|  |  |
| --- | --- |
|  |  |

QSR template for the Common Indicator Assessment

### Submitting assessment sheet material

In order to assist the Secretariat in producing the online layout of the assessment sheet, information should be submitted in the following **MS Word** document template.

The common indicator template includes an **excel** Addendum for summary results of particular relevance to those Contracting Parties that are also EU Member States. The addendum is to be completed by the indicator experts and provided to the Secretariat.

Greyed cells are to be completed by the Secretariat

|  |  |  |
| --- | --- | --- |
| **Field Name** | **Data**  **Type** |  |
| **Sheet Reference** | ID |  |
| **Title** | Text |  |
| **Contracting Parties** | List |  |
| **Key Message** 50 words | Text |  |
| **Background** (brief) 250 words | Text |  |
| **Background** (extended) | Text |  |
| **Background** (figures & tables) | Text |  |
| **Assessment Method** | Text |  |
| **Results** (brief)  450 words | Text |  |
| **Results** (extended) | Text |  |
| **Results** (figures & tables) | Text |  |
| **Conclusion** (brief)  200 words | Text |  |
| **Conclusion** (extended) | Text |  |
| **Knowledge Gaps** (brief)  100 words | Text |  |
| **Knowledge Gaps** (extended) | Text |  |
| **References** | Text |  |

### Assessment Metadata

Greyed cells in ‘Explanation’ are to be completed by the Secretariat.

| **Field** | **Data Type** |  |
| --- | --- | --- |
| **Assessment type** | List |  |
| **Summary Results (template Addendum 1)** | URL |  |
| **SDG Indicator** | List |  |
| **Thematic Activity** | List |  |
| **Relevant OSPAR Documentation** | Text |  |
| **Contributor** | Text |  |
| **Metadata date** | Date |  |
| **Linkage** | URL |  |
| **N Lat** | Number |  |
| **E Lon** | Number |  |
| **S Lat** | Number |  |
| **W Lon** | Number |  |
| **Date of publication** | Date |  |
| **Conditions applying to access and use** | URL |  |
| **Lineage** | URL |  |
| **Data Snapshot** | URL |  |
| **Data Results** | Zip File |  |
| **Data Source** | URL |  |