Yearbooks and presentation techniques

Report from a mission to the National Statistical Institute of Mozambique, Maputo Mozambique

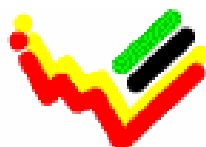### 3 August - 3 September, 2010

within the frame work of the

AGREEMENT ON CONSULTING ON INSTITUTIONAL CAPACITY BUILDING, ECONOMIC STATISTICS AND RELATED AREAS

between

INE and Scanstat

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1   EXECUTIVE SUMMARY

According to the terms of reference the general purpose of the mission has been to analyze and discuss the yearbooks and to give some recommendations on how to restructure and renew them in a more user-friendly direction. This was done 1) by analyzing the yearbook closely and 2) by a series of meetings – both in INE and outside.

The general impression is that there is still a considerable potential for improvements in the basic understanding of and presentation of statistics in INE. I found many quality problems in already published material, also in the statistical yearbook. The problems are several, for example:

- Quality: Incorrect figures and calculations
- Lack of metadata
- Inconsistencies
- Lack of time series
- Layout: Some of the tables are impossible to read

These challenges must be faced. Some measures to increase the quality of publications in INE:

- **A critical approach to statistics**

Encourage the staff not to take the numbers for granted, but to evaluate their quality and look for errors

- **Better cooperation with the ministries on the selection and quality of tables**

INE must decide either to have an active role in the quality control of the data or reserve the right not to publish tables that appear to contain information that is not correct (or useful)

- **To have more internal courses and on-the-job training, lead by experienced colleagues**

Topics for such courses could be "basic statistics" and how to make better graphs

- **Finally, drawing on the experience from a similar project in Statistics Norway some years ago, a way to organize the work with a new yearbook is described**

2 INTRODUCTION

INE is now producing a lot of statistics regarding the Mozambican society and has a considerable potential for presenting this information to a wider audience of users. This mission has focused on ways to present information in a user-friendly way, focusing on the *Anuário de Estatística*.

The mission aimed at giving input to INE staff working with publications and presentation of statistics, e.g. by making tables and figures, analysing the results, and writing reports.

This report contains the views of the consultant, which do not necessarily correspond to the views of Danida or INE (nor Statistics Norway).

The main objective of the mission has been to analyze and discuss the yearbooks and to give some recommendations on how to restructure and renew them in a more user-friendly direction.

This was done 1) by analyzing the yearbook closely and 2) by a series of meetings – both in INE and outside (see appendix 1 for a list of people met and appendix 4 for the terms of reference).

The focus of the mission has been on the *Anuário de Estatistíca*, but some comments were also given on a draft for the new publication *Estatistica do Distrito.* This publication looks very promising, but because of some programming mistakes, some of the figures in the draft were wrong.

The reason for focusing on the *Anuário* was that the draft of the 2009 version was almost ready for printing, but as some mistakes and problems were identified, we had to spend some time to correct the errors before printing.

3 ABOUT STATISTICAL YEARBOOKS

In earlier days, when the yearbook was often the only publication of a national statistical office, the tables were often very detail and an important function of the yearbook was to be an archive of statistics.

Today, for most users, a statistical yearbook serves two basic functions: 1) It should present a concise, but comprehensive **summary** of the most relevant, interesting and important statistics – giving general description of the country. 2) Second, a yearbook represents an **introduction** to other national (and sometimes international) statistics, by guiding the reader on to other, more detailed, statistics – in publications and on the Internet.

Therefore, yearbooks are an important channel of dissemination in most NSOs, especially in developing and transition countries. It is often the publication that users first come across and are associating with the statistical office.

A statistical yearbook is **not** aimed primarily at the expert users, but rather at the general public. Therefore, a statistical yearbook should – in a user-friendly way – present the most important indicators in social, demographic and economic statistics. It should give an overview of main trends, developments and differences, without going into details in the various subject matters. This means that especially for the yearbook it is important to make a selection among all the possible indicators and classifications. The user should find the detailed tables in other, more specialized publications or on the INE website.

MEETINGS WITH CONTRIBUTOR/USERS

During the mission, I had several meetings with people from DICRE and a meeting with INE directors.

I also had meetings with several ministries, accompanied by persons from INE who are responsible for the various sector statistics. Visits were arranged to the following institutions:

- The Ministry of Health
- The Ministry of Agriculture
- The Ministry of Tourism
- The Ministry of Education
- The Bank of Mozambique
- The Cabinet of the President of the Republic

For various reasons, some of the meetings with ministries had to be cancelled. In addition, I also had meetings with the INE provincial offices in Maputo Province and Maputo City.

It is my clear impression that these meetings were welcomed by all parties, as they served to establish or confirm contacts and relations that will be important in the future cooperation on the new yearbook.

It is also my impression that all parties involved agreed that a major revision and restructuring of the yearbook is now needed. And they all seemed to welcome the idea of making simpler tables, more time series and graphs to get a more user-friendly yearbook. Some ministries (like agriculture and education) were very eager to cooperate on the new yearbook. Considering the importance of agriculture in Mozambique, there should be more data on the various aspects of agriculture in the yearbook in the future.

In the Ministry of Tourism, however, the situation was a little different. Today's tables on tourism are based on a sample survey and the figures are not giving a realistic picture of tourism in Mozambique (the tables should probably be taken out of the yearbook). The ministry is now working on improving data sources for tourism (for example: No. of arrivals), but it will take some time before they have figures to publish.

But it seems clear that the process of renewing the yearbook must be initiated and lead by INE: To continue this process, INE must make some concrete proposals for

new and better tables that they would like the ministries to make. (Some examples and proposals are annexed to this report: Appendix 5). Then there should follow some discussions to find out if these tables can be produced. But since the yearbook is the product of (and the responsibility of INE), the initiative for renewal must come from within the organisation. INE will have to remain in the driver's seat!

The tables that INE receives from the ministries sometimes seem to include figures that need some quality control. Publishing data with errors is devastating to the reputation of any statistical office. INE must therefore decide either to take a more active role in the quality control of the data – or reserve the right not to publish tables that appear to contain information that is not correct or that is not understandable.

4   MAIN FINDINGS

The yearbooks contains some errors and mistakes (in the 2009 edition, we managed to correct some of them). It should also be mentioned that the publication *Mozambique in Figures* – even though it is a smaller publication – probably has a much higher percentage of errors.

There are mainly two kinds of errors: 1) Sometimes a figure is simply wrong – and it is not clear how it happened. 2) In other cases, the errors are due to some mistakes in the calculations: Like sometimes when the total is not the sum of the parts. In other cases, a sum or an average is calculated, even if some data is missing.

Mistakes or errors are more serious in yearbooks than in most other publications, because yearbooks are the "flagship" of statistical agencies.

Some of the tables are hard to understand or of little relevance and need to be revised or taken out. Also some of the graphs should be improved. Metadata (concepts and definitions) should be added in some of the tables (e.g. table 2.4.18 *Indice de Inequidade:* here it is impossible to understand what this index means. Another example is table 2.4.20 *Indice de consultas externas*…What does these numbers mean?). Unfortunately, not even the people we met in the Ministry of Health were able to tell us the meaning of these figures. If nobody can explain a set of figures, they should be taken out of the yearbook!

A general feature of the yearbook (and most other publications) is that it presents detailed statistics for two (or three) following years, but there are few time series. Whenever time series are available, they should be presented, whereas the more detailed tables (with classifications by sex, age, province, etc.) should be presented only for the latest year. Other details should be presented in the various thematic publications and/or on the website of INE.

Dating of the yearbook: The general, international practice is clearly to put the year of publication in the title of the yearbook: So this year's publication should have been *Anuário Estatístico 2010*. But other publications, like reports from surveys – for example a labour force survey – should have the year of the survey in the title.

About layout: Detailed tables are not only a problem of "information overload": These tables easily become very large and the font size must necessarily be very small. I

must confess that I was simply unable to read some of the tables in the yearbook, for example table 3.4.2 (This also applies to some tables in *Mozambique in Figures*). This practice is not very user-friendly and must stop! **The only solution is to reduce the size of the tables**. This will also usually make them easier to understand. In this respect, the *Estatística do Distrito* seems to become a much better and more user-friendly publication.

Another way to simplify the yearbook is reduce all the tables of content: Today there is more than 15 pages before you reach the statistical information.

5 RECOMMENDATIONS

The focus of dissemination should be on the meaningful and user-friendly presentation of high-quality statistics. This can be done by:

Encouraging a critical approach to statistics
Understanding and interpretation of tables and graphs is crucial to any statistical organization. There is today much focus on the lack of statistical literacy among users, but there is also the issue of the statistical literacy of the producers: If the producers do not fully understand the published figures, the user will most likely not understand them either. INE should therefore encourage a critical approach to statistics and encourage the staff not to take the numbers for granted, but always to evaluate their quality and look for errors.

Enhancing quality systematically
We will present some possible approaches to enhance quality systematically:

System for quality control and approval of publication manuscripts
The concept of quality management has been introduced at INE. A very practical approach to quality management could be a systematic review of publications before printing to ascertain improved presentation quality (presentation techniques, data quality, analysis and explanations, etc). A recommendation is to introduce a systematic approach with a group of independent staff members (or even users?) who are given the task to go through the publications to assure that they are user-friendly and correct.

Cooperation with the ministries
INE is publishing information from different ministries, without always having the possibility to control or influence the quality of the data. The tables INE receives from the ministries sometimes contain information that needs more quality control. Publishing data with errors is devastating to the reputation of any statistical institute. INE must decide either to take active part in the quality control of the data or reserve the right not to publish tables that appear to contain information that is not correct.

What next?
If the findings and recommendations presented in this report are accepted and acted upon by INE management, the next step would be to start a process whereby a more

user-friendly dissemination policy would come into effect and become visible, both inside INE and among the users.

One way to go about this, would be to select a publication to go through a complete "makeover" or renovation to turn it into a more user-friendly and informative publication. There could, of course, be many candidates for such a process, but I would suggest choosing the Statistical Yearbook. This publication should be an INE flagship and a renewal of this publication would be noticed and welcomed by a wide variety of users and stakeholders. At the same time, a new, informative and user-friendly version of the Statistical Yearbook would also set an internal standard for the other publications. In this way, the INE policy of user-friendliness should attract much attention both externally and internally. (Comments on the Yearbook 2008 are made in a printed version and handed over to DICRE. Examples on possible solutions are in appendix 6.)

Drawing on the experience from a similar project in Statistics Norway some years ago, I would recommend the following procedure: To organize such a "makeover", you should put a small group of persons really interested in dissemination and with some knowledge of statistics on the job, acting as agents of change (maybe one from demographic and social statistics and one from economic statistics together with the editor). They should conduct meetings and discussions with all relevant departments and units in INE (and – if necessary – in the various ministries) that supply tables for the yearbook.

The main purpose of this project (to publish fewer, but better and more user-friendly tables) can be seen as threefold:
1) To reduce the overall size of the yearbook
2) To simplify and reduce the number of detailed tables
3) To introduce some new and more informative tables and/or graphs

To reach the goal of a slimmer yearbook, you could set up a very specific and measurable target, for example:

To reduce the number of tables by 10 % and the number of pages by 20 %

In their meetings and communication with the relevant parties, the group should go through every table and graph of the yearbook, always asking: Is this table relevant, informative and understandable? If the answer is no, the tables should be dropped or replaced with better tables. Some basic guidelines for making graphs should be drawn up, to give them a clear and more uniform design and appearance.

The result of such a process (together with a new design and layout) would not only be a new and better yearbook, but also a heightened awareness among all staff about the dissemination policy and guidelines and about quality management, which in the next round would have a rub-off effect on other publications (and on the website): The yearbook will set an example and a standard to be followed.

Developing the yearbook

Instead of presenting mostly absolute numbers, the statistical yearbook should – whenever relevant – make more use of various relative numbers: percentages, rates, ratios and averages. And whenever possible, you should present time series (as long as possible). One or more time series can very often be presented in a graph.

When some table are taken out of the yearbook, there will also be room for a number of new tables and graphs. The yearbook should present more *key* indicators, like:

- Household structure and size
- Literacy rate: Time series/provinces/sex/age
- Household expenditure profiles
- Crime: Time series. Not only numbers but also *rates* (per 1 000 population)
- Total export/import: Time series
- Prevalence of HIV/AIDS: Time series/by sex/age/province
- Principal causes of mortality – by sex, by province
- Prevalence of poverty/by province
- GDP per capita/time series
- Other MDG indicators?
- Possibly, the yearbook should also present some international data, comparing Mozambique to other African (neighbouring/SADEC?) countries on various key indicators. This could perhaps replace (or supplement) the current presentation of the Human Development Index, which is not easy to understand
- And: The yearbook should also use some maps for presenting data by province

These are just examples. In addition, the 2007 Census should probably bring a lot of new, interesting possibilities, for example:

- Male/female headed families, by province
- agregados familiares por posse de bens duráveis (em %)
- habitações com electricidade (em %)
- habitações com água canalizada (em %)
- etc.

APPENDIX 1. Persons met in INE

Amélia Muendane	DICRE
Clara Panguana	DICRE/DDD
Manuela Beca	DICRE/DDD
Luis Pedro	DICRE/DPCRE
Jorge Utui	DICRE/DPCRE (ET)
Filipe Amone	DICRE/DPCRE (ET)
Filipe Langa	DICRE
Laura Gomes Duarte	DEMOVIS
Lars Carlsson	Consultant Scanstat

APPENDIX 2. List of Literature

Anuário Estatistico, 2008 and 2009
Estatistica de Distrito (Draft)
Mozambique in Figures 2009
Estatisticas e Indicatore Sociais (Draft)
Mulheres e Homen em Mocambique
Various reports from INE and other producers within SEN

User-friendly presentation of statistics: *Guide to creating a dissemination strategy and dissemination guidelines for developing and transition countries*. PARIS21 - Statistics Norway 2009

APPENDIX 3. Programme for the Mission

Activities during the mission

23rd of August
Meetings with counterparts
Review of publications

24th of August
Meeting and discussions with counterparts
Examining and evaluating the yearbook

25th of August
Examining and evaluating the yearbook continued

26th of August
Visits to the INE provincial office in Maputo Province and Maputo City
Meeting with the Ministry of Education

27th of August
Meeting with INE-directors and other people

30th of August
Meeting with the Bank of Mozambique
Meeting with the Ministry of Agriculture

31st of August
Making final comments and most important changes in the 2009 version of the yearbook
Meeting with the Ministry of Health
Meeting with the Ministry of Tourism

1st of September
Meeting in the Cabinet of the President of the Republic
Report writing

2nd of September
Report writing and preparing a summing up

3rd of September
Summing up: Findings and conclusions

APPENDIX 4. Meetings with external institutions

An explanation of the purpose of the visit was given to the institution. Although the expectations were different all were interested in contributing to a better INE yearbook. They were also asked to send INE proposals on what content they would like to see in the yearbook.

DPINE Maputo Province
A good number of different INE publications were shown in a room. They could be used within the building for reference or be bought.

DPINE Maputo City
Users searching statistics rather visit INE Central premises than the DPINE. The INE yearbook can be developed. Content, use and the format can be revised.

Ministry of Education
The tables could to some extent be substituted by time series. A glossary and some comment would be fine to add. The ministry has two yearly publications that can be referred to for those who need more information.

Banc of Mozambique
The staff dealing with statistics does not receive a draft of the INE Year Book for control before it is published. Neither do they receive a copy of the final version. The banc have its own publications which is sufficient for their needs. The tables in the INE yearbook do not indicate if they are showing current or constant prices.

Ministry of Agriculture
The data available is mainly from the yearly agricultural survey. Although agriculture is the dominating activity only 3 pages of agriculture statistics are to be found in the yearbook. The head of statistics at agriculture was asked to provide proposals on more information to include. One example could be prices.

Ministry of Health
This ministry has several specialized publications but no regular one. Therefore there exists a special interest in developing the health chapter of the INE yearbook. More time series, comments and a dictionary would help the reader of the statistics to understand the information.

Ministry of Tourism
Here the problem is the lack of information. There is really not yet much to publish. Work on collecting more information is planned but now the sources are the monthly survey of establishments (with a small and outdated sample), the Arrival formulary at the borders and the border survey. Combining the sources might give some information to the yearbook. The tables presently in the yearbook should be taken away.

The Gabinete de Estudos at the Presidency
The information needed is of two types. First they need current information on the value of a set of indicators, and then they also need information on trends over longer periods including forward reaching projections. None of this is provided in a publication like the yearbook. INE

APPENDIX 5. Terms of Reference

Rev. 3 August, 2010

TERMS OF REFERENCE

for a short-term mission on

Year Books

23 August – 3 September, 2010

within the

AGREEMENT ON CONSULTING IN INSTITUTIONAL CAPACITY BUILDING,
ECONOMIC STATISTICS AND RELATED AREAS
between INE and Scanstat.

Consultant:

Counterparts*:* Mrs Amélia Muendane - Director of DICRE, Mrs Clara Panguane - Head of DICRE/Department for Dissemination and Documentation, Mrs Destina Uinge Assessor, Mrs Natercia Macuacua – DICRE/District Planning plus Mr António Xerinda, Mozambican consultant on graphical design.

Background
In the Strategic Plan 2008/2012 the INE and the National Statistic System, SEN, is given the task of responding timely to users information needs and to promote national statistics awareness.

The production of consistent publications facilitating an organized, easy reading, interpretation and analysis is one way to ensure the implementation of the mission as defined in the current plan, enabling decision-makers and citizens in general to be supplied with relevant statistical information.

Statistical Yearbooks at national and provincial level has for many years been produced at INE central offices but some years ago the production of the provincial Yearbooks has been decentralized to the provinces. The provincial yearbook is a very similar to the national in format and content.

INE has recently begun work of expanding its statistical activities to cover more statistical information on district level, information that is to inform higher levels about the district but also information that is useful for local planning within the districts themselves.

INE has considerable experience in writing extensive reports. These are mostly targeted for users that need a lot of information, like the Ministries and researchers.

Presenting statistics to a wider audience, like the informed public, the media, teachers, students and libraries, both at national and provincial level is different from writing for colleagues and experts. Until now, INE has focused less on presenting information to these groups, than to expert users.

To increase the general use of statistics in Mozambique, it is important to focus on how to present the results INE produces to a wider audience, to bring information to the public in terms of the various user groups that exist.

In 2007, INE received a technical assistance mission aiming to improve the quality of publications through the conduct of a training that focused on the construction of charts and tables using examples from some of the publications already produced the INE

From the Department of Planning, Coordination and External Relations (DPCRE the department that produces the publications) 4 technicians Participated, of which 3 no longer form part of the group of technicians of the department

As there is need to maintain the quality of the publications and increasingly improve the dissemination of the information contained therein integrating new techniques relevant for the area, the realization of another course directed to the technicians of the Department mentioned above is necessary.

Objectives
General
- Train technicians in data analysis and presentation of data in technical publication
- Strengthen the technicians to better control the quality of publications produced

Specific
- Analyze and correct the content of publications (National and Provincial Yearbook and Mozambique in figures) produced in the Department compiled and presented in terms of graphics and tables and offer a modern structure of publication;
- Discuss and develop the principles of presentation of information in the form of tables or graphs with different types of demonstrations of concrete examples of specific publications produced;
- Propose new content (structure) for National, Provincial Yearbook and the Mozambique in Figures publication
- Deepen the analysis of information to be compiled in order to identify the errors

Activities
During the first part of the mission the consultant will analyze the content of the publications in question in terms of graphics and tables and make the correction.
In the second part the consultant will be present proposals on corrections made and a proposal of the appropriate structure for the publications. The consultant should guide an in-service training to technicians who work in the area.

The aim of the mission is 1) to give advice on how to secure that a comprehensive and but also internally related series of yearbooks is created taking into consideration content, layout and the production process itself and 2) a workshop for INE staff, highlighting specific advices recommendations worked out during part 1 and finally 3) a proposal of content and layout for the National, Provincial Statistical Yearbooks and Mozambique in Figures as well.

During the first week of the mission existing publications will be reviewed and important producers and users will be met.

Within the second week there will be a two way workshop where the lecturer will highlight specific parts of the findings during the first week within the yearbooks and other publications with the purpose to increase their readability and user relevance according to an analysis of "who are the (main) users?". The workshop will be targeted at people working with analysis and presentations of information and will also give the lecturer a deeper insight in the actual thinking behind the present yearbooks. The following subjects could be on the agenda:

- ▸ to <u>select</u> (between all the possible) numbers
- ▸ to <u>compare</u> numbers and point out differences, trends and tendencies
- ▸ to *point out*/to guide the reader: What is important here?
- ▸ to put into <u>context</u>
- ▸ to <u>explain</u> (the unexpected/ups and downs, etc.)
- ▸ in short: To help the reader answer the question: "What do the numbers really mean?"
- ▸ where to present the statistics
- ▸ the use of tables and figures
- ▸ user and media orientation
- ▸ and maybe even dissemination policy if time allows

The topics to be addressed with at the workshop will depend on what issues are relevant for the participants. This kind of analysis also provides *a necessary feedback to the statistical production process*; revealing ambiguities and weaknesses in data, providing ideas for new tables, variables or indicators, thereby contributing to better and more reliable statistics. In this sense, analysis is a necessary and worthwhile ingredient of statistics.

An optional third week could be reserved for actual work with the personnel doing the layout of the publications.

Expected outputs
- The National and Provincial Yearbooks corrected in terms of presentation of charts and tables
- An appropriate structure for the presentation of tables and graphs proposed
- An enhanced ability by the technicians to analyze data

As the goal of the mission is to improve communication of information to various groups of receivers, experts as well as non-experts some examples of relevant topics that can be addressed are:
- Presentation of information in the statistical yearbooks on national, province and in the future also district levels.
- A discussion on the graphical profile of INE publications.
- An increased awareness in INE management and among its staff about the importance of user awareness and how to pinpoint information.
- If time admits advices in the Presentation of specialized data from the Household Budget Survey, the Multiple Indicator Cluster Survey, The Census 2007 are expected.

Beneficiaries of the mission
The goal of the mission is to provide INE with perspectives on how to present information to a wider audience using publications. This will in the next turn benefit the informed public, the media, teachers, students, and libraries, and make INE´s contribution to the society more visible.

The mission will give valuable input to INE staff working with preparing information for the public. The mission will also make a proposal layout and content on a series of Statistical Yearbooks ad different levels.

Tasks to be done by INE to facilitate the mission
- Elaborate ToR for the mission
- Prepare and supply the consultant with necessary documents and information, such as mission reports, strategies, plans etc.
- Supply good working conditions for the consultant.

Source of Funding
Project: MPD – 2008 – 0011 – Coordenação e Integração Estatística
        PAAO09 – 2.2.1 Promoção da produção e disseminação de estatísticas
        distritais e provinciais

Timing of the mission
See above.

Place
The premises of the National Institute of Statistics in Maputo. The workshop on presentation techniques will be held at INE, Central Services, 5th Floor Flat 54,

Language
Portuguese and English.

Report
The consultant will prepare a short final report to be discussed with INE before ending assignment. Statistics Denmark as Lead Party will publish the final version on www.dst.dk/mozambique within 3+ weeks of the end of the mission. The structure of the report should be according to Danida format.

Approved by Amélia Muendane INE/DICRE

Day   /   / ....

Confirmed by Luis Mungamba, Contract Manager for the INE – Scanstat Contract

Day   /   / ....

APPENDIX 6. A few examples of more simple tables + some examples of graphs

1) **Exports and imports:** First, before the tables, there could be a graph showing time series for *both* exports and imports. Here, we clearly see that imports are now increasing more than exports, but also that both decreased in 2009 – exports more than imports:
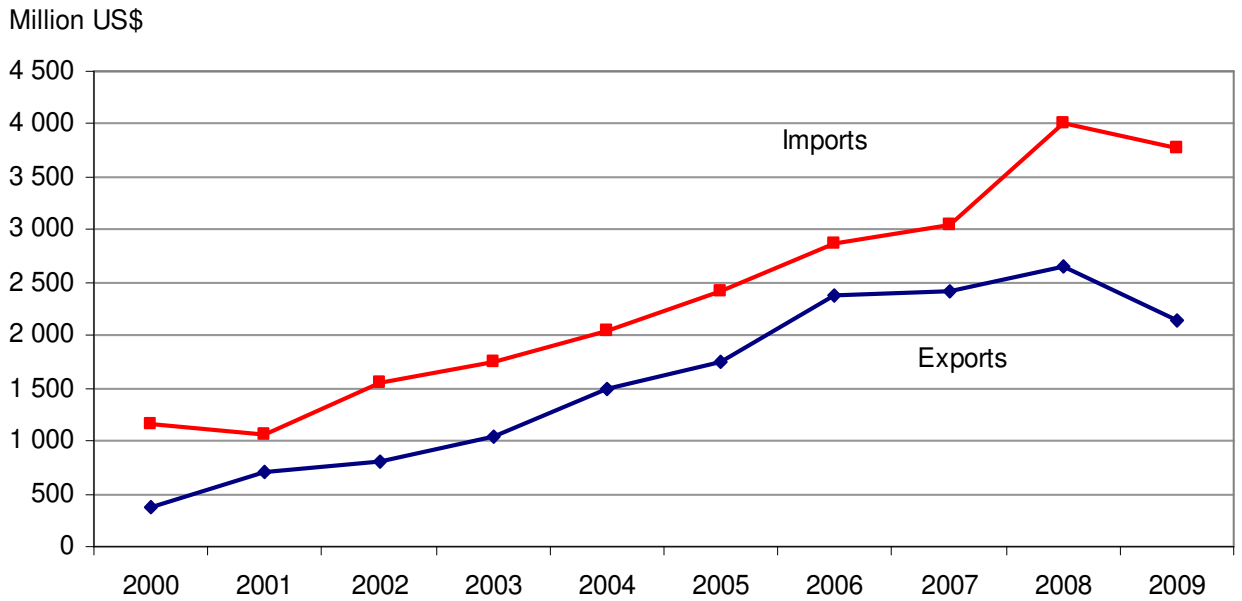
Million US$

Table 4.2.1: *Value of exports by product* is today 4 ½ page. By presenting the values only for the *main groups* and by sorting by value, we get a much nicer table. Presenting the numbers in millions (with one decimal) instead in thousands, also makes the figures easier to read:

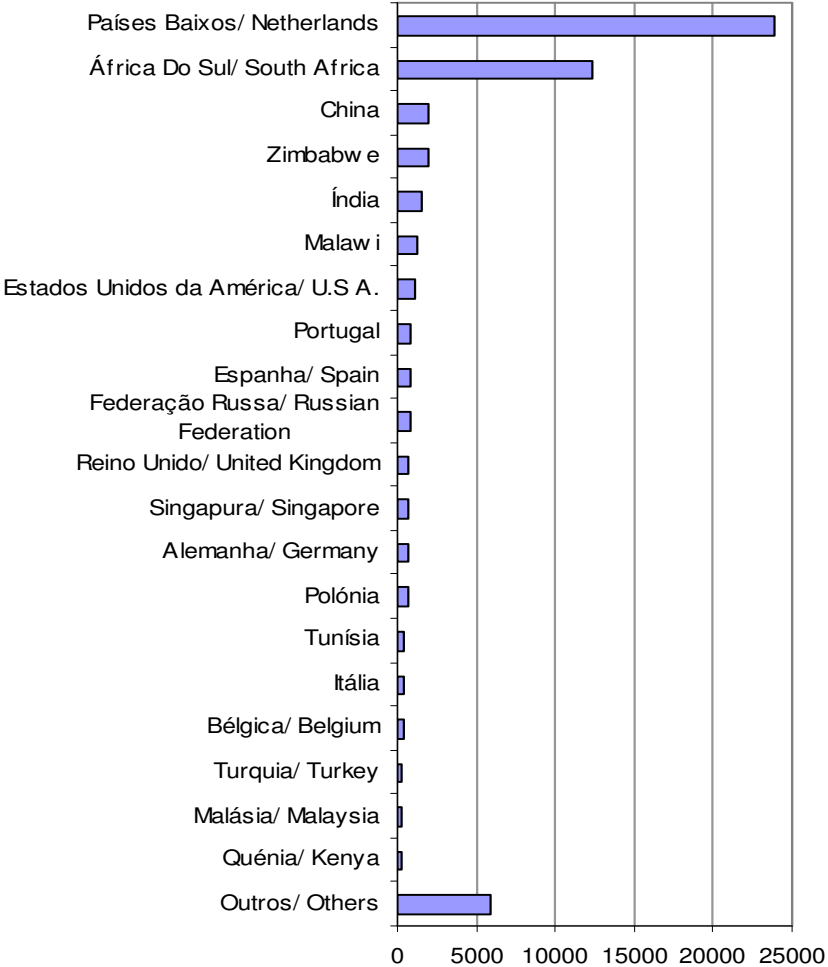| Grupo de produtos / *Group ot products*	Valor / *Value*		Estr. (%) /
	10^6 MT	10^6 US$	*Percent (%)*
TOTAL	**57 344.1**	**2 147.2**	**100.0**
Metais comuns e suas obras / *Metal and products*	23 987.8	898.2	41.8
Produtos minerais / *Mineral products*	11 738.7	439.5	20.5
Produtos alimentares, bebidas e tabacos / *Food products, beverages and tobacco*	7 138.3	267.3	12.4
Produtos do reino vegetal / *Vegetal products*	4 257.5	159.4	7.4
Máquinas e aparelhos, Material eléctrico / *Machinery equipment, electrical machinery*	2 357.3	88.3	4.1
Material de transporte / *Transport equipment*	2 268.9	85.0	4.0
Animais vivos e produtos do reino animal / *Live animals and products*	1 777.6	66.6	3.1
Madeira e as suas obras, Carvão vegetal; Cortiça / *Wood and products*	1 100.0	41.2	1.9
Materias texteis e as suas obras / *Textil products*	893.1	33.4	1.6
Pasta de madeira, Papel, Cartão e as suas obras / *Paper and products, printing and publishing*	799.2	29.9	1.4
Instrum. e aparelhos de óptica, Fotografia, Relógios / *Optical instruments, photos inst, watches*	273.4	10.2	0.5
Pérolas, Pedras preciosas, e semi; Metais preciosos / *Pearls, precious stones and precious metals*	179.1	6.7	0.3
Gorduras e óleos animais ou vegetais / *Animal and vegetal fat*	167.2	6.3	0.3
Prod das Ind. Químicas ou das conexas / *Chemical industry product*	148.3	5.6	0.3
Calçado, chapéus, guarda-sóis, bengalas, etc / *Footwear industry and other products*	100.5	3.8	0.2
Plásticos e as suas obras; Borracha e as suas obras / *Rubber and plastic products*	78.0	2.9	0.1
Mercadorias e prod diversos / *Merchandise and various products*	64.2	2.4	0.1
Obras de pedra, gesso, cerámica; Vidros e as suas obras / *Pottery, earthware, glass and products*	6.4	0.2	0.0
Peles, Couros, etc, Artigos de Viagem, Bolsas, etc./ *Leather products*	4.7	0.2	0.0
Objectos de arte, colecção ou antiguidade / *Art and antiquy*	4.0	0.2	0.0

Same format for imports

2) In the same way: **Table 4.2.2:** *Value of exports by countries* is today 2 ½ page.
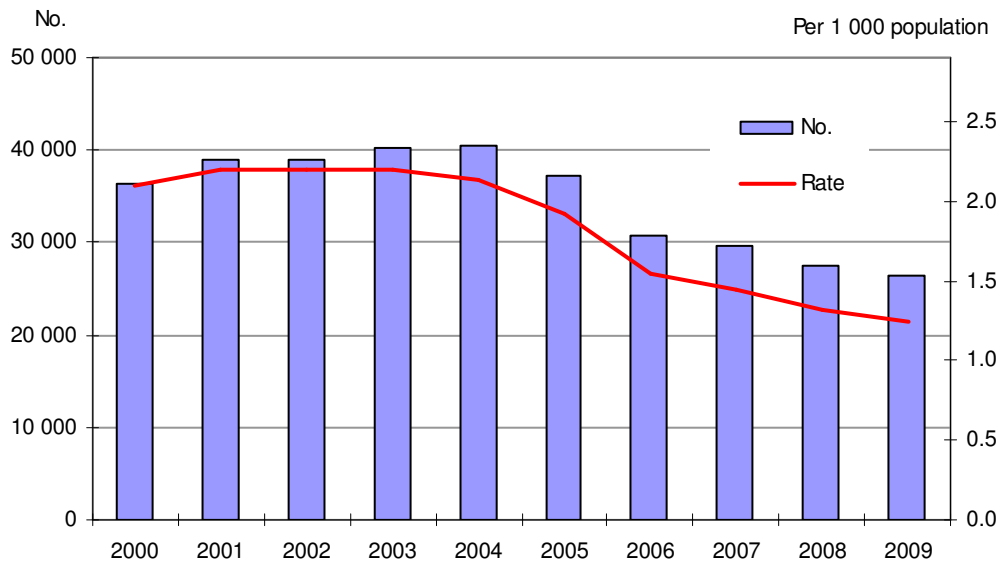By only presenting values for the "top twenty" we cover 90 % of the export – and we get a much nicer table:

Pais de destino / *Country of destination*	Valor / *Value*		Estrutura (%) / *Percent (%) /*
	10^6MT	10^6 US$	
TOTAL	**57 344.1**	**2 147.2**	**100.0**
Países Baixos/*Netherlands*	23 874.0	893.9	41.6
África Do Sul/*South Africa*	12 293.7	460.3	21.4
China	1 989.0	74.5	3.5
Zimbabwe	1 970.9	73.8	3.4
Índia	1 509.2	56.5	2.6
Malawi	1 247.4	46.7	2.2
Estados Unidos da América/*U. S. A.*	1 106.2	41.4	1.9
Portugal	859.7	32.2	1.5
Espanha/*Spain*	839.7	31.4	1.5
Federação Russa/*Russian Federation*	787.9	29.5	1.4
Reino Unido/*United Kingdom*	767.1	28.7	1.3
Singapura/*Singapore*	757.8	28.4	1.3
Alemanha/*Germany*	662.7	24.8	1.2
Polónia	648.2	24.3	1.1
Tunísia	448.5	16.8	0.8
Itália	418.7	15.7	0.7
Bélgica/*Belgium*	402.0	15.1	0.7
Turquia/*Turkey*	329.1	12.3	0.6
Malásia/*Malaysia*	312.6	11.7	0.5
Quénia/*Kenya*	270.5	10.1	0.5
Outros/*Others*	5 849.0	219.0	10.2

Same format for imports

OR: These figures could instead be presented in a graph: Here, we see at once that the export goes mainly to Netherlands and South Africa

3) Crime and justice: Here also, there could first be a graph, showing *both* the total number of crimes, *but* also the crime rate per 1 000 inhabitants:

Then, the first three tables (2.7.1, 2.7.2 and 2.7.3) can be combined and simplified like this:

	Total	Contra a propriedade	Contra a pessoas	Contra a ordem e traquilldade publica
2004	40 496	25 242	13 976	1 278
2005	37 252	23 163	12 896	1 193
2006	30 786	19 393	10 535	858
2007	29 689	19 185	9 723	781
2008	27 454	18 042	8 621	791
2009	26 434	17 555	8 029	850
2009				
Niassa	976	675	252	49
C. Delg.	1 074	667	318	89
Namp.	2 594	1 737	802	55
Zamb.	989	646	317	26
Tete	1 265	845	362	58
Manica	360	191	145	24
Sofala	2 865	1 768	1 022	75
Inha.	959	487	371	101
Gaza	968	509	389	70
Map. P.	8 015	5 360	2 445	210
Map. C.	6 369	4 670	1 606	93
		Percentage distribution		
Niassa	100	69.2	25.8	5.0
C. Delg.	100	62.1	29.6	8.3
Namp.	100	67.0	30.9	2.1
Zamb.	100	65.3	32.1	2.6
Tete	100	66.8	28.6	4.6
Manica	100	53.1	40.3	6.7
Sofala	100	61.7	35.7	2.6
Inha.	100	50.8	38.7	10.5
Gaza	100	52.6	40.2	7.2
Map. P.	100	66.9	30.5	2.6
Map. C.	100	73.3	25.2	1.5