# **What to include in DTM reports and datasets**

## Checklist for DTM coordinators

*In order to enhance the usability and use of DTM data by partners, the following information should be included in DTM reports and datasets.*

**In DTM Reports**

* Questionnaire or Link to questionnaire
* Link to Public Datasets
* Contact details for feedback
* Contact details for non – public datasets
* Link to methodology (including how data reliability was calculated)
* Date of collection (start and end dates)
* Key informant type (if “key informant” is the methodology )– e.g. tribal leader, community health worker, etc.;
* Table of Content (to allow reader to find the topic they are interested in)
* Highlight the geographical boundaries of assessment, and identify what part/s of the country was not assessed
* Include definitions, for example what is a “site”, the minimum number of HH that form a “site”
* Clearly identify the number of IDPs assessed, noting if assessed areas varied compared to previous or other round (to avoid wrong comparisons of totals), and referring to previous or other round for non-assessed areas through a link.
* Link to DTM Global and Country websites
* Data source (for any information from non-DTM sources) – e.g. organization or project name if other than DTM, name government department if applicable

**In DTM Datasets**

* Dates when data were collected – start date and end date per dataset/location
* Link to Methodology used to collect those specific datasets/location (e.g., key informant, head count, dwelling count, remote sensing, registration, community list, survey, etc.)
* Specific methodology used for population figures and groups, per location if not all have been obtained through the same methodology (calculator, head count, KI, list). *Data Dictionary includes questions on this, e.g. M398, M399 and M481.*
* Key informant type (only for those where “key informant” is the methodology )– e.g. tribal leader, community health worker, etc. per dataset
* Contact details for feedback and questions