether the indicator is applicable. If *No* is selected, you must input a reason for the answer from a drop-down list, which contains the following options: • Country not within target category/group • Geographically incompatible • Other
Availability	Identification	Indicator (observation value) available in the country? Yes/No/To be checked	This is where the input of supply-side information for the indicator begins.
		If *No*	If no corresponding availability for the indicator is required, then ADAPT provides the option of entering a proxy indicator for the same.
		Does a proxy indicator (indirect measurement that approximates or represents the phenomenon in the absence of a direct measure) exist?	There are three choices: *Yes*, *No* and *To be checked*. If *Yes* is chosen, • choose the origin of the proxy indicator: Policy, Logframe or No link; • then, choose the precise proxy indicator from the drop-down list. This list features the indicators previously entered into the system.

			If *No* is chosen, • click on the option *No*. A third option, *To be checked*, is provided to allow for the possibility of proxy indicators arising when the list of indicators entered into the system expands at a later stage.
		Box 13 – In Practice! Proxy as supply-side mapping A proxy is conceptually akin to a "supply-side" mapping. Therefore, it is recommended that once a proxy indicator has been entered for the unavailable original indicator, the two indicators also be linked on the demand side. This means that the two processes must proceed together. Once a proxy indicator for an indicator has been identified, it must also be mapped under *Indicators -> Mapping -> Reflection between demands*. It is also worth noting that while all proxy indicators (P) imply demand-side mapping (M), a demand-side mapping of indicators DOES NOT imply that one of the indicators is a proxy for the other. P => M, but M=/> P	
		If *Yes*	
		The most recent point in time or period of time to which the observation value actually refers.	If *Point-in-time* is chosen, then the following information must be entered: • Date (year or month) • Data dissemination (publication/database) release name • Data dissemination (publication/database) release link If *Period-of-time* is chosen, then the following information must be entered: • Start date (year or month) • End date (year or month) • Data dissemination (publication/database) release name • Data dissemination (publication/database) release link

	Disaggregation & frequency	Disaggregation	As a corollary to the demand-side information of the indicator, this denotes the disaggregation categories of the indicator available. For example, the MMR indicator may be available together with the "Location (Rural/Urban)" disaggregation category. ADAPT provides a list of these categories in the drop-down menu that appears upon clicking on the icon  .
		Geographic coverage	This denotes the geographic area for which a given indicator is produced. In this case, unlike for *Policies* and *Logframes*, an indicator that is applicable at a higher geographic level may not be applicable at a lower one. For instance, MMR, which is applicable at national level, is not applicable at province level. Therefore, ensure that the boxes have been checked appropriately.
		Frequency	This denotes how often the indicator available is actually produced; the value may be entered in terms of days, months or years.
	Organisations	Choose organisations	This indicates the key institutions involved in the indicator production process, by role. Recall that these institutions were defined when entering organisations in *Configuration Settings* under *Site Administration*, and are input here simply using a drop-down list.
		Choose role	Four choices are provided: • Data collection • Data compilation • Data validation • Data dissemination See the Glossary of Terms (Annex 5.1) for detailed definitions of these terms.
	Data Sources	Data source category	This denotes the data source of the available indicator. ADAPT has a predetermined, comprehensive list of various data sources, grouped under the following categories: • Censuses and Surveys

			• Registers and Administrative Data • Mixed sources • Other data **Tip!** Remember to click on the  icon after selecting a data source from the drop-down menu.
		Data source name	This denotes the precise data source from which the available indicator is produced. The value is entered using a drop-down list that contains information fed from the *Data Sources* menu tab (see Section 4.2.4.). **Tip!** You should enter information relating to the *Data Sources* menu item before proceeding to the *Indicators* menu item, even if the *Data Sources* menu item is sequentially placed after it. This way, the drop-down list is already populated.
		Prevailing data source category	**Definition.** Prevailing data sources pertain to how an indicator is compiled. The prevailing data sources category for a given indicator is defined as the category which provides or is expected to provide in future: (i) all data needed for its compilation or (ii) data on the indicator's numerator (as these data are specific to the indicator) while data on the indicators denominator are compiled from the data sources common to many indicators, e.g. country's population or GDP. If neither of these two cases apply (e.g. the numerator requires use of different categories of data sources) the prevailing category is designated as mixed sources. The category of mixed data sources is used also in the cases when various data sources might be used but there is no sufficient information. **Examples (in case of SDG indicators).** Prevailing data sources for indicator "1.2.1 Proportion of population living below the national poverty line, by sex and age" are statistical (the population census and household surveys provide the required data) while prevailing data sources for indicator "1.a.2 Proportion of total government spending on essential services (education, health and social protection)" are administrative (records of the responsible

			governmental agencies are used to compile this indicator). Prevailing data sources for indicators "9.c.1 Proportion of population covered by a mobile network, by technology" and "11.5.2 Direct disaster economic loss in relation to global gross domestic product (GDP)" are administrative as data on the population covered by a mobile network, by technology, and on direct economic losses due to disasters are typically compiled from the administrative records of the relevant governmental agencies. Prevailing data sources for indicator "1.3.1 Proportion of population covered by social protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, persons with disabilities, pregnant women, newborns, work-injury victims and the poor and the vulnerable" are designated as mixed since the evaluation of the indicator's numerator might require use of both statistical and administrative data sources
Compliance			This is an integral ADAPT feature in which the demand (*Required*) and supply (*Produced*) information entered previously for a particular indicator is visualised in the form of a table. The parameters over which the comparison is made are: *Frequency*, *Disaggregation* and *Geographic Level*. Each parameter is given a score out of 100 and the *Total Score* is a summation over the three parameters. The compliance score, which shows the alignment between supply and demand, is the key statistic.
Feasibility			This refers to the ease with which an indicator can be produced in the "current" period (generally, the next zero to three years) or in the "near future" (generally, three to five years). In order to simplify data capturing, the assessment of "current" dependency on external assistance combines both the technical and financial external assistance in one field. However, for the assessment of dependency on external assistance in "near future" it requires separate data entry for (a.) additional external technical assistance and (b.) additional external financial resource requirements.

			This is done because often countries are not able to differentiate clearly between these two components (financial and technical) of eternal assistance for the short term.
	Current (generally, the next zero to three years)	Comprehensiveness of available microdata to produce the indicator (observation value)	Four options are available: • High • Medium • Low • Nil
		External technical & financial assistance requirement	Three options are available: • High • Medium • Low
		Technical assistance requirement by the phases of the General Statistical Business Process Model (GSBPM)	Yes/No If *Yes*, then select the relevant phase(s) according to the GSBPM. 
	Near future (generally, three to five years)	Feasibility to compile and produce	Three options are available in the drop-down list: • Easily feasible • Feasible with a strong effort • Not feasible even with a strong effort
		Additional technical assistance requirements	Three options are available from the drop-down list: • Low • Medium • High

		Additional financial resource requirements	Three options are available from the drop-down list: • Low • Medium • High

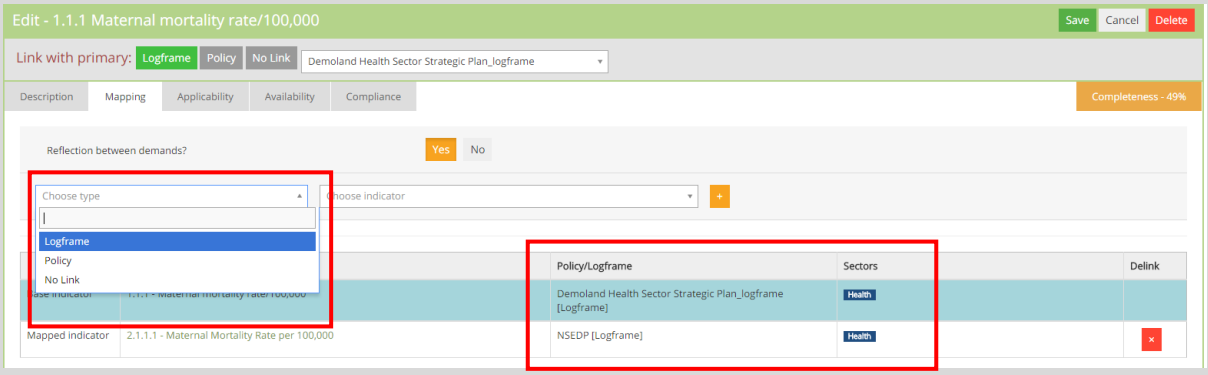
Box 14 – In Practice! Navigating the *Indicators* menu

Reflection between demands

In this case, the base indicator will be the one being input, attached to a particular policy or logframe and a given sector. In the screenshot below, the Base indicator is highlighted in light blue.

The corresponding "Mapped indicator" must be chosen on the basis of the drop-down-menu entry (Logframe, Policy or No Link) selected, as depicted in the screenshot below:

Figure 57: Reflection between demands



For instance, MMR may be required by a particular health sector plan as well as a separate national development plan.

Figure 58: Reflection between demands – an example

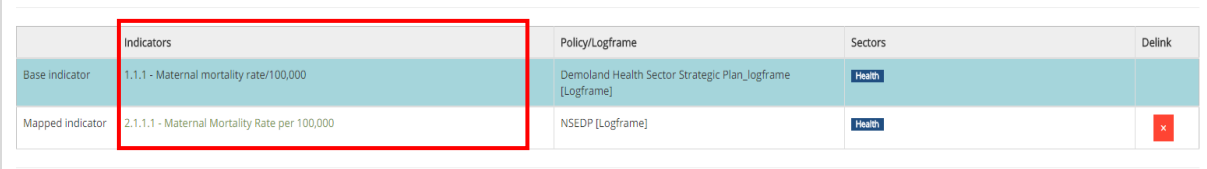


Figure 59: Reflection within demands

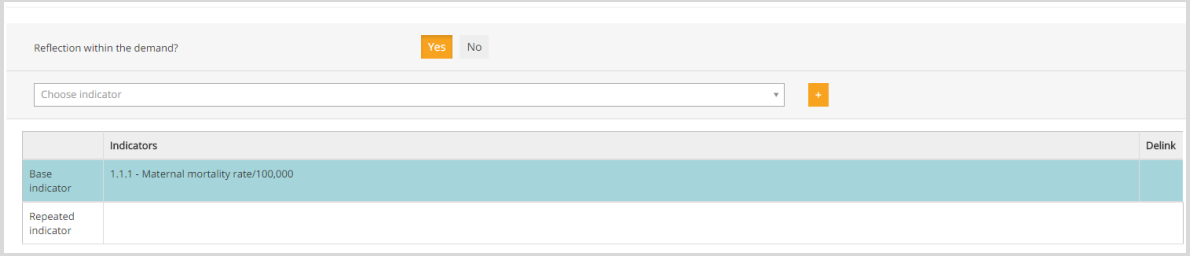


Figure 60: The ADAPT compliance table

	Required	Produced	Score
Frequency	Every: 1 Year	Every: 5 Year	0
Disaggregation	Urban/Rural	Urban/Rural	100
Geographic Level	National	National; Central Province; Eastern Province ; Northern Province; Southern Province ; Western Province ; Freybridge; Meadowhollow; Merrowhaven; Hollowlyn; Newdragon; Rockmount; Snowway; Starryoak; Shadowbrook; Belbourne; Spellcoast; Goldfog; Bushfield; Bellshore; Welledge	100
Total Score			200

4.2.4 Data Sources

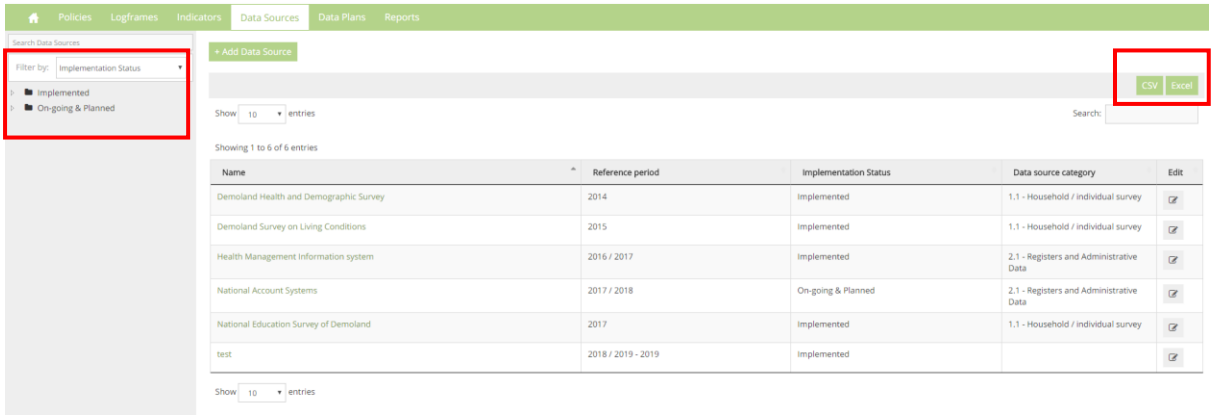
In general, a Data Source refers to a specific dataset, metadata set, and database or metadata repository from which data or metadata are available for various indicators. Therefore, the *Data Sources* menu item is where the bulk of the supply-side information for an indicator is stored, and logically comes after the *Indicators* menu item.

Box 15 – In Practice! Enter *Data Sources* before *Indicators*

Note that the information stored in the *Data Sources* menu is utilised in the *Indicators* menu item (as available indicators are tied to *Data Sources*). Therefore, it is recommended that in practice, users input information into this menu first.

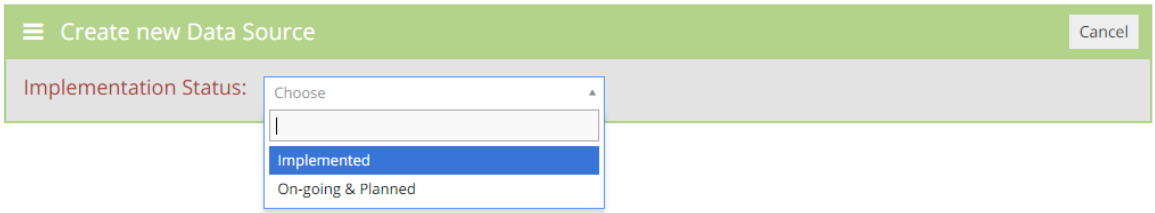
There are several types of data sources, depending on how the data is gathered and on the population they are intended to represent. For instance, Figure 61 below shows the first screen that appears when clicking on *Data Sources*, detailing the sources that have been entered into the system so far. As before, the left side of the screen displays the options to *Search* for an indicator or *Filter* according to different criteria: *Implementation Status*, *Category*, *Geographic coverage* or *Sector*. Clicking on the arrowheads (to the left of each criterion's fields) extends the tree in the expanded grey portion, as before. Note that the list of data sources is downloadable directly in CSV and Excel formats.

Figure 61: The Data Sources menu – a first glance



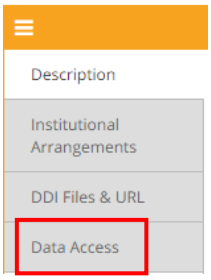
Unlike the menu items explored previously in this manual, *Data Sources* does not contain any horizontal tabs. After clicking on the *+ Add Data Source* button, users are presented with the following options:

Figure 62: Creating a new data source – *Implemented* or *On-going & Planned*?

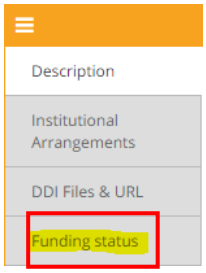


ADAPT accounts for two types of data sources: *Implemented* and *On-going & Planned*.

- *Implemented*
  This means that the data source has been carried out and the data have been produced. When this option is selected, the following vertical tabs appear:



- *On-going & planned*
  These are data sources for which data have not been produced yet and for which operations are ongoing or planned. When this option is selected, the following vertical tabs appear:

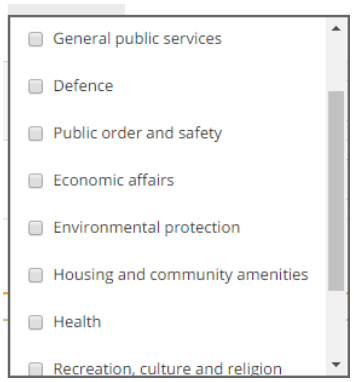


Note that only the last tab has changed, from *Data Access* to *Funding status*. Table 6 below summarises the information required or action undertaken in each vertical tab that appears when either *Implemented* or *On-going & Planned* are selected.

Table 6: What to Enter in the *Data Sources* Menu

Vertical tab	**Field**	**Description, if required**
Description	Data Source Name	This denotes the name of the data source, for example, the National Health and Demographic Survey.
	Reference period	A reference period is the time period for which statistical results are collected or calculated and to which, as a result, these values refer. The time period may be either a calendar year (reference year), a fiscal year, a semester, a quarter, a month or even a day.

		The reference period should be distinguished from the publication time, the period or point in time at which the statistical data are published. The publication year of statistical results may be significantly later than the reference year for which they were collected. The population, statistical units and variables relate to specific times, which may be limited to a reference time point (such as a specific day) or a reference period (for example, a month, a calendar year or a fiscal year). Sources: https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Reference_period; https://stats.oecd.org/glossary/detail.asp?ID=3104
	If *Point-in-time*	Some data relate to a specific time, a reference time point (for example, population variables may refer to a specific day or "the population on 1 January"). Therefore, these values refer to a *Point-in-time*.
	Date	
	If Period-of-time	A period of time usually refers to a length of time with a start date and an end date. Therefore, these values are applicable to this duration, a *Period-of-time*.
	Start date	
	End date	
	Data Source Abbreviation	Using the above example, this would be "NHDS".
	Data source category	This denotes the data source of the required indicator. ADAPT has a predetermined, comprehensive list of various data sources, grouped under the following categories: • Censuses and Surveys • Registers and Administrative Data • Mixed sources • Other data **Tip!** Remember to click on the + icon after selecting a data source from the drop-down menu to save your information.

	Geographic coverage	The geographic area (state, country, region, etc.) covered by the given data source. Here, as for *Indicators*, but unlike the case of *Policies* and *Logframes*, a data source that is applicable at a higher geographic level may not be applicable at a lower one. For instance, the NHDS is applicable at national level, but not at province level. Therefore, ensure that the boxes have been checked appropriately.
	Sector coverage	The sector(s) to which the given data source is applicable.  These sectors are based on COFOG, which is maintained by UNSD. For more information on COFOG, see UNSD, 2000, *Classifications of Expenditure According to Purpose*, Statistical Papers Series M, No. 84, pp. 35-74 (https://unstats.un.org/unsd/publication/SeriesM/SeriesM_84E.pdf).
	Data source integrated in data plan?	Yes/No/To be checked *Data Plan* is the next menu item. See Section 4.2.5.
Organisations	Choose organisation	This denotes the key organisations responsible for the particular data source. Recall that these institutions were defined when entering organisations in *Configuration Settings* under *Site Administration*, and are input here simply using the drop-down list provided.
	Choose role	Three choices are provided: • Design • Data dissemination • Data collection See the Glossary of Terms (Annex 5.1) for detailed definitions of these terms.

DDI Files & URL	DDI file available Yes/No	The DDI is a metadata document that describes previous surveys of this type. This usually means that a country has a National Data Archive containing data collections that are documented using the standard.
	If *Yes* is selected, *Choose Files* appears	Maximum file size allowed: 5 MB. Allowed extensions: .pdf, .doc, .docx, .xls, .xlsx.
	Link URL	Insert the web link.
Data Access (if "Implemented")	Publication name	This is the main publication produced from the *Data Source*. ***Note!*** This entry is different from the publication entered in *Indicators -> Availability -> Identification*. Here, it is related to the dissemination of the *entire* data source (of which a part may have been used to calculate the observation value of the given indicator, previously input under the *Indicator* menu item).
	Publication URL	
	Microdata accessible Yes/No	
Funding status (if *On-going & Planned*)	Funding status	Four options are available in the drop-down list: • All or most of the funding is secured (90-100%) • More than half of the funding is secured (60-89%) • About half of the funding is secured (40-59%) • Less than half of the funding is secured (10-39%) • Little to no funding is secured (0-9%)

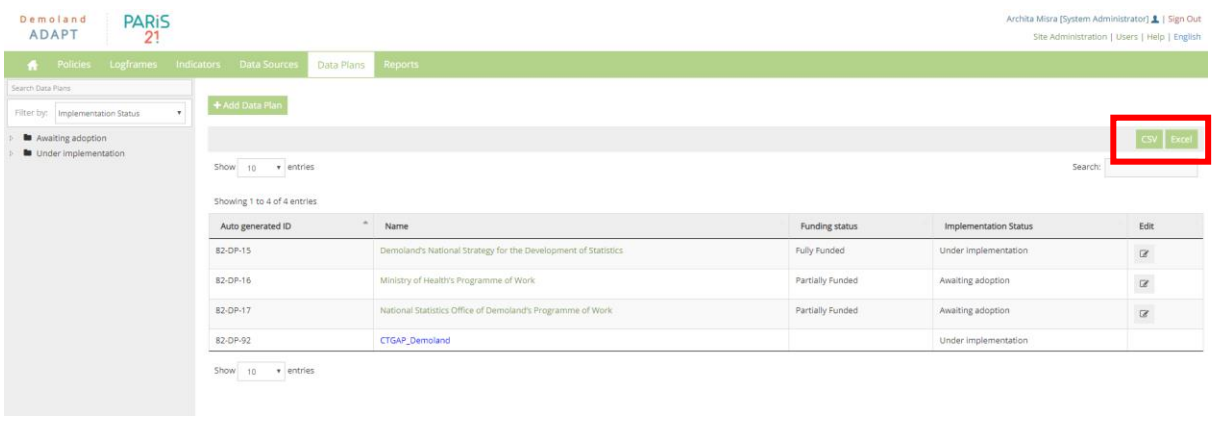
4.2.5 Data Plans

A data plan is a framework, process and product that has the purpose of improving the production and the use of data and statistics. Data plans may be designed at various geographic levels (global, regional, national or subnational). They may be cross-cutting or sector-specific, and may focus on one or several organisations.

Data plans include strategic plans at national level, such as the NSDS, or at global level, such as the Cape Town Global Action Plan (CT-GAP). Data plans also include operational plans. Examples include NSOs' annual programmes of work, the statistical programmes of work of governmental organisations supporting the implementation of a sectoral policy, or the investment plan in data of local development partners. In the context of ADAPT, relevant data plans are those that focus primarily on data systems generating public-policy-relevant data or statistics.

Figure 63 below shows the screen that appears when clicking on *Data Plans*; from the example, it may be seen that three data plans have been entered into the system. As before, the left side of the screen displays the options to *Search* for an indicator or *Filter* according to different criteria: *Implementation Status*, *Policy*, *Geographic coverage* or *Sector*. Clicking on the arrowheads (to the left of each criterion's fields) extends the tree in the expanded grey portion as before. Note that the list of data plans is downloadable directly in CSV or Excel formats.

Figure 63: The *Data Plans* menu – a first glance



To add a new Data Plan in ADAPT, simply click on the + Add Data Plan button. A familiar screen pops up and the following set of horizontal and vertical tabs appears. The numbers next to the red arrows indicate the sequence in which you should fill in the information.

(Note that in the vertical tabs, the section *Monitoring Framework* appears only when the user indicates the existence of a monitoring framework for that data plan in the *Description* section)

Horizontal tabs

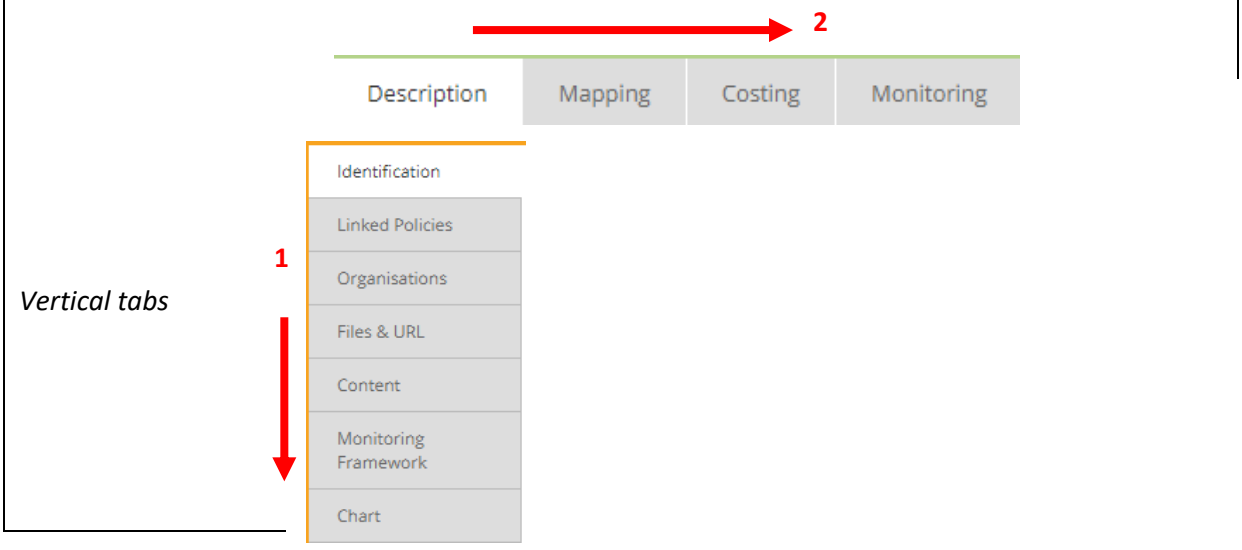
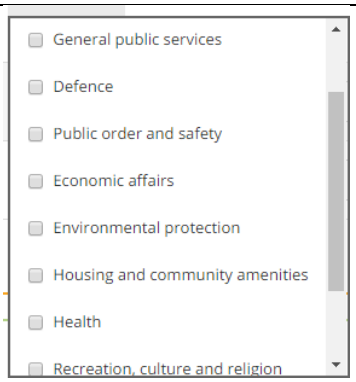
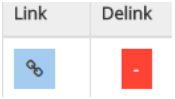


Table 7 below summarises the information required or action undertaken in each horizontal and vertical tab that appears when selecting *Description*.

Table 7: What to enter in the *Data Plans* Menu

Horizontal tab	**Vertical tab**	**Field**	**Description, if required**
Description	Identification	Name of the Data Plan	The formal name of the data plan document, for example "Demoland's National Strategy for the Development of Statistics"
		Short name	Using the above example, NSDS
		Type of the data plan	Two choices are provided: • Strategic plan: for example, the National Strategy for the Development of Statistics • Operational plan: for example, the programme of work of a line ministry
		Geographic coverage	The geographic area (state, country, region, etc.) covered by the given data plan. In general, national data plans are applicable at the state level; however, state-level data plans may not be applicable at the country level. Therefore, ensure that the boxes have been checked appropriately.
		Is this the National Strategy for the Development of Statistics (NSDS)?	*Yes* or *No*
		Sector coverage	The sector(s) to which the given data plan is applicable.

			 These sectors are based on COFOG, which is maintained by UNSD. For more information on COFOG, see UNSD, 2000, *Classifications of Expenditure According to Purpose*, Statistical Papers Series M, No. 84, pp. 35-74 (https://unstats.un.org/unsd/publication/SeriesM/SeriesM_84E.pdf).
		Time span	This denotes the time span of the data plan. Six options are available: • 1 Year • 2 Years • 3 Years • 4 Years • 5 Years • >5 Years
		Funding status	This denotes the funding status of the Data Plan. Three options are available: • Fully Funded • Partially Funded • Not Funded
		Implementation Status	Four options are available: • Being designed • Awaiting adoption • Under implementation • Expired
		Approval date	
		Actual Implementation	

		Start date	
		End date	
		Existence of a monitoring framework for the data plan?	Yes/No If "Yes" is selected, an option to enter the corresponding details emerges in the vertical tabs, under *Content*.
	Linked Policies	Links with development policy? Yes/No	This indicates whether a data plan is attached to a public policy.
		If *Yes*	Choose the relevant policies from the drop-down list of development policies (entered previously) that explicitly mention this data plan. Then, click on  . After adding the relevant policy, the *Link* option takes you directly to the linked policy, whereas the *Delink* option removes the current linkage between the policy and the data plan.  ***(see Box 16 – Navigating the Data Plans Menu,*** Figure 64***)***.
	Organisations	Choose organisation	This indicates the key institutions involved in the policy process, by role. Recall that these institutions were defined when entering organisations in *Configuration Settings* under *Site Administration*, and are input here simply using the drop-down list provided.
		Choose role	Two choices are provided: • Design • Monitoring & Evaluation Refer to Annex 5.1 (Glossary of Terms) for an explanation of the above terms.
	Files & URL	Choose File	Maximum file size allowed: 5 MB. Allowed extensions: .pdf, .doc, .docx, .xls, .xlsx.

		Link URL	Insert the web link.
	Content	Levels	This is similar to the results chain framework in the *Logframes* section, but for data plans ***(see Box 16 – Navigating the Data Plans Menu,*** Figure 65***)***. Note that the level type *Activities* cannot be assigned to any other node than the last one.
		Values	This is similar to the results chain framework in the *Logframes* section, but for data plans ***(see Box 16 – Navigating the Data Plans Menu,*** Figure 66).
		Activities	This tab only appears if the results chain framework contains the level type *Activities*. ***(see Box 16 – Navigating the Data Plans Menu,*** Figure 67-70***)***.
	Monitoring Framework (only appears if the user selected "Yes" for Existence of a monitoring framework in the *Description* -> *Identification* section.)	Levels	Fill in *Levels,* which should be the same as in the *Content* section ***(see Box 16 – Navigating the Data Plans Menu,*** Figure 71***)***.
		Values	Fill in *Values*, which should be the same as in the *Content* section ***(see Box 16 – Navigating the Data Plans Menu,*** Figure 71***)***.
		Indicators	Select the corresponding level and values, and add relevant indicators (necessary for an M&E framework), just as in the case of *Logframes*. The following fields need to be filled: • Means of Verification (i.e. the expected source of information to measure the performance of an indicator) • Baseline (Year and Value) • Target (Year and Value) ***(see Box 16 – Navigating the Data Plans Menu,*** Figure 71***)***.
	Tabular view		The table depicts the Data Plan content or Monitoring framework structure.
Mapping		Base Data Plan	The data plan that is currently being entered (highlighted in blue).

		Mapped Data Plans	The data plan to be mapped onto the currently selected policy. Choose this data plan from the drop down list under "Select data plan to be mapped".
		Status	Three options are provided: • Equal • Similar • Different
Costing	Overview		In ADAPT, **costing** refers to the **estimated** costs of activities in a data plan. The *Overview* shows hierarchical view of activities with colour coding, indicating if activities are costed or not, and if costed - whether they meet the validity conditions or not. There is also a sign next to each activity, which indicates if activities are repeating or not. **Colour coding** An activity will appear in colour **black**, if the user has not entered the cost for that activity. An activity will appear in colour **green** if cost is entered and validity is met (i.e. cost of activity >= sum total of cost of sub-activities). An activity will appear in colour **red** if the cost is entered and validity is unmet (i.e. cost of activity < sum total of cost of sub-activities) (this would require being resolved under Validate tab). An activity will appear in **orange** if cost is entered and validity is met (i.e. cost of activity >= sum total of cost of sub-activities) but at least one sub-activity is in colour red or orange. • Validity will be met: if cost of activity >= sum of cost of sub-activities • Validity will be unmet: if cost of activity < sum of cost of sub-activities Validity is computed only when the activity has sub-activity all costed

	Cost	Search	Under the *Costing* tab, there are two ways to input costs for an activity. One is via Search and another via Browse. In Search, users can search for activities by text (*Activity Name*) or by Date (*start date* and *end date*). This leads to pop-up screens on entering cost details. (***see Box 16 – Navigating the Data Plans Menu,*** Figures 72 and 74).
		Browse	The other way to locate activities to cost is by going to *Browse*. This leads to pop-up screens on entering cost details. (***see Box 16 – Navigating the Data Plans Menu,*** Figures 73 and 74)
	Validate		Under *Validation*, users can see the list of activities (in colour red) along with its sub-activities, where the validity (i.e. if cost of activity >= sum of cost of sub-activities) is not met. In order to resolve them, the user is required to click on the activity (in *Edit* mode). The user can then rationalise the costs in this interface or can click on the *Overwrite Total with Total [Sub-activity (ies)*] button, to overwrite the total cost of activity. (***see Box 16 – Navigating the Data Plans Menu,*** Figure 75)
Monitoring	Monitoring Framework		Here, for each activity of the data plan, users can update the indicators with latest values. Except for the *Monitoring values* column where users can enter the values, all other fields in this interface are restricted for editing. (***see Box 16 – Navigating the Data Plans Menu,*** Figure 76)
	Activity Status	Search	Under the *Activity Status* tab, there are two ways to input the status of an activity. One is via *Search* and another via *Browse*. In *Search*, users can search for activities by text (*Activity Name*) or by Date (*start date* and *end date*).

			This leads to pop-up screens on entering status details. (***see Box 16 – Navigating the Data Plans Menu,*** Figures 77 and 79)
		Browse	The other way to locate activities to enter their status is by going to *Browse*. This leads to pop-up screens on entering status details. (***see Box 16 – Navigating the Data Plans Menu,*** Figures 78 and 79)
	Budget status	Search	In ADAPT, budget refers to the actual funding available rather than estimated costs. In the *Budget Status* tab, there are two ways to reach at an activity for inputting budget (or funding) details for an activity which has been costed previously. One is via *Search* and another via *Browse*. In *Search*, users can search for activities by text (*Activity Name*) or by Date (*start date* and *end date*). ***(see Box 16 – Navigating the Data Plans Menu,*** Figures 80 and 82)
		Browse	The other way to locate activities to enter their budget details is by going to *Browse*. This leads to pop-up screens on entering budget details. This leads to pop-up screens on entering status details. (***see Box 16 – Navigating the Data Plans Menu,*** Figures 81 and 82)

Box 16 – In Practice! Navigating the *Data Plans* menu

Figure 64: Linking a data plan to a policy

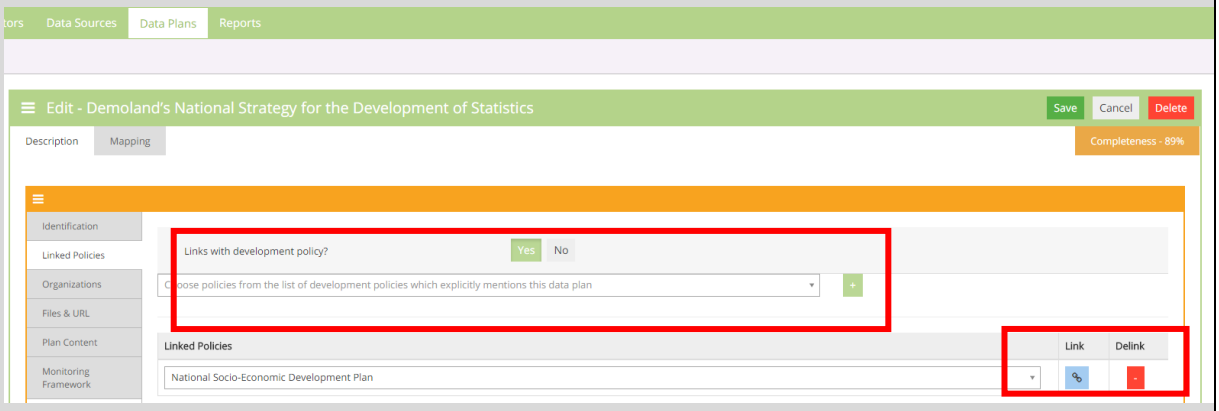


Figure 65: Levels in a data plan

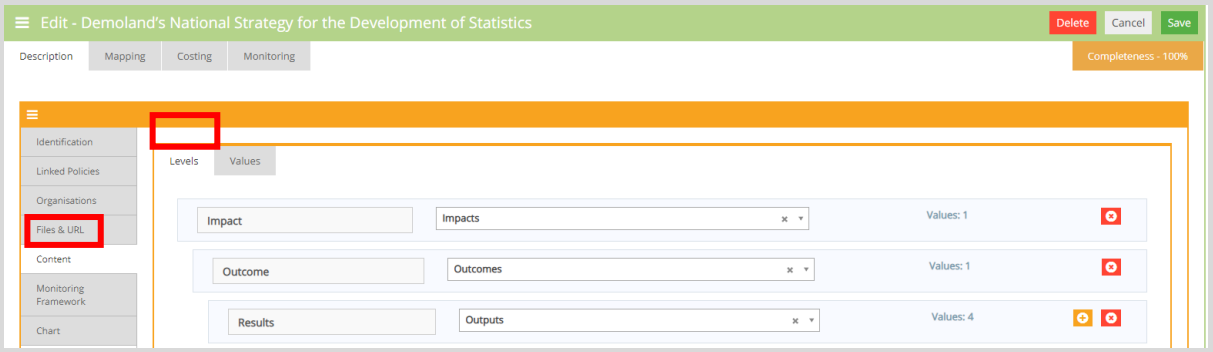


Figure 66: Values in a data plan

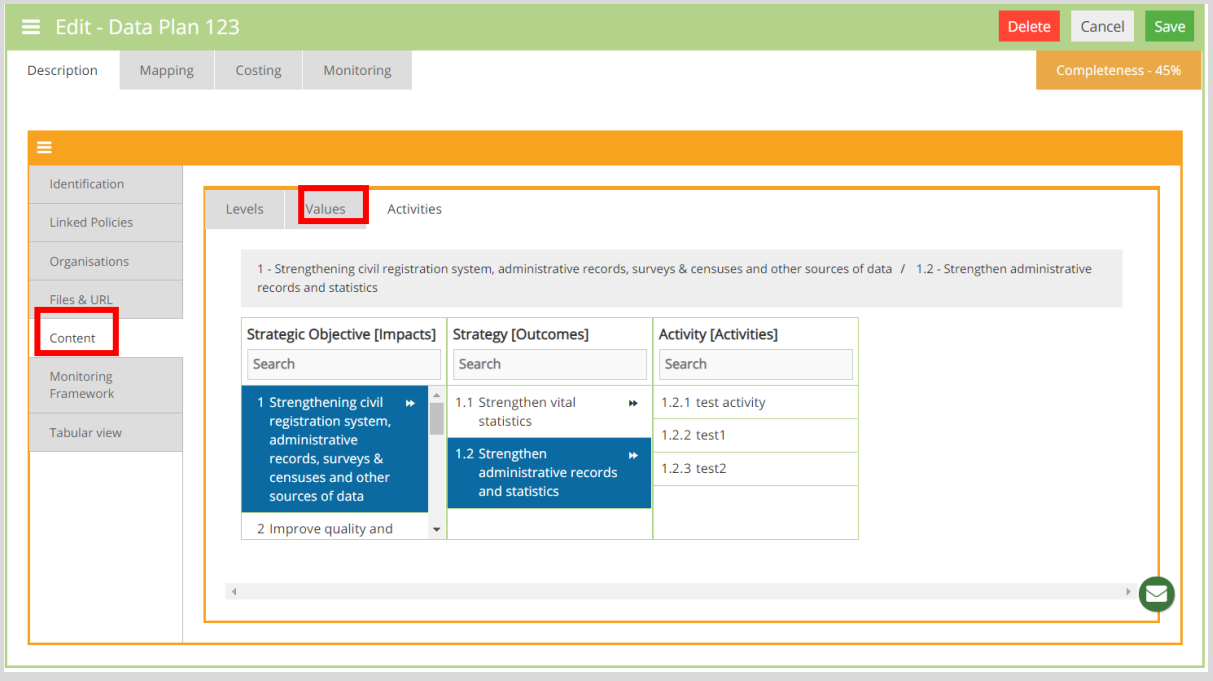


Figure 67: Activities in a Data Plan

The form for describing activities looks like below:

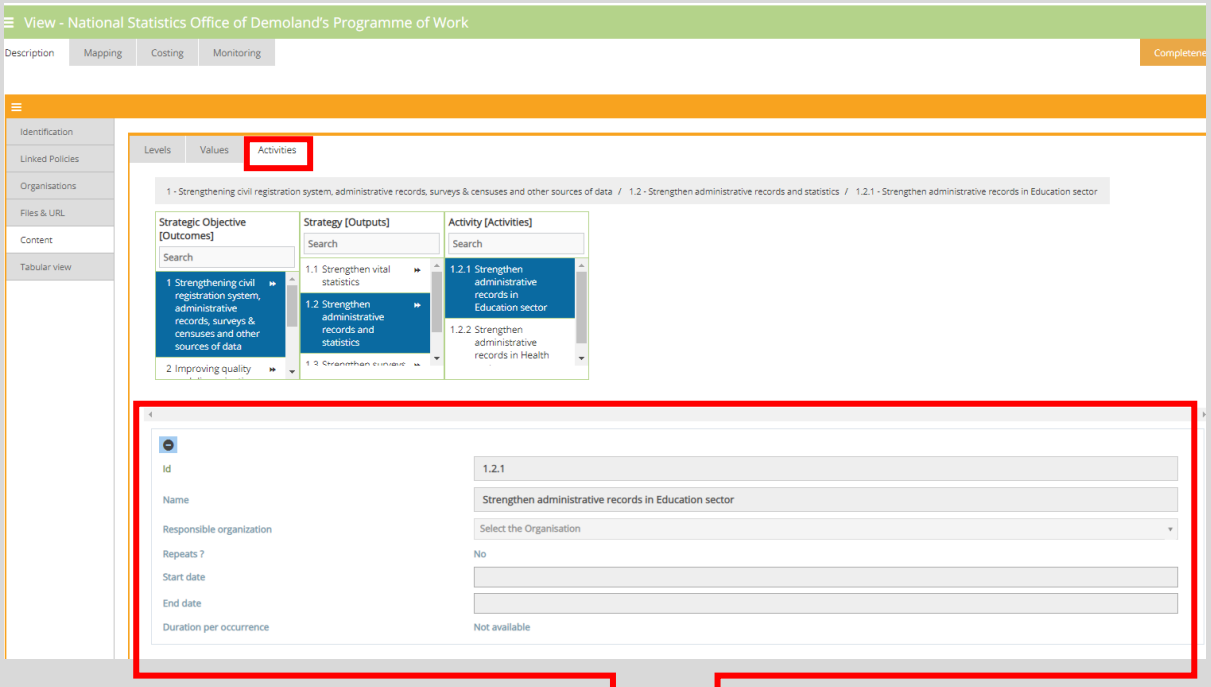
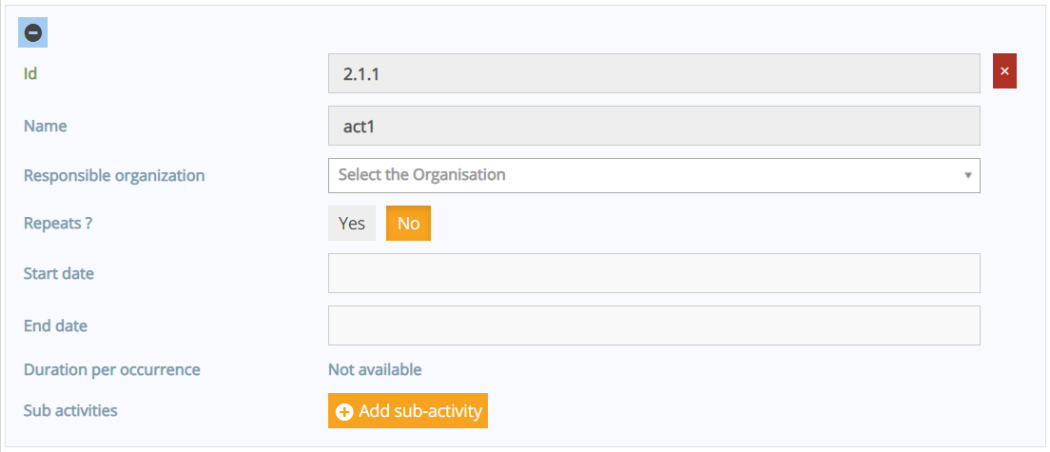


Figure 68: Non-repeating activities in a Data Plan



The fields are described below:

- *Id* is Identification number of the activity. Users can define this;
- *Name* is name of the activity;
- *Responsible organisation* is for selecting the relevant organisation
- ***Repeats****?* Indicates if the activity is repeating or not.
  - If ***Yes***, select ***frequency*** of repeating: ***Irregular*** or ***Regular***. (see below for details)

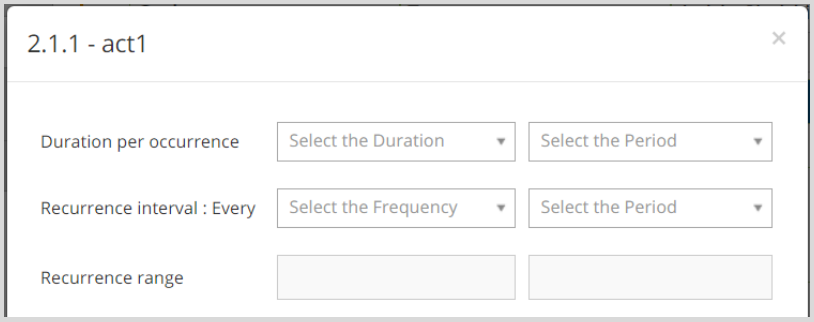
- If ***No***, enter *Start date* and *End date* of the non-repeating activity. (as shown in the figure above)

- *Duration per occurrence* is the calculated value between *Start date* and *End date*.
- With *Sub activities*, users can add sub activities under activities by clicking the button (*Add sub-activity*) next to it.

Now:

- If ***Repeat****?* is *Yes*, and ***Frequency*** is ***Regular***, the following pop-up screen appears:

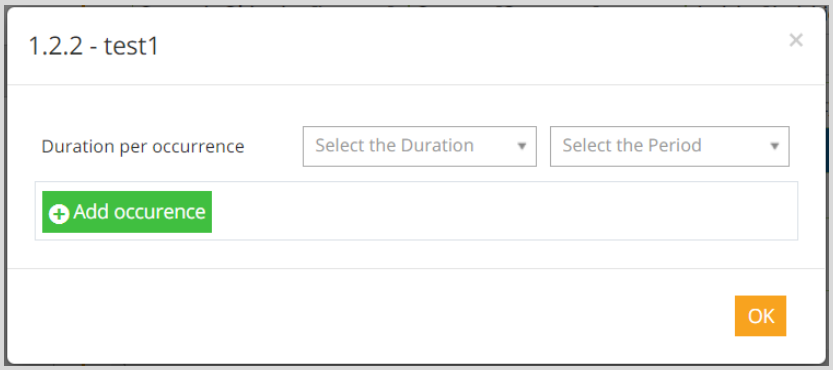
Figure 69: Regularly repeating activities in a Data Plan



- In the field *Duration per occurrence,* users can choose number of Years/Months/Days.
- In the field *Recurrence interval,* users can select number of Years/Months/Days.
- *Recurrence range* is the field for selecting the range of time between which, all occurrences would fall.

- If ***Repeat****?* is Yes, and ***Frequency*** is ***Irregular***, the following pop-up screen appears:

Figure 70: Irregularly repeating activities in a Data Plan



In this form, *Duration per occurrence* field could be filled by users by choosing the number of Years/Months/Days from the options next to it. Users can initiate creation other occurrences of the activity by pressing the button *Add occurrence*. For each occurrence, users will require to provide only the *Start date* in the subsequent stage.

Figure 71: Indicators in a data plan's monitoring framework

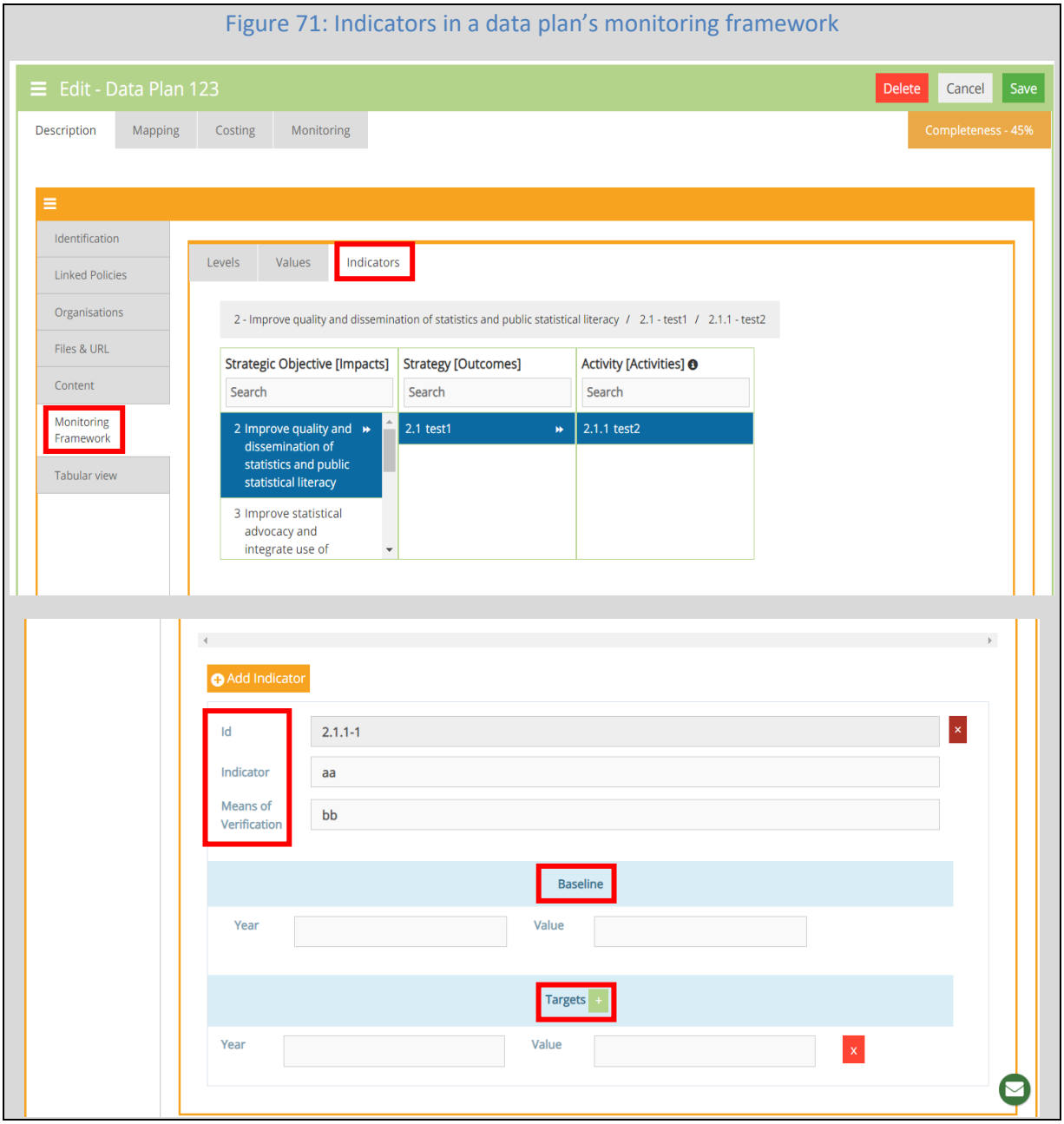


Figure 72: Searching for an activity to cost

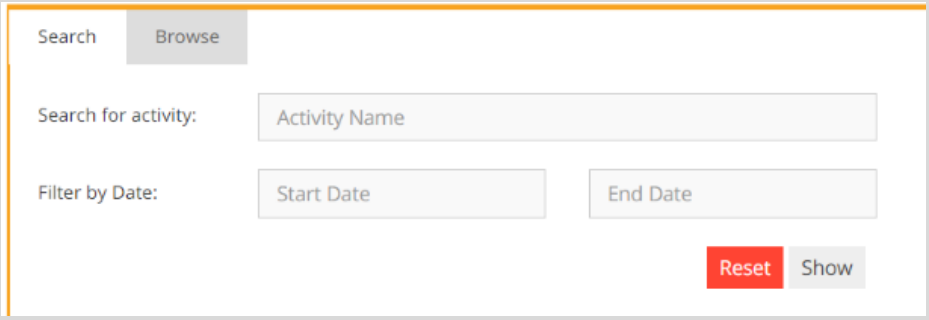


Figure 73: Browsing for an activity to cost

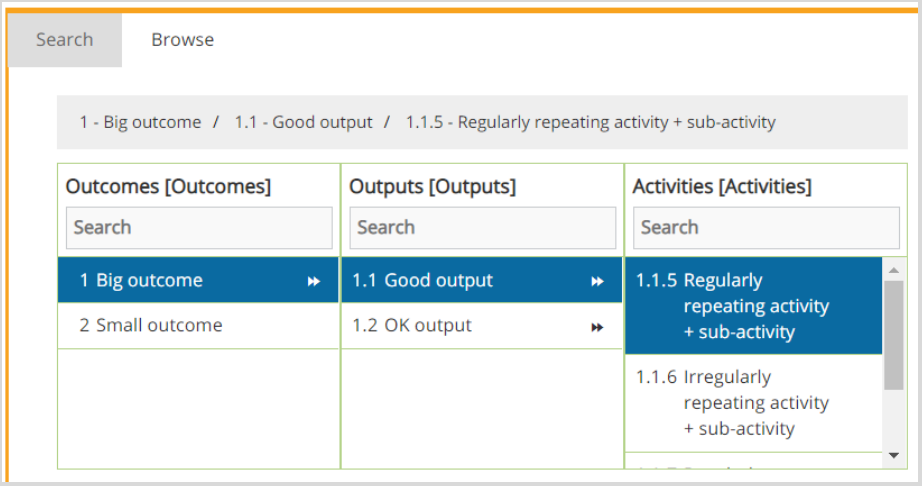
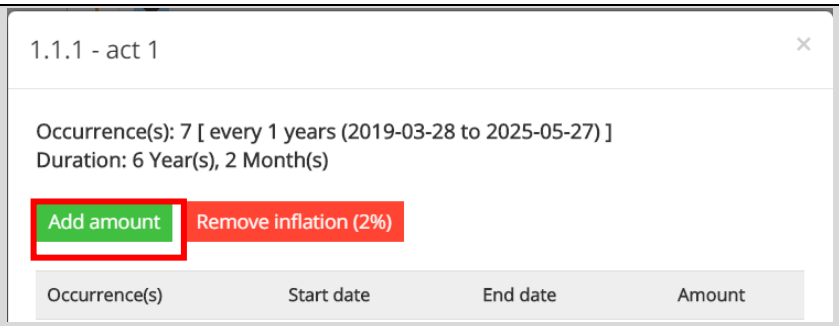


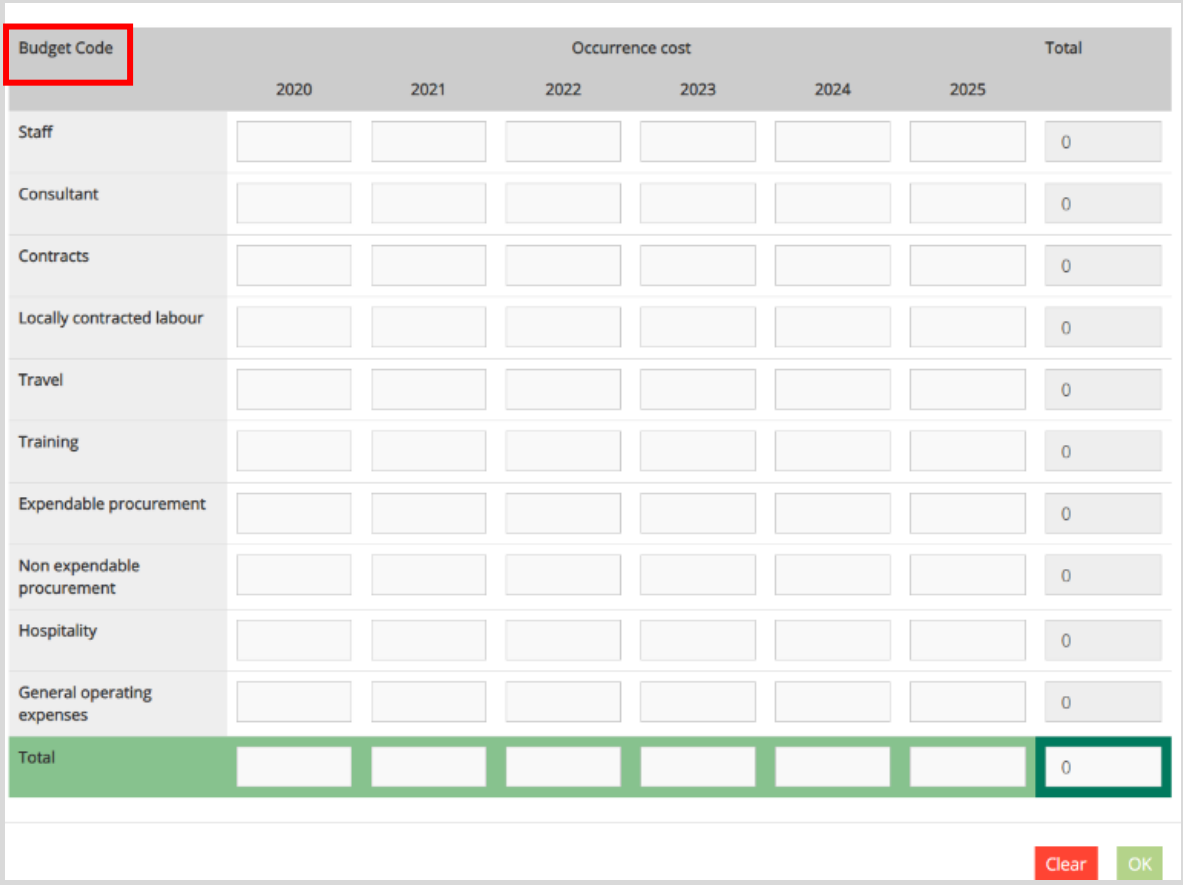
Figure 74: Costing activities in data plans – costing details

Once an activity is selected, in the Edit mode, a green button *Costing details* appears in each activity as shown below.

Clicking on *Costing details* button opens up a pop-up screen similar to as shown below which then (after clicking on *Add amount* button) leads to another pop-up to capture annual cost by budget codes.

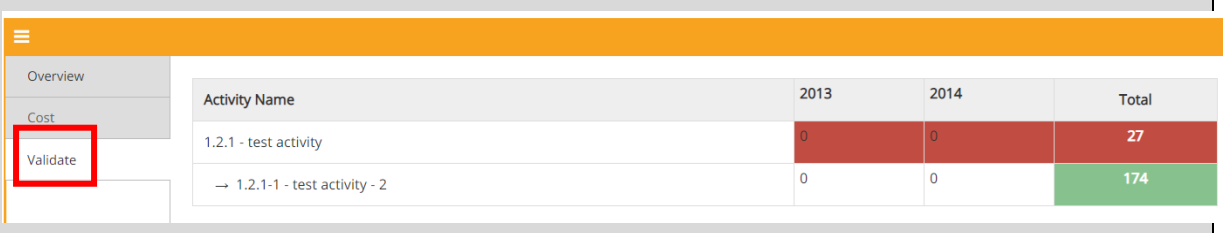


Below is the example interface to enter annual costs.



Budget codes are Staff, Consultant, Contracts, Locally contracted labour, Travel, Expendable procurement, Non expendable procurement, Hospitality and General operating expenses.

Figure 75: Validate costing of data plans



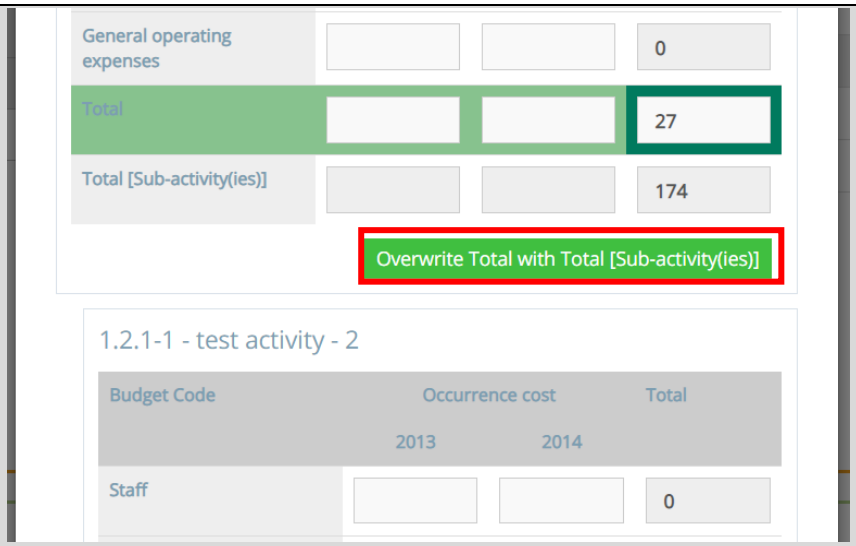


Figure 76: Monitoring data plans – monitoring framework

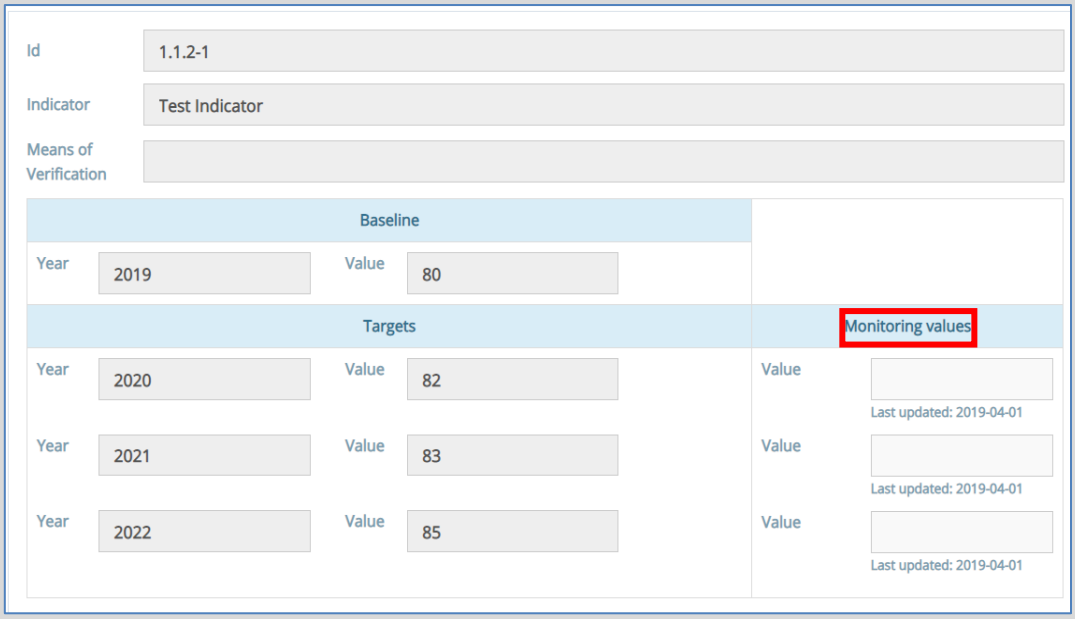


Figure 77: Searching for an activity to monitor status

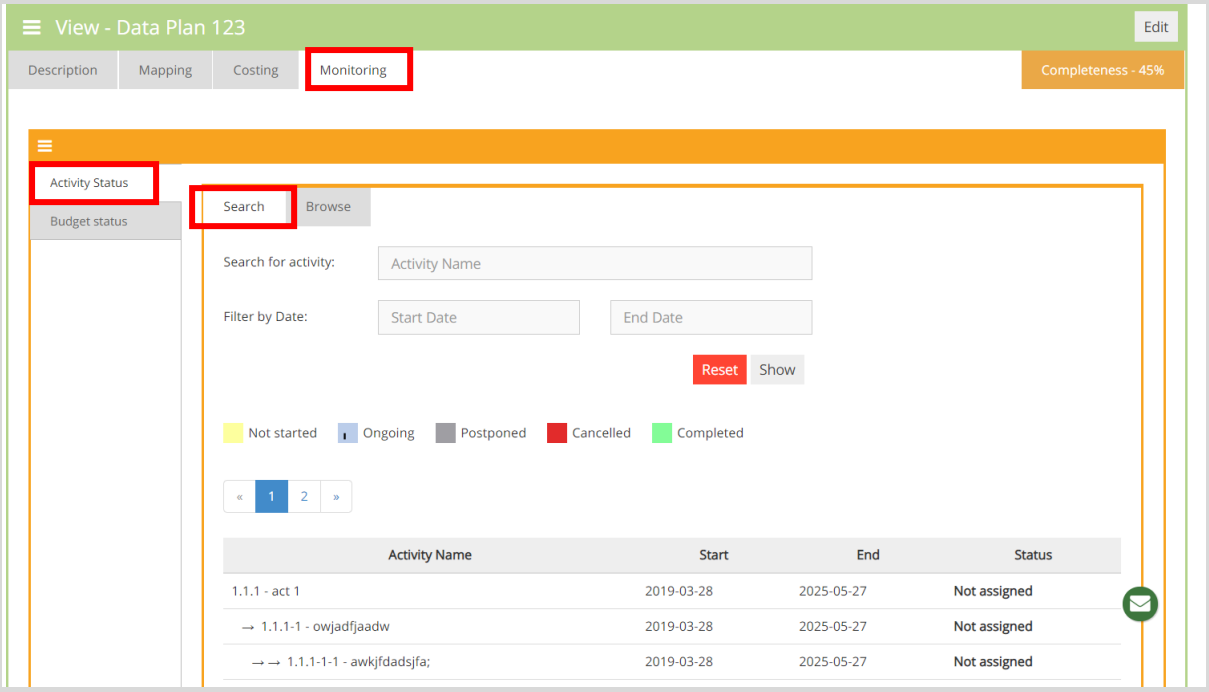


Figure 78: Browsing for an activity to monitor status

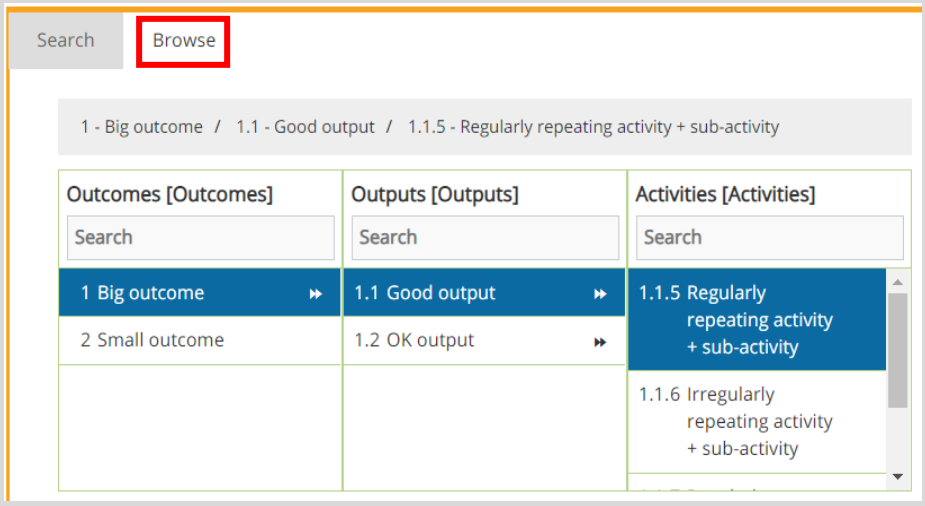


Figure 79: Monitoring data plans – entering Activity Status details

Once an activity is selected, In the *Edit* mode, a green button *Assign status* appears for each activity as shown below.

Clicking on *Assign status* button opens up a pop-up screen similar to one shown below. Here users can assign status for each activity. The options available for the *Status* field are *Not started*, *Ongoing*, *Postponed*, *Cancelled*, and *Completed*.

Figure 80: Searching for an activity to budget

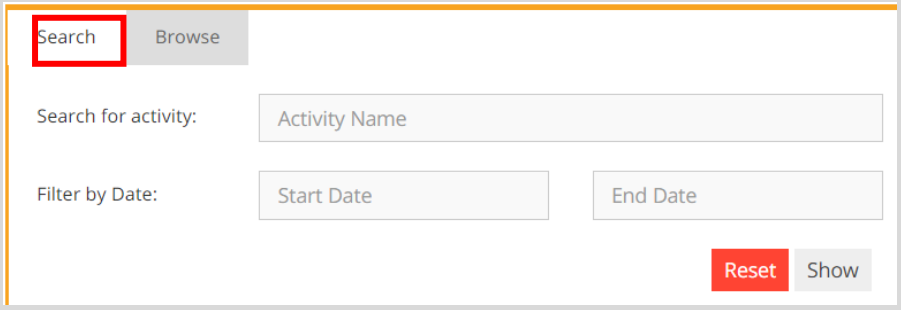


Figure 81: Browsing for an activity to budget

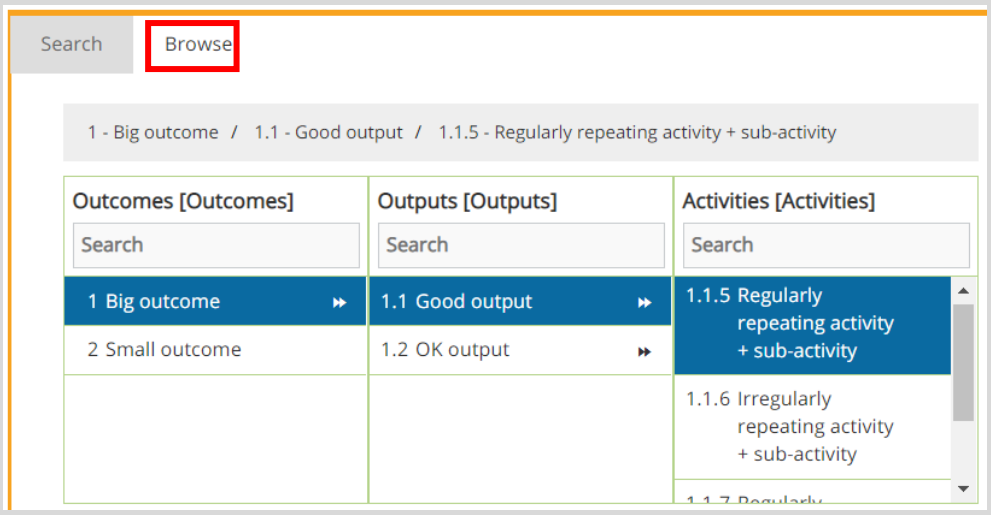
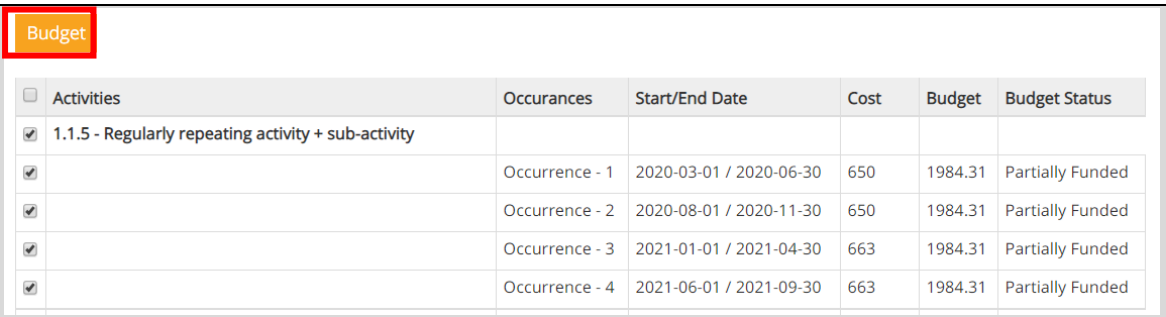


Figure 82: Budgeting activities in data plans – details

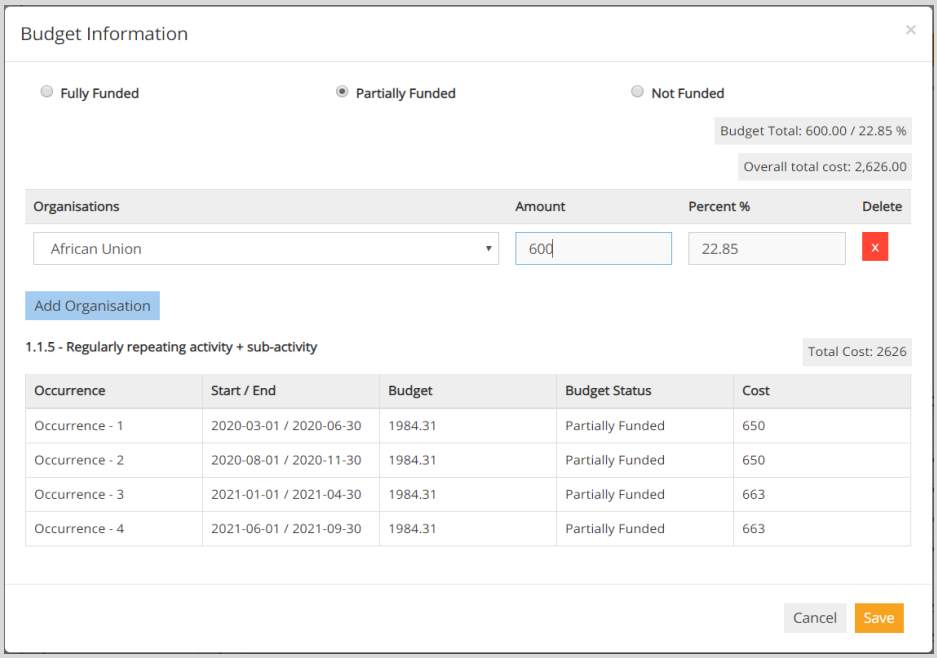
After selecting activities, they appear in a nested way like shown below:

Activities	Occurances	Start/End Date	Cost	Budget	Budget Status
1.1.5 - Regularly repeating activity + sub-activity					
	Occurrence - 1	2020-03-01 / 2020-06-30	650	1984.31	Partially Funded
	Occurrence - 2	2020-08-01 / 2020-11-30	650	1984.31	Partially Funded
	Occurrence - 3	2021-01-01 / 2021-04-30	663	1984.31	Partially Funded
	Occurrence - 4	2021-06-01 / 2021-09-30	663	1984.31	Partially Funded
→ 1.1.5-1 - te					
	Occurrence - 1	2020-03-01 / 2020-06-30	200	1984.31	Partially Funded
	Occurrence - 2	2020-08-01 / 2020-11-30	200	1984.31	Partially Funded
	Occurrence - 3	2021-01-01 / 2021-04-30	204	1984.31	Partially Funded
	Occurrence - 4	2021-06-01 / 2021-09-30	204	1984.31	Partially Funded
→→ 1.1.5-1-1 - te3					
	Occurrence - 1	2020-03-01 / 2020-06-30	450	1984.31	Partially Funded
	Occurrence - 2	2020-08-01 / 2020-11-30	450	1984.31	Partially Funded
	Occurrence - 3	2021-01-01 / 2021-04-30	459	1984.31	Partially Funded
	Occurrence - 4	2021-06-01 / 2021-09-30	459	1984.31	Partially Funded
1.1.7 - Regularly repeating LONG activity + sub-activity					
	Occurrence - 1	2020-01-01 / 2022-01-01	2500	1984.31	Partially Funded

The *Budget* button appears when activities are selected.



Clicking on the *Budget* button opens up a pop-up screen like shown below:



Here users can provide budget (funding) information about the selected activities (including their occurrences if repeating).

The first level of information is the budget situation, which can be one from: *Fully funded*, *Partially funded,* or *Not funded*. Then depending on the choice, users can assign different donors (*organisations*) and respective *amounts* or *percentages* to the selection of activities. Clicking on *Save* button saves the information.

4.2.6 Reports

The *Reports* section is where all data entered in the previous five menu items are tabulated and displayed in charts, to enable users to extract better insights and gain an enhanced understanding of the given data planning landscape. This is the only menu item in ADAPT for which users do not need to input any information.

Figure 70 below shows the window that appears upon clicking on the *Reports* menu item. The current version of ADAPT only contains Key Reports. Advanced Reports will be made available in the next version. Note that the reports are downloadable directly in PDF format by clicking on the Download PDF icon in the bottom right-hand corner of the page.

Figure 83: The Reports menu item – a first glance

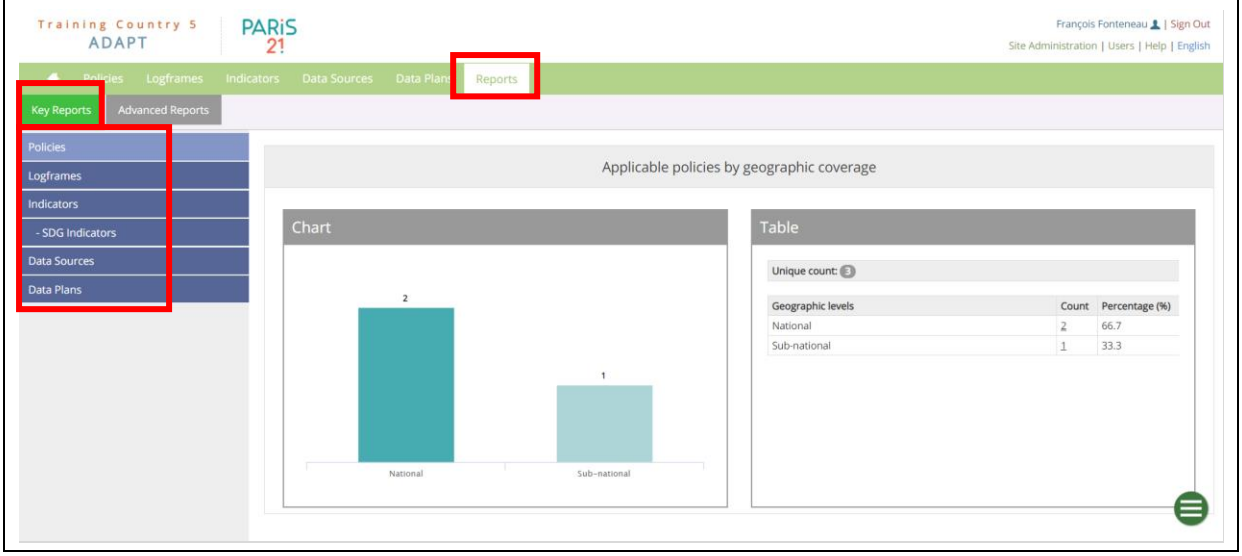


Table 8 below describes the elements in each section (*Policies*, *Logframes*, *Indicators*, *Data Sources* and *Data Plans*) of the Key Reports.

Table 8: Description of Key Reports

Policies	Note that the term "unique count", whenever mentioned in the policy report tables, refers to the total number of applicable policies entered in ADAPT.
1. Applicable policies by geographic coverage	This report describes the distribution of applicable policies over different geographic levels. The first column lists the geographic levels targeted by policies, while the second and third columns list the counts and percentages of policies over these geographic levels, respectively. Note that the unique count displayed at the top of the table should be a number equal to the sum of the counts, if all policies entered into ADAPT are applicable. Indeed, if a policy is applicable at a higher geographic level, it is only counted at that level, even though it is also applicable at a lower geographic level by default (for instance, a national development plan is applicable at country and state level; however, for the sake of clarity, it is only counted at the national level).
2. Applicable policies by sector coverage	This report describes the distribution of applicable policies over different sectors (as classified by COFOG elsewhere in ADAPT). The first column lists the sectors attributed within policies, while the second and third columns list the counts and percentages of policies over these sectors, respectively. A policy may be applicable to more than one sector (for instance, a national development plan may cover the health, education and defence sectors), such that the unique count at the top may not represent the sum of individual counts.
3. Availability of logframes in applicable policies	This is a report denoting the status of the availability of a logframe for corresponding policies. The first column lists

	the two possibilities (*Yes*/*No*), while the second and third columns list the counts and percentages of policies by status, respectively.
4. Applicable policies by geographic coverage and by logframe availability	This report describes the distribution of applicable policies over different geographic levels as well as their breakdown at each level, by availability of a logframe for corresponding policies. It is a combination of Report 1 and Report 3.
5. Applicable policies by sector coverage and by logframe availability	This report describes the distribution of applicable policies over different sectors, as well as their breakdown by availability of logframes for corresponding policies. It is a combination of Report 2 and Report 3.
Logframes	Note that the term "unique count", whenever mentioned in the Logframe report tables, refers to the total number of active logframes entered in ADAPT. In ADAPT, active logframes are those logframes that are relevant for the current time period (currently "active").
6. Active logframes by geographic coverage	This report describes the distribution of active logframes over different geographic levels. The first column lists the geographic levels targeted by logframes, while the second and third columns list the counts and percentages of logframes over these geographic levels, respectively. Note that the unique count displayed at the top of the table should be a number equal to the sum of the counts, if all logframes entered into ADAPT are active. Indeed, if a logframe is applicable at a higher geographic level, it is only counted at that level, even though it is also applicable at a lower geographic level by default (for instance, the logframe for national development plans is applicable at country and state level; however, for the sake of clarity, it is only counted at the national level).
7. Sectors with active logframes	This report describes the distribution of active logframes over different sectors (as classified by COFOG elsewhere in ADAPT). The first column lists the sectors attributed within logframes, while the second and third columns list the counts and percentages of logframes over these sectors, respectively. A logframe may be applicable to more than one sector (for instance, a national development plan's logframe may cover the health, education and defence sectors), such that the unique count at the top may not represent the sum of individual counts.
8. Demand for indicators in active logframes	This is a report denoting whether indicators are attached to the corresponding logframes. Consequently, this highlights whether a results chain framework or logframe is linked to an M&E framework, which necessarily requires indicators. The first column lists the two possibilities (*Yes*/*No*), while the second and third columns list the counts and percentages of logframes by status of indicators demanded.

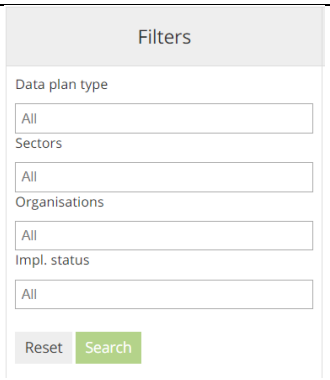
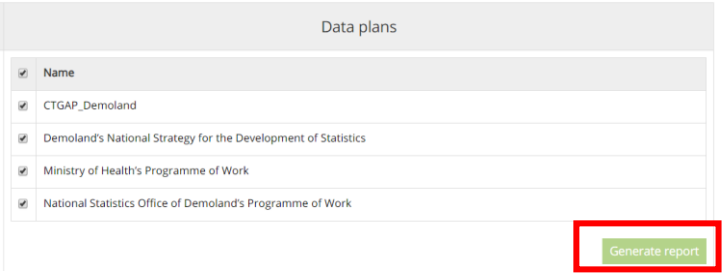
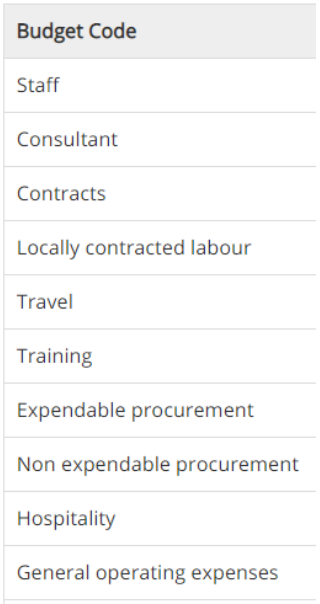
9. Active logframes by geographic coverage and by demand for indicators	This report describes the distribution of active logframes over different geographic levels, as well as their breakdown, at each level, by the status of the indicators demanded for the corresponding logframes. It is a combination of Report 6 and Report 8. Note that the unique count should be equal to the sum of total *Yes* and *No* responses, if all logframes entered into the system are active. This is because the unique count reflects the total number of active logframes, whereas the total count also takes into consideration inactive logframes.
Indicators	Note that the term "unique count", whenever mentioned in the indicator report tables, refers to the total number of applicable indicators entered in ADAPT.
10. Demand	These sets of reports tabulate and graphically display information on the indicators required or demanded.
10.1 Applicable indicators demanded by geographic coverage	This report describes the distribution of applicable indicators demanded over different geographic levels. The first column lists the geographic levels targeted by indicators, while the second and third columns list the counts and percentages of indicators demanded over these geographic levels, respectively. Note that the "unique count" displayed at the top of the table should be a number equal to the sum of the counts, if all indicators entered into ADAPT are applicable. Indeed, for each indicator, geographic coverage is uniquely defined.
10.2 Applicable indicators demanded by sectors	This report describes the distribution of applicable indicators demanded over different sectors (as classified by COFOG elsewhere in ADAPT). The first column lists the sectors attributed within indicators, while the second and third columns list the counts and percentages of indicators demanded over these sectors, respectively. Note that the unique count displayed at the top of the table should be a number equal to the sum of the counts, if all indicators entered into ADAPT are applicable. Indeed, for each indicator, sectoral coverage is uniquely defined.
10.3 Applicable indicators demanded by respective logframes	This is a report denoting whether the applicable indicators are linked to a specific logframe. The first column lists the relevant demands or logframes, while the second and third columns list the counts and percentages of indicators demanded by each corresponding logframe.
11. Demand & supply	These sets of reports tabulate and graphically display combined information on demanded and available indicators.
11.1 Applicable indicators by geographic coverage and by availability status	This report describes the distribution of applicable indicators demanded over different geographic levels, as well as their breakdown at each level by availability.

	Note that the unique count should be equal to the sum of total *Yes* and *No* responses, if all indicators entered into the system are applicable.
11.2 Applicable indicators by sectors and by availability status	This report describes the distribution of applicable indicators demanded over different sectors (as classified by COFOG elsewhere in ADAPT), as well as their breakdown at each sector by availability. Note that the unique count should be equal to the sum of total *Yes* and *No* responses, if all indicators entered into the system are applicable.
11.3 Applicable indicators by logframes and by availability status	This report describes the distribution of applicable indicators demanded by different logframes, as well as their breakdown at each logframe by availability.
12. Capacity	This report pertains to the applicable indicators that are not provided or available in the given data landscape. Therefore, it refers to the overall capacity requirements for a given administrative unit (region, country, province, etc.).
12.1 Current technical assistance requirement, by GSBPM phase, to produce applicable indicators	This report describes the distribution of applicable indicators that are not currently supplied or available and for which technical assistance is required in accordance with specific GSBPM phases. If no GSBPM phase was selected when entering the information into ADAPT, they are tabulated as Uncategorised. The first column lists the relevant GSBPM phase, if selected, while the second and third columns list the counts and percentages of indicators that are applicable but are not yet available, by the phase for which technical assistance is sought, respectively. Here, the unique count represents the total number of indicators that are not provided or available.
13. Feasibility	This report also illustrates the ease with which an indicator can be produced in the current period (generally, within zero to three years) or in the near future (generally, the next three to five years). Specifically, it describes an overall feasibility analysis for producing an indicator that is currently unavailable for the relevant administrative unit (region, country, province, etc.).
13.1 Feasibility, in the near future, of producing applicable indicators	This report describes the distribution of applicable indicators over the feasibility of their production in the near future (generally, the next three to five years). The first column lists the different degrees of feasibility of compiling and producing the indicators selected. The degrees, as defined in ADAPT, are Easily feasible, Feasible with strong effort and Not feasible even with a strong effort. The second and third columns list the counts and percentages of applicable indicators by feasibility category, respectively. If none of the feasibility categories are selected when entering the information into ADAPT, they are tabulated as Uncategorised.

13.2 Feasibility, in the near future, with additional technical and financial assistance, of producing applicable indicators	This report describes the distribution of applicable indicators that are not supplied or available, over the feasibility of their production with additional technical and financial assistance in the near future (generally, within the next three to five years). The first column lists the different degrees of feasibility of production of the selected indicators with additional technical or financial assistance. As defined in ADAPT, the degrees are Low, Medium and High. The second and third columns list the counts and percentages of indicators that are applicable but are not yet available, by feasibility category, respectively. If none of the feasibility categories are selected when entering the information into ADAPT, they are tabulated as Uncategorised.
SDG Indicators	These reports specifically pertain to the SDG indicators.
14. Applicability	This report describes whether the given SDG indicators are applicable to the data landscape under consideration. The first column of the table lists the different statuses (*Yes*, *No* or *To be checked*), while the second and third columns list the counts and percentages of applicable SDG indicators.
15. Policy relevance of applicable indicators	This report describes whether the applicable SDG indicators are relevant to the policies and logframes (for example, whether they are attached to a policy or logframe).
16. Availability status of applicable indicators	This report describes whether the applicable SDG indicators are available in the data landscape under consideration. The first column of the table lists the different statuses of production (for which *Yes*/*No* responses are available), while the second and third columns list the counts and percentages of available applicable SDG indicators
17. Available indicators by policy relevance	This report describes whether the available SDG indicators are also relevant to other policies or logframes (for example, whether they are attached to a policy or logframe).
18. Available indicators by producers	This report describes the distribution of available SDG indicators over the different organisations that are responsible for producing and disseminating them.
19. Available indicators by prevailing data sources	This report describes the distribution of available SDG indicators by prevailing data sources.
20. Levels of dependency on external technical & financial assistance for available indicators	This report describes the distribution of available SDG indicators by the levels of dependency on external technical & financial assistance.

21. Unavailable indicators by policy relevance	This report describes whether the unavailable SDG indicators are attached to a policy or logframe.
22. Feasibility to compile and produce applicable but unavailable indicators	This report describes feasibility statuses ("Easily feasible", "Feasible with strong effort", and “Not feasible even with strong effort”) of the unavailable SDG indicators.
23. Potential producers for "Easily feasible" indicators	This report describes the distribution of unavailable SDG indicators, which are “Easily feasible" over the different organisations that could potentially be responsible for producing and disseminating them.
24. Potential prevailing data sources for "Easily feasible" indicators	This report describes the distribution of unavailable SDG indicators, which are “Easily feasible" over the different data source categories that could potentially be responsible for compiling them.
25. Levels of dependency on external technical & financial assistance for “Easily feasible” indicators	This report describes the distribution of unavailable SDG indicators, which are “Easily feasible" over the level of external technical and financial assistance dependency.
26. Potential prevailing data sources for "Feasible with strong effort" indicators	This report describes the distribution of unavailable SDG indicators, which are “Feasible with strong effort" over the different data source categories that could potentially be responsible for compiling them.
27. Levels of dependency on additional external technical assistance for indicators “Feasible with a strong effort”	This report describes the distribution of unavailable SDG indicators, which are “Feasible with strong effort" over the levels of additional external technical assistance dependency.
28. Levels of dependency on additional financial assistance for indicators “Feasible with a strong effort”	This report describes the distribution of unavailable SDG indicators, which are “Feasible with strong effort" over the levels of additional (external/internal) financial resources dependency.
Data Sources	
29. Implemented data sources by category	This report describes the distribution of implemented data sources over the different data source categories defined in ADAPT (Censuses and Surveys, Registers and Administrative Data, Mixed Sources and Other Data). The first column lists the data sources categories, if selected, while the second and third columns list the counts and percentages of implemented data sources over these categories, respectively. If none of the above data source categories are selected when entering the information into ADAPT, they are tabulated as Uncategorised.
30. On-going and planned data sources by category	This report describes the distribution of ongoing and planned data sources over the different data sources categories as

	defined in ADAPT (Censuses and Surveys, Registers and Administrative Data, Mixed Sources and Other Data). The first column lists the data sources categories, if selected, while the second and third columns list the counts and percentages of ongoing and planned data sources over these categories, respectively. If none of the above data source categories are selected when entering the information into ADAPT, they are tabulated as Uncategorised.
Data Plans	
31. NSDS	These reports describe information on a particular type of Data Plan: the NSDS.
31.1 National Strategy for the Development of Statistics (NSDS) currently under implementation	This report describes the NSDS currently under implementation. The first column of the table gives the name of the NSDS, whereas the second column lists the date of actual implementation and the third column indicates the funding status (Not funded, Partially funded or Fully funded) of the corresponding NSDS.
31.2 NSDS activities by implementation status	This report describes the implementation status of the activities of each NSDS.
32. Data Plans (including NSDS)	These reports describe information on data plans in general (programmes of work, NSDS, etc.).
32.1 Number of data plans (including NSDS) by implementation status	This report describes the distribution of data plans over the different implementation status categories defined in ADAPT (Being designed, Awaiting adoption, Under implementation and Expired). The first column of the table lists the different statuses, while the second and third columns list the counts and percentages of data plans over these categories, respectively.
32.2 List of data plans (including NSDS) without monitoring framework	This report describes the data plans without attached indicators or monitoring frameworks. The first column of the table lists the names of the data plans, while the second describes their type (Operational or Strategic, as defined in ADAPT). The third column denotes the geographic coverage of the corresponding data plan.
Costing & Budgeting	These reports draw information from costing and budgeting aspects of data plan activities.
33. Annual cost by data plans	This report describes the annual cost of selected data plans. The values in the table cells will be the total of all annual activity costs across the budget codes. As shown below, filters can be used to narrow down the data plan results.

	 The filtered results as shown below can be selected to generate the reports by clicking on *Generate report*.  Report generated can be downloaded in either MS Excel or PDF format.
34. Annual cost by budget codes	This report describes the annual cost of selected data plans by budget codes. The values in the table cells will be the total of all annual activity costs for each budget code (as shown below) in all data plans selected. 

	The functionality of using the filters to narrow down the data plans can be used as before.
35. Annual budget by data plans	This report describes the annual budget of selected data plans. The values in the table cells will be the total of annual funding available for all selected data plans from the selected donors. The values are expressed both in numbers and in % of cost, separated by a comma. The functionality of using the filters to narrow down the data plans can be used as before. An additional filter on list of donors is included in this report.
36. Annual budget gap by data plans	This report describes the annual budget gaps of selected data plans. The values in the table cells is the difference between total annual cost and total annual budgeting (funding) available for each selected data plans by all donors. The values in % of cost. Hovering over the % figure provides both the cost and budget. The functionality of using the filters to narrow down the data plans can be used as before. For this report, in the filters, list of donors is also included.

5. Annexes

5.1 Glossary of terms

Please note:

- In most instances, the definition is derived from statistical standards developed by international organisations such as the IMF, OECD, Eurostat and ILO. Where possible, the definition has been quoted verbatim from the source.

- The sources mentioned refer to the source for the definition included in the Glossary. This may or may not be the original source for the definition itself.

Sl. No.	Term	Definition	Where it appears in ADAPT	Reference	Link
1	Activities	Actions taken or work performed to transform inputs into outputs. It is the second level in the **results chain framework (see Glossary, below)** used by ADAPT.	1) Logframes -> Levels 2) Data Plans -> Plan Content -> Levels	OECD DAC	https://www.oecd.org/dac/peer-reviews/Development-Results-Note.pdf
2	Active logframe	**Logframe (see Glossary, below)** that is relevant for the current time period, or "active" as of the present day.			
3	Administrator	One of the four predefined roles available in ADAPT for all authenticated users (users who are signed in). Administrators can perform every task available through *Site Administration* and *Users*, including changing other users' roles. Administrators also have complete control over all content. Although there can be multiple administrators on a single ADAPT instance, this role should be reserved to those who genuinely need full access.	1) Users -> Users Management		

4	Census	A census – a **data source category (see Glossary, below)** – is a survey conducted on the full set of observation objects belonging to a given population or universe.	1) Indicators -> Description and Demand information -> Data Sources -> Choose Data Source Category 2) Indicators -> Availability -> Data Sources -> Choose Data Source Category 3) Data Sources -> Description -> Choose Data Source Category	OECD Glossary	https://stats.oecd.org/glossary/detail.asp?ID=301
5	COFOG	The Classification of the Functions of Government (COFOG) was developed in 1999 by OECD and published by UNSD as a standard classifying the purposes of government activities. In ADAPT, the classification is also used to denote the sector coverage of policies, logframes, indicators, data sources and data plans. Ten broad sectors are characterised by COFOG: General public services, Defence, Public order and safety, Economic affairs, Environmental protection, Housing and community amenities, Health, Recreation, culture and religion, Education, and Social protection	1) Policies -> Description/Identification -> Sector Coverage 2) Logframes -> Description/Description -> Sector Coverage 3) Indicators -> Description and Demand Information/Identification -> Sector Coverage 4) Data Sources -> Description -> Sector Coverage 5) Data Plans -> Description/Identification -> Sector Coverage	UNSD	https://unstats.un.org/unsd/publication/SeriesM/SeriesM_84E.pdf (see pp. 35–74)
6	Collection	**This is different from data collection (see Glossary, below)**. In the context of ADAPT, collection refers to a group of indicators with shared element(s), as uniquely predefined by an Administrator under the *Site Administration* menu. For instance, a Collection defined as "Rural development" might group indicators relating to health, security,	1) Site Administration -> Libraries -> Indicator Collection 2) Indicators -> Description and Demand Information /Identification -> Collection		

		agriculture and other sectors relevant to rural development. Collections are a way for ADAPT users to club together indicators in a cross-cutting manner, beyond traditional groupings such as geographic levels or sectoral coverage.			
7	Compliance	The extent to which a produced indicator matches the specified metadata of a required indicator. In ADAPT, compliance is observed on three criteria: Frequency, Disaggregation and Geographic level of representativeness.	1) Indicators -> Compliance		
8	Contributor	One of the four predefined roles available in ADAPT for all authenticated users (users who are signed in). Contributors can create, edit or delete their own content. They cannot create, edit or delete content created by any other user, although they can view another user's content. Like Editors, users with the role of Contributor cannot access tasks available through *Site Administration* and *Users*, except the ability to modify their account information (name, email and password).	1) Users -> Users Management		
9	CT-GAP	Prepared by the High-level Group for Partnership, Coordination and Capacity-Building for Statistics for the 2030 Agenda for Sustainable Development, the Cape Town Global Action Plan for Sustainable Development Data was informally launched at the first UN World Data Forum on 15 January 2017, held in Cape Town (South Africa). It was adopted by the United Nations Statistical Commission at its Forty-Eighth Session in March 2017. The Plan calls for a commitment by governments, policy leaders and the international community to undertake key actions under six strategic areas, including:	Site Administration -> Libraries -> Logframes -> Global -> CT-GAP	UNSD	https://unstats.un.org/sdgs/hlg/Cape-Town-Global-Action-Plan/

		coordination and leadership; innovation and modernisation of national statistical systems; dissemination of data on sustainable development; building partnerships; and mobilising resources. ADAPT allows for the mapping of activities in data plans with global (for example, CT-GAP) or regional frameworks.			
10	Data Collection	Data collection is the process of gathering data. Under the **GSBPM (see Glossary, below)**, *Collect* refers to the fourth phase, which involves gathering all necessary information (data and metadata), using different collection modes (including extractions from statistical, administrative and other non-statistical registers and databases), and loading them into the appropriate environment for further processing. The Collect phase is further broken down into four subprocesses: Create frame and select sample; Set up collection; Run collection; and Finalize collection.	1) Indicators -> Description and demand information/Institutions -> Choose role 2) Indicators -> Availability/Institutions -> Choose Role 3) Data Sources -> Organisations -> Choose Role	OECD Glossary, UNECE	https://stats.oecd.org/glossary/detail.asp?ID=534; https://statswiki.unece.org/display/GSBPM/Generic+Statistical+Business+Process+Model; https://gss.civilservice.gov.uk/wp-content/uploads/2016/01/Generic-Statistical-Business-Process-Model.pdf
11	Data Compilation	Data compilation refers to the preparation of data for analysis, producing intermediate outputs and final statistical results that are ready for dissemination. Under the **GSBPM (see Glossary, below),** this could be understood as a combination of the fifth and sixth phases, *Process* and *Analyse*, respectively. Process describes the cleaning of data and their preparation for analysis. It is made up of subprocesses that check, clean and transform input data, so that they can be analysed and disseminated as statistical outputs. Under *Analyse*, statistical outputs are produced, examined in detail and	1) Indicators -> Description and demand information/Institutions -> Choose role 2) Indicators -> Availability/Institutions -> Choose Role 3) Data Sources -> Organisations -> Choose Role		

		made ready for dissemination. The *Analyse* phase includes preparing statistical content (commentary, technical notes, etc.), and ensuring that outputs are fit for purpose prior to dissemination to customers.			
12	Data Dissemination	Dissemination is the release of information obtained through a statistical activity to users. Under the **GSBPM (see Glossary, below**), *Disseminate* refers to the seventh phase, which involves all activities associated with assembling and releasing a range of static and dynamic products via a range of channels. These activities support customers in accessing and using the outputs released by the statistical organisation. It is made up of five subprocesses: Update output systems, Produce dissemination products, Manage release of dissemination products, Promote dissemination products, and Manage user support.	1) Indicators -> Description and demand information/Institutions -> Choose role 2) Indicators -> Availability/Institutions -> Choose role 3) Data Sources -> Organisations -> Choose Role	OECD Glossary, UNECE	https://stats.oecd.org/glossary/detail.asp?ID=534; https://statswiki.unece.org/display/GSBPM/Generic+Statistical+Business+Process+Model; https://gss.civilservice.gov.uk/wp-content/uploads/2016/01/Generic-Statistical-Business-Process-Model.pdf
13	Data Plan	A data plan is a framework, process and product aiming to improve the production and use of data and statistics. Data plans may apply at various geographic levels (global, regional, national or subnational). They may be cross-cutting or sector-specific, and may focus on one or several organisations. Data plans include strategic plans, such as the NSDS at national level or the CT-GAP at global level. Data plans also include operational plans. Examples include NSOs' annual programmes of work, the statistical programmes of work of governmental organisations supporting the implementation of a sectoral policy, or the investment	Menu bar		

		plan in data of local development partners. In ADAPT, relevant data plans are those that focus primarily on data systems generating data and statistics that are relevant to public policy.			
14	Data Source	In ADAPT, a data source refers to datasets for indicators, with specific reference time periods. An example is a Demographic and Health Survey with 2005 as a reference period.	Menu bar	Input from RR/FF	
15	Data source category	The data source category is a classification of data sources according to the modality of data collection or compilation of the underlying datasets. In ADAPT, there are four such categories: a) **Censuses and Surveys;** b) **Registers and Administrative Data;** c) **Other Data; and** d) **Mixed Sources (see Glossary for details on each term).**	1) Indicators -> Description and demand information -> Data Sources -> Choose Data Source Category 2) Indicators -> Availability -> Data Sources -> Choose Data Source Category 3) Data Sources -> Description -> Choose Data Source Category	Modified from OECD glossary	https://stats.oecd.org/glossary/detail.asp?ID=6114
16	Data Validation	Data validation is an activity aiming to verify whether the value of a data item comes from the given (finite or infinite) set of acceptable values. For instance, a geographic code (field), for example for a province in Nigeria, may be checked against a table of acceptable values for the field. Under the **GSBPM (see Glossary, below)**, *Validate* is featured as part of the *Review and Validate* subprocess under the fifth phase titled *Process*, as well as under the *Validate outputs*	1) Indicators -> Description and demand information/Institutions -> Choose role 2) Indicators -> Availability/Institutions -> Choose Role 3) Data Sources -> Organisations -> Choose Role	OECD glossary, UNECE	https://stats.oecd.org/glossary/detail.asp?ID=3408

		subprocess under the sixth phase, named *Analyse*.			
17	DDI	The DDI is an international standard for describing the data produced by surveys and other observational methods in the social, behavioural, economic and health sciences. DDI is a free standard that is capable of documenting and managing different stages in the research data lifecycle, such as conceptualisation, collection, processing, distribution, discovery and archiving. Documenting data with DDI facilitates understanding, interpretation, and use, by people, software systems and computer networks.	1) Data Sources -> DDI Files and URL -> DDI Files available?	DDI Alliance	https://www.ddialliance.org/
18	Demand	In ADAPT, demand refers to the data required by public policies. Data is seen as a product for which demand is expressed explicitly or implicitly, through such policies. ADAPT aims to improve the data market by better adapting data supplies to meet the demands.	Core ADAPT concept	Input from RR/FF	
19	Designing/Design	*Design* is the second phase described in the **GSBPM (see Glossary, below).** It refers to development and design activities, and any associated practical research work required to define the statistical outputs, concepts, methodologies, collection instruments and operational processes. It includes all design elements required to define or refine the statistical products or services identified in a business case. This phase specifies all relevant metadata ready for use at a later stage in the statistical business process, as well as quality assurance procedures. Its subprocesses are:	1) Policies -> Description/Institutions -> Choose Role 2) Data Sources -> Organisations -> Choose Role 3) Under Data Plans -> Description/Institutions -> Choose Role	UNECE	https://statswiki.unece.org/display/GSBPM/Generic+Statistical+Business+Process+Model; https://gss.civilservice.gov.uk/wp-content/uploads/2016/01/Generic-Statistical-Business-Process-Model.pdf

		Design outputs; Design variable descriptions; Design collection; Design frame and sample; Design processing and analysis; and Design production systems and workflow.			
20	Disaggregation	Disaggregation is the breakdown of observations, usually within a common branch of a hierarchy, to a more detailed level at which detailed observations are taken. With standard hierarchical classifications, statistics for related categories can be grouped or collated (aggregated) to provide a broader picture; otherwise, categories can be split (disaggregated) when finer details are required and made possible by reference to the codes given to primary observations. Disaggregation is a recurring theme in the UN Leave No One Behind agenda. The **SDGs** have defined their disaggregation levels as: income, sex, age, race, ethnicity, migration status, disability and geographic location. In ADAPT, various disaggregation categories are considered: Age, Country, Disease, Disability status, Level of Government, Type of Skill, etc.	1) Indicators -> Description and Demand information -> Disaggregation and Frequency -> Disaggregation 2) Indicators -> Availability -> Disaggregation and Frequency -> Disaggregation	OECD Glossary, UN	http://ggim.un.org/meetings/2017-4th_Mtg_IAEG-SDG-NY/documents/Session_3_Benjamin_Rae.pdf; https://unstats.un.org/sdgs/files/meetings/iaeg-sdgs-meeting-06/20170607_updated%20version-overview%20of%20standards%20of%20data%20disaggregation.pdf; https://stats.oecd.org/glossary/detail.asp?ID=4337
22	Editor	One of the four predefined roles available in ADAPT for all authenticated users (that is, users who are signed in). Editors may access all of the content in an ADAPT instance to view, edit or delete it. Editors may also create new content. However, they do not have access to tasks available through *Site Administration* and *Users*, with the exception that they are able to modify their account information.	1) Users -> Users Management		

23	Feasibility	In general, feasibility refers to the state or degree of being easily or conveniently done. In ADAPT, this refers to the ease with which an indicator may be produced in the current period (the next three years) or in the near future (the next three to five years). A feasibility study is a type of analysis used in measuring the ability to and likelihood of successfully completing a project, including all relevant factors. It must account for factors that affect it, such as economic, technological, legal and scheduling factors. In ADAPT, a similar feasibility analysis for producing a new indicator can be done on the basis of the following dimensions: Feasibility of compilation and production, Additional technical assistance requirements, and Additional financial resource requirements.	1) Indicator -> Availability /Identification -> No (Indicator available in the country) and No (proxy indicators) exist) -> Feasibility	Oxford English Dictionary, Investopedia	https://en.oxforddictionaries.com/definition/feasibility; https://www.investopedia.com/terms/f/feasibility-study.asp
24	Frequency	Frequency is the rate at which an event occurs or is repeated. For instance, if a time series has a constant time interval between its observations, this interval determines the frequency of the time series (for example monthly, quarterly, yearly).	1) Logframes -> Identification/Identification -> Highest frequency of monitoring 2) Indicators -> Description and demand information -> Disaggregation and Frequency -> Frequency 3) Indicators -> Availability -> Disaggregation and Frequency -> Frequency	OECD glossary	https://stats.oecd.org/glossary/detail.asp?ID=3655

25	GAMSO	The Generic Activity Model for Statistical Organizations (GAMSO) describes and defines the activities that take place within a typical statistical organisation. It extends and complements the GSBPM by adding further activities needed to support statistical production. It comprises three hierarchical levels. The top level includes, in turn, four broad activity areas: Strategy and leadership, Capability management, Corporate support and Production. The second level of Strategy and leadership contains the sub-activities of Capability management and Corporate support. The third level is a textual description of the second level. The Production activity area corresponds to the **GSBPM (see Glossary, below)** v5.0, where it is described in detail. The overarching GSBPM processes (quality and metadata management) have a cross-cutting nature and influence GAMSO in different layers.		UNECE	http://www1.unece.org/stat/platform/display/GAMSO/GAMSO+v1.0, https://ec.europa.eu/eurostat/cros/system/files/GAMSO%20(1).pdf
26	Geographic coverage	This is the geographic area (for example, state, country or region) that is covered by a policy, logframe, indicator, data source, data plan or organisation.	1) Policies -> Description/Identification -> Geographic Coverage 2) Logframes -> Description/Description -> Sector Coverage 3) Indicators -> Description and demand information/Identification -> Geographic Coverage 4) Indicators -> Availability/Identification -> Geographic Coverage		

			5) Data Sources -> Description -> Geographic Coverage 6) Data Plans -> Description/Identification -> Geographic Coverage		
27	Geographic level	Geographic levels are a hierarchy of administrative regions in a given territory. These are uniquely defined in ADAPT for each instance. The various geographic levels possible include: **Global -> Regional -> National -> Sub-national** (for example, Province -> District)	1) Site Administration -> Geography -> Levels		http://support.paris21.org/adapt/adapt-concepts/glossary-terms/g
28	Global	This means “worldwide”. In ADAPT, this is the highest geographic level.	1) Policies -> Description/Identification -> Geographic Coverage 2) Logframes -> Description/Description -> Sector Coverage 3) Indicators -> Description and demand information/Identification -> Geographic Coverage 4) Indicators -> Availability/Identification -> Geographic Coverage 5) Data Sources -> Description -> Geographic Coverage 6) Data Plans -> Description/Identification -> Geographic Coverage		

29	GSBPM	Endorsed by the UN, OECD and Eurostat, the Generic Statistical Business Process Model (GSBPM) is a means to describe statistics production in a general and process-oriented way. In other words, it describes and defines the set of business processes needed to produce official statistics. It provides a standard framework and harmonised terminology to help statistical organisations modernise their statistical production processes, as well as to share methods and components. The GSBPM can also be used to integrate data and metadata standards, as a template for process documentation, to harmonise statistical computing infrastructures, and to provide a framework for process quality assessment and improvement. It comprises three levels: Level 0, the statistical business process; Level 1, the eight phases of the statistical business process; and Level 2, the subprocesses within each phase.		UNECE	https://statswiki.unece.org/display/GSBPM/I._Introduction
30	Impact	The long-term effects produced by a policy. It is the fifth and highest level in the **results chain framework (see Glossary, below)** used by ADAPT.	1) Logframes -> Levels 2) Data Plans -> Plan Content -> Levels	OECD DAC	https://www.oecd.org/dac/peer-reviews/Development-Results-Note.pdf
31	Implementing	In general, Implementing refers to the process of putting a decision or plan into effect or execution. In ADAPT, it is featured in the context of an institutional role (for a policy or data plan) that usually follows **Designing** and precedes **Monitoring & Evaluation**.	1) Policies -> Description/ Institutions -> Choose Role 2) Data Plans -> Description/Institutions -> Choose Role	Oxford English Dictionary	https://en.oxforddictionaries.com/definition/implementation

32	Indicator	An indicator, or more specifically a statistical indicator, is the representation of statistical data for a specified time, place or any other relevant characteristic, corrected for at least one dimension (usually size) to allow for meaningful comparisons. It is a summary measure related to a key issue or phenomenon and derived from a series of observed facts. Indicators can be used to reveal relative positions or show positive or negative change. By themselves, indicators do not necessarily contain all aspects of development or change; however, they contribute significantly towards explaining them. They enable comparisons over time between, for instance, countries and regions, and in this way assist in gathering "evidence" for decision making.	Menu bar	EuroStat	http://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Statistical_indicator
33	Inputs	The financial, human and material resources used for a policy. It is the first and lowest level in the **results chain framework (see Glossary, below)** used by ADAPT.	1) Logframes -> Levels 2) Data Plans -> Plan Content -> Levels	OECD DAC	https://www.oecd.org/dac/peer-reviews/Development-Results-Note.pdf
34	Organisations	In ADAPT, Organisations describe the institutions involved and their roles and responsibilities relating to logframes (as either owners or contributors) or data sources (as designers, data disseminators or data collectors)	1) Logframes -> Description/Organisations -> 2) Data Sources -> Description -> Organisations -> Choose role		
35	Levels	This refers to the different hierarchies of the **results chain framework**, starting from Inputs -> Activities -> Outputs -> Outcomes -> Impacts	1) Logframes -> Levels 2) Data Plans -> Plan Content -> Levels		
36	Logframe	A logframe (or logical framework) is a way of structuring the **results chain framework** of the **M&E** elements of a policy or data plan.			

37	Mapping	Mapping is the action of linking different objects (such as policies) over a common element (such as sectors) in ADAPT. Policies can be mapped on the basis of common sectors; common (or repeating) Indicators can be mapped across different (or same) policies or logframes; and data plans can be mapped based on common activities. ***(See Box 7 – Mapping in ADAPT)***	1) Policies -> Mapping 2) Indicators -> Mapping -> Reflection between demands/Reflection within demands 3) Data Plans -> Mapping		
38	Means of Verification	This is the expected source of information to measure the performance of an indicator.	1) Data Plans -> Track Progress -> Indicators -> Means of Verification		
39	Metadata	Metadata is data that define and describe other data.		OECD Glossary	https://stats.oecd.org/glossary/detail.asp?ID=5136
40	Mixed (Data) Sources	This data source category denotes data that are obtained using a combination of sources rather than purely one source, such as surveys, administrative records and satellite data.	1) Indicators -> Description and Demand information -> Data Sources -> Choose Data Source Category 2) Indicators -> Availability -> Data Sources -> Choose Data Source Category 3) Data Sources -> Description -> Choose Data Source Category		

41	Monitoring and Evaluation (M&E)	M&E is at the heart of evidence-based policy making. It provides a core set of tools that stakeholders can use to verify and improve the quality, efficiency and effectiveness of interventions at various stages of implementation, or, in other words, to focus on results. Monitoring and evaluation are synergistic processes. Monitoring can be defined as the continuous process of collecting and analysing information to assess how well a project, program, or policy, is performing. It relies primarily on administrative data to track performance against expected results, make comparisons across programs, and analyse trends over time. Monitoring usually tracks inputs, activities, and outputs, though occasionally it includes outcomes as well. Monitoring is used to inform day-to-day management and decisions. Evaluation can be defined as periodic, objective assessments of a planned, ongoing, or completed project, program, or policy. Evaluations are used to answer specific questions, often related to design, implementation, and results. It is the process whereby the activities undertaken by ministries, agencies and development organisations are assessed against a set of objectives or criteria. This may include an assessment of programme outputs, outcomes or impacts.	Core ADAPT concept	World Bank Group, OECD Glossary	https://stats.oecd.org/glossary/search.asp, https://siteresources.worldbank.org/EXTHDOFFICE/Resources/5485726-1295455628620/Impact_Evaluation_in_Practice.pdf
42	Monitoring and Evaluation (M&E) framework	Same as a **results chain framework (See Glossary, below)**, but with indicators.	Core ADAPT concept		

43	National	In ADAPT, this is the third highest geographic level (after Global -> Regional), indicating reach that is nationwide or relating to a single country.	1) Policies -> Description/Identification -> Geographic Coverage 2) Logframes -> Description/Description -> Sector Coverage 3) Indicators -> Description and demand information/Identification -> Geographic Coverage 4) Indicators -> Availability/Identification -> Geographic Coverage 5) Data Sources -> Description -> Geographic Coverage 6) Data Plans -> Description/Identification -> Geographic Coverage		
44	National Development Plan	A National Development Plan (NDP) is a structured nationwide public policy of a government that involves medium- or long-term priorities and the steps or activities necessary to achieve the objectives defined in them. It usually includes indicators to monitor progress towards the achievement of these objectives.	Policies menu bar		
45	NSDS	A National Strategy for the Development of Statistics (NSDS) is a national framework, process and product for statistics development aiming to mainstream statistics into national policy and planning processes; producing information responding to the needs of the various users; mainstreaming sectors and other players into the NSS; coordinating the entire NSS;	Data Plans menu bar		

		responding to data challenges; delivering a country-led data revolution; and building statistical capacity across the "statistical value chain".			
46	Observation Value	The value of a particular variable.		SDMX	SDMX (2016) (http://sdmx.org/)
47	Other Data (Sources)	Apart from traditional data sources such as censuses, surveys and administrative records, ADAPT also accounts for emerging types of data sources. Examples are: - Satellite and **remote sensing:** the process of acquiring information about an object from a distance, that is, without physical contact. Remote sensing usually refers to image acquisition by means of satellite sensors or aerial photography). - **Scanner** and sensor data: this includes, for example, detailed data on sales of consumer goods obtained by scanning the bar codes for individual products at electronic points of sale in retail outlets; the data can provide detailed information about the quantities, characteristics and values of goods sold, as well as their prices. - social media and **webscraping:** a form of copying in which specific data is gathered and copied from the web, typically into a central local database or spreadsheet, for later retrieval or analysis.	1) Indicators -> Description and Demand information -> Data Sources -> Choose Data Source Category 2) Indicators -> Availability -> Data Sources -> Choose Data Source Category 3) Data Sources -> Description -> Choose Data Source Category	OECD Glossary	https://stats.oecd.org/glossary/detail.asp?ID=4522; https://stats.oecd.org/glossary/detail.asp?ID=5755
48	Outcomes	This captures the short- or medium-term effects of a policy. It is the fourth level in the **results chain framework (see Glossary, below)** used by ADAPT.	1) Logframes -> Levels 2) Data Plans -> Plan Content -> Levels	OECD DAC	https://www.oecd.org/dac/peer-reviews/Develop

					ment-Results-Note.pdf
49	Outputs	Products, capital goods and services resulting in changes relevant to outcomes. It is the third level in the **results chain framework (see Glossary, below)** used by ADAPT.	1) Logframes -> Levels 2) Data Plans -> Plan Content -> Levels	OECD DAC	https://www.oecd.org/dac/peer-reviews/Development-Results-Note.pdf
50	Period of time	The population, statistical units and variables relate to specific times, which may be limited to a reference time point (for example, a specific day) or a reference period (such as a month, calendar year or fiscal year) A period of time usually refers to a length of time with a start date and an end date. Therefore, these values are applicable to this duration or a "period of time".	1) Indicators -> Availability 2) Data Sources -> Identification		https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Reference_period; https://stats.oecd.org/glossary/detail.asp?ID=3104
50	Plan Content	In the context of ADAPT, this is similar to *Logframes* under *Data Plans*, where the activities, inputs, outputs, outcomes and impacts of the given data plan can be described.			
51	Point-in-time	Some data, such as population variables, relate to one specific time, a reference time point (for example, a specific day, or the population on 1 January). Therefore, these values refer to a "point in time".	1) Indicators -> Availability 2) Data Sources -> Identification		https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Reference_period; https://stats.oecd.org/glossary/detail.asp?ID=3104
51	Policy	A policy or a public policy is a formal plan of action adopted or proposed by a state organisation in the public interest to address society's needs or problems. In ADAPT, these may refer to global, regional, national, subnational, sectoral, etc. development plans.	Menu bar		
52	Priority	The different indicators required in a policy or plan may have differing degrees of importance or priority.	1) Site Administration -> Libraries -> Indicator Priorities		

		ADAPT allows for assigning up to three levels of priority.	2) Indicators -> Description and Demand Information /Identification -> Priority		
53	Proxy Indicator	This is an indirect measure that approximates or represents a phenomenon in the absence of a direct measure. For example, for SDG Indicator 6.1.1 – "The proportion of population using safely managed drinking water services" – a proxy can be developed by using measurements including (i) the proportion of population below the poverty line; (ii) the proportion of population consuming clean water; and (iii) the proportion of population with access to improved sanitation.			
54	Reference Period	A reference period is the time period for which statistical results are collected or calculated and to which, as a result, these values refer. The time period may be either a calendar year (reference year), a fiscal year, a semester, a quarter, a month or even a day. The reference period should be distinguished from the publication time, the period or point in time at which the statistical data are published. The publication year of statistical results may be significantly later than the reference year for which they were collected. Population, statistical units and variables relate to specific times, which may be limited to a reference time point (such as a specific day) or a reference period (for example, a month, calendar year or fiscal year).	1) Data Sources -> Identification		https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Reference_period; https://stats.oecd.org/glossary/detail.asp?ID=3104

54	Regional	In ADAPT, this is the second highest geographic level, below *Global* but above *National***.** It usually refers to a group of countries, such as the Association of Southeast Asian Nations (ASEAN) or sub-Saharan Africa.	1) Policies -> Description/Identification -> Geographic Coverage 2) Logframes -> Description/Description -> Sector Coverage 3) Indicators -> Description and demand information/Identification -> Geographic Coverage 4) Indicators -> Availability/Identification -> Geographic Coverage 5) Data Sources -> Description -> Geographic Coverage 6) Data Plans -> Description/Identification -> Geographic Coverage		
55	Registers and Administrative Data	This is a **data source categor**y (see **Glossary, above**) that refers to datasets collected or compiled primarily for administrative use and not for statistical purposes. Examples are tax records and social security data.	1) Indicators -> Description and Demand information -> Data Sources -> Choose Data Source Category 2) Indicators -> Availability -> Data Sources -> Choose Data Source Category 3) Data Sources -> Description -> Choose Data Source Category	OECD Glossary	https://stats.oecd.org/glossary/detail.asp?ID=4328

56	Results-Chain Framework	The results chain framework (RCF) is the causal sequence for a development intervention (or, simply, policy) that stipulates the necessary sequence to achieve desired objectives, beginning with inputs, moving through activities and outputs, and culminating in outcomes and impacts. It describes the sequence of the underlying M&E elements of a policy or data plan, and is captured in ADAPT under *Logframes*, for *Policies*, and *Data Plans -> Plan Content*, for *Data Plans*.	Core ADAPT concept	OECD DAC	https://www.oecd.org/dac/peer-reviews/Development-Results-Note.pdf
57	SDG Global Indicators	This refers to the SDG Global Indicator framework and to the targets of the 2030 Agenda for Sustainable Development. The framework consists of a set of 17 goals, 169 targets and 232 unique indicators that UN Member States are expected to use to frame their agendas and political policies as part of the 2030 Agenda.	1) Site administration -> Libraries -> Logframes -> Global	UNSD	https://unstats.un.org/sdgs/indicators/indicators-list/
58	Sector Coverage	This refers to the sectors (health, education, defence, etc.) that are covered by a policy, logframe, indicator, data source or data plan. In ADAPT, sectors are categorised on the basis of **COFOG (see Glossary, above).**	1) Policies -> Description/Identification -> Geographic Coverage 2) Logframes -> Description/Description -> Sector Coverage 3) Indicators -> Description and demand information/Identification -> Geographic Coverage 4) Indicators -> Availability/Identification -> Geographic Coverage 5) Data Sources -> Description -> Geographic Coverage		

			6) Data Plans -> Description/Identification -> Geographic Coverage		
59	Subscribers	One of the four predefined roles available in ADAPT for all authenticated users (users who are signed in). Subscribers can view all content; however, they do not have any other permissions. Subscribers can modify their account information (name, email and password). In ADAPT, all new users are assigned the Subscriber role by default.	1) Users -> Users Management		
60	Sub-national	In ADAPT, this is the fourth highest geographic level (after Global -> Regional -> National) pertaining to a certain aspect within a country. Examples are provinces, states, districts and villages.	1) Policies -> Description/Identification -> Geographic Coverage 2) Logframes -> Description/Description -> Sector Coverage 3) Indicators -> Description and demand information/Identification -> Geographic Coverage 4) Indicators -> Availability/Identification -> Geographic Coverage 5) Data Sources -> Description -> Geographic Coverage 6) Data Plans -> Description/Identifica		

			tion -> Geographic Coverage		
61	Supply	In ADAPT, supply refers to the state of data availability, directly linked with past, present and future data productions. ADAPT aims to improve the data market by better adapting data supply to meet demands.	Core ADAPT concept		
62	Survey	A survey is a **data source category** (see **Glossary,** above) that refers to an investigation of the characteristics of a given population by collecting data from a sample of that population and estimating its characteristics through the systematic use of statistical methodology. It covers any activity that collects or acquires statistical data. In ADAPT, various types of surveys are considered: household or individual surveys, enterprise and establishment surveys, community-based surveys, etc.	1) Indicators -> Description and Demand information -> Data Sources -> Choose Data Source Category 2) Indicators -> Availability -> Data Sources -> Choose Data Source Category 3) Data Sources -> Description -> Choose Data Source Category	OECD Glossary	https://stats.oecd.org/glossary/detail.asp?ID=2620
63	Unit of measurement	A unit of measurement is the actual unit in which the associated values are measured. In ADAPT, indicators can be entered in various units of measurements, displayed under *Site Administration -> List Management*.	1) Site administration -> List Management-> Unit of Measurement 2) Indicators -> Description and demand information/Identification-> Unit of Measurement	OECD Glossary	https://stats.oecd.org/glossary/detail.asp?ID=2806

64	Values	Values refer to the actual names of the specific goals, impacts, objectives (or any other levels of the **results chain framework**) articulated under *Logframes*, for *Policies*, and under *Data Plans -> Plan Content*, for *Data Plans.* For example, a value for SDG Goals may be "1 – End poverty in all its forms everywhere". The number of values for each level of the results chain framework may also be found under *Logframes -> Levels*.	1) Logframes ->Values 2) Logframes -> Levels -> Values 3) Data Plans -> Plan Content -> Levels -> Values		

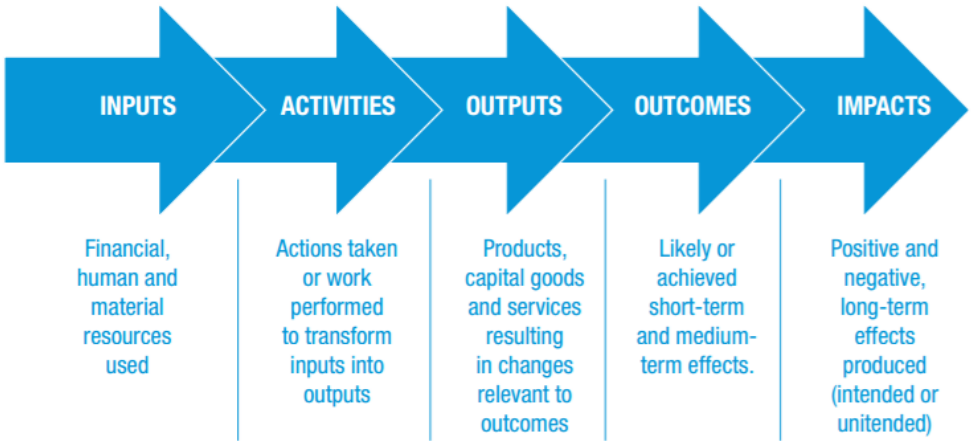
5.2 The results chain framework in ADAPT

5.2.1 Enforcing a common terminology

A results chain framework articulates the different levels or stages of results that an intervention – a project, programme or policy – is expected to deliver. It typically encompasses inputs and activities that lead to intermediary outputs or outcomes, which in turn are followed by longer-term objectives (generally referred to as "impact"). Thus, the framework describes the essential elements of the logical and expected cause-effect relationships among inputs, intermediate results or outputs, and impact.

There is a diverse range of results chain frameworks, with methodologies that may not always be harmonised. The OECD DAC defines the results chain as "[t]he causal sequence for a development intervention that stipulates the necessary sequence to achieve desired objectives, beginning with *inputs*, moving through *activities* and *outputs*, and culminating in *outcomes*, *impacts*." A *result* in itself could be the output, outcome or impact of the development intervention, depending upon the timeframe under consideration. Figure 71 provides an illustration of the framework.

Figure 84: OECD results chain framework



Source: OECD

The results chain forms a part of the broader results management process, which includes planning, budgeting, implementation, monitoring and evaluation. It provides a model that enables policy-makers and planners to think about resource allocation and for the causal link between inputs, activities and desired certain changes to be produced. In ADAPT, the results chain for policies is captured in the Logframe menu, while the results chain for data plans is available under the *Data Plans* menu, within the *Plan Content* subfield. Therefore, ADAPT adopts the terminology proposed by the OECD.

In practice, plans and policy documents do not use the exact same terminology as the OECD-DAC definitions. In this case, for comparison purposes, it might still be important to examine the relevant results chain framework and attempt to map it with the underlying ADAPT logical framework that follows OECD-DAC.

5.2.2 A practical example

Suppose that we wish to enter the *Vanuatu National Sustainable Development Plan (2016-2030)* into ADAPT. We could proceed in the following manner.

The plan describes an M&E framework structure with three pillars, each having goals and objectives, with indicators attached to policy objectives as shown in figure 72.

Figure 85: An example of a results chain framework from Vanuatu's NDP

Figure 73 indicates the six goals of the first pillar (*Society*). The first goal is further expanded to display its first policy objective and attached indicators and targets in figure 74, to provide a bird's-eye view of the plan's M&E structure. All other pillars follow the same structural logic.

Figure 86: Goals of Vanuatu's NSDP

Figure 87: Expanding the results chain framework of Vanuatu's NSDP

SOCIETY 1: : A Nation based on traditional governance and Christian principles, which underpin our culture and continue to bestow life skills and knowledge to future generations				
Policy Objective	**SMART Indicators**	**Targets 2030**	**Baseline**	**SDG Alignment**
SOC 1.1: Promote and protect indigenous languages	**SOC 1.1.1** Proportion of population speaking indigenous language daily	TBD: NSDP Baseline survey	72% National (2012 Pacific Living Conditions Survey fact sheet)	**11.4** 11.4.1 (Tier 3)
	SOC 1.1.2 Proportion of population first language learned indigenous	TBD: NSDP Baseline survey	92% National (2012 Alternative Indicators of Well-being pilot report)	
	SOC 1.1.3 Proportion of endangered languages documented	By 2030 50% increase	▪ Extinct languages 8 ▪ Moribund (disappearing) languages 17 ▪ Living languages actually spoken - 81 ▪ TOTAL 106 ▪ Published grammar and online dictionary: Mwotlap, Vurës, Tamambo ▪ Published grammar: Mavea, Araki, Apma, Neverver, Neve'ei, Unua, Tape, Avava, Naman ▪ Published dictionary: Ifira=Mele (Definition: Absolute number of speakers (UNESCO)	

To translate the results chain framework of Vanuatu's plan (above) into the ADAPT *Logframe*, which is slightly different, the corresponding results chain nodes could be overlapped, as below:

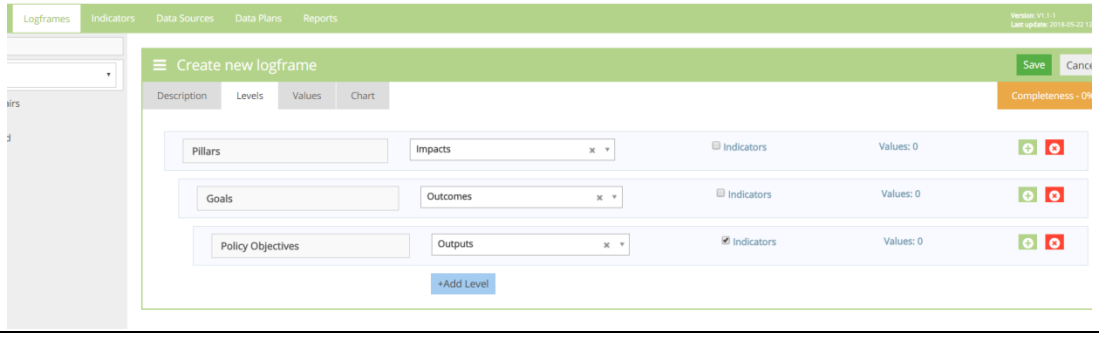
Table 10: Operationalising the results chain framework in ADAPT – example 1

ADAPT levels	Vanuatu's National Sustainable Development Plan	Indicators linked? Y/N

	M&E framework	
Inputs		
Activities		
Outputs	Policy Objectives	Yes
Outcomes	Goals	No
Impacts	Pillars	No

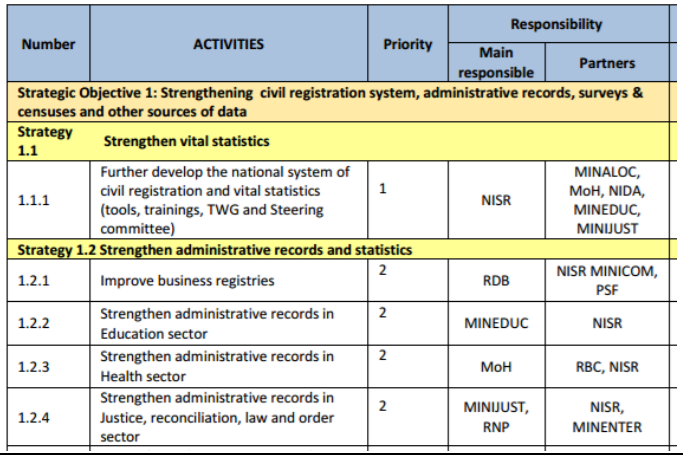
Only three levels in Vanuatu's NSDP correspond to the ADAPT levels, due to the absence of inputs or activities. We may also note that the Society, Environment and Economy pillars could also be interpreted as "Improving Society, the Environment and the Economy", as they effectively indicate long-term *Impact* areas or sectors. Similarly, the Goals could be reinterpreted consistently as *Outcomes* and Policy Objectives as *Outputs*, for the purposes of entering them into ADAPT. Figure 75 below shows how the information above is displayed in the ADAPT window:

Figure 88: Visualising the results chain framework in ADAPT – example 1



Similarly, for *Data Plans*, we take the case of Rwanda's second National Strategy for the Development of Statistics (2014/15-2018/19), which describes the "Implementation and budget plan", a portion of which is given in Figure 76:

Figure 89: Rwanda's National Strategy for the Development of Statistics



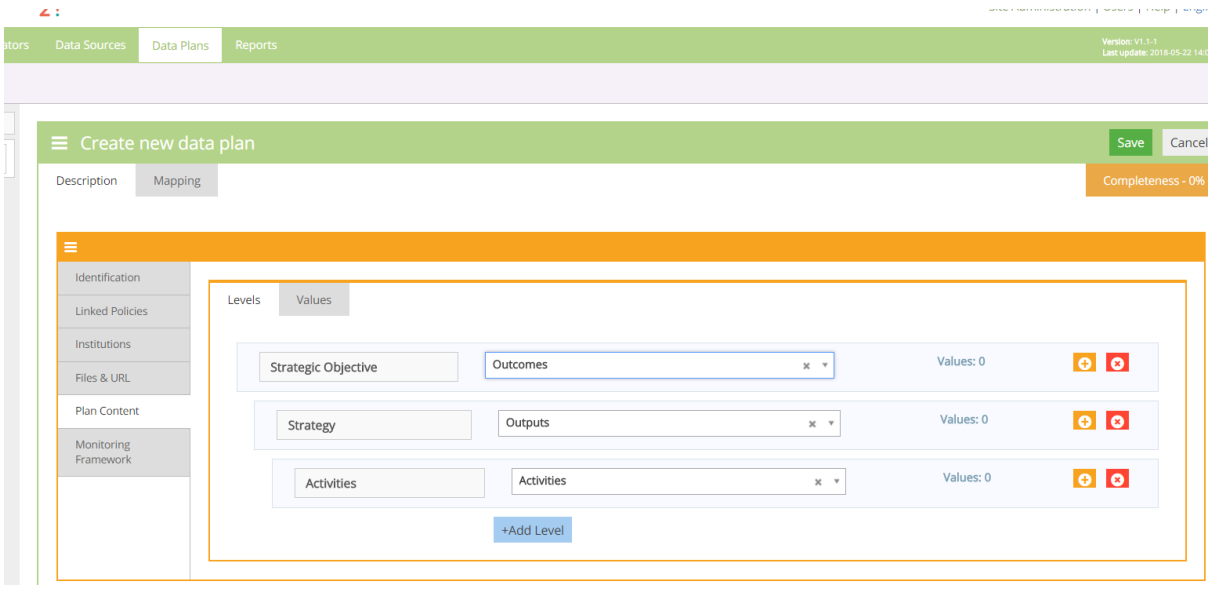
Number	ACTIVITIES	Priority	Responsibility	
			Main responsible	Partners
Strategic Objective 1: Strengthening civil registration system, administrative records, surveys & censuses and other sources of data				
Strategy 1.1	**Strengthen vital statistics**			
1.1.1	Further develop the national system of civil registration and vital statistics (tools, trainings, TWG and Steering committee)	1	NISR	MINALOC, MoH, NIDA, MINEDUC, MINIJUST
Strategy 1.2 Strengthen administrative records and statistics				
1.2.1	Improve business registries	2	RDB	NISR MINICOM, PSF
1.2.2	Strengthen administrative records in Education sector	2	MINEDUC	NISR
1.2.3	Strengthen administrative records in Health sector	2	MoH	RBC, NISR
1.2.4	Strengthen administrative records in Justice, reconciliation, law and order sector	2	MINIJUST, RNP	NISR, MINENTER

In ADAPT, one way to enter this information consistently is depicted below.

Table 11: Operationalising the results chain framework in ADAPT – example 2

ADAPT levels	Rwanda's NSDS *Implementation and Budget Plan*	Indicators linked? Y/N
Inputs		
Activities	Activities	No
Outputs	Strategy	No
Outcomes	Strategic Objectives	No
Impacts		

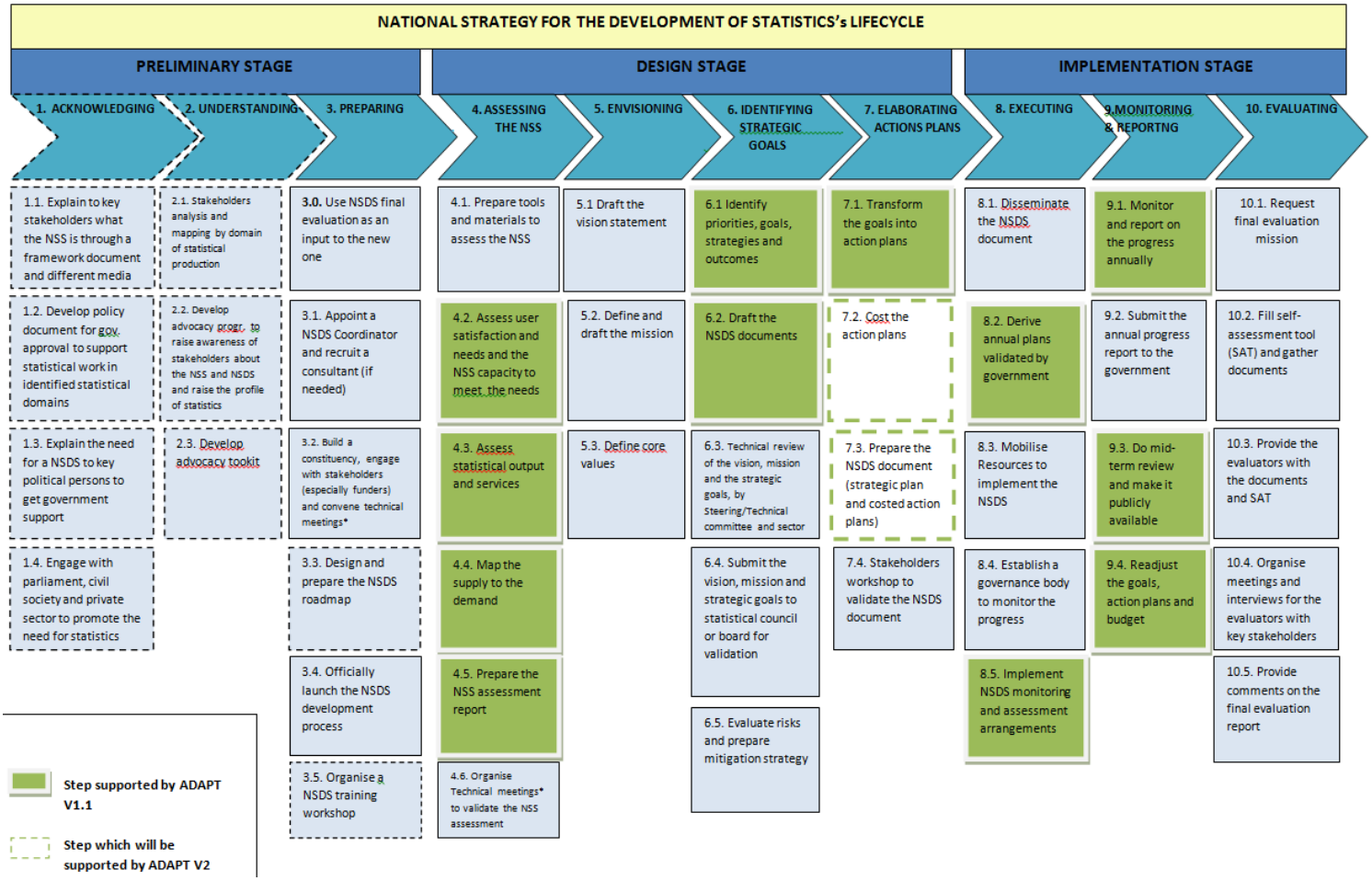
Figure 90: Visualising the results chain framework in ADAPT – example 2



Note that the *Plan Content* option under the *Description* tab of the *Data Plans* menu has been selected, instead of the *Monitoring Framework* option, as the Implementation and budget plan above does not mention any indicators.

The NSDS M&E framework, if mentioned in the document, can be entered into ADAPT using the same logic of mapping ADAPT levels of the results chain framework onto the NSDS M&E levels.

5.3 ADAPT and the NSDS lifecycle



Version 1.0 (Source: PARIS21, July 2018)

5.4 Bulk Upload feature for indicators

In a nutshell

When it is necessary to upload large volumes of data, ADAPT V1.1.1 offers a *Bulk Upload* feature that relies upon Microsoft Excel. This functionality may be used to input indicators into ADAPT, given the usually large volume of data that this section involves.

Bulk uploading involves the following six stages:

1. Create the *Policy* or *Logframe* associated with the indicators. Whenever there is a logframe attached, then the results chain needs to be created along with it. When indicators have no primary link, no other elements need to be created.
2. Download the spreadsheet template for data entry, which is based on the primary link (if there is one).
3. Input data into the first sheet of the downloaded template in appropriate columns, using the keys or ID provided in the other sheets.

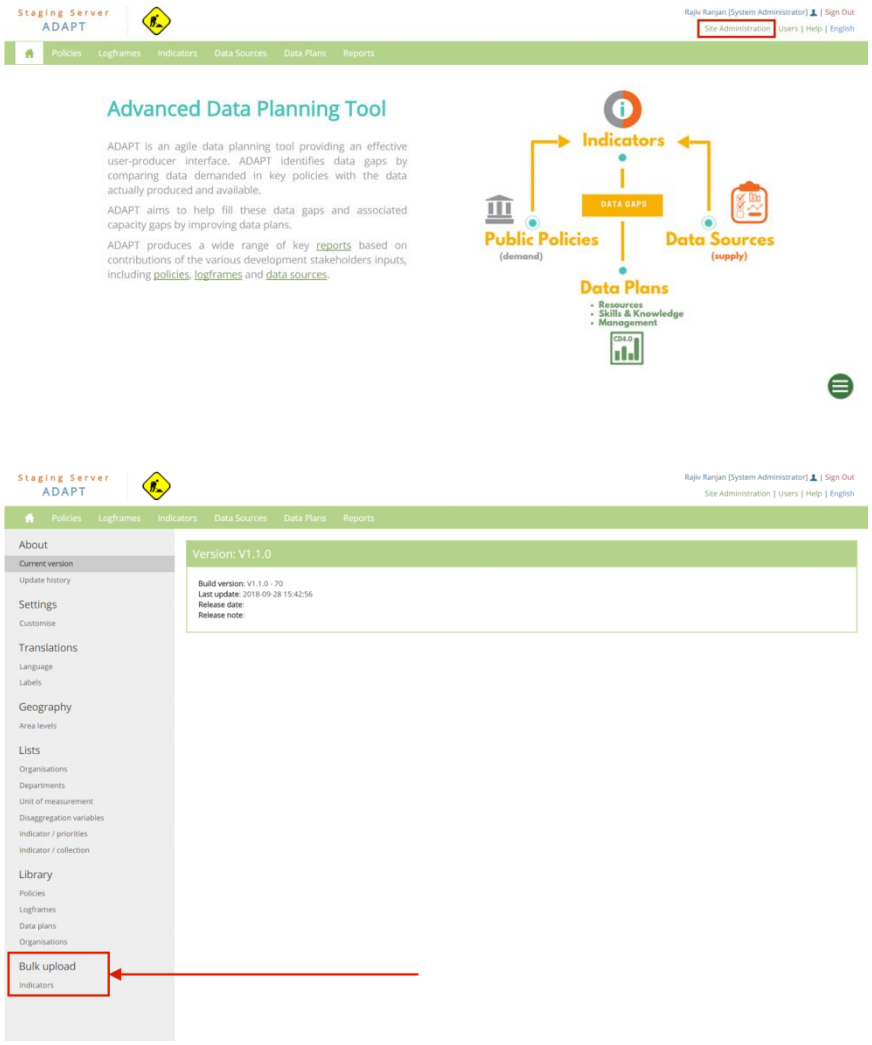
4. Upload the compiled file.
5. Validate the compiled file.
6. Import the validated data.

How to proceed

The following steps provide a quick walkthrough of the bulk upload feature for indicator data.

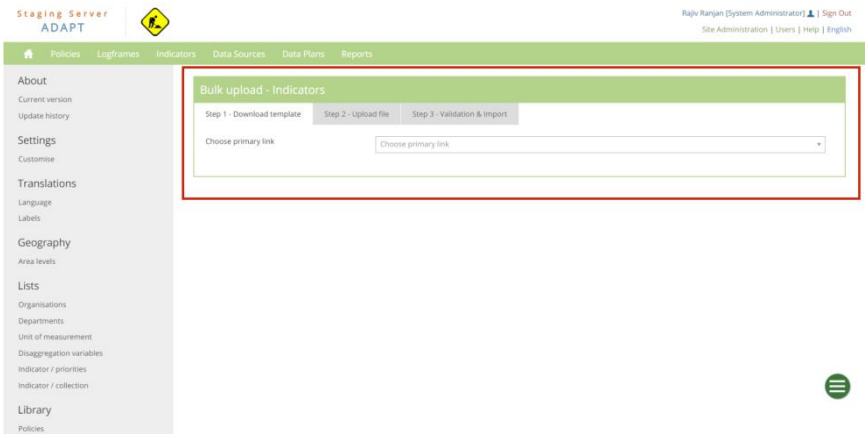
After logging into ADAPT, click on *Site Administration*. Then, go to *Bulk Upload* -> *Indicators*. These two steps are shown in the figures below.

Figure 91: Accessing the Bulk Upload feature



Clicking on *Indicators* results in the following screen:

Figure 92: Bulk-uploading indicators – a first glance



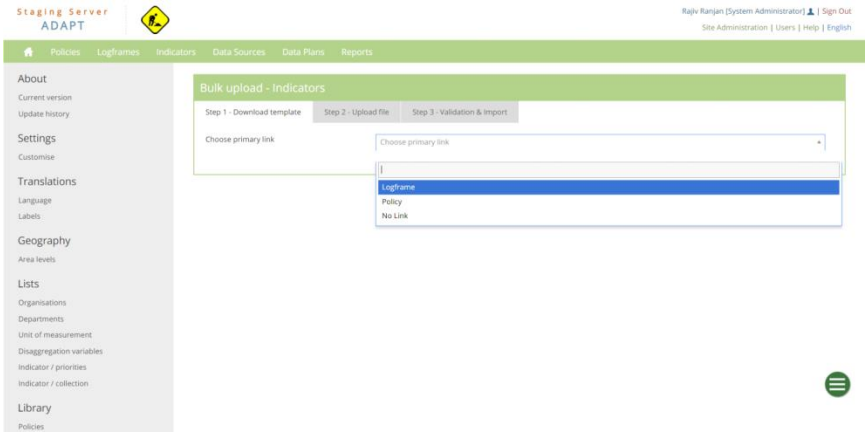
There are three tabs on top of the resulting form, representing the three steps involved in the bulk-upload process. Step 1 consists in downloading the Microsoft Excel template to fill in the data to be uploaded and imported; in Step 2, the Microsoft Excel file is filled in or updated with data and uploaded; and Step 3 is for validation and importing the data.

Now, we will explore the step in further detail.

Step 1: Download template

The primary link associated with the indicators should be chosen. The options are *Logframes*, *Policies* and *No Links*, as shown below.

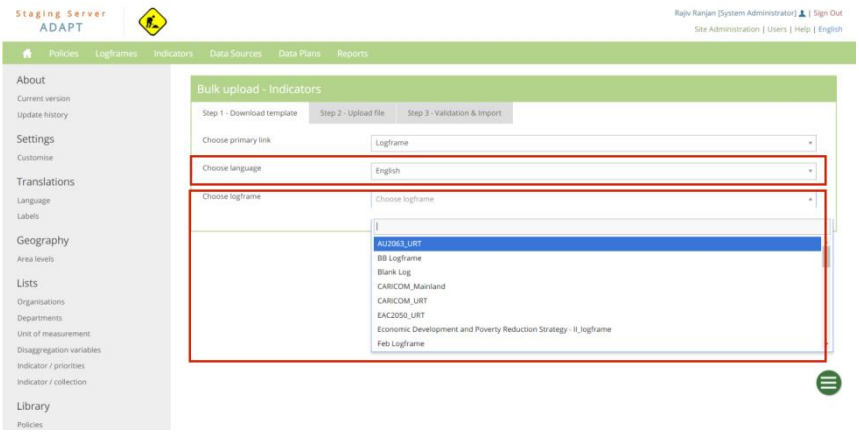
Figure 93: What to enter in *Step 1 – Download template*



Let us take the example of logframes.

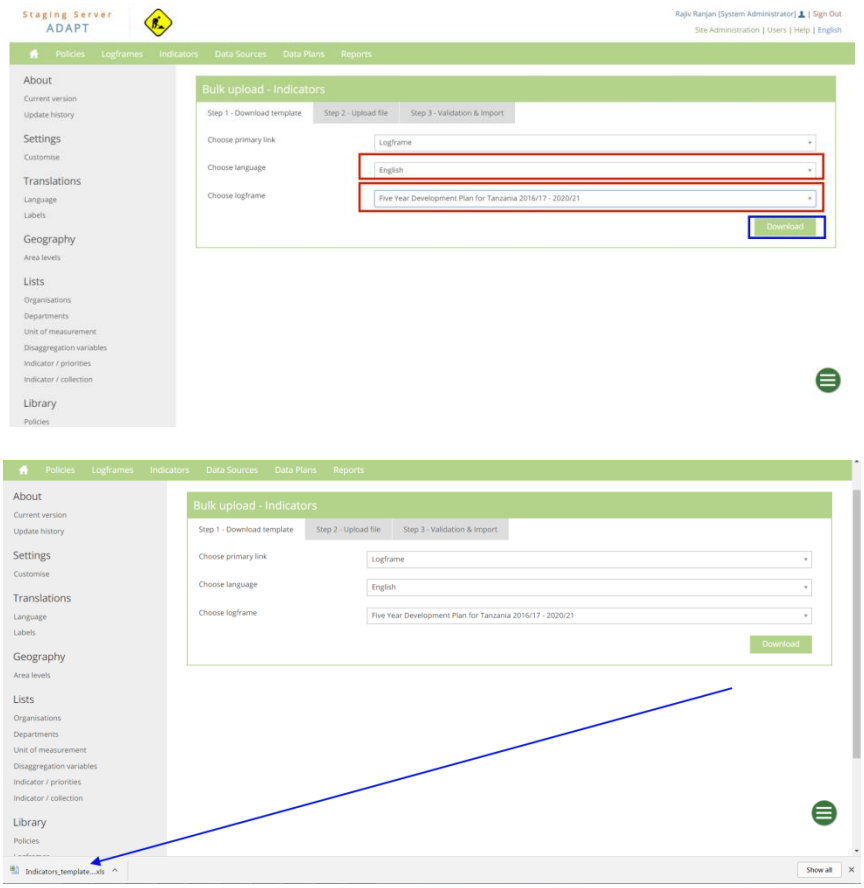
If the primary link type chosen is *Logframe*, then the subsequent fields will offer options to select the language and the logframes available in the instance. A similar process is followed in other choices. This is illustrated in the figures below:

Figure 94: Choosing the link and language



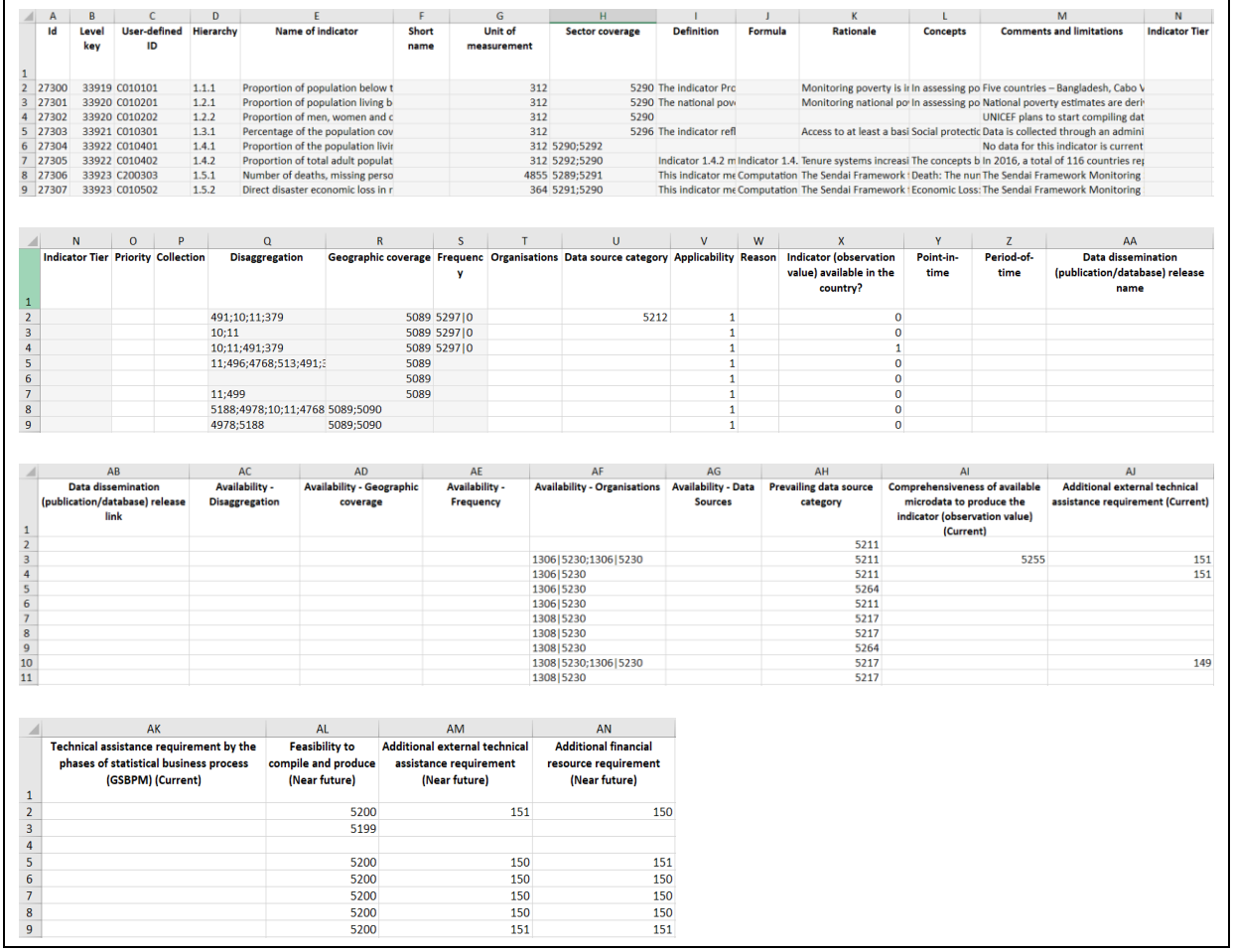
After selecting the language and the logframe, click on the *Download* button to download the Microsoft Excel file. These two activities are illustrated in Figure 82 below.

Figure 95: Downloading the Microsoft Excel file



Open the Microsoft Excel file. For the example outlined above, it will look like this:

Figure 96: The downloaded Microsoft Excel workbook



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Id	Level key	User-defined ID	Hierarchy	Name of indicator	Short name	Unit of measurement	Sector coverage	Definition	Formula	Rationale	Concepts	Comments and limitations	Indicator Tier
2	27300	33919	C010101	1.1.1	Proportion of population below t		312	5290	The indicator Pro		Monitoring poverty is i	In assessing po	Five countries – Bangladesh, Cabo V	
3	27301	33920	C010201	1.2.1	Proportion of population living b		312	5290	The national pov		Monitoring national por	In assessing po	National poverty estimates are deri	
4	27302	33920	C010202	1.2.2	Proportion of men, women and c		312	5290					UNICEF plans to start compiling dat	
5	27303	33921	C010301	1.3.1	Percentage of the population cov		312	5296	The indicator refl		Access to at least a basi	Social protectic	Data is collected through an admini	
6	27304	33922	C010401	1.4.1	Proportion of the population livi		312	5290;5292					No data for this indicator is current	
7	27305	33922	C010402	1.4.2	Proportion of total adult populat		312	5292;5290	Indicator 1.4.2 m	Indicator 1.4.	Tenure systems increasi	The concepts b	In 2016, a total of 116 countries rej	
8	27306	33923	C200303	1.5.1	Number of deaths, missing perso		4855	5289;5291	This indicator me	Computation	The Sendai Framework	Death: The nun	The Sendai Framework Monitoring	
9	27307	33923	C010502	1.5.2	Direct disaster economic loss in r		364	5291;5290	This indicator me	Computation	The Sendai Framework	Economic Loss:	The Sendai Framework Monitoring	

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Indicator Tier	Priority	Collection	Disaggregation	Geographic coverage	Frequency	Organisations	Data source category	Applicability	Reason	Indicator (observation value) available in the country?	Point-in-time	Period-of-time	Data dissemination (publication/database) release name
2				491;10;11;379	5089	5297|0		5212	1		0			
3				10;11	5089	5297|0			1		0			
4				10;11;491;379	5089	5297|0			1		1			
5				11;496;4768;513;491;3	5089				1		0			
6					5089				1		0			
7				11;499	5089				1		0			
8				5188;4978;10;11;4768	5089;5090				1		0			
9				4978;5188	5089;5090				1		0			

	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	Data dissemination (publication/database) release link	Availability - Disaggregation	Availability - Geographic coverage	Availability - Frequency	Availability - Organisations	Availability - Data Sources	Prevailing data source category	Comprehensiveness of available microdata to produce the indicator (observation value) (Current)	Additional external technical assistance requirement (Current)
2							5211		
3					1306|5230;1306|5230		5211	5255	151
4					1306|5230		5211		151
5					1306|5230		5264		
6					1306|5230		5211		
7					1308|5230		5217		
8					1308|5230		5217		
9					1308|5230		5264		
10					1308|5230;1306|5230		5217		149
11					1308|5230		5217		

	AK	AL	AM	AN
1	Technical assistance requirement by the phases of statistical business process (GSBPM) (Current)	Feasibility to compile and produce (Near future)	Additional external technical assistance requirement (Near future)	Additional financial resource requirement (Near future)
2		5200	151	150
3		5199		
4				
5		5200	150	151
6		5200	150	150
7		5200	150	150
8		5200	150	150
9		5200	151	151

The downloaded workbook contains the data previously entered in the ADAPT instance.

The first sheet of the workbook contains multiple columns starting with “Id”, “Level key” and “User-defined ID” etc.

The column – “Id”, contains machine-generated codes for the indicators. The column – “Level key”, contains the level of the indicators as per the results-chain already defined in the ADAPT instance (one can view the details of the results-chain in the sheet named *Level)*. The column – “Hierarchy” contains the serial numbers of the indicators previously entered.

Note! To add a new indicator in the template, one **must** fill-in the columns - “Level key” and “Hierarchy”. “Level key” values can be repetitive but values in “Hierarchy” can only be unique. The column “Name of indicator” can have repetitive values.

Do not fill-in any values in Column A (“Id”).

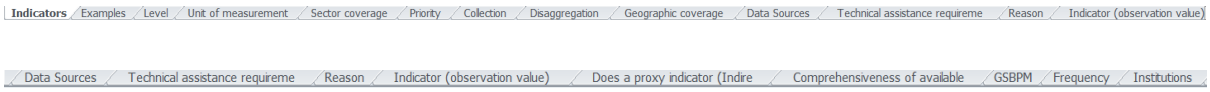
In some columns such as “Sector coverage”, “Disaggregation” and “Geographic coverage” etc., multiple values can be entered separated by semicolon (;).

For other columns such as “Availability – Organisation", values are entered in pairs. In such columns, you must enter the codes in pairs with a pipe symbol (|) as a connector (in this case, between organisation and its role).

e.g. In the UNSD-Nepal instance of ADAPT, for now, the code for "CBS" is 1306 and the code for the role of "Data compilation" is 5228. Therefore, the entry in the column “Availability – Organisation" would be 1306|5228 for the CBS with the role of data compiler for a specific indicator.

To fill in other columns, please refer to the other sheets in the workbook.

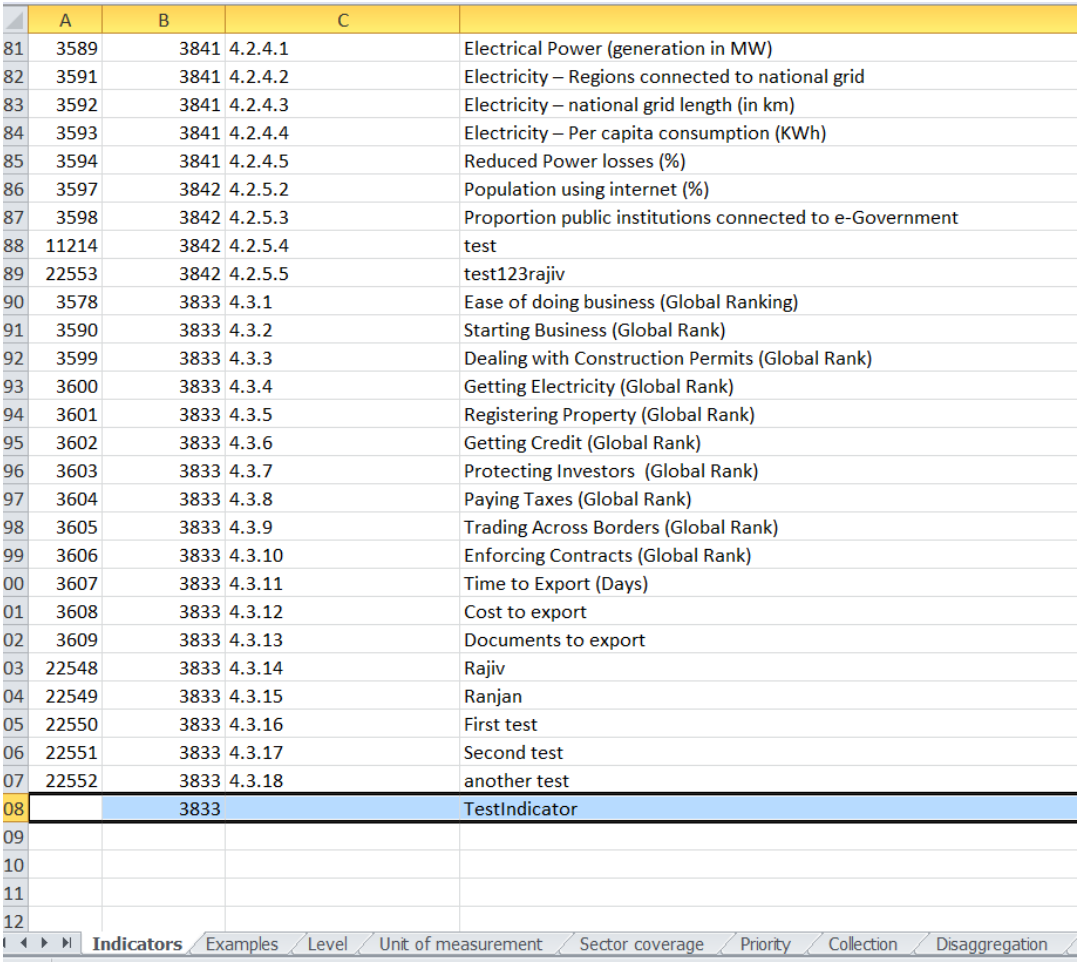
Figure 97: Sheets in the downloaded Microsoft Excel workbook



Remember! Data should be entered only in the sheet named *Indicators*.

Save the Microsoft Excel file after adding or updating data. In the example below, an indicator called “TestIndicator” is added at level 3 833. We will now see how it is uploaded and imported into ADAPT.

Figure 98: Adding a test indicator in the downloaded Microsoft Excel workbook



	A	B	C	
81	3589	3841	4.2.4.1	Electrical Power (generation in MW)
82	3591	3841	4.2.4.2	Electricity – Regions connected to national grid
83	3592	3841	4.2.4.3	Electricity – national grid length (in km)
84	3593	3841	4.2.4.4	Electricity – Per capita consumption (KWh)
85	3594	3841	4.2.4.5	Reduced Power losses (%)
86	3597	3842	4.2.5.2	Population using internet (%)
87	3598	3842	4.2.5.3	Proportion public institutions connected to e-Government
88	11214	3842	4.2.5.4	test
89	22553	3842	4.2.5.5	test123rajiv
90	3578	3833	4.3.1	Ease of doing business (Global Ranking)
91	3590	3833	4.3.2	Starting Business (Global Rank)
92	3599	3833	4.3.3	Dealing with Construction Permits (Global Rank)
93	3600	3833	4.3.4	Getting Electricity (Global Rank)
94	3601	3833	4.3.5	Registering Property (Global Rank)
95	3602	3833	4.3.6	Getting Credit (Global Rank)
96	3603	3833	4.3.7	Protecting Investors (Global Rank)
97	3604	3833	4.3.8	Paying Taxes (Global Rank)
98	3605	3833	4.3.9	Trading Across Borders (Global Rank)
99	3606	3833	4.3.10	Enforcing Contracts (Global Rank)
00	3607	3833	4.3.11	Time to Export (Days)
01	3608	3833	4.3.12	Cost to export
02	3609	3833	4.3.13	Documents to export
03	22548	3833	4.3.14	Rajiv
04	22549	3833	4.3.15	Ranjan
05	22550	3833	4.3.16	First test
06	22551	3833	4.3.17	Second test
07	22552	3833	4.3.18	another test
08		3833		TestIndicator
09				
10				
11				
12				

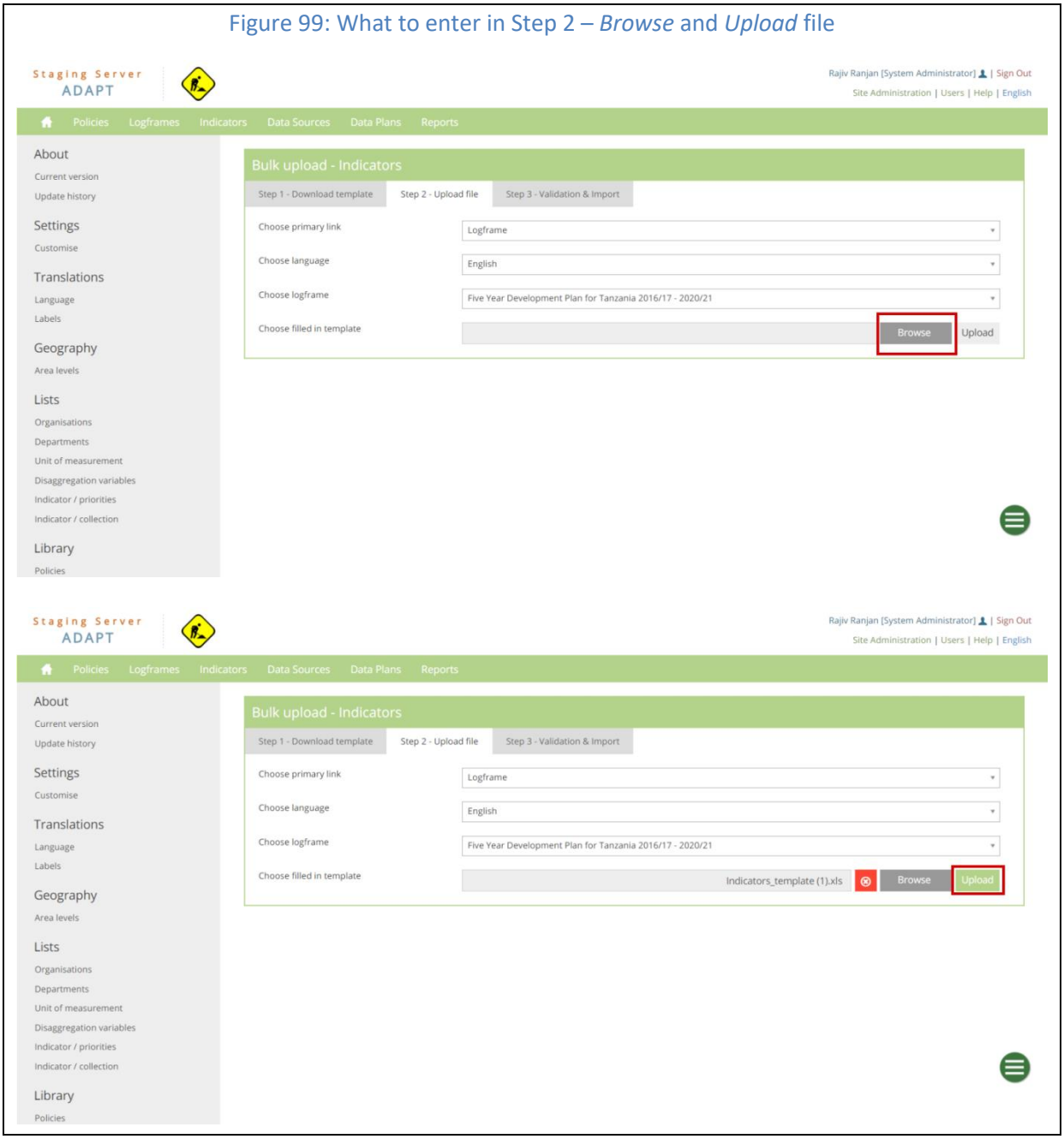
Indicators | Examples | Level | Unit of measurement | Sector coverage | Priority | Collection | Disaggregation

This brings us to step 2 of the Bulk Upload process.

Step 2: Upload File

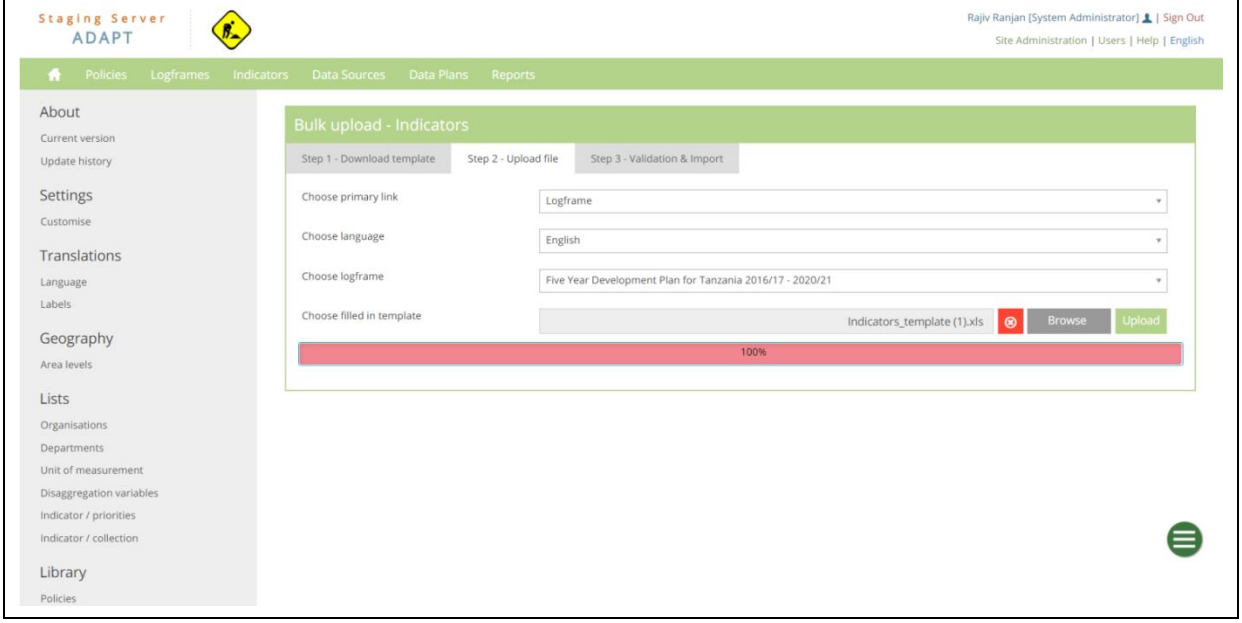
Going back to the ADAPT screen, on the next tab, *Step 2 – Upload file*, select the destination of the new or updated data by selecting the primary link, language and the specific primary link (here, *Logframe*). Then, select the Microsoft Excel file with the new or updated data, by clicking on *Browse.* Once the file has been chosen, click on the *Upload* button. The process is shown below.

Figure 99: What to enter in Step 2 – *Browse* and *Upload* file



The progress of the upload will be shown as in Figure 87.

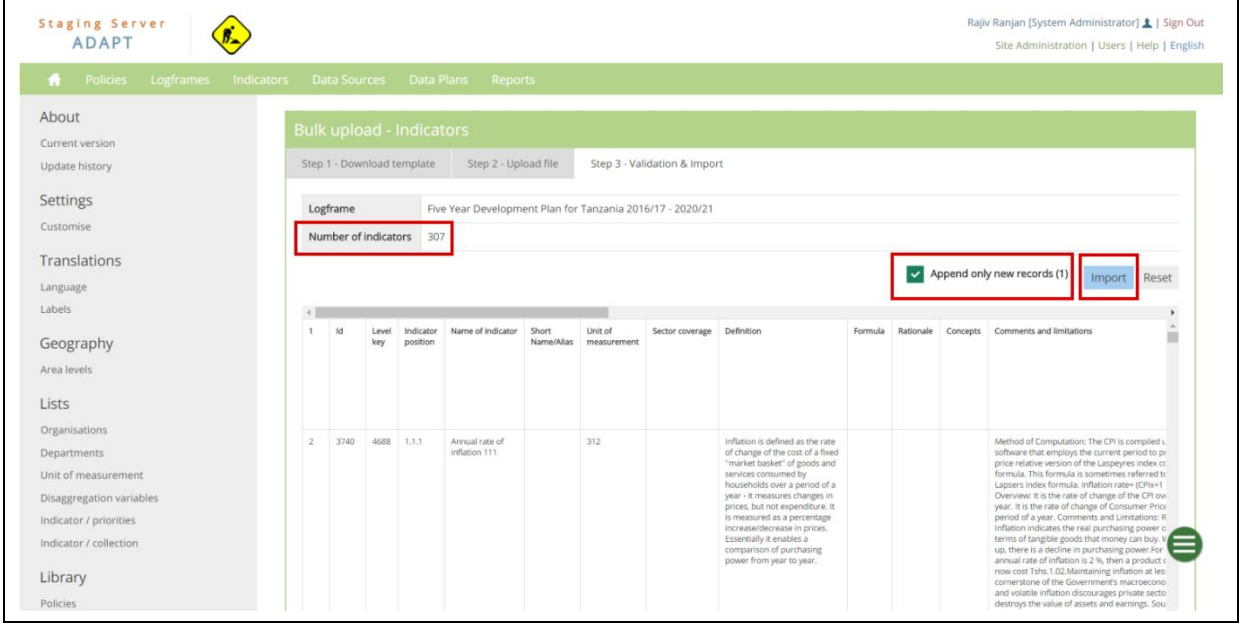
Figure 100: Uploading in progress



Step 3: Validation & Import

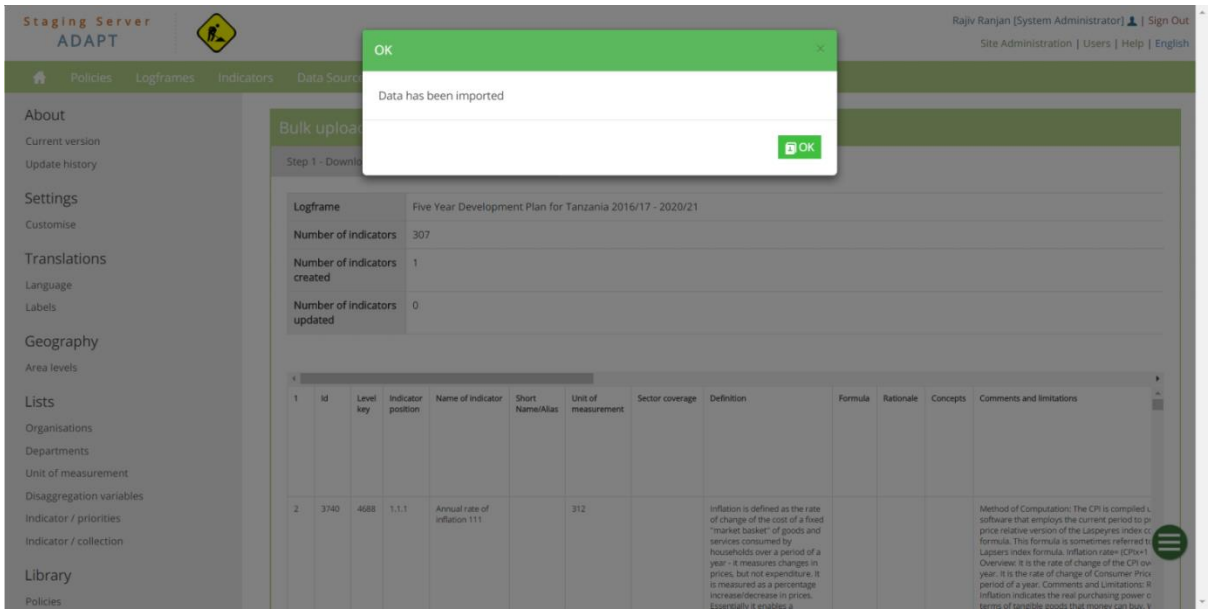
Once the file has been successfully uploaded (when the progress bar shows "100%"), step 3 will automatically start. It will result in the following screen:

Figure 101: What to enter in *Step 3 – Validation & Import*



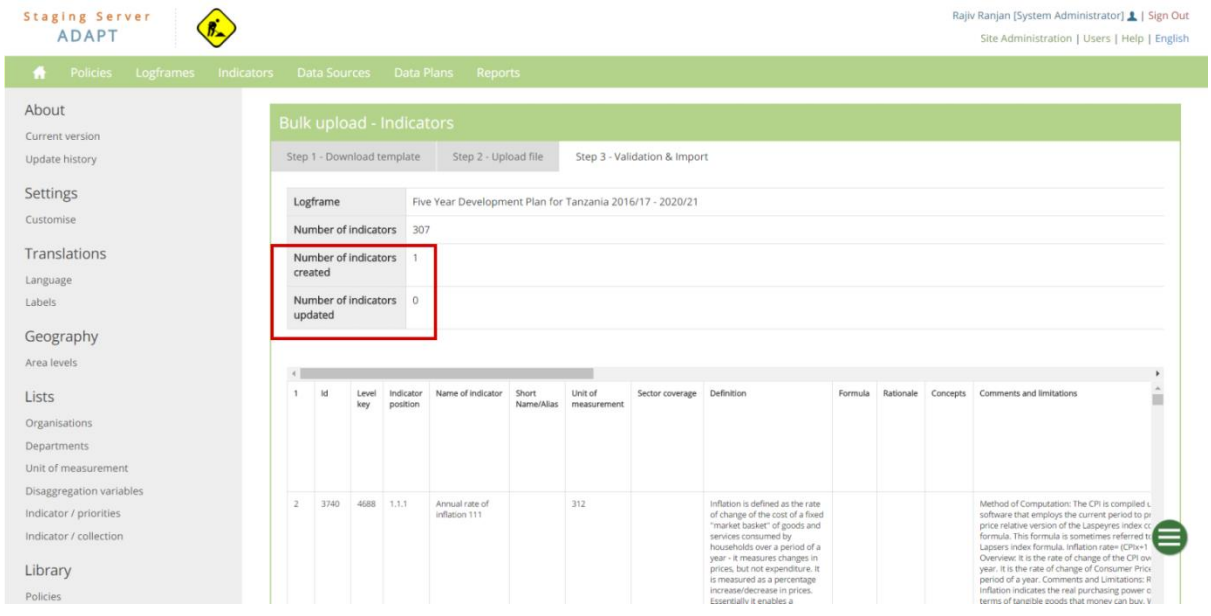
Note the *Number of indicators* count at the top right of the screen. Also, note the number of new records within the brackets shown next to the option *Append only new records* (which is preselected by default). Note that there are no validation errors; therefore, the *Import* button is active. Clicking on the *Import* button will lead to the following confirmation screen.

Figure 102: Importing indicator data into ADAPT



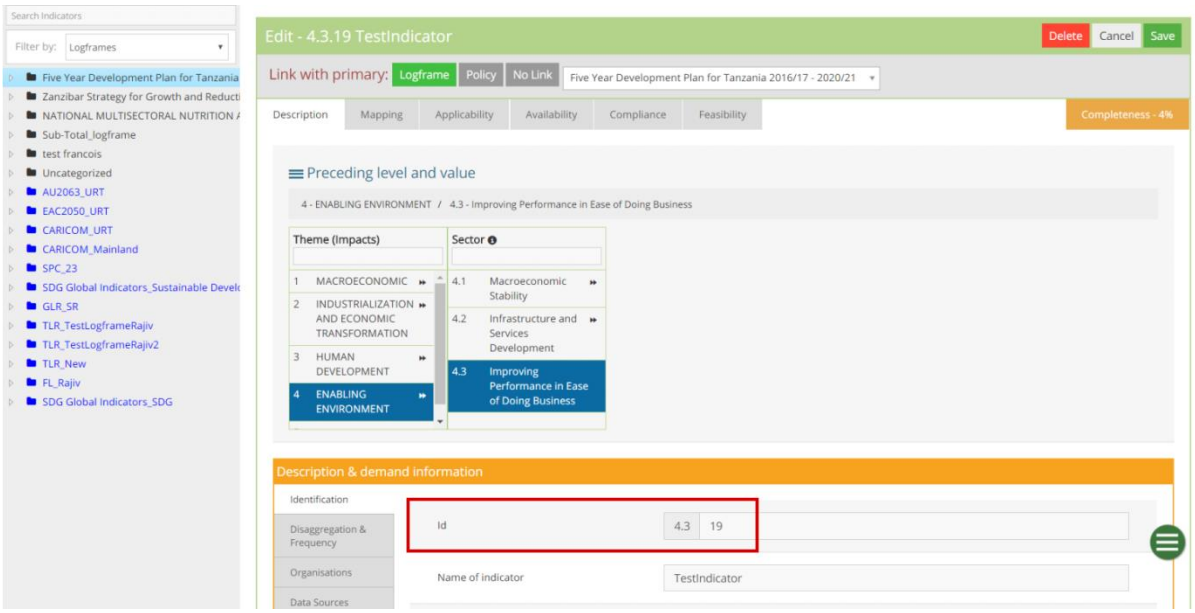
Once you click on the *OK* button, the breakdown of indicators is provided as follows. The only additional indicator is shown against the *Number of indicators* created option. As there were no updates, the number next to the *Number of indicators* updated is zero.

Figure 103: Viewing the recently imported data



In ADAPT, the uploaded indicator is now visible, as shown below. Note the serial number, which is automatically generated. Further data can then be input following the above procedure, indicator by indicator.

Figure 104: The imported data is now integrated!



5.5 IT/Security-related information

Database-driven application

ADAPT is a database-driven web application built using MySQL, PHP and JavaScript, wherein multiple users are able access the tool simultaneously in a distributed environment that is connected through the Internet.

Distributed solution architecture

ADAPT distribution is maintained centrally. The central repository allows users to access and clone the latest version of centrally managed library items, such as the metadata of globally required SDG indicators.

Cloud-based

ADAPT is based on a cloud infrastructure and delivered as software-as-a-service. It is designed to take advantages of cloud computing. For example, it has a rapid deployment time, as no additional hardware or software installation is required from the user. User access occurs instantaneously, without delays; the shared code-base facilitates faster upgrades; and given the seamless, dynamic expansion of computing resources, the software can be scaled-up quickly, with usage and/or users.

Hosting and domains

The hosting of ADAPT instances is offered by PARIS21.

Each instance of an authorised ADAPT is identified through a subdomain of the URL adapt.paris21.org. The subdomains follow the ISO 3166-1 alpha-2 codes, which are two-letter country codes defined in ISO 3166-1, part of the ISO 3166 standard published by the International Organization for

Standardization (ISO). For example, in the case of the United Republic of Tanzania, the ADAPT URL is tz.adapt.paris21.org.

For authorised ADAPT instances at the second level, below the country level, an alpha-3 code are used. This is represented as the alpha-2 code for the country, followed by up to three characters (including numbers). For example, in the case of Jalisco, Mexico, the URL for ADAPT is mx-jal.adapt.paris21.org.

Sandbox instances of ADAPT are available at the URL adapt**sbx**.paris21.org. In this case, each instance of ADAPT has a subdomain of two-digit numbers, which are randomly generated by the system upon creation by the users.

Back-up and recovery

To protect and restore ADAPT and the data contained therein, regular backups are taken at the cloud infrastructure level. Lost data can be recovered by the central administration.

Supported browsers

ADAPT supports the latest stable versions of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge and Internet Explorer.

5.5 Domestication of SDGs

To be added in the next version

6. References

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