Template of Metadata and Data Standards (MDDS) of the Domains, the template defines the structure to prepare standard document for Metadata and Data Standards of Domains. It is based on the Standard Documentation template from Institutional Mechanism for Standard Formulation v1.0.

Title (on Main Page, with suitable Document No., Version No. and Month/ year of publication on top right corner)

Metadata of the document < gives the brief overview of the document (structure as per the template given) >

Amendments Log (detail of revisions/ changes done)

Contents **<table of contents,** an outline list of the sections and sub-sections of the document, plus figures/tables and Appendices **>**

1 . **Introduction**

    1.1 . **Scope** <details of the project deliverables and describes the major objectives>

    1.2 . **Purpose** < a declarative sentence which summarizes the topic and goals of a document. >

    1.3 . **Description** < provide useful information about a document>

    1.4 . **Applicability** <it allow readers to see the scope included in the document and to see at a glance who is responsible for the processes>

2 . **Target Audience <**those , who may refer the document**>**

3 . **Type of Standard Document** (Specifications) & **Enforcement Category** (Mandatory / Recommended)

4 . **Definition & Acronyms** (To be annexed)

5 . **Specification of Generic data elements and their Metadata**

    5.1 . **Quick Reference table of Identified Generic Data Elements** (Unique Reference number, Name, Short Description, Data format, Maximum size)

    5.2 . **Quick Reference table of Code directories** (Unique reference number of the code directory, Name, Owner, Reference to the physical location of the code directory values)

    5.3 . **Metadata of code Directories** (Unique Reference number of corresponding generic data element for its metadata, list of   attributes to store values including version number, date of last update of record etc.)

    5.4 . **Metadata of Generic Data Elements along with examples** (as per the standardized structure)

6 . **Steps / Guidelines for using generic data elements, if any**

7 . **Annexure, if any**

8 . **References, if any**

9 . **List of Contributors**