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8. Value domain business rules

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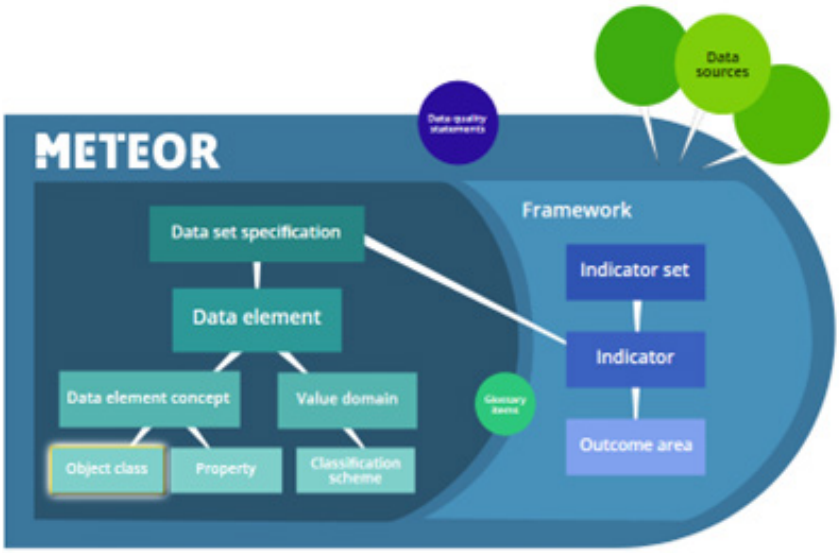

8.1 Introduction

A ‘value domain’, commonly referred to as a ‘VD’, represents an implied or explicit set of values used to represent the characteristic being measured or described. A value domain provides the permitted or valid values and representation for the concept defined by the data elements that implement it. A value domain is combined with a data element concept to create a data element.

A value domain may be either enumerated or expressed via a description:

An enumerated value domain contains a list of all its permitted or valid values (e.g., Code 1) and their associated value meanings (e.g., Lives alone), is referred to as a code set. Each value and meaning pair in the code set is a permissible value (e.g., Code 1 = Lives alone; Code 2 = Lives with others, and so on). The list of permissible values must be exhaustive and the values within it mutually exclusive with no overlapping conceptual meanings.

A described value domain specifies the valid values through a description rather than a list of all permissible values. It is commonly used when there is a range or continuum of valid values (e.g., height or weight measurements, and so on).

Determining how a data element is to be represented is a key consideration in developing a value domain as the representation describes the form of the data, including a value domain, data type, representation class, format and, if necessary, the unit of measure. When developing a new value domain, it is also important to ensure it is consistent and mappable to any relevant national or international data standards, where these exist.

See also section 2.5 ‘Value domain principles overview — permissible and supplementary values’

Remember the ‘create once, use often’ principle:

Before creating a new object class, it is important to check that a suitable object class does not already exist in METEOR. See section 2.2

8.1.1 For developers: Overview of value domain attributes

Table 8.1.1.1 below provides an overview of the attributes requiring action by a developer when a value domain is created in METEOR. The business rules relating to these attributes are provided in the relevant sections in this chapter.

Table 8.1.1.1: Overview of value domain attributes for developer action

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the value domain.	Mandatory	8.2.1
Synonymous name(s)	One or more synonyms for the value domain name within the context of the metadata item.	Optional	8.2.2
Definition	A concise statement that expresses the essential nature of the value domain and its differentiation from other metadata items.	Mandatory	8.2.3
Context	A designation and/or description of the application environment or discipline in which the value domain has meaning.	Optional	8.2.4
Classification scheme	The name of the classification scheme which is implemented in this value domain.	Conditional: Complete if the value domain is of the representation class 'Code' and implements an entire classification scheme, or a complete chapter within a classification scheme.	8.2.5
Representation class	The class of representation reflecting the main structure of the value domain (e.g., 'Code' or 'Total').	Mandatory	8.2.6
Data type	The sort of values that may be recorded by the value domain, especially in regards to the types of operation that may be performed on them. Examples are 'currency', 'number' or 'string.'	Mandatory	8.2.7
Format	A template for the presentation of values, including specification and layout of permitted characters, the maximum and minimum size, and precision.	Mandatory	8.2.8
Maximum length	The maximum number of characters permitted to represent the values.	Mandatory	8.2.9

Attribute	Definition	Obligation to complete	Section in this Chapter
Permissible values	A list of codes and code descriptions representing values specified on the primary data collection tool.	Conditional: Complete if the value domain is of the representation class 'Code' and is not associated with a classification scheme (i.e. the value domain does not implement a classification scheme either in its entirety or a complete chapter within a classification scheme).	8.2.10
Supplementary values	A list of codes and code descriptions, falling outside of the value domain definition, representing missing information.	Optional	8.2.11
Unit of measure	The actual units in which permissible values are measured.	Conditional: Complete if the value domain is of the representation class 'Average' or 'Total'.	8.2.12
Unit of measure precision	The number of decimal places in which a unit of measure is measured.	Conditional: Complete if the value domain has a unit of measure with a decimal place.	8.2.13
Proposed unit of measure	A unit of measure that currently does not exist within METEOR but is required to develop the current value domain.	Conditional: Complete for value domains that require a unit of measure that is not currently used in METEOR	8.2.14
Guide for use	Advice or instructions for the interpretation or application of the value domain.	Optional	8.2.15
Collection methods	Advice or instructions for the actual capture of data.	Optional	8.2.16
Comments	Any additional information that adds to the understanding of the value domain.		
	Optional	8.2.17	
Submitting organisation	One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	Mandatory	8.2.18
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	Completed by Registrar.	8.2.19

Attribute	Definition	Obligation to complete	Section in this Chapter
Origin	Any publication(s) (including classification schemes when partially implemented by a value domain), website(s), organisation(s) and/or committee(s) from which any content of the value domain originates.	Conditional: Complete for metadata items based on the content outside of METEOR, including classification schemes when partially implemented by a value domain.	8.2.20
Reference documents	Significant publication(s) (including classification scheme supporting documents) and/or website(s) used in the development of the value domain which are not a direct source of metadata content.	Conditional: Complete for metadata items developed in consultation with a significant publication and/or website outside of METEOR.	8.2.21
Relationship type	An indicator for relationships between metadata items	Mandatory	8.2.22
Unresolved issues	Comments which highlight issues for data committee or registrar consideration	Completed by Registrar.	8.2.23
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Optional	8.2.24
Steward contact details	The details of at least one contact person for the Steward organisation.	Optional	8.2.25

8.1.2 For registrars: Overview of value domain attributes

Table 8.1.2.1 below provides an overview of the attributes requiring action by a registrar when a value domain is submitted for review. The business rules relating to these attributes are provided in the relevant sections in this chapter.

Table 8.1.2.1: Overview of value domain attributes for registrar action

Attribute	Definition	Obligation to complete	Section in this Chapter
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	Optional: Complete if a steward has been endorsed and has agreed to perform steward role.	8.2.19
Unresolved issues	Comments which highlight issues for data committee or registrar consideration	Optional	8.2.23
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Optional	8.2.24
Steward contact details	The details of at least one contact person for the Steward organisation.	Optional	8.2.25

8.2 Attributes requiring developer or registrar action

Attributes in the value domain template requiring action by a developer or registrar are described below.

8.2.1 Name

A single or multi-word designation assigned to the value domain.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Value domain name components and arrangement:	[Value title]+space+[representation class term]+space+[(Classification scheme term) if applicable]+space+[(unit of measure term) if applicable]+space+[Format term] Example 1: Assistance to quit smoking code N Example 2: Diagnosis code (ICD-10-AM Twelfth edition) ANN{.N[N]} Example 3: Total hours N(7)

A single or multi-word designation assigned to the value domain.	
Rules:	1. In the value domain name: • Express the value title component in a concise manner. • The representational class term must be in lower case and reflect the value stored in the representational class attribute of the value domain (e.g., 'code', 'date', or 'time'). • The classification scheme term, if applicable, must reflect the classification scheme synonymous name (e.g., 'ICD-10-AM Twelfth edition'), rather than the full name of the classification scheme. • The unit of measure term, if applicable, must reflect the unit of measure attribute (e.g. hours, millimetres, etc.) • The format term must reflect the value stored in the format attribute (e.g., 'N', 'N[N]', 'NX[X(11)]'). • Parentheses should only be used to enclose the classification scheme term and within the format term. • Full stops should only be used within the format term. • Square and curly brackets (braces) should only be used within the format term. 2. If any term in the value domain name is made redundant either explicitly through the duplication of a word, or implicitly through another word or phrase, delete one occurrence of the word. The following common rules for metadata also apply: 3. The name must: • be unique • reflect the concept being defined • be stated in the singular, unless the concept is plural in nature (e.g., the value domain 'Average number of beds N[N(7).N]') • avoid the use of words that imply a preselected single instance • be concise as possible. 4. The name must begin with a capital letter. The use of capital letters is only permitted at the beginning of the value domain name, for proper nouns, within the classification scheme and/or format terms, or when necessary for an acceptable abbreviation (see rule 5. below). 5. The name should avoid abbreviations (including acronyms and initialisms), unless they are commonly understood or widely accepted within the context of the metadata item. See Appendix A 'Use of abbreviations in name and definition attributes' for further information on the use of abbreviations. 6. Slashes (/) are permitted. Do not leave any spaces before or after the slash. 7. Hyphens are permitted only when used in a compound word (e.g., 'non-admitted') or when part of the classification scheme synonymous name (e.g., 'ICD-10-AM Twelfth edition'). Do not leave any spaces before or after the hyphen. 8. The following are not permitted: • semi-colons • colons • commas (exception is if required to separate two or more terms in a name (e.g., 'ear, nose and throat')) • quotation marks

8.2.2 Synonymous name(s)

One or more synonyms for the value domain name within the context of the metadata item.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. List any synonyms for the metadata item name which may be used to identify the item. 2. Spell the first word of each synonymous name with a capital letter. Spell all other words in a synonymous name with a lower-case letter, unless referring to a proper noun. Spell out in capital letters if acronyms/abbreviations are used in synonymous name(s). 3. Separate each synonymous name with a semi-colon and space. For example, synonymous names for property may include: Clinical intervention; Operation; Surgery 4. End the list of synonymous names without a full stop.

8.2.3 Definition

One or more synonyms for the value domain name within the context of the metadata item.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. List any synonyms for the metadata item name which may be used to identify the item. 2. Spell the first word of each synonymous name with a capital letter. Spell all other words in a synonymous name with a lower-case letter, unless referring to a proper noun. Spell out in capital letters if acronyms/abbreviations are used in synonymous name(s). 3. Separate each synonymous name with a semi-colon and space. For example, synonymous names for property may include: Clinical intervention; Operation; Surgery 4. End the list of synonymous names without a full stop.

Table 8.2.2.1: Wording templates for constructing a value domain definition

If representation class is ...	Value domain definition wording is ...
Average	The arithmetic mean of ...
Code (not based on a classification scheme)	A code set representing ...
Code (based on a classification scheme)	The (insert the short classification scheme name) code set representing ...
Date	A valid day of a particular month and year under the Gregorian calendar.
Identifier	A unique combination of (insert numeric, alphabetic and/or alphanumeric) characters that identify an entity.
Ratio	A relative measure of ....
Text	A combination of (insert alphabetic and/or alphanumeric) characters.
Time	An instance in time represented in a (insert either 24-hour or 12-hour) scale.
Total	Total number of (insert the unit of measure written in plural) or Total concentration in (insert the unit of measure written in plural).

8.2.4 Context

A designation and/or description of the application environment or discipline in which the value domain definition has meaning.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. State or describe the application environment or discipline in which the value domain has meaning, (e.g., palliative care). 2. Do not include the justification or reasoning for the value domain.
Notes	1. The context defines the setting within which the subject data has meaning. 2. The context attribute should be left blank if a metadata item is applicable in all contexts, or the context is implied by the metadata item name or definition. 3. See also section 2.6.3

8.2.5 Classification scheme

The name of the classification scheme which is implemented in this value domain.	
Obligation to complete:	Conditional: Complete if the value domain is of the representation class 'code' and implements an entire classification scheme, or a complete chapter within a classification scheme.
Completed by:	Developer
Visibility:	All users
Rules:	4. Only one classification scheme may be selected.
Notes	1. Leave this attribute blank if the representation class is 'Code' and an incomplete set of values from a classification scheme is implemented by the value domain (e.g., only part of a chapter within a classification scheme is implemented), or no classification scheme is associated with the value domain. In these cases, the 'permissible values' attribute is completed (and a See also reference to the classification scheme may be added). 2. If the required classification scheme does not exist in METEOR, a new classification scheme may need to be created (see chapter 10 'Classification scheme business rules').

8.2.6 Representation class

The class of representation reflecting the main structure of the value domain (e.g., 'code' or 'total').	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	1. Only one representation class may be selected. 2. The representation class must reflect the main structure of the value domain, not any supplementary value(s). For example, the representation class for a value domain with a measured value, such as 5 centimetres, and a supplementary value of code 99 (for 'Not stated/inadequately described') is 'total', not 'code'.
Notes	1. For a list of the representational class values and their associated meaning, see Table G1: 'Value domain representation class values and their associated meaning' in Appendix G 'Value representation tables'. 2. A value domain that is of representation class 'ratio' consists of measures of at least two distinct concepts, each of which may be collected in its own right. For example, body mass index is calculated from measures of a person's body weight and height. In contrast, a value domain that is of representation class 'total' is either an absolute count of something, reported in one or more units (e.g., Australian currency), or one measure, expressed as a proportionate quantity (e.g., milligrams per litre). Sub-type classes of the representation class 'total' are available for optional use (i.e. 'count', 'currency' and 'quantity').

8.2.7 Data type

The sort of values that may be recorded by the value domain, especially in regards to the types of operation that may be performed on them. Examples are 'currency', 'number' or 'string.'	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	Only one data type may be selected. The data type must reflect the main structure of the value domain, not any supplementary value(s). For example, the data type for a value domain with 'yes/no' permissible values and a supplementary value of code 99 (for 'Not stated/inadequately described') is 'boolean', not 'number'. The data type must be appropriate for the representation class: • a value domain of representation class 'average' or 'total' must have a data type of 'currency' or 'number'. • a value domain of representation class 'currency' must have a data type of 'currency'. • a value domain of representation class 'count' or 'quantity' must have a data type of 'number'. • a value domain of representation class 'percentage' or 'ratio' must have a data type of 'number' • a value domain of representation class 'boolean', 'code' or 'identifier' must have a data type of 'number' or 'string'. • a value domain of representation class 'date' or 'time' must have a data type of 'date/time'. • a value domain of representation class 'text' must have a data type of 'string'.
Notes	1. For a list of data types and their associated meaning, see Table G3 'Value domain data type values and their associated meaning' and Table G4 'Indicator data type values and their associated meaning' in Appendix G 'Value representation tables'. 2. For a list of the data type value options for each representation class, see Table G5 'Data type value options for each representation class value' in Appendix G 'Value representation tables'. 3. If the required data type does not exist in METEOR, a new data type may need to be created.

8.2.8 Format

A template for the presentation of values, including specification and layout of permitted characters, the maximum and minimum size, and precision. It is not a template for electronic data transmission or storage.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	1. Specify the valid format value for the value domain. 2. Formatting characters such as decimal points, full stops, commas and hyphens are specified using symbolic representation. For example, a number with a precision of one is represented by the format 'N.N'. 3. Characters which are not enclosed in brackets signify a value which must be represented. 4. If a character is repeated more than 6 times in succession, round brackets and a number are to be used to indicate the number of repeats. For example, 'X(7)' not 'XXXXXXX'. 5. Position characters using a protocol reading from inner brackets (if any) to outer brackets, and left to right. For example, 'NNNNX[AA]' represents four numeric characters followed by one alphanumeric character, and up to two alphabetic characters (i.e. NNNNX, NNNNXA or NNNNXAA). 6. Express a sequence of characters of a given character type by ordering characters which must be represented to the left of characters that may or may not be represented. For example, 'NN[N]' not '[N]NN'.
Notes	1. Filling in this attribute is not mandatory until item progresses to the *Incomplete* registration status. 2. In order to progress a registration status further, this attribute must be filled in thereafter. 3. See Table G4 'Format values and their associated meaning' in Appendix G 'Value representation tables' for format values and valid character range. 4. See Table G5 'Examples of values to be represented and their associated format' in Appendix G 'Value representation tables' for format examples.

8.2.9 Maximum character length

The maximum number of characters permitted to represent the values.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	1. Specify the maximum number of characters permitted. 2. For items that are of data type 'string', the maximum character length represents a count of all alphabetic, numeric and other ASCII (American Standard Code for Information Interchange) characters (including full stops, forward slash, back slash and hyphens). For example, the string 'YYYY-YY' contains a maximum of 7 characters. 3. For items that are of data type 'Number', the maximum character length represents a count of all numeric characters only (excluding characters such as plus, minus and decimal points). For example, the number '3.142' contains a maximum of 4 characters.
Notes	1. Filling in this attribute is not mandatory until item progresses to the *Incomplete* registration status. 2. The maximum character length is intended to be specified mainly for described value domains. If specified for enumerated value domains, take care to ensure that specified value is consistent with the enumerated permissible values.

8.2.10 Permissible values

A list of codes and code descriptions representing values specified on the primary data collection tool.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	1. List each permissible value on a new line within the left-most column, without the use of a semi-colon, comma or full stop. Include only the value, without the use of any descriptive wording (i.e. enter '1', not 'Code 1' or 'Level 1.') 2. Provide a concise label of the code value for each permissible value in the corresponding right-hand column 3. If a label expressly excludes or includes a specific value from a permissible value: • state name of that value in alphabetic characters within the label column. • enclose this text within parentheses (e.g., 'Drowning, submersion – other than swimming pool (excludes drowning associated with water craft)'. To assign permissible values: 1. Click the Add item button. This will show two text fields in which the permissible values are entered. 2. In the text field located to the left of screen, enter the permissible value. 3. In the text field located on the right of screen, enter the description of the permissible value. 4. To add another permissible value click the Add item button again and repeat steps 2 and 3. 5. Continue this process until all permissible values are recorded. 6. To remove any of the values added, click the Remove button located to the right of the description text field.

8.2.11 Supplementary values

A list of codes and code descriptions, falling outside of the value domain definition, representing missing information.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. Supplementary values should not be used within the scope of the value domain definition. 2. List each supplementary value on a new row. To assign supplementary values: 1. Click the Add item button. This will show two text fields in which the supplementary values can be entered. 2. In the text field located to the left of screen, enter the supplementary value (e.g., the numeric character '99'). 3. In the text field located on the right of screen, enter the description of the supplementary value (e.g., 'Not stated/inadequately described'). 4. To add another supplementary value click the Add item button again and repeat steps 2 and 3. 5. Continue this process until all supplementary values are recorded. 6. To remove any of the values added, click the Remove button located to the right of the description text field.
Notes	See section 2.6.6 'Value domain principles – permissible and supplementary values' in Chapter 2 'Principles for the development of good data standards' for further information on supplementary values.

8.2.12 Unit of measure

The actual units in which permissible values are measured.	
Obligation to complete:	Conditional: Complete if the value domain is of the representation class 'average' or 'total'.
Completed by:	Developer
Visibility:	All users
Rules:	1. If the value domain is of representation class of 'average' or 'total', select a unit of measure using the drop-down-list. If no appropriate category exists, propose a new unit of measure using the proposed unit of measure attribute (see 8.2.14.). For value domains of representation class of 'date' or 'time', the unit of measure is indicated within the format only. 2. Only one unit of measure may be selected. For value domains which store a proportional quantity (e.g., milligram per litre) or a combination of units (e.g., hour and minute), state all units as the unit of measure (e.g., milligram per litre; hour and minute).
Notes	1. To progress to the *Incomplete* registration status, value domains of representation class of 'average' or 'total' must include either a. a unit of measure from the existing drop-down list or b. a proposed unit of measure 2. Adding a new unit of measure to the drop-down list (e.g., a unit of measure proposed by the developer) is the responsibility of the registrar. This must be actioned before the value domain may be made Standard 3. For a list of the units of measure, see Table G8 'Value domain units of measure classifications' in Appendix G 'Value representation tables'.

8.2.13 Unit of measure precision

The number of decimal places in which a unit of measure is measured.	
Obligation to complete:	Conditional: Complete if the value domain has a unit of measure with a decimal place.
Completed by:	Developer
Visibility:	All users
Rules:	Specify the number of decimal places permitted in numeric form. For example the precision for the unit of measure N.N is '1'.

8.2.14 Proposed unit of measure

The actual units in which permissible values are measured.	
Obligation to complete:	Conditional: Complete if the value domain is of the representation class 'average' or 'total', and the appropriate unit of measure is not included in the drop-down list.
Completed by:	Developer
Visibility:	All users
Rules:	1. State the full name of the unit of measure in singular form, followed by the unit of measure symbol (if one exists) enclosed in parentheses e.g., Gram (g) 2. Capitalise the first letter of the first word only, except when referring to proper nouns e.g., Degree Celsius. 3. A unit of measure symbol should be recognised by an International or Australian *Standard* e.g., ISO 1000, International Committee for Weights and Measures (CIPM), and National Measurement Amendment Act 2013 4. A unit of measure symbol must not symbolise more than one unit of measure within METEOR e.g., m refers to meter, not minute or month This rule does not apply to symbol prefixes (e.g., m also symbolises 0.001 of another unit) and when combined with the unit meter (m), will result in the valid symbol 'mm'.
Notes	1. To progress to the *Incomplete* registration status, value domains of representation class of 'average' or 'total' must include either a. a unit of measure from the existing drop-down list, or b. a proposed unit of measure 2. Adding a new unit of measure to the drop-down list (e.g. a unit of measure proposed by the developer) is the responsibility of the registrar. This must be actioned before the value domain may be made Standard 3. For a list of the units of measure, see Table G8: Value domain units of measure classifications in Appendix G 'Value representation tables'.

8.2.15 Guide for use

Advice or instructions for the interpretation or application of the value domain.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. Describe any restrictions or advice as to how the value domain is to be interpreted or applied that are applicable to all data elements which that may implement the value domain. This may include instructions for rounding numeric values and coding guidelines. 2. When information about a value domain's permissible and supplementary code list is included under 'guide for use' it should be formatted consistently, and all code values included. For example, if one code value requires defining or explaining, then all code values should be listed, not just the one. The recommended format is for the definition/explanation to appear beneath the code value-meaning pair, as per the example below: CODE 1 Co-resident carer A co-resident carer is a person who provides care and assistance on a regular and sustained basis to a person who lives in the same household. CODE 2 Non-resident carer A non-resident or visiting carer is a person who provides care and assistance on a regular and sustained basis to someone who usually lives in a different household. CODE 9 Not stated/inadequately described. Use this code when the information is not stated or otherwise inadequately described (e.g., when a response has not been recorded.)
Notes	Keep in mind the usability and reusability of the value domain. If the guide for use information is specific to one instance of implementation and not applicable to the collection of all data elements that may implement the value domain, provide information instead at the data element or data set specification level, rather than at the value domain level.

8.2.16 Collection methods

Advice or instructions for the actual capture of data.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Outline any guidelines applicable to all data elements that may implement the value domain. This may include data collection formats, minimum data collection requirements, requirements for supporting material and how missing data is to be treated.
Notes	If data collection information is specific to one instance of the value domain's implementation (i.e. the information is not applicable to the collection of all data elements that may implement the value domain), the information should be included in the 'collection methods' attribute at the data element level (or data set specification level), rather than the value domain level.

8.2.17 Comments

Any additional information that adds to the understanding of the value domain.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Describe any additional information that facilitates understanding of the metadata item. For example, considerations for further development of the metadata item, potential terminology issues, or justification for the inclusion or exclusion of content.

8.2.18 Submitting organisation

One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	1. For each organisation responsible for the submission of the metadata item, state the full official organisation title at the time of submission. 2. Abbreviations and symbols should only be used when they are part of the official organisation title. 3. Conclude and separate each organisation's name with a new line (without a full stop).
Notes	1. Click on down arrow to show drop-down list of departments and organisations. 2. Click on chosen organisation. 3. If you skip this process, you will not be able to proceed to change registration status to *Standard* when you update the status later down the track. You must fill this template in. 4. In the case of a metadata with missing submitting organisation, go back to the item and choose the edit item button to add the submitting organisation, in order to update registration status.

8.2.19 Steward

The name of the organisation responsible for ongoing maintenance and management of a metadata item.	
Obligation to complete:	Optional: Complete if a steward has been endorsed and has agreed to perform steward role.
Completed by:	Registrar
Visibility:	All users

Rules:	1. Each metadata item may be associated with only one steward. 2. The steward has responsibility for ensuring that the metadata item is kept up-to-date for all registration authorities to which it has been proposed. 3. Leave this field blank until an organisation has agreed and has been approved by a registration authority to provide ongoing maintenance and management of the metadata item. 4. State the complete and official organisation title for the steward (including a committee where necessary). 5. Abbreviations and symbols should only be used when they are part of the official organisation title.

8.2.20 Origin

Any publication(s) (including classification schemes when partially implemented by a value domain), website(s), organisation(s) and/or committee(s) from which any content of the value domain originates.	
Obligation to complete:	Conditional: Complete for metadata items based on the content outside of METEOR, including classification schemes when partially implemented by a value domain.
Completed by:	Developer
Rules:	1. List the full name of any classification scheme which is partially implemented by the value domain (i.e. when a value domain does not implement all codes listed in a chapter of a classification, or all codes within the classification). 2. When citing a classification scheme, use the short title for the in-text citation (e.g., ICD-10-AM Twelfth Edition). The following common rules for metadata also apply: 3. Origin references should comply with the referencing guidelines in Appendix C 'Referencing guidelines'. 4. List the full reference for any in-text references cited in the body of that metadata item. 5. Conclude and separate each reference with a new line (without a full stop).
Notes	References included in the 'origin' attribute are not included in the 'reference documents' attribute and vice versa.

8.2.21 Reference documents

Significant publication(s) (including classification scheme supporting documents) and/or website(s) that contributed to the development of the value domain.	
Obligation to complete:	Conditional: Complete for metadata items developed in consultation with a significant publication and/or website outside of METEOR.
Completed by:	Developer
Visibility:	All users
Rules:	1. List any support documents for a classification scheme partially implemented by the value domain (e.g., user guides). 2. References should comply with the referencing guidelines in Appendix C 'Referencing guidelines'. 3. Conclude and separate each reference with a new line (without a full stop).
Notes	References included in the 'reference documents' attribute are not included in the 'origin' attribute and vice versa.

8.2.22 Relationship type

An indicator for relationships between metadata items.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. Relationships may be created between any two metadata items. Note that some relationship types can only be created to link items of the same metadata type (e.g., between two data elements). See also relationships may be created to link items of a different metadata type (e.g., a between a property and a value domain). 2. Related metadata relationships should not duplicate information stored or available elsewhere in METEOR For example, where data element A implements data element concept B, this is already explicit in both the name of the data element and the Data element concept attributes of the data element. A related metadata relationship would thus be superfluous. Similarly, if data element C is normally collected together with data element D, this will be apparent from the fact that both occur in the same DSS. Valid relationships are listed in the table F1. METEOR will automatically create the complementary relationship within the second metadata item (listed in the second column of the table F1). 3. A See also relationship may be used to draw the reader's attention to another element, however should not take the place of another valid relationship type, or duplicate information stored elsewhere. A See also relationship should be applied judiciously, i.e. where it is critical for the reader to know that the other item exists, and not just because there are similarities between the linked elements. 4. When creating a Superseded relationship, the registration status of the superseded item must be changed to Superseded once the new item becomes Standard. To create a relationship: • select a value from the 'relationship type' drop-down list • click the Add button to open the metadata item browser • select the metadata item and click the Add button • select or enter the item you wish to create a relationship to and click the Add button • the relationship will then be listed on the metadata item creation window. The relationship can be deleted by clicking on the Cancel button.
Notes	See Appendix F for more detailed information on relationship types and their associated meanings.

8.2.23 Unresolved issues

Comments which highlight issues for data committees or registrar consideration.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	This field should be used to document issues which are relevant to the quality of the metadata item and its management within METEOR (e.g., any recommended changes awaiting approval from a data committee).
Notes	This attribute can only be created and viewed by registrars.

8.2.24 Submitting organisation contact details

The details of at least one contact person for each listed submitting organisation.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	1. Approval from each submitting organisation contact person must be provided before any contact information is stored within METEOR. 2. For each submitting organisation contact, list their name, position title, organisational unit, telephone number and email address.
Notes	This attribute is only visible to registrars.

8.2.25 Steward contact details

The details of at least one contact person for the steward organisation.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	1. Approval from the steward contact person must be received before any contact information is stored within METEOR. 2. For each steward contact, list their name, position title, organisational unit, telephone number and email address.
Notes	This attribute is only visible to registrars.