Annex E6.2.15 Guidelines for processes including the use and production of metadata. "TO-BE"

(NOTE: this is only some preliminary input based on presentation at the mission. The template can be used in testing end-end-production after completion based on discussions on how the workflow should be at ICBS)

Phase 1 Needs

Elements	Description of element
Description of the work processes	Top-level management, subject matter staff and support staff: In this phase subject matter statistician prepares document with user needs and objectives and a work plan based on input from …
Input	Requirements from Ministries etc
Output	Decisions / project plan / Objectives of the survey (opportunities)
People involved	Top management, subject matter statistician
Regulations and guidelines	
Metadata used produced	Quality declarations: user needs, purpose, content
It solution	

Phase 2 Design

Elements	Description
Description of work-processes	Top-level management, subject matter staff and support staff: Project manager assigns task for each employee. - Methodologist: Sampling, concept definition - IT - Enumerator: collect - IT-staff: - Administration: ....
Input from phase 1 Needs	Decisions / project plan / workplan Objectives of the survey
Output	Methodology information Variables and code-list (for raw and clean data) Questionnaire Sampling design, Guidelines for interviewers (enumerators, supervisors) Concepts and definitions
People involved	Methodologist (only specific) Survey division Subject matter staff IT staff
Metadata produced	Referential metadata: Quality declaration: concepts and other fields Structural metadata: variable, code-lists, classifications etc

Phase 3 Build

Elements	Description
Description of work-processes	Top-level management, subject matter staff and support staff: It specialist receives requirement and build solution
Input from phase 2 Design	Methodology information Questionnaire Sampling design, Guidelines for interviewers (enumerators, supervisors) Concepts and definitions
Output	Changes in SQL server (data tables and applications) Changes in database Changes in program to produce estimates etc
People involved	IT-specialist
Metadata used and produced	Metadata used: Structural metadata: variable, code-lists, classifications etc

Phase 4 Data collection

Elements	Description
Description	Pilot Face to face interview (1st Wave rotating panels). Interviewer transmits result at laptop to ICBS. Data is stored in SQL server Survey follow up committee monitors based on input (day to day). Weekly meetings
Input	Blaise tool and ..
Output	Raw data in SQL-server ...
People involved	Supervisors Interviewers Subject matter Survey follow up committee, People from it, survey Dept., methodologist)
Metadata used /produced	Used: all metadata

Phase 5 Data processing (integrated with data collection)

Elements	Description
Description	Data editing and coding done by ... micro is integrated in the data collection. Data editing and imputation on micro and macro levels Sum report to evaluate. Aggregated data, seasonal adjustment
Input	Raw data in SQL-server
Output	Clean data in SQL-server
People involved	IT, subject matter staff, methodologists
Metadata used and produced	Used: all metadata Produced: new variables etc

Phase 6 Analysis

Elements	Description
Description	Subject matter staff prepares bulletin including analysis of outliers etc
Input	Clean database sql server Flat files (aggregated) for online db Excel tables Glossary of terms Introduction in other publications Revision Policy Publication Policy and confidentiality rules
Output	Bulletin. Press release Flat files (aggregated) for online db Excel tables New introduction and explanations New definitions to be uploaded to the Glossary
People involved	Subject matter and methodologist
Metadata used and produced	Produced: quality information in quality declaration

Phase 7 Dissemination

Elements	
Description	Subject matter staff delivers material for publication Sometimes press conference Data for online Database
Input	Bulletin. Press release Flat files (aggregated) for online db Excel tables
Output	Bulletin on website Time series db on website Press release on web site Published data – online database Links from press (changes only) to doc on the web-site Quality information included in bulletin
People involved	Dissemination staff
Metadata	Used: Selected metadata at internet and in publications

Phase 8 Evaluation

Elements	
Description	Final evaluation based on evaluation during the phases, feedback from external users: phone call/e-mail to dissemination. Ongoing quality assurance is introduced during data collection and data processing. Evaluation of accuracy is done during analysis
Input	
Output	
People involved	
It applications	