

# SDG Metadata Translation Project

Step by Step Instructions

## Step 2: Generate and Manage Machine Readable Files in Github for Translation in Weblate

November, 2020

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### INSTRUCTIONS AT A GLANCE

**Purpose:** These are step-by-step instructions for *Step 2, how to generate and manage SDG indicator metadata in machine-readable files in Github for translation in Weblate* (from .doc to .pot files). *It also describes how to use Github to merge translated files (after Step 3).*

**Scope:** For the SDG Metadata Translation Project, **Step 2** (described here) was completed for metadata pertaining to SDG indicators designated by the IAEG-SDG as tier 1, tier 1/tier2, or provisional tier 1 as of July 17, 2020. In total, this results in 136 files (some indicators are associated with more than one metadata file). Preparation of tier 2 indicator metadata files is pending approval.

**Users:** For the SDG Metadata Translation Project, this step will be completed on a flow basis by the World Bank and its consultants. The tasks described here pertain to project managers and Github administrators. Human translators will not need to complete this step.

**Needed materials:** Metadata files formatted for machine reading conversion (see Step 1.); a Github account (described here); one or more persons designated as Github administrators to approve updates.

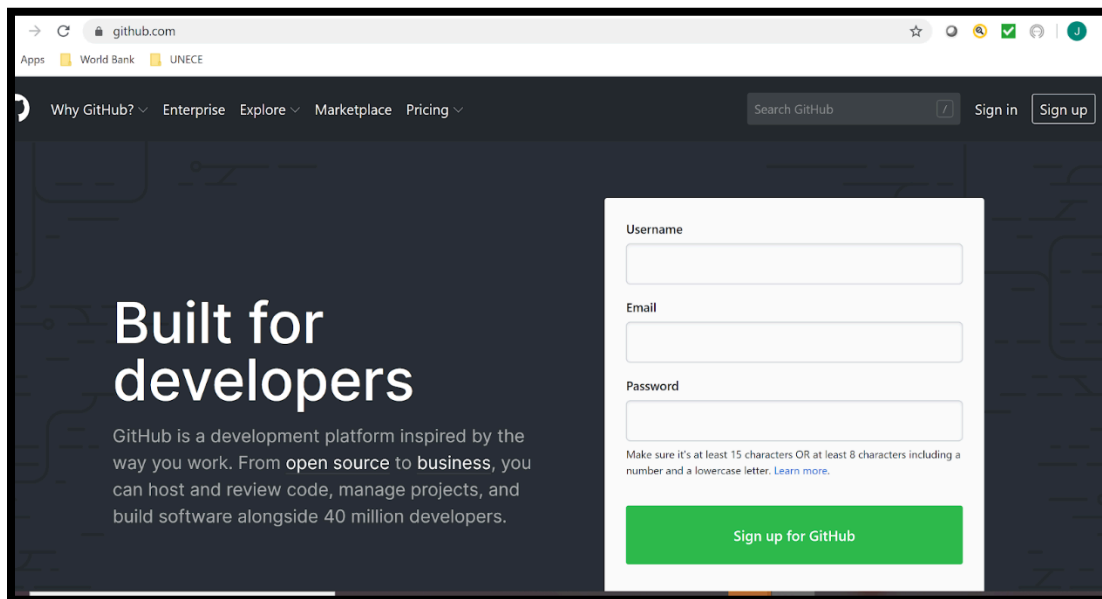
**Questions?** Contact [sdgmetadatatranslation@worldbank.org](mailto:sdgmetadatatranslation@worldbank.org)

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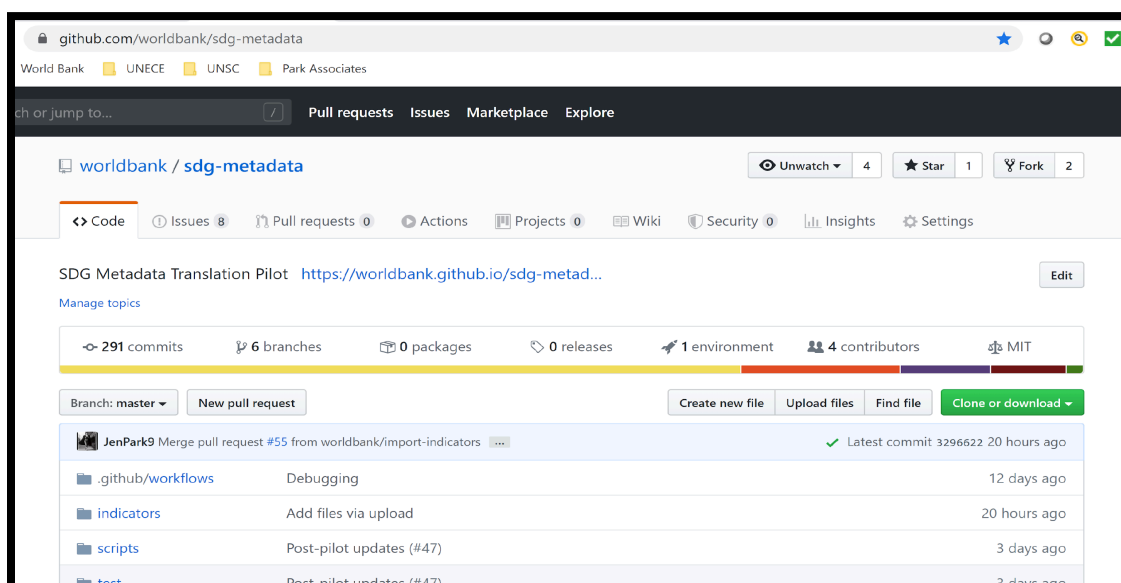
## GETTING STARTED IN GITHUB

1. **Login** to Github. Github is an open-source file management platform we are using for this project. If you do not have an account, please make one. It is free.

Sign in at [github.com](https://github.com) to login or to create an account in Github and access the files used in this project.

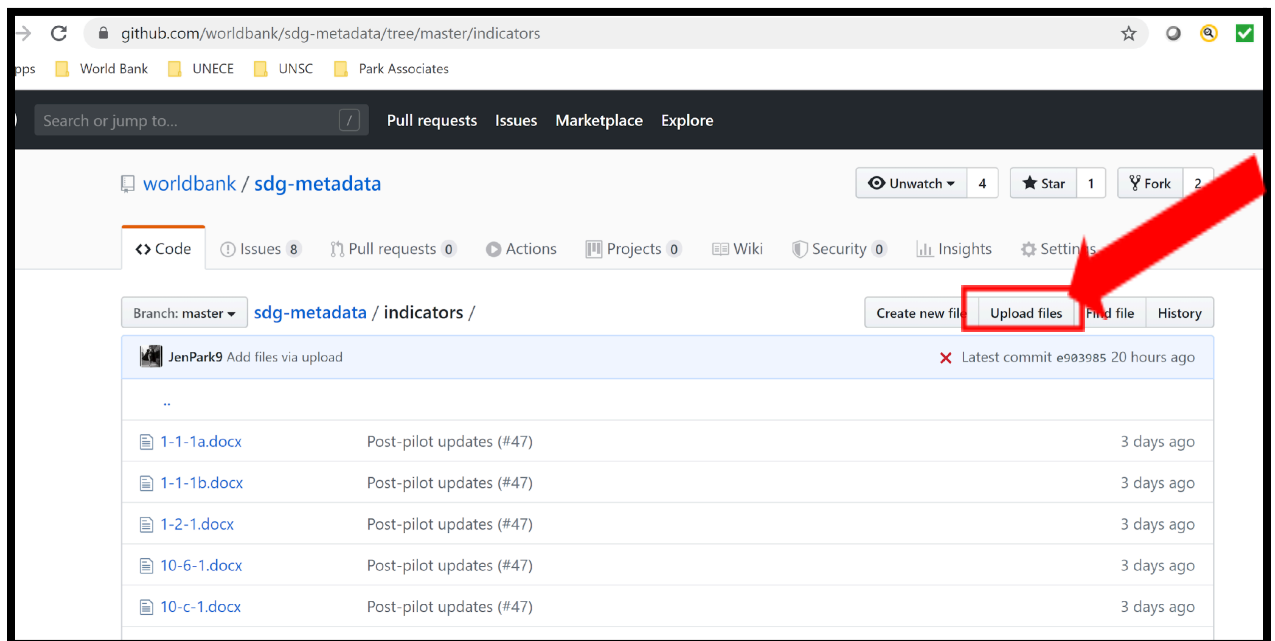


2. Then, go to <https://github.com/worldbank/sdg-metadata> to access the files used in this project. This is where the English metadata, the coding scripts used to format translated files, and the resulting translations are stored.

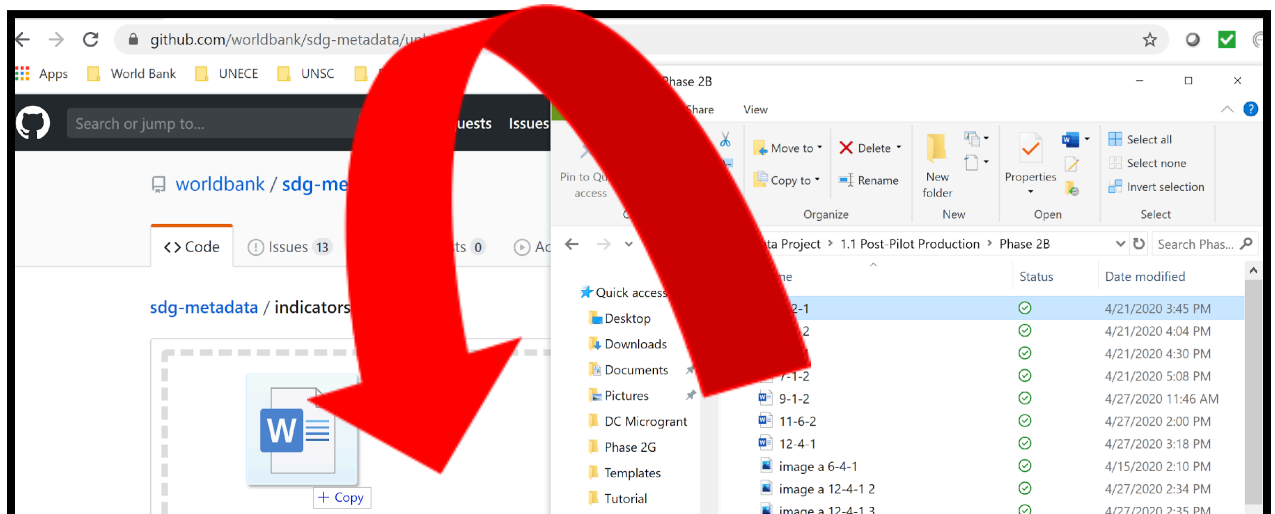


## ADDING INDICATOR FILES IN GITHUB

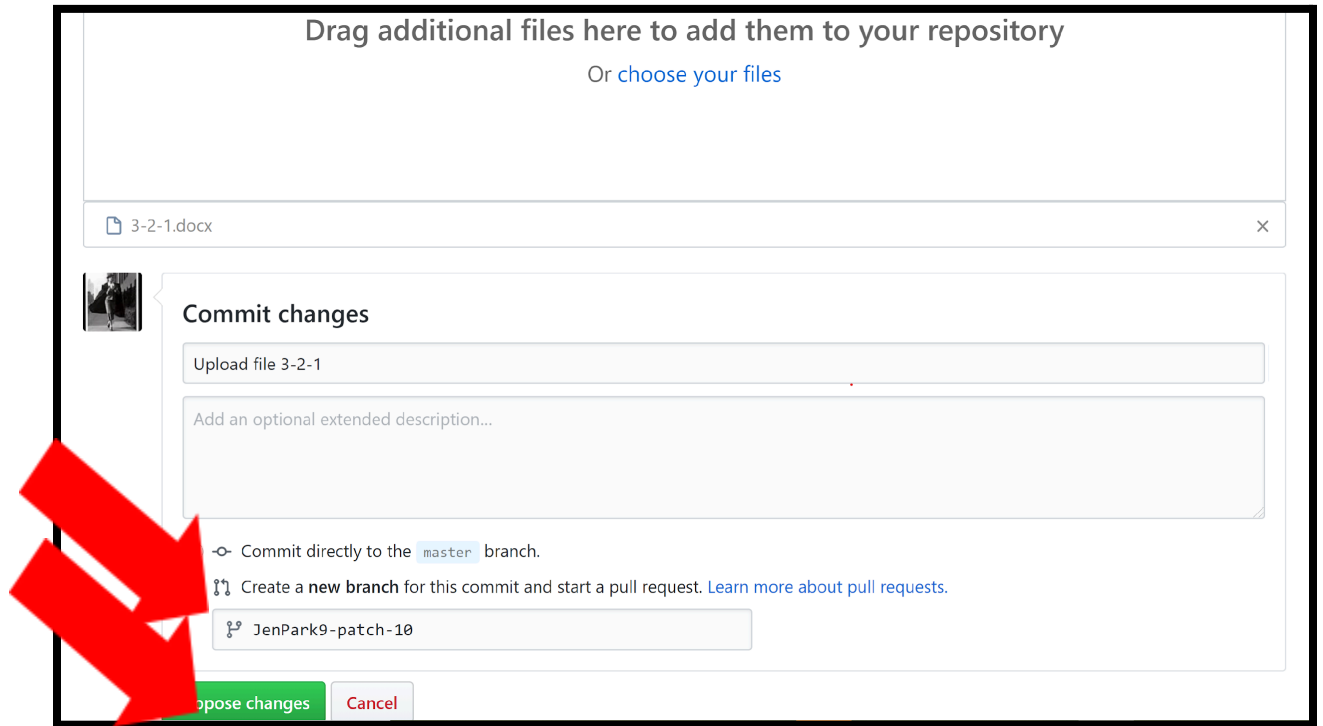
3. To add an indicator metadata file, go to <https://github.com/worldbank/sdg-metadata/tree/master/indicators>
4. Click on 'Upload Files.'



5. Drag prepared Word document containing indicator metadata into dialogue box. Here, we are adding indicator 3.2.1, or '3-2-1.' The files **MUST** be named with the indicator number separated with hyphens so that the computer script can recognize the file as SDG indicator as metadata.

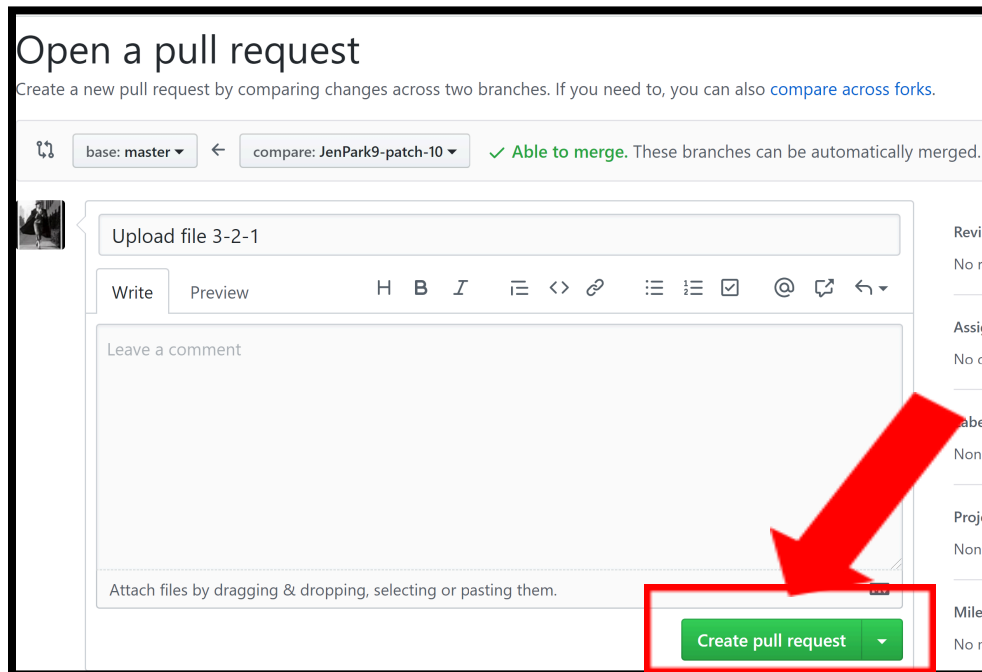


6. Submit the files to be added to the master set by sending a **pull request**. A pull request tells Github to add a file.
7. **To send a pull request, scroll** to the bottom of the page.



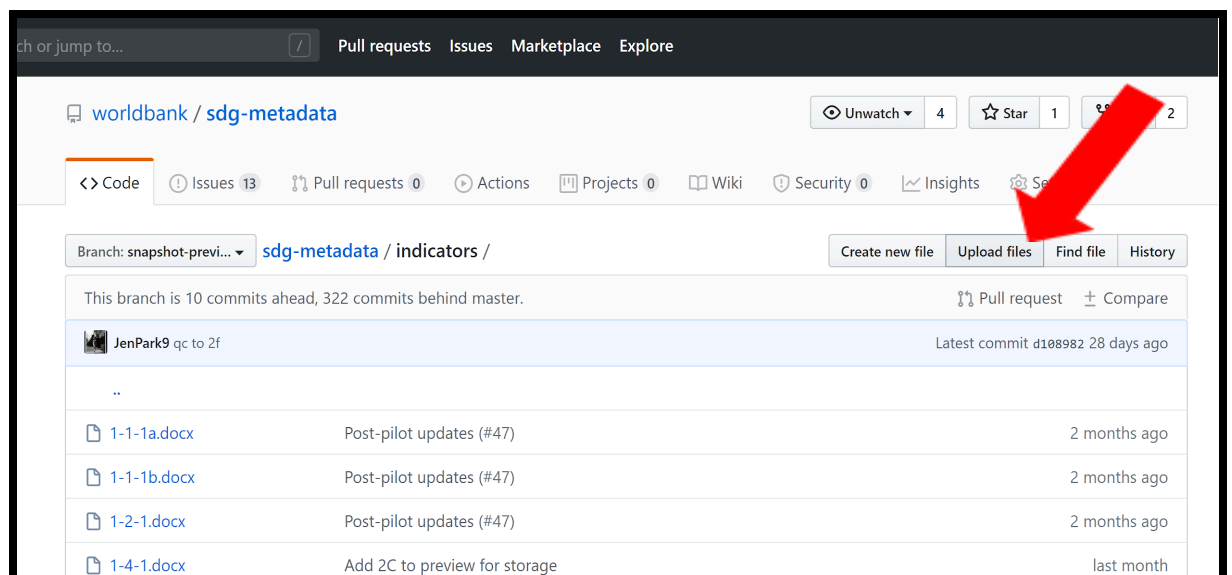
8. **Click “Create a new branch for this commit and start a pull request.”** This creates a branch to be reviewed and approved before being merged. This is a quality control tool.
9. **Click “Propose changes.”** (NOTE: Pull requests can be reverted, or undone, if needed. See step 23 of this guide.)

10. A new pull request will be opened for you. Click **“Create Pull Request”** to submit your request to the project’s Github administrators for approval.



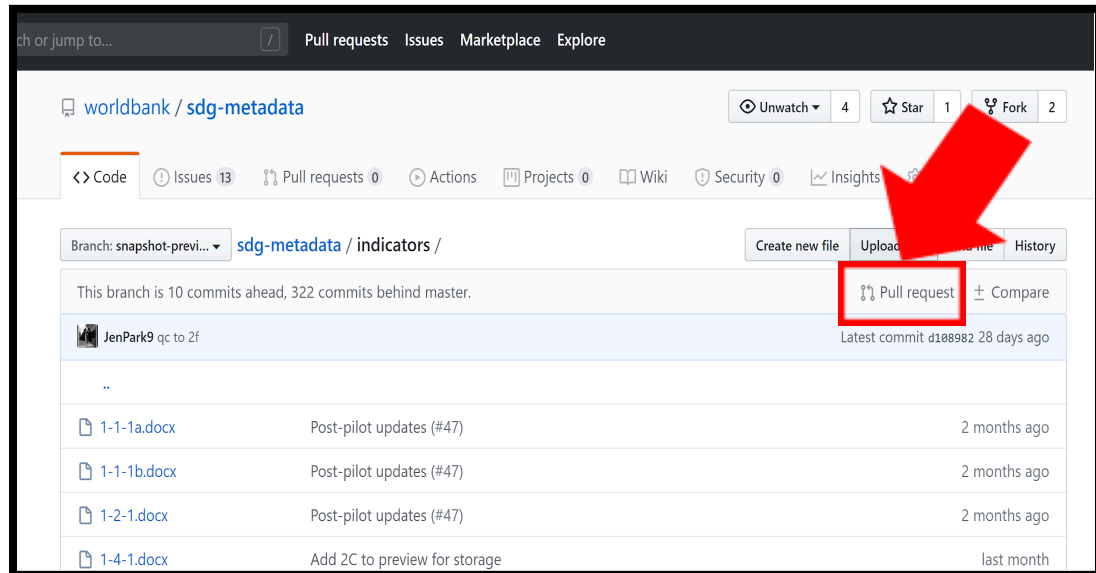
11. NOTE: For the purposes of this project, we prepared indicator metadata files and uploaded them to a **preview site** for storage purposes at <https://github.com/worldbank/sdg-metadata/tree/snapshot-preview/indicators>.

We worked in batches of 10-15 as an additional step of quality control and as phases of the project were approved by the World Bank.

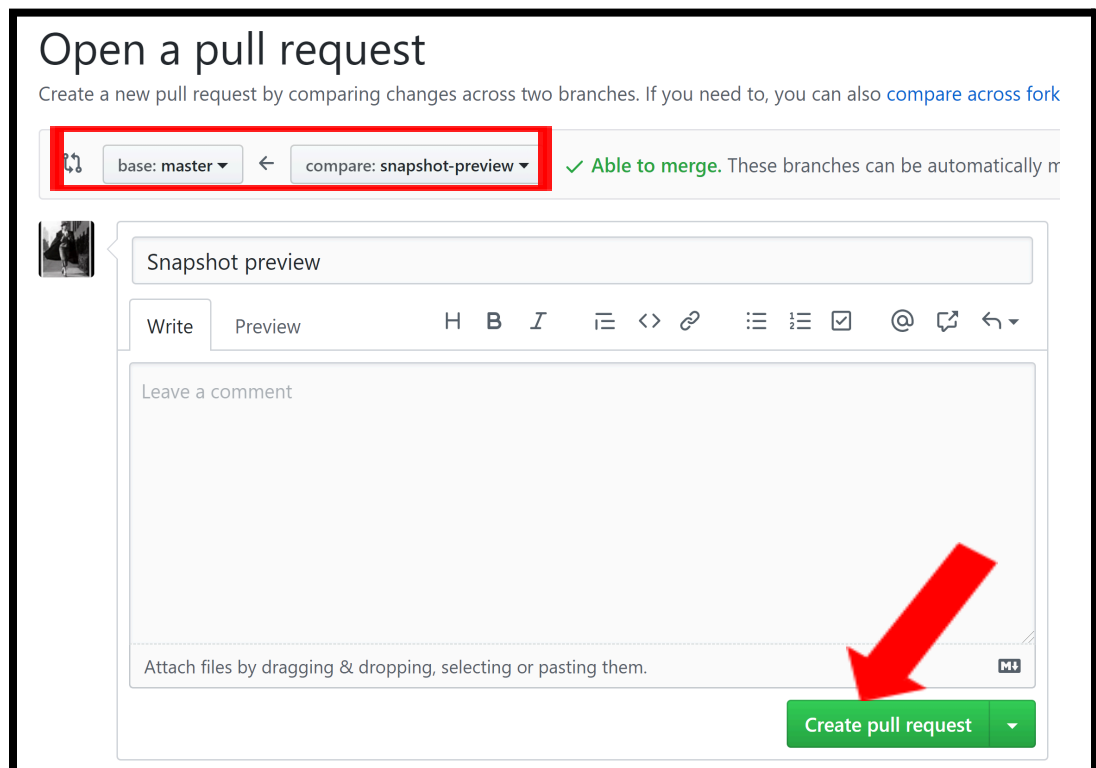


12. We then **merged** the files from the preview site to the master site as phases of the project were approved. . From the master site, they can be viewed and read into Weblate.

13. To merge files from the preview site to the master site, click “Pull Request.”



14. You will notice that you are merging the **preview** to the **master**. Click “Create pull request.”

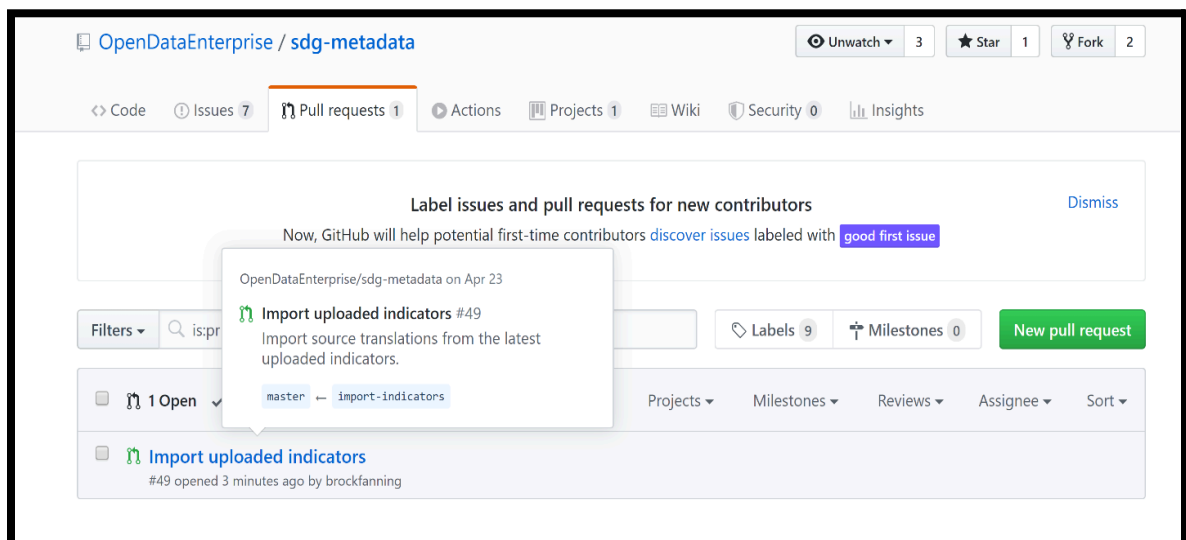


## ADMINISTRATOR REVIEW OF REQUEST TO ADD FILES

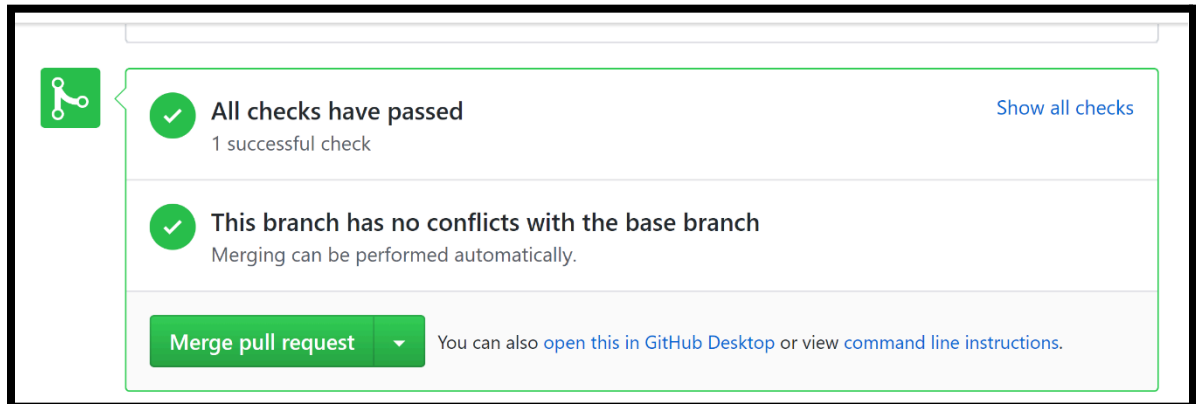
15. To **approve the pull request**, the Github administrators for this project (Jennifer Park ([jenpark9@gmail.com](mailto:jenpark9@gmail.com)) and Brock Fanning ([brock@odenterprise.org](mailto:brock@odenterprise.org)) receive an email notifying them that a pull request has been submitted for their review and approval. This can take a minute or two. The administrator clicks on the pull request hyperlink below.



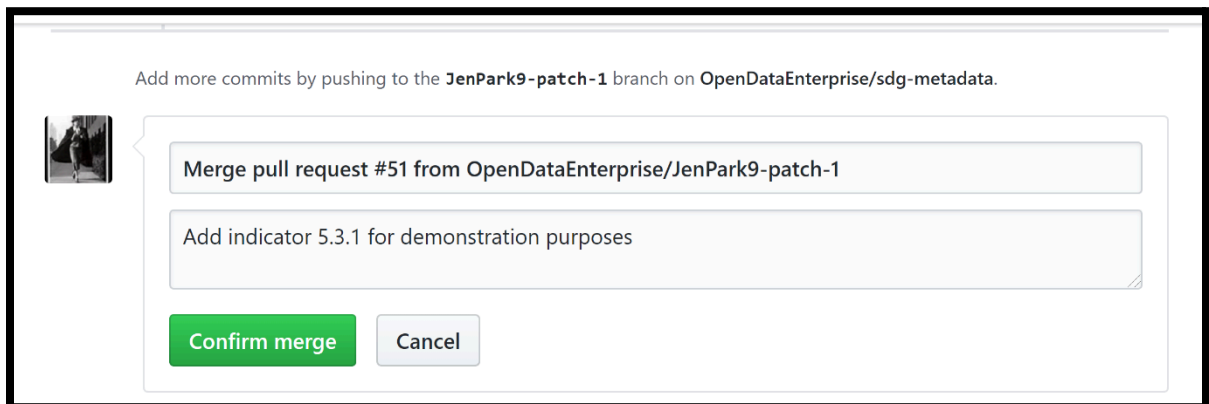
16. From Github, the administrator selects the pull request (to add additional indicator files).



17. The administrator clicks on the pull request to review. Some automatic checks may take a moment to clear. The administrator can send a note to the person requesting the additional files to be added, reject, or approve the change. (NOTE: Even after merging, the Administrator can [revert](#) to an earlier version of master to undo changes. See step 29.)
18. If the administrator approves, s/he **clicks 'Merge pull request'**.



19. Just to be double sure, the administrator is prompted to confirm that s/he wants to merge the pull request. **Click 'Confirm merge.'**





## VIEWING ADDED FILES ON PROJECT WEBSITE

20. The added indicator appears in the ENG metadata subdirectory of the Github study site. This can take a few minutes. See <https://worldbank.github.io/sdg-metadata/metadata/en/>.

This list is refreshed as indicators are translated for this project.

- 1.1.1a
- 1.1.1b
- 1.2.1
- 2.1.1
- 3.2.1

21. **Click** on the **indicator number** to see the ENG html page. The text is organized in SDMX-SDG Metadata Concepts, which are listed on the left-hand side. For the purposes of our project, this is ordered according to the format prepared by the IAEG-SDG.

SDG Metadata Translation Project

Machine Translation of Indicator Metadata for the Sustainable Development Goals

Metadata

SDMX Metadata Concepts

[0.a. Goal](#)  
[0.b. Target](#)  
[0.c. Indicator](#)  
[0.g. International organisations\(s\) responsible for global monitoring](#)  
[2.a. Definition and concepts](#)  
[4.a. Rationale](#)  
[4.c. Method of computation](#)  
[4.f. Treatment of missing values \(i\) at country level and \(ii\) at regional level](#)  
[4.g. Regional aggregations](#)

Indicator: 3.2.1

Download PDF

Goal 3: Ensure healthy lives and promote well-being for all at all ages

Target 3.2: By 2030, end preventable deaths of newborns and children under 5 years of age, with all countries aiming to reduce neonatal mortality to at least as low as 12 per 1,000 live births and under-5 mortality to at least as low as 25 per 1,000 live births

Indicator 3.2.1: Under-five mortality rate

- 22.

23. Click on the **PDF button** to generate a PDF. (The pdf can be exported as a Word document.)

Last updated: September 2019

Goal 3: Ensure healthy lives and promote well-being for all at all ages

Target 3.2: By 2030, end preventable deaths of newborns and children under 5 years of age, with all countries aiming to reduce neonatal mortality to at least as low as 12 per 1,000 live births and under-5 mortality to at least as low as 25 per 1,000 live births

Indicator 3.2.1: Under-five mortality rate

## Institutional information

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**Organization(s):**

United Nations Children's Fund (UNICEF)

## MERGING TRANSLATED FILES

24. When the translated file is completed by the human translator (see Step 3. Translating Metadata Files in Weblate), the machine readable file is pushed automatically from Weblate into a Github repository at <https://github.com/worldbank/sdg-metadata>. Click on 'translations.'

SDG Metadata Translation Pilot <https://worldbank.github.io/sdg-metad...> Edit

Manage topics

291 commits

6 branches

0 packages

0 releases

1 environment

4 contributors

MIT

Branch: master

New pull request

Create new file

Upload files

Find file

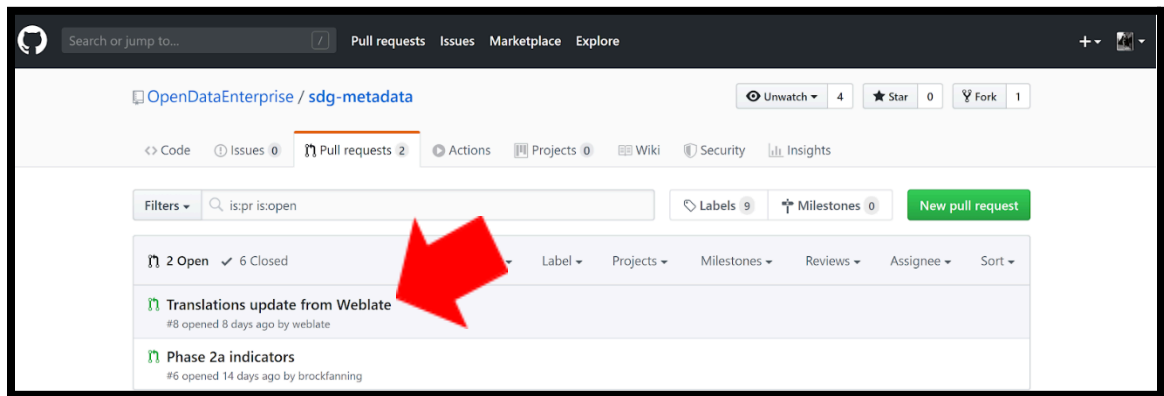
Clone or download

JenPark9 Merge pull request #55 from worldbank/import-indicators

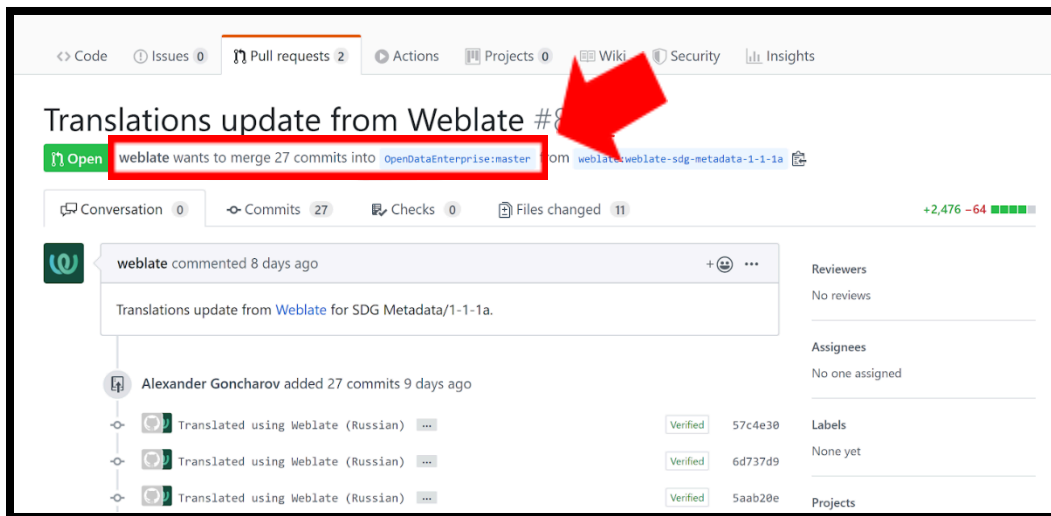
Latest commit 3296622 20 hours ago

.github/workflows	Debugging	12 days ago
indicators	Add files via upload	20 hours ago
scripts	Post-pilot updates (#47)	3 days ago
test	Post-pilot updates (#47)	3 days ago
translations	import uploaded indicators	20 hours ago
www	Update domains after repo movement	22 hours ago

25. Click on the file, "Translations update from Weblate." This displays the translations generated through Weblate by the human translator. In this example, Weblate wants to merge 27 updates from the human translator.

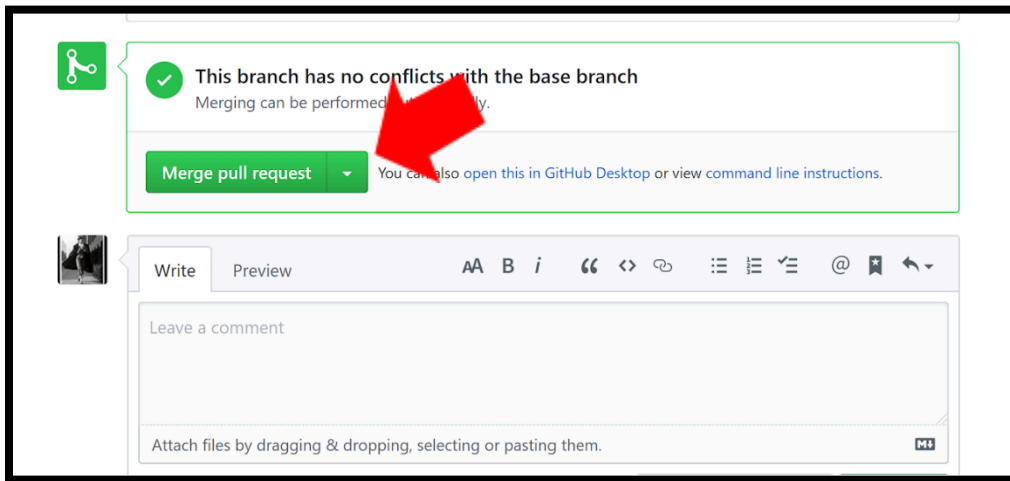


26. In this example, if you **click** on “**Files Changed**,” you will see that translations were made to eleven metadata files by the human translators when s/he used Weblate (see Step 3, “Instructions for the Human Translator”.) These changed files have not yet been loaded onto the project’s Github website. You will do that in the next steps.

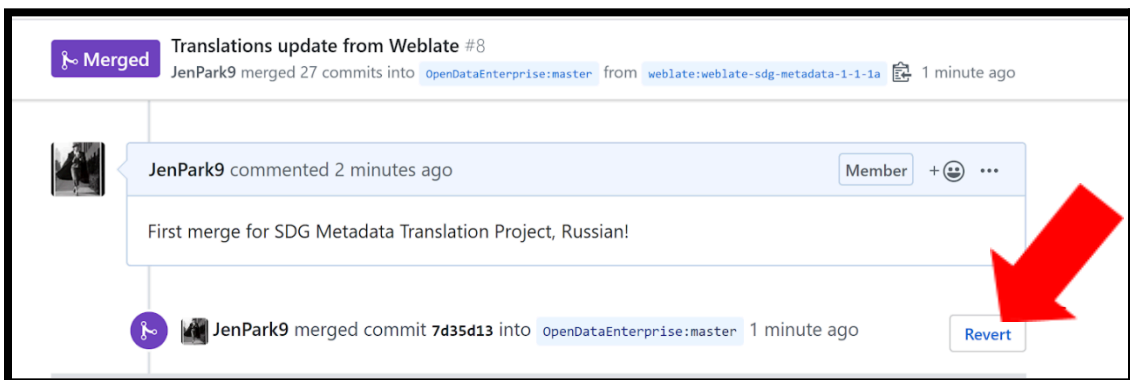


27. The Github administrator merges the pull requests generated by the human translator. This updates the metadata repository in Github by adding the translations and updates the project’s Github website.

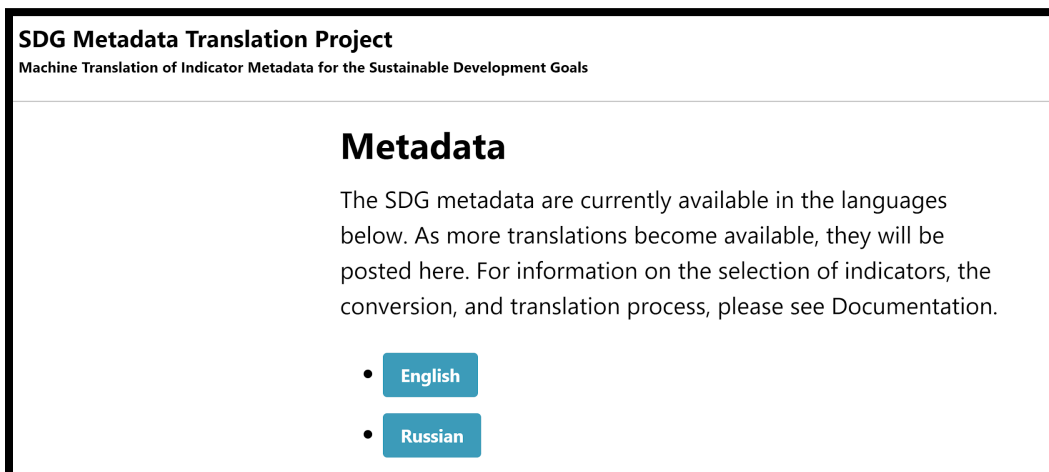
28. Scroll to the bottom of the page and click “merge pull request.”



29. Github provides version control, so you can always **revert** to prior translations if necessary.



30. The translated files will now appear on the study’s Github site.



## VERSION CONTROL

31. The SDG indicators, metadata concepts, and metadata content will change over time as the 2030 Agenda evolves. A number of technical and policy controls are in place to anticipate, receive, and communicate updated files.
32. The SDG indicators are not expected to change again until 2025 (the next comprehensive review). (Minor annual refinements are permitted.) The metadata concepts have been finalized.
33. Metadata content submitted by custodian agencies and approved by the IAEG-SDG may be expected to continue. These revisions may be substantive or non-substantive. However, they will be received according to a known schedule and can be anticipated. These updates should diminish over time.
34. For the purposes of this project, we worked closely with the IAEG-SDG secretariat of UNSD to ensure that the most recent versions of metadata files were used as the basis of work. If updates are made to the English metadata file in the UNSD metadata repository during this project, the following steps are taken:
  1. A track changes version of the original and updated English metadata file is generated.
  - 2 The updates are made to the English metadata file formatted for machine-readable conversion (Step 1).
  3. The updated English metadata file formatted for machine readable conversion is uploaded into Github, where it replaces the prior version. (Step 2)
  4. The updated English metadata file is pushed to Weblate for translation. (Step 2)
    - a. If the translation had not been generated, the translator proceeds with Step 3 as usual.
    - b. If the translation has been generated,
      - i) the track changes version of the updated English metadata file is shared with the human translator.
      - ii) S/he uses that information to update the translation.
      - iii) When complete, the translated files will now appear on the study's Github site.