

Terms of Reference

EU Twinning Project IL/12 CRIS 2015/370-467

26-29 September 2016

Component B: Micro Data services to researchers

Activity B.3: Organizational structure, procedures and processes

0. Mandatory results and benchmarks for the component

Mandatory results:

- *Setting up an overall program for providing researchers with access to micro-data, based on the analysis of the current situation and a designated strategic plan* (February 2018)

Benchmarks:

- **IB1:** *Report and analysis of the current situation adopted (and identification of gaps to be bridged)* (August 2016);
- **IB2:** *Strategic Plan elaborated for providing researchers with access to micro-data* (February 2017);
- **IB3:** *Organizational and technological implementation plan, including data security* (August 2017);
- **IB4:** *Formal organizational structure proposed* (August 2017);
- **IB5:** *Training program defined for the staff* (November 2017);
- **IB6:** *Policies and procedures adopted to manage each interface (e.g. data providers, research institutes, researchers, thematic units...)* (October 2017);
- **IB7:** *Proposal for legislation submitted to the ICBS top management* (February 2018);

1. Purpose of the activity

To analyse organizational structure, working processes and procedures for a research service unit.

Since changes in organizational structure and working processes cannot be expected to be implemented at once, a plan for a stepwise approach with defined areas of efforts and deadlines will be outlined.

2. Expected output of the activity

- Activity report
- Initial recommendations for procedures, workflow and organizational structure

Processes and services in focus are:

- Approvals
 - Recognition as a research entity (authorisation process)
 - Approval of researchers
 - Project approvals
- The data delivery process
- Metadata production
- Output control
- Pricing and contract

For some of the processes, there will also be some connected processes. For example, the data delivery process - external data etc. The connected processes will be addressed and discussed as part of the main topics.

An integrated part of the discussion will be organizational structure linked to the processes.

Working form

- Presentations
- Workshops/ Meetings
- Discussion

3. Participants**MS experts**

- Mr. Ivan Thaulow, Head of the Research Services
- Mr. Jørn Korsbø Petersen, Chief Advisor Division of Research Services

Twinning Staff for Component B

- Mr. Yoel Finkel, BC Project Leader, Associate National Statistician
- Ms. Sigalit Mazeh, BC Component Leader, Director, International Relations and Statistical Coordination Department
- Ms. Batia Attali, RTA counterpart, International Relations and Statistical Coordination Department
- Ms. Anat Katz-Avram, Responsible for Research Rooms
- Ms. Charlotte Nielsen, Resident Twinning Adviser
- Ms. Tamar Rand, Resident Twinning Adviser Assistant
- Mr. Brian Negin, ICBS Legal Adviser
- Prof. Moshe Pollak, Director, Department of the Chief Scientist

BC expert for the Meeting on pricing, contracts and billing

- Ms. Orit Levin, Head Accountant

BC expert for the Meeting on Service provided by the subject units**Business –Economic Statistics Department**

- Ms. Ronit Nissimboim, Deputy Director and Member of Confidentiality Committee

Infrastructure Economic Statistics Department

- Tali Tal, Director, Head of the Committee for Data Transfer, Metadata Committee, Member of Confidentiality Committee
- Orit Shukrun

Business Statistics Department

- Ms. Avigail Levy, Director of Business and Economy Statistics Department
- Eviatar Kirschenberg, Unit of Science and Technologies

Demography and Census Department

- Ms. Olivia Blum, Director, Metadata committee
- Mr. Ahmad Hillhel, Head of Confidentiality Committee
- Naama Rotem, Director of Health Unit
- Ms. Yael Feinstein
- Ms. Hadas Yaffe

Micro-Economic Statistics Department

- Yafit Alfandari , Consumption and Finance Unit
- Mr. Mark Feldman, Director of Labour Force Unit
- Orly Furman

Education Department

- Adnan Mansur
- Israela Friedman
- Sharbel Kharman

BC expert for the Meeting on Confidentiality

Members from the Confidentiality committee:

- Ahmad Hlihal
- Itzik Goldstein
- Ronit Nisneboim
- Moshe Polak
- Tzahi Makovsky
- Yafit Alfandari
- Brian Negin
- Tali Tal

Programme for B3 mission 26 – 29 September 2016

Organizational structure, procedures and processes

- *Black sessions: Twinning Team and experts*
- *Green session: Accountant, Twinning Team and experts*
- *Blue session: Members from the Confidentiality committee*
- *Red session: Subject unit Departments*

Mon	Hour	Overall Subject: Introduction to Organizational structure, procedures and processes Location: Golan
	08:30 – 10:00	<i>Welcome, Expectation of the Current Activity by the Twinning Team of Component B</i> <ul style="list-style-type: none"> • <i>Welcome</i> • <i>Discussion on the Terms of Reference and agenda in order to ensure a common understanding</i> • <i>Follow up on recommendations from Mission B1, current status and progress</i> • <i>Vision for the future research services</i>
	10:00 – 10:15	Coffee break
	10:15 – 11:00	<i>MS/BC: Overview of Micro Data Access with Focus on European Countries, by Charlotte Nielsen</i> <ul style="list-style-type: none"> • <i>Organizational Structure, Products, Procedures and Processes for Research Services, Data provided (PUF, MUC and Research room files), confidentiality etc.</i> • <i>Questions and discussion</i>
	11:00 – 12:00	<i>BC/MS: Process 1: Recognition as a research entity (authorisation process)</i> <ul style="list-style-type: none"> • <i>Introduction by Ivan Thaulow and Jørn Korsbø Petersen</i> • <i>Discussion</i>
	12:00 – 13:00	Lunch break
	13:00 – 14:00	<i>BC/MS: Process 2: Approvals of researchers, introduction</i> <ul style="list-style-type: none"> • <i>Introduction by Ivan Thaulow and Jørn Korsbø Petersen</i> • <i>Discussion</i>
	14:00 – 14:15	Coffee break
	14:15 – 15:15	<i>BC/MS: Preparation for meetings with the internal ICBC stakeholders</i>

Tues	Hour	Overall Subject: Meetings with internal ICBS Stakeholder currently involved in providing services to researchers¹ and follow up meeting in the Twinning Team Location: Golan
	08:30 – 09:15	<i>BC: Pricing, contract and billing – input from Ms. Orit Levin, Head Accountant</i>
	09:15 – 09:30	Coffee break
	09:30 – 10:30	<i>BC: Confidentiality – input from Members from the Confidentiality Committee</i>
	10:30 – 11:15	<i>BC/MS: Pricing, contract, billing in the Twinning Team, moderated by MS</i>
	11:15 – 12:00	<i>BC/MS: Confidentiality moderated by MS</i>
	12:00 – 13:00	Lunch
	13:00 – 15:00	<i>BC: Service provided by the subject units – input from selected staff from the subject units</i> <ul style="list-style-type: none"> ○ Advise ○ Project approval ○ Data and metadata delivery ○ Output control

¹ Meetings on enhancing the processes and workflow for providing researcher with micro data

Question to be addressed:

- *Current situation – what are your tasks today (For subject unit e.g. Time spend on, advise, extraction of data, production of metadata and output control)*
- *What are the feedback you get from the research community on the service and the interaction that you do have today*
- *What are the advantages and challenges in services and workflow provided today*
 - o *From the perspective of ICBS*
 - o *From the perspective of the researchers*
- *Are there processes and workflow that you believe can be improved*
- *From your point of view – what should we focus on*

Wed	Hour	Overall Subject: Organizational structure, procedures and processes
		Location: Golan
	09:00 – 09:15	MS: Summing up day 2, by Ivan Thaulow
	09:15 – 10:15	BC/MS: Process 3: Project approval (Overall description of project) <ul style="list-style-type: none"> • Introduction by Ivan Thaulow and Jørn Korsbø Petersen • Discussion
	10:15 – 10:30	Coffee break
	10:30 – 11:30	BC/MS: Process 4: The data delivery process <ul style="list-style-type: none"> • Introduction by Ivan Thaulow and Jørn Korsbø Petersen • Discussion
	11:30 – 12:30	Lunch break
	12:30 – 13:45	BC/MS: Process 4: The data delivery process <ul style="list-style-type: none"> • Introduction by Ivan Thaulow and Jørn Korsbø Petersen • Discussion
	13:45 – 14:00	Coffee break
	14:00 - 15:00	BC/MS: Production of Metadata <ul style="list-style-type: none"> • Introduction by Charlotte Nielsen • Discussion

Thu	Hour	Overall Subject: Organizational structure, Recommendation, Activity Conclusions and coming Missions Location: Golan
	09:00 – 09:15	MS: Summing Up Day 3, by Ivan Thaulow
	09:15 – 10:15	BC/MS: Process 5: Output control <ul style="list-style-type: none"> • Introduction by Ivan Thaulow and Jørn Korsbø Petersen • Discussion
	10:15 – 10:30	Coffee break
	10:30 – 12:30	Preparation of Presentation of Results (Experts) Steering Committee Meeting (The Twinning Team)
	12:30 – 13:15	Lunch break
	13:15 – 14:00	BC/MS: Presentation of Results to the Management
	14:00 – 15:00	BC/MS: Debriefing and Activity Conclusions <ul style="list-style-type: none"> • Adjustment of recommendations and work plan • Follow up on Indicators of achievements • Upcoming missions • Feedback on the current mission

Abbreviations

BC = Beneficiary Country (Israel)

MS = Member State (Denmark)

PUF = Public Use Files

MUC = Micro data Under Contract

ICBS = Israeli Central Bureau of Statistics

IT = Information Technologies

RR = (Physical) Research Room

Material to be prepared before the Activity:

Presentations