GLAAS information module 4 GLAAS tips for success GLAAS 2021/2022 country survey







GLAAS process

- Involve as many relevant stakeholders as possible to get the most benefit from the GLAAS process, including government and non-governmental actors, as well as the SDG focal point.
- The data collection period for GLAAS is about six months. To streamline efforts, the GLAAS survey process can be integrated into a joint sector review or other national or regional monitoring processes that are occurring within the data collection period.
- If you have any questions, please contact glaas@who.int.







About the fillable PDF

- Use an updated version of Adobe Acrobat Reader DC when filling out the GLAAS survey.
 - A free version can be downloaded in English at: https://get.adobe.com/reader/.
- Complete the survey on a desktop version of Adobe Acrobat Reader – not a web browser version.
- Save the PDF version of the GLAAS survey regularly if it is not saved, responses may be lost.





Filling out the PDF

- Avoid using punctuation such as slashes (/), hyphens (-), bullets or dashes (—) to start sentences or lists.
- Write years as <u>YYYY</u> and ranges of years should be written as <u>YYYY</u> to YYYY. Do not use hyphens between the years.

✓ Correct: YEAR: 2018 RANGE: 2018 to 2021

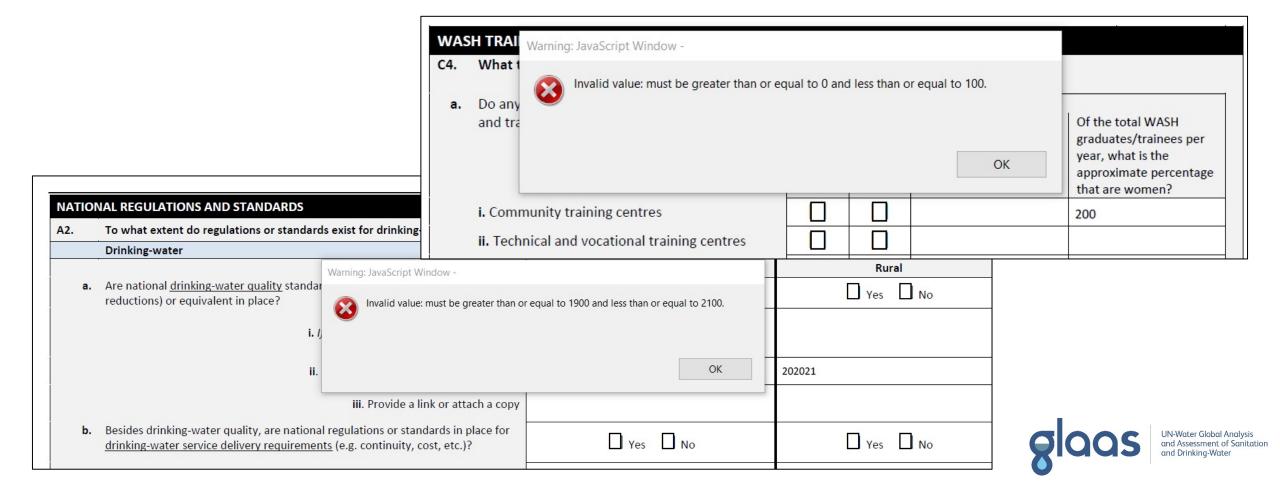
➤ Incorrect: YEAR: '18 RANGE: 2018-2021

- Please avoid using acronyms. Time will be saved during the quality assurance process if acronyms are avoided and instead written out fully.
- When monetary values are requested, please indicate the currency in the space allotted using the three letter ISO currency code. The currency codes can be found at:

https://treasury.un.org/operationalrates/OperationalRates.php

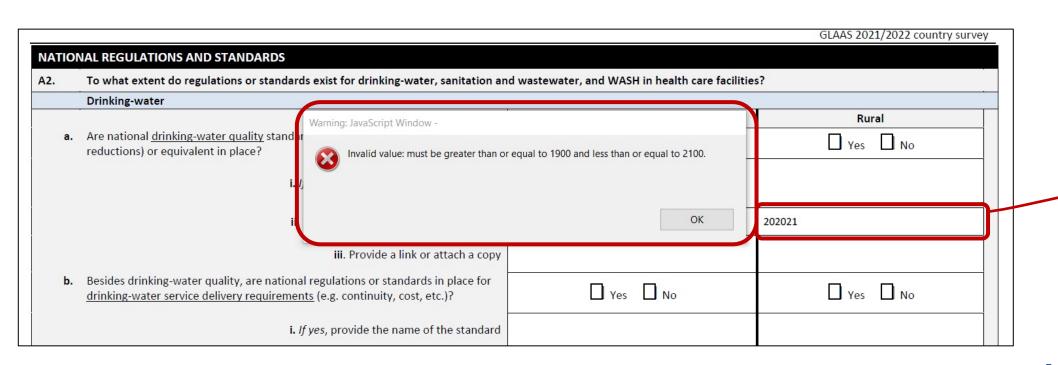
Filling out the PDF – error messages

 For certain questions, you may encounter an error message if you enter the wrong type of information.



Filling out the PDF – errors reporting *years*

- For example, in the image below the value entered in the cell is not valid because the field asks for a 'year'.
- All years should be entered as four digits e.g. 2021.



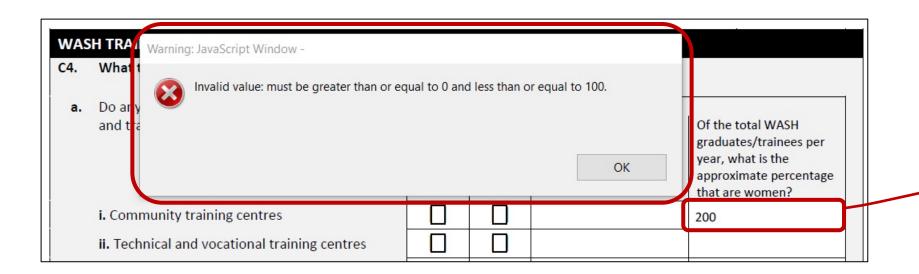
In this case, '202021' is not a valid response to this question.

The error message will indicate which values are valid.



Filling out the PDF – errors reporting percentages

- For questions that require a percentage answer, only numbers between 0 and 100 are allowed.
- You will not be able to add the percent sign (%).



In this case, '200' is not a valid response to this question.

The error message will indicate which values are valid.

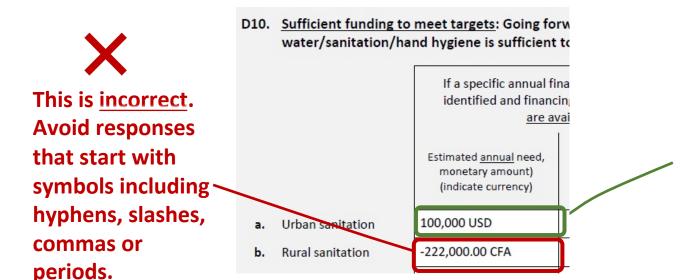






Filling out the PDF – numeric responses

- Some numerical responses allow both numbers and letters to be entered into the cells.
 - This may be so that you can include the currency of the values or other details.
- Only provide the information requested.
 - e.g. monetary amount and currency





This is <u>correct</u>. Only monetary values are provided with currency. No symbols.

When indicating the currency, please use the three letter ISO currency code. The currency codes can be found at:

https://treasury.un.org/operationalrates/OperationalRates.php

Filling out the PDF – numeric responses

- For some (not all) numerical responses, only numeric digits can be entered into the cells.
 - Letters cannot be entered into the cells.
 - Symbols cannot be entered into the cells, including commas, periods and hyphens.
 - As symbols are not allowed in these cells, ensure that your numeric answers include the correct number of zeros, e.g. 1000 vs. 100000.

A4.	Implementing risk management approaches: To what extent is the risk assessment/risk management approach implemented in your country?				For example, these cells require
	Water safety planning (WSP) or equivalent approach for <u>urban</u> areas	 □ Not implemented □ Implementation at just a few pilot or model sites ☑ Implementation at a significant scale 	Approximate number of <u>urban</u> WSPs implemented	2500	numbers and do not allow letters or symbols to be entered.
			Approximate total number of urban drinking-water supply systems in country	50000	

Filling out the PDF – error messages

- If you have trouble entering information in a response cell:
 - double check the instructions in the country survey or
 - check for further information in the survey guidance document to make sure you are entering the information required for the question.
 - For example, numbers when the question is asking for a numerical answer.
- If you have any questions, please contact glaas@who.int.







General tips

- In a long response, all text might not be visible. In this case, scroll through the text using the arrows on your keyboard.
 - For longer responses, it is helpful to draft it outside of the PDF and paste it into the survey.
- For some questions, your answers might be the same as previous questions. Do not use "same as above", please copy and paste the answer for the question.
- If a question asks for a policy, plan or regulation, please only list the most relevant document.
 - We understand that countries often have multiple policies/plans, but the survey is designed to collect data on only one per question.







Thank you!

For additional information please contact glaas@who.int





