QMI template  
[Topic] QMI

A brief description of what this document is about. (optional)

[Insert title: [Topic] QMI]

Summary: Quality and methodology information for [topics or release]. Includes strengths and limitations, methods, and data uses and users.

# Output information

* Statistical designation: [accredited official statistics or official statistics in development)
* Survey name: [only include if applicable]
* Data collection: [such as administrative data]
* Frequency:
* How compiled:
* Geographic coverage:
* Related publications:

[This section was previously called “Methodology background”. All information after the colons needs to be lower case, unless a designation.]

# About this QMI report

This quality and methodology information report contains information on the quality characteristics of the data (including the European Statistical System’s five dimensions of quality) as well as the methods used to create it.

The information in this report will help you to:

* understand the strengths and limitations of the data
* learn about existing uses and users of the data
* understand the methods used to create the data
* help you to decide suitable uses for the data
* reduce the risk of misusing data

# Important points

[Important points about the data. Highlight the most important and interesting points about the statistics and data sources, using up to six bullets, each one sentence long. View an [example of the format in the Births QMI](https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/livebirths/methodologies/birthsqmi).]

# Quality summary

[These subheadings are suggested areas to cover for this section. View an example of the section in the [Household projections in England QMI](https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationprojections/methodologies/householdprojectionsinenglandqmi).]

## Overview

[A summary of the quality of the statistics, data and sources used for the release.]

## Uses and users

[Who is using the data and what they are using it for.]

## Strengths and limitations

[A summary of the main strengths and limitations of the statistics and how this affects their use. We suggest using subheadings and bullet lists within this subsection.]

## Recent improvements

[Include any recent changes to the format, structure, methodology or data collection process.]

# Quality characteristics of the data

This section describes the quality characteristics of the data and identifies issues that should be considered when using the statistics.

## Relevance

(The degree to which the statistical product meets users’ needs for both coverage and content.)

Content

## Accuracy and reliability

(The degree of closeness between an estimate and the true value.)

Content

## Coherence and comparability

(Coherence is the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar. Comparability is the degree to which data can be compared over time and domain, for example, geographic level.)

Content

## Accessibility and clarity

(Accessibility is the ease with which users are able to access the data, also reflecting the format in which the data are available and the availability of supporting information. Clarity refers to the quality and sufficiency of the release details, illustrations and accompanying advice.)

Content

## Timeliness and punctuality

(Timeliness refers to the lapse of time between publication and the period to which the data refer. Punctuality refers to the gap between planned and actual publication dates.)

Content

## Concepts and definitions

(Concepts and definitions describe the legislation governing the output and a description of the classifications used in the output.)

Content

[Link to any more detailed glossaries. Include a list of changes to any definitions.]

## Geography

Content

[Including a list of changes to any boundaries.]

## Why you can trust our data

Content

# Methods used to produce the data

[These are some suggested standardised headings for this section.]

## Main data sources

Content

## How we process the data

Content

## How we analyse and interpret the data

Content

## How we quality assure and validate the data

Content

## How we disseminate the data

Content

## How we review and maintain the data processes

Content

# Other information

[Examples of what to include in this section:

* useful links and references
* other supporting documentation (such as technical reports, background notes for user understanding)
* user feedback and assessment of user needs and perceptions]

Some examples of how published QMIs have used this section:

* [Household projections](https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationprojections/methodologies/householdprojectionsinenglandqmi)
* [ProdCom](https://www.ons.gov.uk/businessindustryandtrade/manufacturingandproductionindustry/methodologies/ukmanufacturerssalesbyproductsurveyprodcomqmi)
* [Births](https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/livebirths/methodologies/birthsqmi)

# Related links

[Title with link embedded](https://service-manual.ons.gov.uk/content/content-types/bulletins)

Content type | Released XX Month 20XX

Summary of page or publication

# Cite this statistical bulletin

Office for National Statistics (ONS), released XX Month 20XX, ONS website, methodology, Title: edition with link embedded

# Other pages in this release (optional section 1.)

Introductory sentence to bullet list of links to other bulletins (or pages) in this release:

* [Title with link embedded](https://service-manual.ons.gov.uk/content/content-types/bulletins)
* [Title with link embedded](https://service-manual.ons.gov.uk/content/content-types/bulletins)
* [Title with link embedded](https://service-manual.ons.gov.uk/content/content-types/bulletins)

Bullet list example:

* X example
* X example
* X example

This is a [hyperlink](https://service-manual.ons.gov.uk/content)

Figure X: Descriptive title

Statistical subtitle, geography and data period

Table X: Statistical title, geography and data period

Warning: This is the warning text