

# LNADA Follow-up Training Workshop

Day 1 – Session 4: Document Template + Sign-off

**27 May 2026 | 15:00–16:00**

# What we'll sign in this hour

1. **Document template** — fields for LSB document/publication metadata
2. **Microdata template** — final field set carried from Session 3
3. **Indicator decision** — adopt the international standard as-is

Three signatures, one hour.

# Why a customised document template

- A document is a report, manual, or questionnaire – not a dataset
- LSB publishes many documents alongside datasets
- LSB needs a small set of fields it will actually populate
- Lao-language title is required for public catalog browsing
- Documents need their own access-rights statement (separate from the dataset)

# Design principles – same as microdata

1. **Evidence-grounded** – built on standard document-metadata practice
2. **Standard-aligned** – IHSN DOCUMENT template + Dublin Core + DataCite
3. **Bilingual-first** – every label and example in EN + Lao
4. **Minimal-required-set** – only fields LSB will populate consistently
5. **Extensible** – room for LSB-specific examples and help text

# Three reference points

## Reference

## Why it matters

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### **IHSN DOCUMENT 1.0 Template**

The standard structure used by the Metadata Editor for documents

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### **Dublin Core + DataCite**

International citation and discovery metadata standards

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### **LSB document inventory**

Real reports, manuals, and questionnaires accompanying LSB datasets

The proposed template combines all three.

# What's in the template

| <b>Section</b>                | <b>Purpose</b>                         |
|-------------------------------|--|
| Metadata information          | Identifying the metadata record itself |
| Title statement               | Titles, subtitles, translations        |
| Dates                         | Creation, publication, modification    |
| Authors and contributors      | Who wrote, edited, contributed         |
| Bibliographic information     | Publisher, place, edition, ISBN/DOI    |
| Content description           | Abstract, language, table of contents  |
| Spatial and temporal coverage | Country, geographic scope, period      |
| Access and rights             | Access conditions, license, copyright  |
| Other information             | Keywords, topics, audience, format     |
| Tags                          | Cataloguing tags                       |

About 37 fields, organised in 10 sections.

# 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:** *d1s4-document-template-triage-signoff.xlsx*

# 0. Top-level – Access policy

| <b>Field</b>         | <b>M/O</b> | <b>EN example</b> | <b>LO example</b> |
|----------------------|------------|-------------------|-------------------|
| <b>Access policy</b> | <b>M</b>   | open              | open              |

# 1. Metadata information

| Field                    | M/O | EN example   | LO example                                    |
|--------------------------|-----|--|---|
| <b>Document ID</b>       | M   | LAO-LSB-LECS-2018-DOC-01                             | LAO-LSB-LECS-2018-DOC-01                      |
| <b>Metadata producer</b> | R   | LSB Statistical Information & Dissemination Division | ສສຊ, ພະແນກຂໍ້ມູນ ຂ່າວສານສະຖິຕິ ແລະ ການເຜີຍແຜ່ |
| <b>Production date</b>   | M   | 2026-05-26   | 2026-05-26                                    |
| <b>Version</b>           | R   | 1.0  | 1.0   |

## 2. Title statement

| Field                    | M/O | EN example   | LO example  |
|--------------------------|-----|--|---|
| <b>Title</b>             | M   | LECS 2018-2019 –<br>Methodology Report                 | ການສຳຫຼວດ LECS<br>2018-2019 – ບົດລາຍງານ<br>ວິທີການ  |
| <b>Subtitle</b>          | R   | Volume 1: Methodology<br>and Sample Design             | ສະບັບທີ 1: ວິທີການ ແລະ ການ<br>ອອກແບບຕົວຢ່າງ         |
| <b>Alternative title</b> | R   | LECS6 Methodology<br>Report                            | ບົດລາຍງານວິທີການ LECS6                              |
| <b>Translated title</b>  | R   | Lao Expenditure and<br>Consumption Survey<br>2018-2019 | ການສຳຫຼວດລາຍຈ່າຍ ແລະ ການ<br>ບໍລິໂພກຂອງລາວ 2018-2019 |

### 3. Dates

| <b>Field</b>          | <b>M/O</b> | <b>EN example</b> | <b>LO example</b> |
|-----------------------|------------|-------------------|-------------------|
| <b>Date created</b>   | R          | 2019-06-01        | 2019-06-01        |
| <b>Date published</b> | M          | 2019-12-15        | 2019-12-15        |
| <b>Date modified</b>  | R          | 2020-03-01        | 2020-03-01        |

## 4. Authors and contributors

| <b>Field</b>          | <b>M/O</b> | <b>EN example</b>                                  | <b>LO example</b>   |
|-----------------------|------------|--|---|
| <b>Author(s)</b>      | <b>M</b>   | Lao Statistics Bureau                              | ສູນສະຖິຕິແຫ່ງຊາດ  |
| <b>Editor(s)</b>      | R          | Souksavanh<br>Vixathep (LSB)                       | ສຸກສະຫວັນ ວິຊາເທບ<br>(ສສຊ)  |
| <b>Contributor(s)</b> | R          | World Bank<br>(technical review);<br>ADB (funding) | ທະນາຄານໂລກ<br>(ການກວດທົບທວນດ້ານ<br>ວິຊາການ); ADB<br>(ການສະໜອງທຶນ) |

## 5. Bibliographic information

| Field                       | M/O | EN example                        | LO example                        |
|-----------------------------|-----|-----------------------------------|-----------------------------------|
| <b>Publisher</b>            | R   | Lao Statistics Bureau             | ສູນສະຖິຕິແຫ່ງຊາດ                  |
| <b>Place of publication</b> | R   | Vientiane, Lao PDR                | ນະຄອນຫຼວງວຽງຈັນ, ສປປ<br>ລາວ       |
| <b>Edition</b>              | R   | First edition                     | ສະບັບທີໜຶ່ງ                       |
| <b>Type of work</b>         | R   | Survey methodology<br>report      | ບົດລາຍງານວິທີການສຳຫຼວດ            |
| <b>ISBN / DOI</b>           | R   | 10.48529/lb-lecs6-<br>report-2019 | 10.48529/lb-lecs6-<br>report-2019 |

## 6. Content description

| Field                    | M/O | EN example   | LO example                                    |
|--------------------------|-----|--|---|
| <b>Abstract</b>          | M   | This report describes the methodology of LECS 6.   | ບົດລາຍງານນີ້ອະທິບາຍວິທີການຂອງ LECS 6.         |
| <b>Description</b>       | R   | Detailed treatment of the LECS6 design...          | ການອະທິບາຍລະອຽດກ່ຽວກັບການອອກແບບ LECS6...      |
| <b>Language</b>          | M   | eng (English); lao (Lao)                           | eng (ອັງກິດ); lao (ລາວ)                       |
| <b>Table of contents</b> | R   | 1. Introduction; 2. Sample Design; 3. Fieldwork... | 1. ບົດນຳ; 2. ການອອກແບບຕົວຢ່າງ; 3. ພາກສະໜາມ... |
| <b>Notes</b>             | R   | Lao and English versions distributed together.     | ສະບັບລາວ ແລະ ອັງກິດແຈກຮ່ວມກັນ.                |

## 7. Spatial and temporal coverage

| <b>Field</b>               | <b>M/O</b> | <b>EN example</b>                      | <b>LO example</b>                        |
|----------------------------|------------|--|--|
| <b>Country</b>             | <b>M</b>   | Lao People's Democratic Republic       | ສາທາລະນະລັດ<br>ປະຊາທິປະໄຕ ປະຊາຊົນ<br>ລາວ |
| <b>Geographic coverage</b> | <b>R</b>   | National – all 18 provinces of Lao PDR | ລະດັບຊາດ – ທັງ 18<br>ແຂວງຂອງ ສປປ ລາວ     |
| <b>Period covered</b>      | <b>R</b>   | April 2018 – March 2019                | ເມສາ 2018 – ມີນາ<br>2019                 |

## 8. Access and rights

| <b>Field</b>             | <b>M/O</b> | <b>EN example</b>                                   | <b>LO example</b>            |
|--------------------------|------------|---|------------------------------|
| <b>Access conditions</b> | <b>M</b>   | Freely available for download from the LSB website. | ດາວໂຫຼດໄດ້ຟຣີຈາກເວັບໄຊ້ ສສຊ. |
| <b>Rights / License</b>  | <b>M</b>   | CC-BY-4.0   | CC-BY-4.0                    |
| <b>Copyright</b>         | <b>R</b>   | © Lao Statistics Bureau, 2019                       | © ສູນສະຖິຕິແຫ່ງຊາດ, 2019     |
| <b>Contact</b>           | <b>R</b>   | info@lsb.gov.la                                     | info@lsb.gov.la              |

## 9. Other information

| Field           | M/O | EN example  | LO example                                       |
|-----------------|-----|---|--|
| <b>Keywords</b> | R   | household expenditure; consumption; LECS                | ລາຍຈ່າຍຄົວເຮືອນ; ການບໍລິໂພກ; LECS                |
| <b>Topics</b>   | R   | Economics – Household welfare; Statistics – Methodology | ເສດຖະກິດ – ສະຫວັດດີການຄົວເຮືອນ; ສະຖິຕິ – ວິທີການ |
| <b>Audience</b> | R   | Policy-makers, researchers, statistical analysts        | ນັກວາງນະໂຍບາຍ, ນັກວິໄຈ, ນັກວິເຄາະສະຖິຕິ          |
| <b>Format</b>   | R   | PDF (English, Lao); print                               | PDF (ອັງກິດ, ລາວ); ສິ່ງພິມ                       |

## 10. Tags

| <b>Field</b> | <b>M/O</b> | <b>EN example</b>                    | <b>LO example</b>           |
|--------------|------------|--------------------------------------|-----------------------------|
| <b>Tags</b>  | R          | LECS;<br>methodology;<br>restoration | LECS; ວິທີການ;<br>ການພື້ນຟູ |

# Exercise — Red / Green / Yellow

**Format:** single group, facilitated discussion.

**Working file (on screen):** *d1s4-document-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.

# Indicator decision

**LSB adopts the international indicator template verbatim** – no LSB-specific customisation now.

Why:

- It is the de-facto standard
- LSB has no historic indicator catalog to migrate
- Indicators will be handled through the SDMX work next week

Signed and done.

# Sign-off – all three templates

| <b>Template</b>                                   | <b>Signed</b> |
|---|---------------|
| Microdata template (from Session 3)               | -----         |
| Document template (this session)                  | -----         |
| Indicator template – adopt international standard | -----         |
| Date  | 2026-05-27    |

Sign-off pages on the table; signed XLSX from Session 3 also carried forward.

# Overnight regeneration

After we adjourn (16:00–22:00 trainer-side):

- The signed templates are applied
- Lao translations regenerated for any new/changed fields
- Updated templates deployed on the test instance for Day 2

## **Expected outcome by Thursday 09:00:**

- v2 EN + LO templates deployed and live on the Metadata Editor
- D2S1 reviews the LO version live

# Day 1 close

Four signed artefacts:

- Dataset restoration shortlist (Session 2)
- Microdata triage XLSX (Session 3)
- Document triage XLSX (this session)
- Indicator decision (this session)

**Day 2 starts at 09:00 with Lao translation review.**

Walk out feeling like the heavy decisions are behind us. Tomorrow is execution.