

TWINNING CONTRACT

Support to the State and Entity Statistical Institutions, phase V

Bosnia-Herzegovina



STUDY VISIT REPORT

on

Metadata in Statistics Denmark

Activity 3.2.8

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List of Abbreviations

BHAS	Agency for Statistics of Bosnia and Herzegovina
FIS	Institute for Statistics of Federation of Bosnia and Herzegovina
RSIS	Institute for Statistics of Republika Srpska
ToR	Terms of Reference

Brief Summary

The main purpose of the Metadata study visit to Statistics Denmark was to learn about the experience in the field of metadata collection and management in Statistics Denmark.

The study visit program included presentations, group discussions based on practical issues and examples that have insured better understanding of the following topics:

1. Denmark's statistical system
2. Introduction of metadata in Statistics Denmark
3. Metadata in Dissemination
4. Implementation of metadata using DDI and Colectica in Statistics Denmark
5. Metadata - strategy for BiH
6. Introduction to DDI, Colectica Designer, versioning etc.

1. General comments

This study visit report was prepared within the IPA 2008 Twinning Project „Support to the State and Entity Statistical Institutions, phase V”. Representatives of RSIS did not take part in study visit.

Main objectives of the study visit were:

- Sharing experts experience on Metadata with study visit participants
- Applying practices in statistical institutions in BiH.

Participants of the study visit would like to express big gratitude to all, for good organisation, kind support and valuable information received during the study visit.

2. Lessons learned

During the study visit participants were introduced with organisation of Denmark's statistical system, focusing on metadata processes.

First presentation was about the development of metadata system in Statistics Denmark.

The subject matter of second presentation was dissemination metadata, ways of creation and maintenance of dissemination of metadata, tools and procedures of integration of metadata from different sources.

Third presentation was about existing infrastructure used for collection of data in general, ways of collecting the data (sources, procedures etc.)

Participants from BiH were also interested in presentation of Colectica software use for collecting, defining and maintaining metadata, given by two external experts on this subject from company Algenta.

For all presentations, participants were left a great option for questions. Experts provided specific answers and practical examples. All experts have shown willingness for continuation of cooperation and further assistance by responding to all questions sent by email.

Beside aforementioned activities that were discussed, a special part of study visit was dedicated to discussion on metadata strategy for BiH.

It was agreed that statistical institutions continue to work on the preparation of the strategy, based on a draft prepared by the expert.

Deadlines are set for the implementation of activities in order to prepare metadata strategy, setting up working group for the preparation of metadata and GSBPM (Generic Statistical Business Process Model) document.

Presentations and experiences in the field of metadata that were presented by experts from the Statistics Denmark have resulted with following lessons learned in the field of metadata:

- To make metadata project “get alive” it is necessary to ensure full support from management at the institutional level,
- Metadata should be recorded at the places where produced,
- It is essential to have a training for all participants in the process to improve the level of knowledge of all stakeholders,
- It is necessary to start with a couple of pilot surveys, gather all the documents and document them by using DDI standard,
- To identify needs of internal and external users in metadata strategy
- It is necessary to meet the needs of users and get their feedback on metadata dissemination.

3. Conclusions and recommendations

1. Experience gained from this study visit will be used in further work on Metadata.
2. Results of activities that were discussed in special sessions will be implemented in BC offices as part of responsibility of the subject matter statisticians.
3. Based on information and recommendations provided by our hosts, we will consider the possibility to implement similar procedures in BiH statistical system.
4. Further activities on developing metadata strategy for BiH will continue and some guidelines were proposed
5. In order to proceed to the goal (to establish Colectica), working group needs to be formed together with IT and methodologists.

Annex 1. Programme of study visit on metadata**Tuesday, 21 May, 2013****Venue: Adolph Jensen**

10.00-11.30 Welcome and introduction to Statistics Denmark (Int. Consulting)

11.30-12.30 Lunch

12.30-14.00 Introduction to Metadata in Statistics Denmark – history and current situation I

14.00-15.00 Introduction to Metadata in Statistics Denmark – history and current situation II

Wednesday, 22 May 2013**Venue: Adolph Jensen**

10.00-11.00 Metadata in Dissemination I: Statbank, www.dst.dk etc.

11.00-12.00 Metadata in Dissemination II: Statbank, www.dst.dk, etc.

12.00-13.00 Lunch break

Venue: Styrelseslokalet

13.00-14.00 EU-grant-project: Implementation of metadata using DDI and Colectica

14.00-15.00 EU-grant-project: Implementation of metadata using DDI and Colectica (and possibly start of discussion of metadata-strategy for BiH)

Thursday, 23 May 2013**Venue: Adolph Jensen**

10.00-11.00 Metadata-strategy for BiH I – discussion, training etc.

11.00-12.00 Metadata-strategy for BiH II – discussion, training etc.

12.00-13.00 Lunch break

13.00-14.45 Colectica Workshop – introduction to DDI, Colectica Designer, versioning etc. (Jeremy Iverson and Dan Smith from Algenta)

14.45-15.00 Conclusion and evaluation (Int. Consulting)