SDG Water Quality Hub:
Quick start guide

The SDG Water Quality Hub is a free and open data portal that tracks freshwater water quality trends globally.

It is the main hub for SDG indicator 6.3.2 on "Proportion of bodies of water with good ambient water quality". The hub has an interactive submission workflow for national focal points to submit their monitoring information for this indicator. From the hub users can access all the background information and technical guidelines necessary for understanding and undertaking SDG indicator 6.3.2 data submission. The Hub also provides a user-friendly dashboard for visualizing the submission results from current and previous data drives.

User interface

The SDG Water Quality Hub has different pages and content sections divided into the following main categories:

- HOME
- LOG IN
- USER MANAGEMENT
- SUBMISSION
- RESULTS

The following sections provide the details and explanations of each of those pages along with sub-page descriptions (if any).

HOME

This is the landing page open to all users who use the link: https://sdg632hub.org/

From the home page any user will be available to access all the content and background information on SDG indicator 6.3.2 as well as see the submission RESULTS from current and previous data drives.

From the HOME page it is also possible to LOG IN to the system and in doing so accessing the USER MANAGEMENT system which provides additional functionality for managing user access and for submitting new and accessing previous submitted SDG 6.3.2 indicator data.

LOG IN

To provide the authentication to access the system a user needs to click on the

Log in button in the top right corner, and hereafter provide the authentication information received in the invitation email from UNEP.
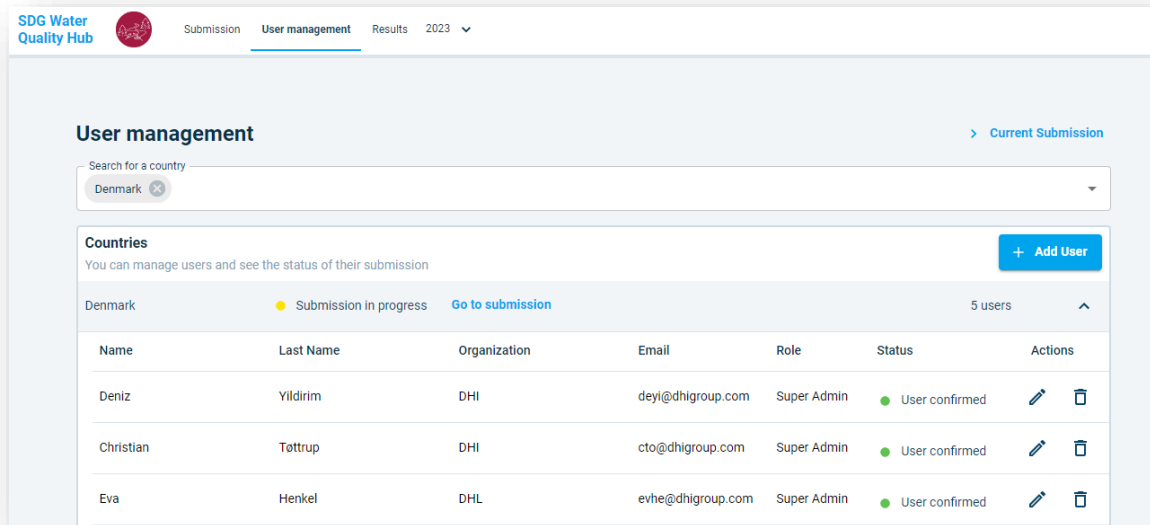

Note: Only users who have received an invitation can login to the system i.e., it is not possible to register on the portal itself.

When logged in to the portal users have the option to access the USER MANAGEMENT system.

USER MANAGEMENT

The user management system allows users to access and control access to the indicator data stored for the individual countries.

Note: all users are linked to a country and users can have different roles: *Country administrator*, *Editor* and *Reviewer*. The Country administrator can create new users, upload data and send data for approval. Editors can upload data and send data for approval, while reviewers can only view data.

A county administrator has the option to *Add new users* to a country and who on the behalf of the country administrator can perform the upload of the indicator data ("Editor" role) or it could be someone who will need to quality check the data before sending to UNEP approval ("Viewer" role).
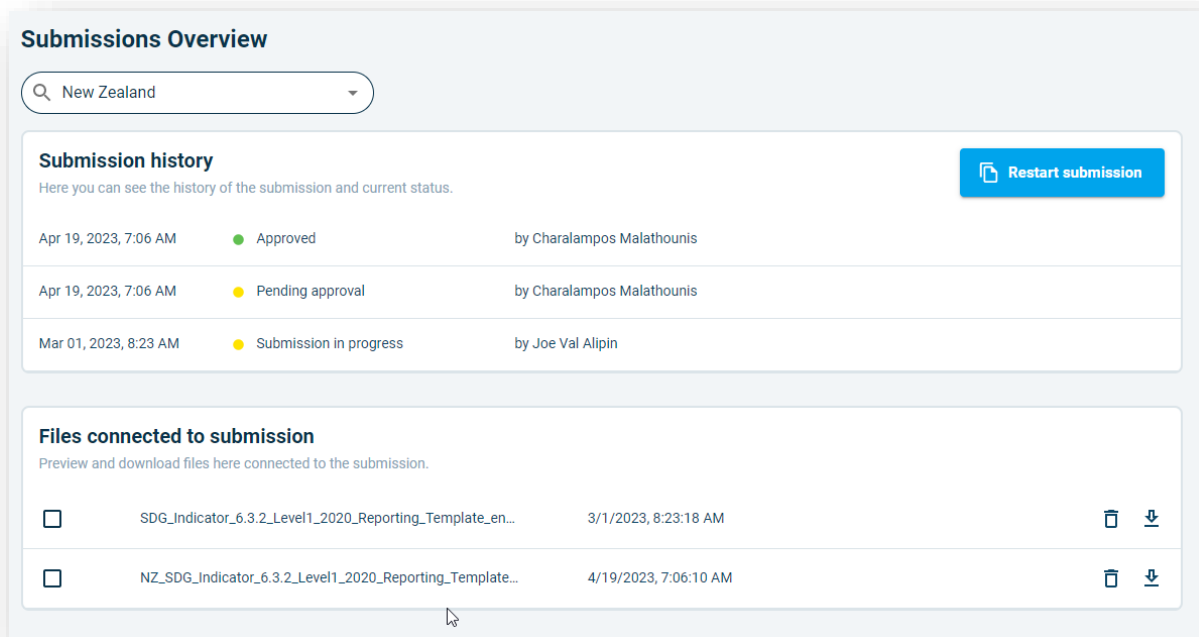
Click **+ Add User** and fill in as requested to assign new users to your country.

When done press **➤ Send invite** The new user will now receive an e-mail with the log in information to the hub.

Apart from managing users it is also possible to access the SDG 6.3.2 submissions associated with the user profile and country. By clicking on **Go to submission** a user can get an overview of the submission history and also see which files are currently connected to the submission and with an option to delete and eventually upload a new file for submission.

Note: the submission history is linked to the reporting year. Changing between reporting years and submission histories is done using the year selector on the top menu bar as indicated below:

SUBMISSION

Users can access the submission workflow either through the user management system or simply by clicking SUBMISSION on the menu bar and then choose the mandatory Level 1 submission as well as consider the optional Level 2 submission. For both types of submission there is access to a preparatory workflow that verifies if a user is ready to initiate the data submission process.

The reporting templates can be downloaded at the end of these preparatory workflows.

Note: Previous versions of the Level 1 reporting template should not be used. The new template is structurally the same as that used during the 2020 data drive, but there are minor modifications that ensure compliance with the new Hub.

Level 1 data submission

Level 1 data submission can be accessed from with the user management system by clicking **Go to submission** or **Current Submission**

The submission can also be activated directly from the landing page by clicking Submit Level 1 Data.
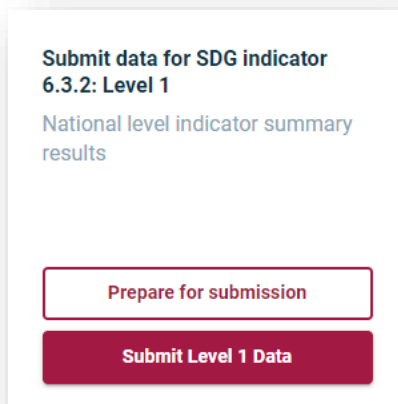
Upload data – as a first step users are asked to upload their completed Level 1 reporting template using either "drag and drop" or the Windows Explorer to select the prefilled level 1 reporting template.

Note: The system is only compatible with the latest Excel reporting template for SDG632 Level 1 reporting. Any deviations from or changes to the template can lead to rejection by the system and/or false indicator outputs.

Important to check.

- All fields marked as required in the Data Description needs to be filled out.
- If you report at water body level fill in the necessary information for each water body in worksheet "Water Body Water Quality" of the template and rate their water quality by assigning a quality status code of 0 ("not good") or 1 ("good"). It is also important to define the reporting basin district code for each water body and ensure all reporting basin district codes and reporting basin district names are included in worksheet "RBD Water Quality". From the water body level the system will automatically aggregate the water quality scores upwards for reporting basin districts to the national score.
- If you report on RBD level you need to put in the total number of water bodies, monitoring locations, monitoring values and applicable core parameter groups per water body type that were used for the assessment in each reporting basin. From the reporting basin districts level the system will automatically aggregate the water quality scores upwards to national level.
- If you report on national level you need to put in the total number of water bodies, monitoring locations, monitoring values and applicable core parameter groups that was used for the assessment.
- Please remember to fill if national specific water quality targets are available and have been used, otherwise the system will as a reference display the "optional" global target values.

Review data – here users can visually inspect the data for any inconsistencies not captured during upload. If any values look erroneous a user should exit the system to make edits and course correction in the reporting template before re-uploading to the system again.

Note: Users can toggle between the different reporting levels (i.e., Water body, Reporting Basin District and National level) to see if values are correctly aggregated.

Review targets - here users can visually inspect the target values for any inconsistencies not captured during upload. If any values look erroneous a user should exit the system to make edits and course correction in the reporting template before re-uploading to the system again.

Summary – this page provides the user with an overview of the previous steps and by clicking [Next] the user confirms the information is correct and the necessary checks have been performed.

Preview – the preview page illustrates how the country submission will look like when approved and shown on the results page.
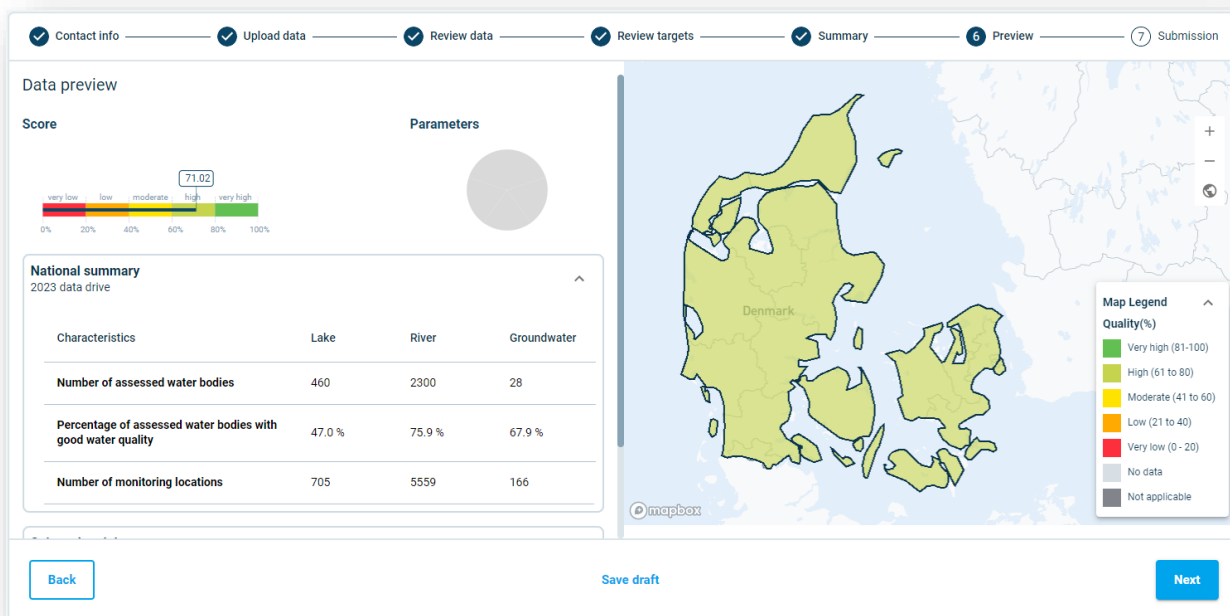
Submission – on this last page users are asked to confirm the preferred reporting level i.e., whether only the national score should be presented at the results page or if finer level information can also be published (cf. Reporting basin district level).

When clicking the submitted data will be send to UNEP for approval. Users will receive an automatic e-mail confirming their data has been submitted. Another automatic e-mail will be sent to users once the data has been Approved. In the event the submission cannot be Approved UNEP will directly contact the SDG 6.3.2 national focal point.

Level 2 data submission

There is an optional Level 2 reporting workflow for users who would like to consider submitting information on water quality data that goes beyond the five Level 1 parameters. This option can be found on the landing page.

Reporting on Level 2 data follows the same structure as the Level 1 template. The reporting template can be downloaded from the Hub and the template should be sent directly to the SDG 6.3.2 Helpdesk for evaluation (SDG632@un.org). Upon reception the relevance of the Level 2 data will be evaluated on a case-by-case basis and the national focal point contacted.

RESULTS

On the results pages users can see the submission data from current and previous reporting periods (cf. SDG 2017, SDG 2020 and SDG 2023 data drive).
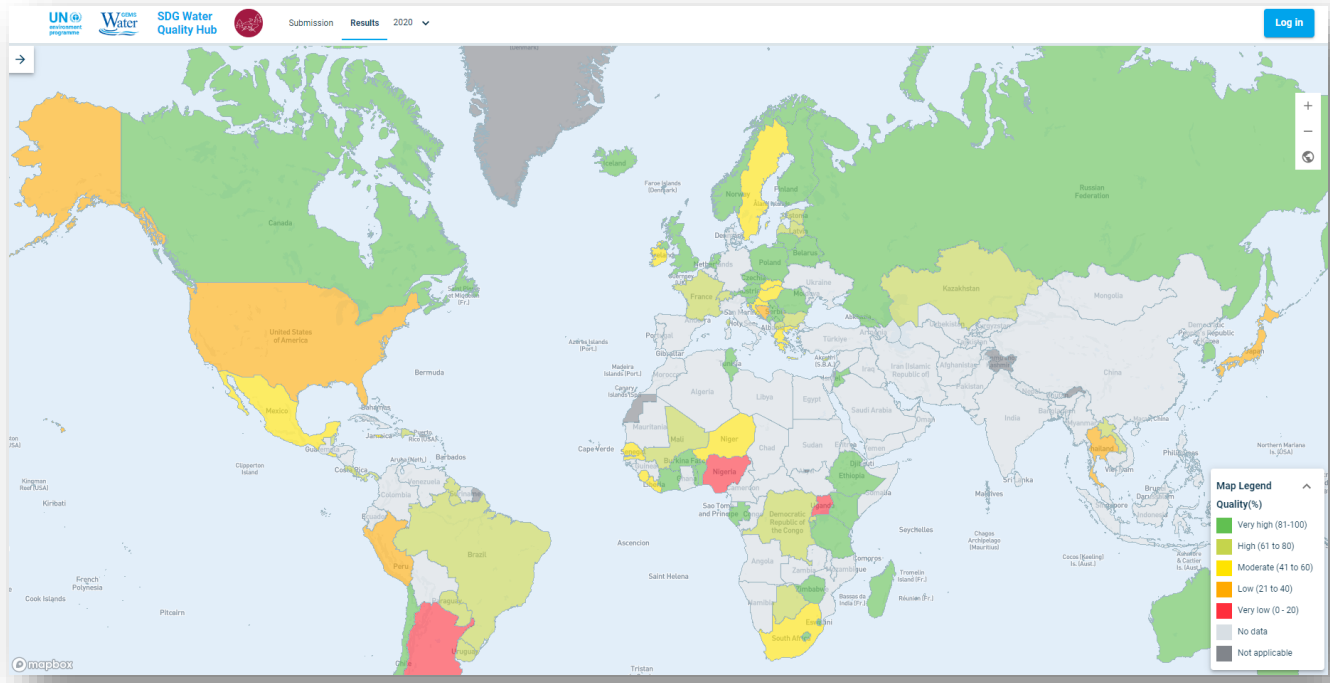

Click on a country in the map to display the associated dashboard, where the SDG 6.3.2 information associated with the country is summarized as:

- National summary
- Sub-national data
- Target values

National summary

National summary - As the default option users will see the national summary. If finer level data has been submitted, they can be assessed by clicking sub-national data.
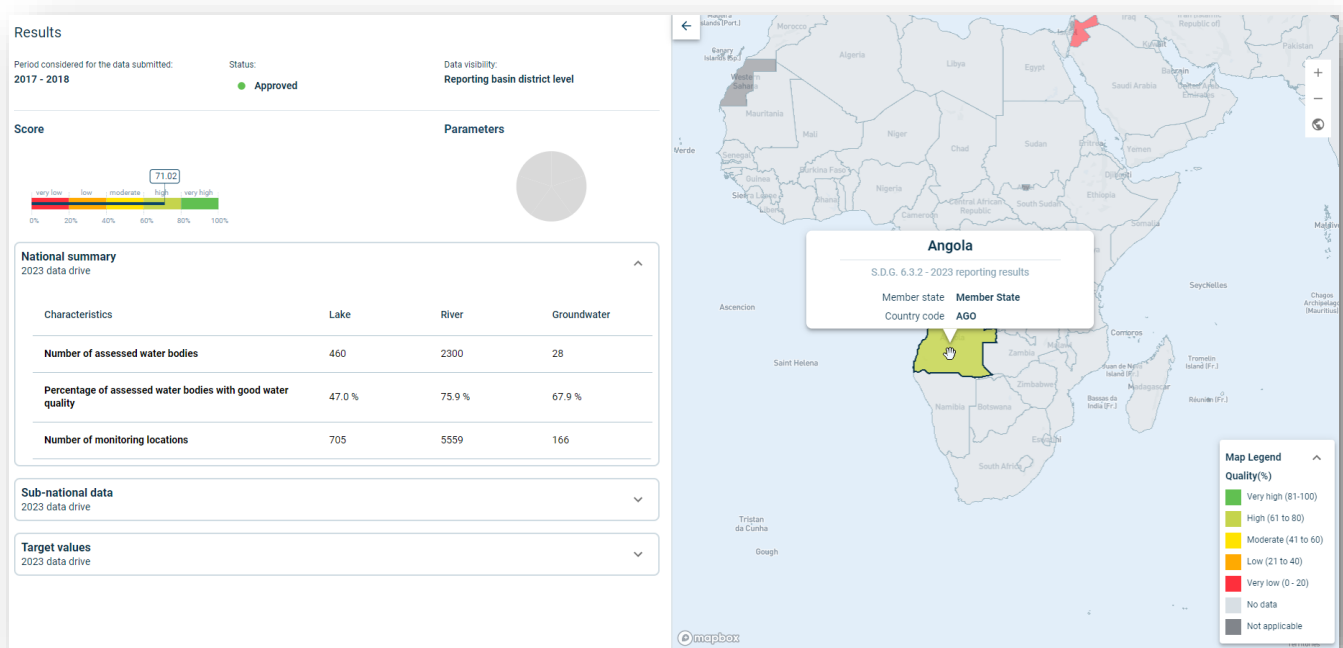

Sub-national data

Sub-national data - Under sub-national data users will see the information provided at the level of individual reporting basin districts.
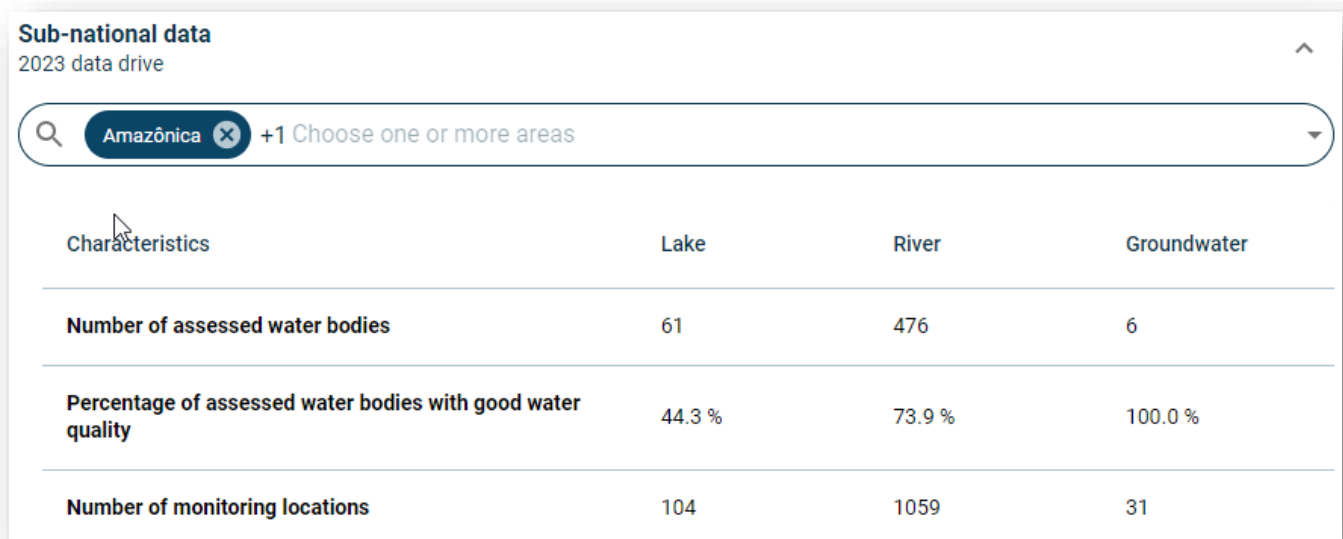
Note: It is possible to select multiple reporting basin districts to see their combined information.

Target values – the final part of the dashboard shows the target values for the individual water body types (i.e. river, lakes and ground water). In the diagrams the optional target values for the recommended parameters and measuring units will always be shown as green bars. In cases where users have used national target values these will be shown as blue bars.
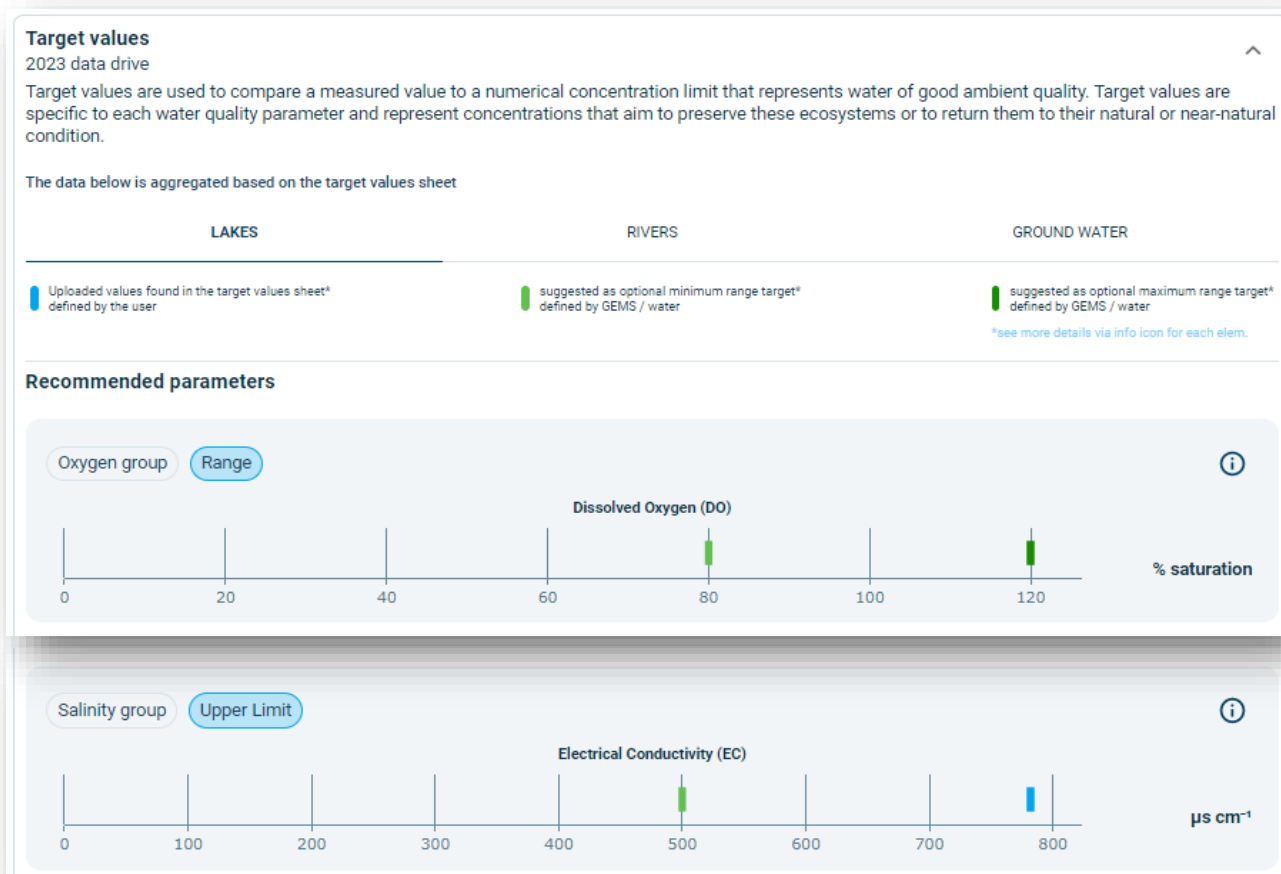
Note: Parameters or measuring units which differ from the recommended parameters/units will feature under Additional parameters.