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	*Welcome, Expectation of the Current Activity by the Twinning Team of Component B* • *Welcome* • *Discussion on the Terms of Reference and agenda in order to ensure a common understanding* • *Follow up on recommendations from Mission B1, current status and progress* • *Vision for the future research services*
	10:00 – 10:15	Coffee break
	10:15 – 11:00	*MS/BC: Overview of Micro Data Access with Focus on European Countries, by Charlotte Nielsen* • *Organizational Structure, Products, Procedures and Processes for Research Services, Data provided (PUF, MUC and Research room files), confidentiality etc.* • *Questions and discussion*
	11:00 – 12:00	*BC/MS: Process 1: Recognition as a research entity (authorisation process)* • *Introduction by Ivan Thaulow and Jørn Korsbø Petersen* • *Discussion*
	12:00 – 13:00	Lunch break
	13:00 – 14:00	*BC/MS: Process 2: Approvals of researchers, introduction* • *Introduction by Ivan Thaulow and Jørn Korsbø Petersen* • *Discussion*
	14:00 – 14:15	Coffee break
	14:15 – 15:15	*BC/MS: Preparation for meetings with the internal ICBC stakeholders*

Tues	Hour	**Overall Subject: Meetings with internal ICBS Stakeholder currently involved in providing services to researchers[1] and follow up meeting in the Twinning Team** **Location: Golan**
	08:30 – 09:15	*BC: Pricing, contract and billing – input from Ms. Orit Levin, Head Accountent*
	09:15 – 09:30	Coffee break
	09:30 – 10:30	*BC: Confidentiality – input from Members from the Confidentiality Committee*
	10:30 – 11:15	*BC/MS: Pricing, contract, billing in the Twinning Team, moderated by MS*
	11:15 – 12:00	*BC/MS: Confidentiality moderated by MS*
	12:00 – 13:00	Lunch

	13:00 – 15:00	*BC: Service provided by the subject units – input from selected staff from the subject units*
		    o *Advise*
		    o *Project approval*
		    o *Data and metadata delivery*
		    o *Output control*

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[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)* • *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* • *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* • *Introduction by Ivan Thaulow and Jørn Korsbø Petersen* • *Discussion*
	13:45 – 14:00	Coffee break
	14:00 - 15:00	*BC/MS: Production of Metadata* • *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* • *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* • *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