

LNADA Follow-up Training Workshop

Day 1 – Session 3: Microdata Template Working Session

27 May 2026 | 13:30–14:45

Design principles – what makes this template "ours"

1. **Evidence-grounded** – every field justified by what LSB datasets historically use
2. **Standard-aligned** – compatible with the international microdata standard
3. **Bilingual-first** – every label and example exists in EN + Lao
4. **Minimal-required-set** – only fields LSB will actually populate
5. **Extensible** – room for LSB-specific examples and help text

If you challenge a field, challenge it against these five principles.

What's in the template

Section	Purpose
Document description	Identifying the metadata record itself
Title statement	Dataset titles, IDs, alternate titles
Production	Who produced the dataset, when, where
Distribution	Who distributes it, who deposited it
Study information	Topic, coverage, scope, abstract
Methodology	How the data was collected
Data access	Use conditions, contact
Variables	Per-variable metadata (auto-populated)

Roughly 44 fields total, organised in 8 sections.

How this template was drafted

The proposed template wasn't designed in isolation. It was distilled from four sources of evidence:

1. We started from the **23 historical LSB datasets** recovered earlier this month
2. We extracted **every metadata field** used across those datasets
3. We benchmarked against the **international standard** and the **schema** used by the Metadata Editor
4. We compared with **three reference catalogs** from the World Bank's library

The result is the 44-field draft you'll review today.

Four reference points

Reference	Why it matters
DDI Codebook 2.5	The international standard for microdata documentation
WB / IHSN microdata schema	What the Metadata Editor and the catalog validate against
WB Microdata Library – 3 live catalog entries	What best-practice peer catalogs actually populate
The 23 recovered LSB DDI documents	What LSB has historically populated

A field has to earn its place against at least one of these.

What the LSB corpus tells us

From the 23 historical datasets:

- **13 fields** appear in **all 23** datasets – the always-populated core
- **~10 fields** appear in 18–22 of 23 – strongly-populated
- A long tail of fields rarely used or never used

The "always-populated 13" became the backbone of the **required** set. The strongly-populated fields are mostly tagged **recommended**.

Coverage check

Requirement	Our coverage
Standard-required fields (ID, title, country)	✓ All required
LSB always-populated fields (13)	✓ All set as required
WB best-practice "must-show" fields (6)	✓ All required
WB best-practice "frequently used" (~22)	Mostly recommended, a few proposed to add

The draft is at parity with the international standard and matches LSB's historical practice.

Section-by-section walkthrough

For each section, the next slides show:

- Field name
- M = **Mandatory** · R = Recommended
- EN + LO example

Decisions are captured live in the triage spreadsheet on screen.

Working file: *d1s3-template-triage-signoff.xlsx*

Top-level – Access policy

Field	M/O	EN example	LO example
Access policy	M	licensed	licensed

Section 1 – Document description

Field	M/O	EN example	LO example
Document ID	M	LAO-LSB- LECS-2007-2008-v1.1	LAO-LSB- LECS-2007-2008-v1.1
Metadata producers	R	LSB, Statistical Information & Dissemination Division	ສສຊ, ພະແນກຂໍ້ມູນຂ່າວສານ ສະຖິຕິ ແລະ ການເຜີຍແຜ່
Production date	M	2024-09-30	2024-09-30
Version	M	Version 1.2 – post- restoration reconstruction	ສະບັບ 1.2 – ການກໍ່ສ້າງຄືນ ໃໝ່

Section 2 – Title statement

Field	M/O	EN example	LO example
Primary ID	M	LAO-DOS-LECS-2008-v1.1	LAO-DOS-LECS-2008-v1.1
Other identifiers	M	10.48529/lb-lecs6-2018 (DOI)	10.48529/lb-lecs6-2018 (DOI)
Subtitle	R	Fifth round (LECS5)	ຮອບທີ 5 (LECS5)
Alternate title	R	LECS5 2018-2019	LECS5 2018-2019
Translated title	R	Lao Expenditure and Consumption Survey 2018-2019	ການສຳຫຼວດການໃຊ້ຈ່າຍ ແລະ ການບໍລິໂພກຂອງລາວ 2018-2019

Section 3 – Version statement

Field	M/O	EN example	LO example
Version date	R	2026-05-24	2026-05-24
Notes on version	R	First public release after restoration.	ການເຜີຍແຜ່ຄັ້ງ ທຳອິດພາຍຫຼັງ ການພື້ນພູ.

Section 4 – Production

Field	M/O	EN example	LO example
Production date	R	2020-06-15	2020-06-15
Copyright	R	© Lao Statistics Bureau, 2019	© ສູນສະກິດິ ແຫ່ງຊາດ, 2019

Section 4 – Study authorization

Field	M/O	EN example	LO example
Authorization statement	R	Authorized by PM Decree No. 067/PM	ດໍາລັດ ນາຍົກລັດຖະມົນຕີ ສະບັບເລກທີ 067/ PM

Section 5 – Series

Field	M/O	EN example	LO example
Series name	M	Lao Expenditure and Consumption Survey (LECS)	ການສໍາຫຼວດລາຍຈ່າຍ ແລະ ການບໍລິໄພກຂອງ ສປປ ລາວ (LECS)
Series information	R	LECS – flagship household welfare survey, every ~5 years.	LECS – ການສໍາຫຼວດຄົວເຮືອນຫຼັກ, ທຸກ ໆ ຫ້າປີ.

Section 6 – Study information (1/2)

Field	M/O	EN example	LO example
Kind of data	M	Sample survey data [ssd]	ຂໍ້ມູນການສຳຫຼວດຕົວຢ່າງ [ssd]
Abstract	M	LECS 6 is a nationally representative household survey...	LECS 6 ແມ່ນການສຳຫຼວດຄົວເຮືອນທີ່ເປັນຕົວແທນລະດັບຊາດ...
Keywords	R	household expenditure; consumption; poverty; LECS	ລາຍຈ່າຍຄົວເຮືອນ; ການບໍລິໄພກ; ຄວາມທຸກຍາກ; LECS
Unit of analysis	M	Households and individual household members	ຄົວເຮືອນ ແລະ ສະມາຊິກບຸກຄົນ
Universe	M	All private households resident in Lao PDR	ຄົວເຮືອນເອກະຊົນທັງໝົດທີ່ຢູ່ ສປປ ລາວ

Section 6 – Study information (2/2)

Field	M/O	EN example	LO example
Country	R	Lao People's Democratic Republic	ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Geographic coverage	M	National – all 18 provinces, urban/rural	ລະດັບຊາດ – 18 ແຂວງ, ຕົວເມືອງ/ຊົນນະບົດ
Geographic unit	R	Province	ແຂວງ
Dates of data collection	R	2018-04-01 → 2019-03-31	2018-04-01 → 2019-03-31

Section 7 – Methodology (1/2)

Field	M/O	EN example	LO example
Sampling procedure	R	Stratified two-stage sampling	ການເລືອກຕົວຢ່າງສອງຂັ້ນຕອນ ແບບແບ່ງຊັ້ນ
Weighting	R	See "Calculation of Sample Weights" – Appendix A	ເບິ່ງ "Calculation of Sample Weights" – Appendix A
Frequency	R	Every 5 years	ທຸກ 5 ປີ
Questionnaires	R	Household, Community, Price, Diary (Lao)	ຄົວເຮືອນ, ຊຸມຊົນ, ລາຄາ, ບັນທຶກ ປະຈຳວັນ (ລາວ)
Data collection situation	R	Avg 75 min interviews; up to 3 call-backs in remote districts	ສຳພາດສະເລ່ຍ 75 ນາທີ; ສູງສຸດ 3 ຄັ້ງໃນເຂດຫ່າງໄກ

Section 7 – Methodology (2/2)

Field	M/O	EN example	LO example
Notes on methodology	R	—	—
Cleaning operations	R	Consistency checks, range checks, outlier review	ກວດສອບຄວາມສອດຄ່ອງ, ກວດສອບຂອບເຂດ, ຕີກກວດຄ່າຜິດປົກກະຕິ
Response rates	R	96.4% household response	96.4% ການຕອບສະໜອງຂອງຄົວເຮືອນ
Sampling errors	R	See standard errors in Appendix B	ເບິ່ງຄ່າຄາດເຄື່ອນມາດຕະຖານໃນ Appendix B

Section 8 – Data access (1/2)

Field	M/O	EN example	LO example
Location	R	LSB headquarters, Vientiane	ສໍານັກງານໃຫຍ່ ສສຊ, ວຽງຈັນ
Location URL	R	Inada.statdb.lsb.gov.la/ catalog/LAO-LSB- LECS-2018	Inada.statdb.lsb.gov.la/ catalog/LAO-LSB- LECS-2018
Original archive	R	Lao Statistics Bureau, Vientiane	ສູນສະຖິຕິແຫ່ງຊາດ, ວຽງຈັນ
Confidentiality declaration	R	Requires LSB Confidentiality Undertaking	ຕ້ອງເຊັນຂໍ້ຕົກລົງການຮັກສາ ຄວາມລັບຂອງ ສສຊ
Citation requirement	M	LSB. LECS 2018-2019 (LECS 6), v1.0.	ສສຊ. LECS 2018-2019 (LECS 6), ສະບັບ 1.0.

Section 8 – Data access (2/2)

Field	M/O	EN example	LO example
Deposit requirement	R	Send citation/copy of any publication to LSB	ສົ່ງການອ້າງອີງ/ສໍາເນົາສິ່ງພິມໃຫ້ ສສຊ
Access conditions	R	Restricted to authorised LSB staff and signatories	ຈຳກັດສະເພາະພະນັກງານທີ່ໄດ້ຮັບການອະນຸຍາດ
Disclaimer	R	LSB is not responsible for analyses or interpretations	ສສຊ ບໍ່ຮັບຜິດຊອບຕໍ່ການວິເຄາະ ຫຼື ການຕີຄວາມໝາຍ

Section 8 – Citation

Field	M/O	EN example	LO example
Bibliographic citation	R	LSB (2018). Lao Social Indicator Survey II 2017 (MICS-LSIS II).	ສສຊ (2018). ການສໍາຫຼວດຕົວຊີ້ວັດສັງຄົມລາວ II 2017 (MICS-LSIS II).

Exercise — Red / Green / Yellow

Format: single group, facilitated discussion.

Working file (on screen): *d1s3-template-triage-signoff.xlsx* — one row per field, with R / G / Y checkboxes.

For each field, the group agrees:

- **Red** — remove this field
- **Green** — keep as is
- **Yellow** — refine (needs change)

Process:

- Section by section, trainer projects the spreadsheet
- The group discusses; trainer ticks the R / G / Y box live
- Notes column captures any agreed change

Exit: completed triage XLSX, signed by participants on the sign-off block.

What to look for as you triage

For each field, ask:

- Is it populated in past LSB datasets?
- Is it required by the international standard?
- Does it serve LSB-specific needs?
- Would removing it cause confusion or harm?

If a field fails all four, it gets a red mark.

Bridge to Session 4

After the break:

- **Document template** – design from scratch
- **Indicator** – adopt the international standard
- **Sign-off** – all three template decisions

Session 4 is short and decision-dense. Walk in ready to sign.

The triage XLSX you signed today carries into Session 4 as the microdata-template evidence.