

The logo for the Australian Institute of Health and Welfare (AIHW), consisting of the letters 'AIHW' in a bold, white, sans-serif font.

**AIHW**

The logo for METEOR (Metadata Online Registry), consisting of the word 'METEOR' in a bold, white, sans-serif font.

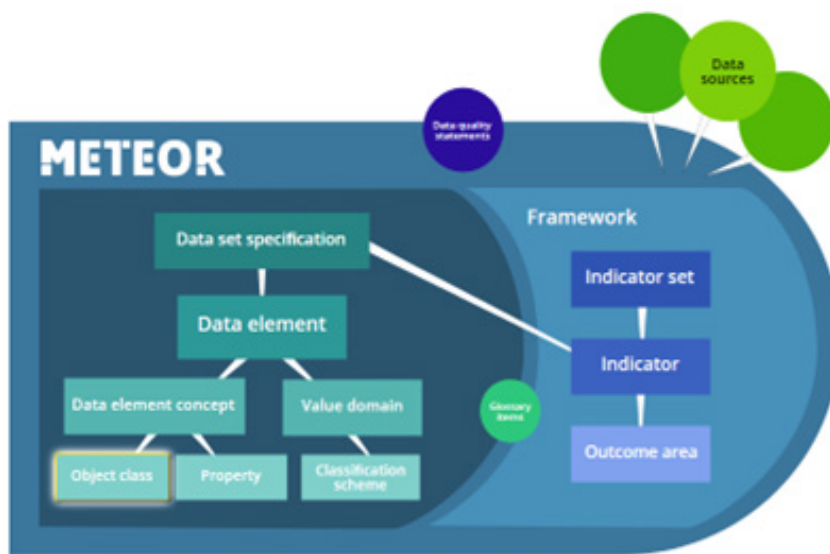
**METEOR**

Metadata Online Registry

[meteor.aihw.gov.au](http://meteor.aihw.gov.au)

## 17. Data quality statement business rules

# 17 Data quality statement business rules



## 17.1 Introduction

A data quality statement (also known as a DQS) provides information on the suitability of collected data for its original intended use and potential re-use. Data quality statements help users understand the important data limitations and to guide users to make informed judgements about the use of data.

The fields in this item are based on the ABS Data Quality Framework (ABS DQF). The main dimensions are:

- data quality statement summary
- institutional environment
- relevance
- timeliness
- accessibility
- interpretability
- relevance
- accuracy
- coherence

AIHW policy requires that a DQS be created (at collection level) for those collections for which the AIHW acts as Data Custodian. DQSs are also recommended for linked data sets (that do not form an AIHW collection in their own right and don't already have a DQS) and for indicators that are not sufficiently served by the DQS of the underlying collection.

The DQS for a collection, or a link to the DQS, should be included in all AIHW releases which draw on that collection. Each DQS should be period-specific and one should be created for each reference period. When the data from the collection, or analyses of the data, are made available outside of the AIHW, the DQS should be placed on METEOR.

In METEOR, there are two types of data quality statements: one for data sources and another for indicators. There are differing formats for the naming of each type of data quality statement (read 17.2.1 for more detail).

For detailed policy guidelines, read the AIHW Data Quality Statement and policy guidelines. This document is available to AIHW staff via the intranet.

### 17.1.1 For developers: Overview of data quality statement attributes

Table 17.1.1.1 below provides an overview of the attributes requiring action by a developer when a data quality statement is created in METEOR. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 17.1.1.1: Overview of data quality statement attributes for developer action**

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the data quality statement. (see 17.2.1 for rules for indicators and data sources)	Mandatory	17.2.1
Synonymous name(s)	One or more synonyms for the data quality statement name within the context of the metadata item.	Optional	17.2.2
Data quality statement summary	A concise summary of the key issues to be aware of when using the data.	Mandatory	17.2.3
Institutional environment	Information about the origin of the data collection and the arrangements under which the collection is governed and administered. This enables an assessment of the surrounding context, which may influence the validity, reliability or appropriateness of the data.	Mandatory	17.2.4
Timeliness	The timeliness of the data. The delay to which the information correctly describes the phenomena being measured.	Mandatory	17.2.5
Accessibility	The ease with which information and data can be identified and accessed.	Mandatory	17.2.6
Interpretability	The availability of information to help provide insight into the data or assist interpretation.	Mandatory	17.2.7
Relevance	The degree to which the information meets the needs of users. How well the data meet the agreed purpose of the data collection in terms of concepts measured and the population represented.	Mandatory	17.2.8
Accuracy	The degree to which the data correctly describes the phenomena being measured.	Mandatory	17.2.9
Coherence	The internal consistency of a statistical collection, product or release, as well as its comparability with other sources of information, within a broad framework and over time.	Mandatory	17.2.10
Implementation start date	The date upon which the collection of data for the data quality statement was first implemented.	Optional	17.2.11

Attribute	Definition	Obligation to complete	Section in this Chapter
Submitting organisation	One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	Optional	17.2.12
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	* Obligation to be completed by a registrar	17.2.13
Origin	Any publication(s), website(s), organisation(s) and/or committee(s) from which any content of the metadata item originates.	Conditional: Complete for metadata items based on the content outside of METEOR.	17.2.14
Reference documents	Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.	Conditional: Complete for metadata items developed in consultation with a significant publication and/or website outside of METEOR.	17.2.15
Relationship type	An indicator for relationships between metadata items.	Optional	17.2.16
Unresolved issues	Comments which highlight unresolved issues for data committee or registrar consideration.	* Obligation to be completed by a registrar	17.2.17
Submitting organisation contact details	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	* Obligation to be completed by a registrar	17.2.18
Steward contact details	The details of at least one contact person for each listed submitting organisation	* Obligation to be completed by a registrar	17.2.19

## 17.1.2 For registrars: Overview of data quality statement attributes

Table 17.1.2.1 below provides an overview of the attributes requiring action by a registrar when a data quality statement is submitted for review. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 17.1.2.1: Overview of data quality statement attributes for registrar action**

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the conceptual framework against which the indicator can be reported. This may include tiers, dimensions and sub-dimensions.	Mandatory	16.2.1
Parent dimension	A concise statement that expresses the facet in which the indicator is grouped. The parent field refers to the hierarchical framework structure the 'child' dimension belongs to.	Conditional: Complete if the framework forms part of a hierarchical structure of dimensions	16.2.2
Description	A concise statement that expresses the facet in which an indicator is grouped.	Mandatory	16.2.3
Steward contact details	The details of at least one contact person for the Steward organisation.	Optional	14.2.16

## 17.2 Attributes requiring developer and registrar action

Attributes in the data quality statement template requiring action by a registrar are described below.

## 17.2.1 Name

A single or multi-word designation assigned to the data quality statement.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Data quality statement for data source — name components and arrangement:	<p>Collection name + year + colon + name of data source + comma + year data source was last updated + semi colon + the phrase 'Quality Statement'.</p> <p>For example: Perinatal NMDS 2010–2011: National Perinatal Data Collection, 2010; Quality Statement.</p> <p>Note: If the collection and data source are one in the same, then begin name at 'Name of data source'. For example: Public Housing Data Collection, 2018–19; Quality Statement</p>
Data quality statement for indicator — name components and arrangement:	<p>Agreement name + colon + indicator reference number + endash + formal indicator name + comma + year indicator was last updated + semi colon + the phrase 'Quality Statement'.</p> <p>For example: National Healthcare Agreement: P1–Babies born with low birth weight, 2010; Quality Statement</p>
Data quality statement for data source rules:	<ol style="list-style-type: none"> <li>1. Capital letters should be used for the first letter of each word in the collection name and data source name.</li> <li>2. Capital letters should be used for the words 'Quality Statement' at the end of the name.</li> <li>3. The name should only use abbreviations that are commonly understood (e.g., the use of 'NMDS' in the name instead of 'National minimum data set'). If an abbreviation (such as an acronym) is used in a name, it must be spelt out in full followed by the abbreviation in parenthesis when term is next used in the main body of the data quality statement.</li> <li>4. A colon is only permitted to separate collection name and data source name.</li> <li>5. Commas are only permitted to separate the data source name from the year the data source was last updated, or if required to separate two or more terms in a name (e.g., 'ear, nose and throat').</li> <li>6. A semi-colon is only permitted to separate the year the data source was last updated and the suffix phrase 'Quality Statement'.</li> <li>7. En dashes are only permitted if required for use in a year span (e.g., 2018–19) or if they form part of the formal collection or data source name.</li> <li>8. Full stops are not permitted unless they form part of the formal collection or data source name.</li> <li>9. Parentheses and square and curly brackets (braces) are not permitted unless they form part of the formal collection or data source name.</li> <li>10. Quotation marks are not permitted.</li> </ol>

Data quality statement for indicator rules:	<ol style="list-style-type: none"> <li>1. Capital letters should be used for the first letter of each word of the indicator set name, and the first letter of the formal indicator name.</li> <li>2. Capital letters should be used for the indicator reference suffix (e.g., PI 15) and the phrase 'Quality Statement' at the end of the name.</li> <li>3. A colon is only permitted to separate indicator set name and indicator reference number.</li> <li>4. An en dash is only permitted to separate the indicator reference number from the indicator name, or if part of the the formal indicator set name or the formal indicator name as specified by the responsible auspice body</li> <li>5. A comma is only permitted to separate the indicator name from the year the indicator was last updated, or if part of the formal indicator set name or the formal indicator name as specified by the responsible auspice body.</li> <li>6. A semi-colon is only permitted to separate the year the indicator was last updated and the phrase 'Quality Statement'.</li> <li>7. En dashes are only permitted if required for use in a year span (e.g., 2018–19), or if they form part of the formal indicator set name or the formal indicator name as specified by the responsible auspice body.</li> <li>8. Full stops are not permitted unless they form part of the formal indicator set name or the formal indicator name as specified by the responsible auspice body.</li> <li>9. Parentheses are not permitted unless they are a part of the formal Indicator set name or the formal indicator name as specified by the responsible auspice body.</li> <li>10. Square and curly brackets (braces) are not permitted unless they are a part of the formal Indicator set name or the formal indicator name as specified by the responsible auspice body.</li> <li>11. Quotation marks are not permitted.</li> </ol>
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## 17.2.2 Synonymous name(s)

One of more synonyms for the metadata item name within the context of the given item.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. List any synonyms for the metadata item name which may be used to identify the item.</li> <li>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).</li> <li>3. Separate each synonymous name with a semi-colon and space.</li> <li>4. End the list of synonymous names without a full stop.</li> </ol>

### 17.2.3 Data quality statement summary

A concise summary of the key issues to be aware of when using the data.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<p>Summary should include, where relevant:</p> <ul style="list-style-type: none"> <li>• brief description of the data source</li> <li>• main issues affecting accuracy</li> <li>• response rate for sample surveys</li> <li>• major changes since previous cycle affecting consistency</li> <li>• main classifications used.</li> </ul>
Notes	Information in the summary should be kept brief. It should also be included, and expanded upon, in the relevant data quality statement dimension (i.e. the relevant attribute field in the METEOR data quality statement template).

### 17.2.4 Institutional environment

Information about the origin of the data collection and the arrangements under which the collection is governed and administered.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Include relevant information about the origin of the data collection and the arrangements under which the collection is governed and administered.</li> <li>2. Include embedded hyperlink(s) to any legislation or agreements relevant to the data collection arrangements. (AIHW data quality statement developers see note 1 below).</li> </ol>
Notes	<ol style="list-style-type: none"> <li>1. Developers of AIHW data quality statements should refer to 'Data Quality Statement (DQS) policy and guidelines' (2024) for standard wording to include.</li> <li>2. This attribute should include elements such as: relevant legislation (e.g., AIHW Act, Privacy Act), and embedded links to the AIHW's 'About us', 'Our governance' and 'Our role and strategic goals' pages.</li> <li>3. The institutional environment enables an assessment of the surrounding context, which may influence the validity, reliability or appropriateness of the data.</li> </ol>

## 17.2.5 Timeliness

The timeliness of the data and the delay to which the information correctly describes the phenomena being measured.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<p>4. Aspects of timeliness should include, where relevant:</p> <ul style="list-style-type: none"> <li>• the reference period (to which the data pertain)</li> <li>• the frequency with which data are provided</li> <li>• the frequency of publication of data</li> <li>• the agreed date for provision of initial data</li> <li>• the actual date at which all necessary data first became available</li> <li>• the intended first release of a publication/report</li> <li>• the actual first release of data from the collection.</li> </ul>
Notes	Timeliness is an important consideration in assessing the quality and usefulness of data.

## 17.2.6 Accessibility

The ease with which information and data can be identified and accessed.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<p>Aspects of accessibility should include, where relevant:</p> <ul style="list-style-type: none"> <li>• how to access relevant publications and reports, including hotlinks to website</li> <li>• how to access relevant data sets, including hotlinks</li> <li>• how to access data which is not available online or in reports</li> <li>• how to seek access to very detailed data or to unit record data.</li> </ul>
Notes	Accessibility is a key component of quality as it relates directly to the capacity of users to identify the availability of relevant information, and then to access it in a convenient and suitable manner.

## 17.2.7 Interpretability

The availability of information to help provide insight into the data or assist interpretation.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	Aspects of interpretability should include, where relevant: <ul style="list-style-type: none"><li>• how to access information about the collection, (metadata, concepts, classifications, etc.), including embedded links</li><li>• how to access additional information available in publications and reports, including embedded links.</li></ul>
Notes	<ol style="list-style-type: none"><li>1. Interpretability is an important component of quality as it enables the information to be understood and utilised appropriately.</li><li>2. Information on interpretability should point users towards other documentation to help understand the data and also illuminate any key variables which are difficult to interpret.</li><li>3. Information available that might assist interpretation may include information about variables used, metadata relating to the collection, concepts and classifications.</li></ol>

## 17.2.8 Relevance

The degree to which the information and data meets the needs of users in terms of concepts measured and the population represented.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<p>Aspects of relevance should include, where relevant:</p> <ol style="list-style-type: none"> <li>1. Scope and coverage: the purpose or aim for collecting the information, including identification of the target population, discussion of whom the data represent, who is excluded and whether there are any impacts or biases caused by exclusion of particular events, entities, people, areas or groups.</li> <li>2. Reference period: this refers to the period for which the data were collected (e.g., the September–December quarter of the 2021–22 financial year), as well as whether there were any exceptions to the collection period (e.g., a jurisdiction not providing data for the full reference period).</li> <li>3. Geographic detail: information about the level of geographical detail available for the data (e.g., postcode area, Statistical Area Level), and the actual geographic regions for which reliable data are available.</li> <li>4. If not all states and territories provided data, this should be noted.</li> <li>5. Statistical standards: which standards have been used in the collection and the extent to which the classifications and standards used reflect the target concepts to be measured or the population of interest.</li> <li>6. Availability (or otherwise) of information on Indigenous identification.</li> <li>7. Type of estimates available: this refers to the nature of the statistics produced, which could be index numbers, trend estimates, seasonally adjusted data, or original unadjusted data.</li> <li>8. Other cautions: information about any other relevant issue or caution that should be exercised in the use of the data.</li> </ol>
Notes	Enough information needs to be provided to enable each user to make an assessment of whether the data collection addresses the issues most important to them. Key information should be provided about the broad definitional and coverage aspects of the data.

## 17.2.9 Accuracy

The degree to which the data correctly describe the phenomena being measured.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<p>Aspects of accuracy should include, where relevant:</p> <ol style="list-style-type: none"> <li>1. The role of data providers and the agency in ensuring quality.</li> <li>2. Coverage error: this occurs when a unit in the data is incorrectly excluded or included, or is duplicated in the data.</li> <li>3. Response error: this refers to a type of error caused by records being intentionally or accidentally inaccurate or incomplete. This occurs not only in statistical surveys, but also in administrative data collection where forms, or concepts on forms, are not well understood by respondents.</li> <li>4. Non-response error: this refers to incomplete information for a record (e.g., when some data are missing). The use of any imputation strategies should be noted.</li> <li>5. Sample error: where sampling is used, the impact of sample error can be assessed using information about the sample design, the total sample size and the size of the sample in key output levels. For sample surveys, response rates should be provided.</li> <li>6. Other sources of errors: any other serious accuracy problems with the statistics should be considered. These may include errors caused by incorrect processing of data (e.g., erroneous data entry or recognition), rounding errors involved during collection, processing or dissemination, and other quality assurance processes.</li> <li>7. The quality of Indigenous status data should be noted, especially when they are only of sufficient quality for statistical reporting purposes for selected jurisdictions.</li> <li>8. Revisions to data: the extent to which the data are subject to revision or correction, in light of new information or following rectification of errors in processing or estimation, and the time frame in which revisions are produced.</li> </ol>
Notes	<ol style="list-style-type: none"> <li>1. Accuracy refers to the degree to which the data correctly describe the phenomenon they were designed to measure. This is an important component of quality as it relates to how well the data portray reality, which has clear implications for how useful and meaningful the data will be for interpretation or further analysis. In particular, when using administrative data, it is important to remember that statistical outputs for analysis are generally not the primary reason for the collection of the data.</li> <li>2. Accuracy should be assessed in terms of the major sources of errors that potentially cause inaccuracy. Any factors which could impact on the overall validity of the information for users should be described in data quality statements.</li> </ol>

## 17.2.10 Coherence

The internal consistency of a statistical collection, product or release, as well as its comparability with other sources of information, within a broad analytical framework and over time.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<p>Aspects of coherence should include, where relevant:</p> <ol style="list-style-type: none"> <li>1. Changes to data items: to what extent a long time series of particular data items might be available, or whether significant changes have occurred to the way that data are collected.</li> <li>2. Comparison across data items: this refers to the capacity to be able to make meaningful comparisons across multiple data items within the same collection. The ability to make comparisons may be affected if there have been significant changes in collection, processing or estimation methodology which might have occurred across multiple items within a collection.</li> <li>3. Comparison with previous releases: the extent to which there have been significant changes in collection, processing or estimation methodology in this release compared with previous releases, or any 'real world' events which have impacted on the data since the previous release.</li> <li>4. Comparison with other products available: this refers to whether there are any other data sources with which a particular series has been compared, and whether these two sources tell the same story. This aspect may also include identification of any other key data sources with which the data cannot be compared, and the reasons for this, such as differences in scope or definitions.</li> </ol>
Notes	The use of standard concepts, classifications and target populations promotes coherence, as does the use of common methodology across collections. It is important to note that coherence does not necessarily imply full numerical consistency, rather consistency in methods and collection standards.

## 17.2.11 Implementation start date

The date upon which the collection of data for the quality statement was first implemented.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Select the implementation start date from the calendar.</li> <li>2. When the implementation start date calendar is selected it automatically defaults to today's date. To specify the implementation start date, select the relevant day, month and year from the drop-down date selector to indicate a fully formed date (i.e., 15 February 2006).</li> <li>3. If the data quality statement does not have an implementation start date, tick the Not applicable box.</li> </ol>
Notes	4. Although not mandatory to put an implementation start date, it is considered best practice to do so.

## 17.2.12 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:	<p>For each organisation responsible for the submission of the metadata item:</p> <ol style="list-style-type: none"><li>1. State the complete and official organisation title at the time of submission.</li><li>2. Abbreviations and symbols should only be used when they are part of the official organisation title.</li><li>3. Conclude and separate each organisation's name with a new line (without a full stop).</li></ol>
Notes	<ol style="list-style-type: none"><li>1. Click on the arrow to show drop-down list of departments and organisations.</li><li>2. Click on chosen organisation.</li><li>3. If you skip this process, you will not be able to proceed to change registration status to <i>Standard</i> when you update the status later down the track. You must fill this template in.</li><li>4. In the case of a metadata with missing submitting organisation, go back to the item and choose 'edit item' to add the submitting organisation, in order to update registration status.</li></ol>

## 17.2.13 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:	<ol style="list-style-type: none"> <li>1. Each metadata item may be associated with only one steward.</li> <li>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.</li> <li>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.</li> <li>4. State the complete and official organisation title for the steward (including a committee where necessary).</li> <li>5. Abbreviations and symbols should only be used when they are part of the official organisation title.</li> <li>6. To assign the steward organisation: Click the Choose button which will bring up a drop-down menu of all stewards. Select the relevant steward from the list and click Add.</li> </ol>
Notes	If the organisation is not present in the list, create a new steward using the complete and official organisation title for the organisation.

## 17.2.14 Origin

A Any publication(s), website(s), organisation(s) and/or committee(s) from which any content of the metadata item originates.	
Obligation to complete:	Conditional: Complete for metadata items based on the content outside of METEOR.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. Origin references should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.</li> <li>2. List the full reference for any in-text references cited in the body of that metadata item.</li> <li>3. Conclude and separate each reference with a new line (without full stop).</li> </ol>
Notes	References included in the 'origin' attribute are not included in the 'references' attribute and vice versa.

## 17.2.15 Reference documents

Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.

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:	<ol style="list-style-type: none"><li>1. References should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.</li><li>2. Conclude and separate each reference with a new line (without a full stop).</li></ol>
Notes	References included in the 'reference documents' attribute are not included in the 'origin' attribute and vice versa.

## 17.2.16 Relationship type

An indicator for relationships between metadata items.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users

Rules:	<ol style="list-style-type: none"> <li>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).</li> <li>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).</li> <li>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.</li> <li>4. When creating a Superseded relationship, the registration status of the superseded item must be changed to Superseded once the new item becomes Standard.</li> </ol> <p>To create a relationship:</p> <ul style="list-style-type: none"> <li>• select a value from the 'relationship type' drop-down list</li> <li>• click the Add button to open the metadata item browser</li> <li>• select the metadata item and click the Add button</li> <li>• select or enter the item you wish to create a relationship to and click the Add button</li> <li>• the relationship will then be listed on the metadata item creation window.</li> </ul> <p>The relationship can be deleted by clicking on the Cancel button.</p>
Notes	See Appendix F for more detailed information on valid relationship types and their associated meanings.

## 17.2.17 Unresolved issues

Comments which highlight unresolved issues for data committee or registrar consideration.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	<ol style="list-style-type: none"> <li>1. This field should be used to document issues which are relevant to the quality of the metadata item and its management within METEOR.</li> <li>2. Unresolved issues can only be created and viewed by registrars and have been designed to assist communication between registrars.</li> </ol>
Notes	This attribute can only be created and viewed by registrars.

## 17.2.18 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:	<ol style="list-style-type: none"><li>1. Approval from each submitting organisation contact person must be provided before any contact information is stored within METEOR.</li><li>2. For each submitting organisation contact, list their name, position title, organisational unit, telephone number and email address.</li></ol>
Notes	This attribute can only be created and viewed by registrars.

## 17.2.19 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:	<ol style="list-style-type: none"><li>1. Approval from the steward contact person must be received before any contact information is stored within METEOR.</li><li>2. For each steward contact, list their name, position title, organisational unit, telephone number and email address.</li></ol>
Notes	This attribute can only be created and viewed by registrars.