

TEMPLATE FOR METADATA ON VARIABLES (TIMES) HQD

Short Name	Name of the variable (SAS name)
Long Name (label)	Specify the name of the variable (descriptive name/label).

Creation date	E.g. 01 January 2010
Last updated	E.g. 01 January 2016
Owner of the variable	Unit, name of the owner of the variable and contact information

Type	Numeric, text, date
Precision	E.g. four digit code
Length	Length of field e.g. 22

First Year	First year the variable is available
Last Year	Last year the variable is available

Status	<p>This field has three values;</p> <p>1 = Created, not published</p> <p>2 = Published, not quality assured</p> <p>3 = Published is quality assured</p>
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Data breakages in variable	<p>Answer YES or NO</p> <p>Data breakages within a variable will most often consist of changes to the value set (code text) for the variable. New codes are entered and previous codes disappear. This can be done by both discontinuation of codes, establishment of new codes and by merging or splitting past codes. In addition, there may be changes in the population described by the variable.</p> <p>It is very important that you carefully explain how the definition of the variable may have changed over time. For example, there may be changes in the legislation on which the variable is based, changes in calculations, changes in associated value set (codes text) etc.</p> <p>Breaks within the variable must be described carefully both "before" and "after" the break.</p>
Data breakages across variables	<p>Answer YES or NO</p> <p>A data breakage across variables occurs when variables are replaced by other variables over time.</p> <p>Data breaks across variables occur when variables are replaced by another variable e.g. due to major changes in definitions or legislation over time. In the description, always make a reference to the new variable that is replacing a historical variable and vice versa. For example, for employment Status, reference must be made between BESKST (Employment Status using definitions applicable until 2002) and BESKST02 (Employment Status using the 2002 definitions).</p>
External Quality assurance	Answer YES or NO

	<p>State if the variable was quality assured by an external reviewer.</p> <p>In Statistics Denmark the external quality assurance consists of two external reviewers/researchers with special insight into the area concerned. The reviewers review the documentation and make suggestions for changes or corrections.</p>
Internal quality assurance	<p>Answer YES or NO</p> <p>State if the variable was quality assured by your colleagues.</p> <p>In Statistics Denmark the internal quality assurance implies that the High Quality Documentation produced by experts from the subject unit was reviewed by an internal professional reviewer and a linguistic reviewer.</p> <p>The internal reviewer is usually from same unit that produced the variable documentation or a former employee who is now employed in another unit. The internal reviewer must review the drafted variable documentation carefully and must be able to assess the academic content of the documentation produced.</p> <p>It is the office manager's task to find the internal reviewer; however, the Research Service Unit can assist if needed. If it is not possible to find an internal reviewer with the required professional skills, the Head of Department must be responsible for the professional assessment of the drafted variable documentation.</p> <p>The linguistic reviewer is from the dissemination unit and is involved in order to ensure a readable and comprehensible representation of the variable documentation so that it can easily be read by people without particular knowledge of the area concerned.</p>

General description	<p>Write a brief description of the content of the variable excluding technical details. The text should give an immediate picture of what the variable covers.</p> <p>The text should assist the researcher <i>in selecting the variables</i> of interest for their research</p>
Detailed description	<p>Write a more detailed description of the variable to be used when <i>working with the variable</i>.</p> <p>The content of the variable must be described in detail, i.e. explanation of how the variable is defined and how it is designed. Any calculations must be presented and explained.</p> <p>Mention any special conditions that apply to the variable that must be taken into account when using the variable.</p> <p>Any missing records must be specified - and possibly explain the difference between 0 and the missing record.</p> <p>Write details about the variable. There may be references to other</p>

	variables, changes over time, special information that is important to know for statistical use of the variable. If data breaches have occurred in the variable, they must be described, if necessary supplemented with an explanation of how it can be remedied. Annexes may also be attached for certain variables that further illustrate the data breach.
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Tables and graphs	<p>Tables and graphs can be attached. The tables and graphs should provide a brief description of the individual variable over time for the population described. The purpose of the table and graph are to give an impression of the variable and its development over time. There is no question of compiling actual statistics with immediate societal relevance. The table often lists a number of "intermediate totals to graph". These are summaries of the individual categories, which are often listed further down the table.</p> <p>In statistics Denmark the tables and graphs are compiled by the Research Service Unit. If there are sequences in those that look "weird" then this should be commented and explained in the detailed description.</p>
Other Annexes	Additionally, other annexes can be attached to cases of which they are useful to explain particular characteristics of the variable.
Population	Specify the population (s) that the variable describes. For each population provide a name and a short description .
Codes	For the variables that are built up of codes, the value set indicates the correlation between the individual codes and an explanatory text. For codes of which the explanatory text has been replaced over time, the validity periods will be specified. These indicate the period in which each text is valid.
Classifications	Please refer to international classification if available as well as classification (grouping) in publications, MUC and PUF files