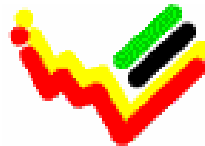# Mission Report

from a short-term mission on Presentation Techniques

7 – 18 February 2005

TA for the Scandinavian Support Program to Strengthen the Institutional Capacity of the National Statistics, Mozambique

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Lena Åström

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List of abbreviations

CO	Scanstat Coordination Office in Statistics Denmark
Danida	Danish International Development Assistance
DKK	Danish Kroner
DSt	Statistics Denmark
EUR	European Euro
INE	Instituto Nacional de Estatística, Mozambique
INE-P	Instituto Nacional de Estatística, Portugal
MZM	Mozambique Meticais
NOK	Norwegian Kroner
Scanstat	Consortium between Statistics Denmark, Statistics Norway and Statistics Sweden
SCB	Statistics Sweden
SEK	Swedish Kronor
SSB	Statistics Norway
USD	US Dollars
ZAR	South African Rand

1 EXECUTIVE SUMMARY

Focus of mission
Focus of the mission has been on user-friendly presentation of statistics in all its different aspects - both tables, graphical presentation and texts (analysis). In the course of the mission, the consultants also came to focus on the more basics understanding of statistics.

Seminar
A full day seminar directed to the INE and SEN management was held. The objectives of the seminar were to highlight various aspects related to dissemination policy and to user-friendly presentation of statistics. There were about 20 participants from various directorates at INE and also from other producers of statistics within the SEN.

Workshop on presentation techniques
The objective of the two-day workshop was to give the participants some concrete training in presenting statistics in a user-friendly way.

This was partly done by giving a short introduction/lecture about some basics of tabulation and graphical presentation. But the main aspect of the course was to give the participants some practice in making and interpreting tables and graphs, by giving them exercises to solve and to present the results to each other. Another focus was on quality of data and calculations, encouraging the participants to look critically at the statistics. All the examples were taken from INE-publications.

Comments on various publications
The consultants have met with the authors/editors of several INE publications: The Statistical Yearbook, Crime and Justice, Social Indicators, Millennium Goals Report and Men and Women in Mozambique.

In each case we gave some concrete criticism, advice and recommendations for improvement of future editions.

General observations
The consultants have observed some important fields where there is room for improvements in order to develop the presentation of statistics:

A number of tables and graphs in various publications have serious shortcomings. There are many examples of obviously wrong, confusing or totally inconceivable figures. There are also several examples of calculation mistakes and misinterpretation of data. It seems that the awareness of quality aspects has to be improved.

Some publications suffer from a too detailed presentation that makes it difficult to see patterns and trends. When there are many data available it is tempting to use them all. A good selection of the most interesting indicators will facilitate the use.

Main recommendations
Training in basic understanding and interpretation of tables and graphs
A follow up and deepening of the workshop on presentation techniques is recommended. Focus should be on of statistical presentation and interpretation and explanation of data.

System for quality control and approval of publication manuscripts
A recommendation is to introduce a systematic approach for quality control. One idea could be to use the quality pilots or to use some of the participants from the workshop for

this task. There might also be a possibility that the consultants could go through the next editions of some publications at home to give comments and advice.

Statistical yearbook
Since the Statistical Yearbook is the most important publication in a statistical office, we suggest that special measures are taken to improve both the quality of the content and the presentation in tables and graphs. This could be done by strengthening the editorial capacity and improving the quality checks. Measures should also be taken to improve the quality of the printing.

2   INTRODUCTION

The mission was carried out 7-18 February 2005 by the consultants Mr Jan Erik Kristiansen, Statistics Norway and Ms Lena Åström, Statistics Sweden. Main counterparts for the mission were Ms Destina Uinge and Ms Fatima Zacharias. A list of persons met is attached as Appendix 1.

The mission was somewhat related to an earlier mission on Printing and Dissemination carried out in May 2000 by Urban Johansson and Lena Åström.

The consultants would like to express their thanks to all officials and individuals met for the kind support and valuable information during their stay in Mozambique, and which highly facilitated the work.

This report contains the views of the consultants, which do not necessarily correspond to the views of Danida or INE.

3   ACTIVITIES DURING THE MISSION

Terms of Reference
The general objectives of the mission, according to the Terms of Reference, were "to focus on presentation issues through lectures also directed towards INE management and a workshop for INE staff. The lectures and the workshop will be targeted at people working with analysing and presenting information. It will highlight specific INE products with the purpose to increase the readability and user relevance according to an analysis of who are the main users."

Terms of Reference are attached as Appendix 5.

Current situation
INE has experience in writing statistical reports. However, the experience in writing and presenting statistics to a wider audience is limited. It is desirable that statistics can be used by various user groups and for different needs. There is an ambition to improve the presentation and dissemination of INE statistics to increase the use of statistics in society and to reach out to a wider audience.

Conducted activities
Introductory activities
Introductory meetings were held with long-term consultants and staff members at INE who are involved in presentation and dissemination activities. The current conditions were described and some focal areas of concern were pointed out. The consultants were provided with an extensive selection of publications, reports and policy documents to be used during the mission. The consultants also familiarised with the website of INE. A program for the mission is attached as Appendix 3.

Seminar for INE and SEN management
A full day seminar directed to the INE and SEN management was held. The objectives of the seminar were to highlight various aspects related to dissemination policy and to user-friendly presentation of statistics.

The seminar included lectures with slides and stimulated some questions and comments from the audience. Copies of the slides in English were distributed (Appendix 8). The presentations and discussion issues were translated into Portuguese during the entire seminar. There were about 20 participants from various directorates at INE and also from other producers of statistics within the SEN. A program for the seminar and a list of participants is enclosed as Appendix 4.

Workshop on presentation techniques
The objective of the two-day workshop was to give the participants (approx. 20) some concrete training in presenting statistics in a user-friendly way. A list of participants is enclosed in Appendix 6.

This was partly done by giving a short introduction/lecture about some basics of tabulation and graphical presentation (see Appendix 9). But the main aspect of the course was to give the participants some practice in making and interpreting tables and graphs, by giving them exercises to solve and to present the results to each other. Another focus was on quality of data and calculations, encouraging the participants to look critically at the statistics. All the examples were taken from INE-publications.

The examples and contributions resulted in fruitful and interesting discussions about presentation of statistics. It is our impression that most of the participants had good knowledge of tools like Excel (some maybe too good?!), but that there were some shortcomings when it comes to the basic understanding of statistics and statistical concepts and calculations (percentages, rates, etc.). There also seems to be some room for improvement when it comes to interpretation and analysis of tables and graphs. This is probably mostly due to lack of experience in this area.

All in all, we feel that the participants welcomed this opportunity to discuss the quality and presentation of INE statistics, which was also confirmed in the evaluation reports.

Comments on the Statistical Yearbook
Even if the Yearbook was not included in the terms of reference of the mission we decided to go through it and give some comments. The reason for this was that the yearbook is a very central publication in every statistical office. It is often the publication that users first come across and is associated with the statistical office.

INE is responsible for the Statistical Yearbook. There are two editors working with the compilation of data from various sources (INE and other producers within the official statistics system, SEN). The content of the yearbook was revised by a working group and approved before the 2003 edition. However, as far as we could see, the revision was not very extensive.

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.

Our findings and recommendations were discussed during a meeting with the editors and their head of department, Ms Alda Rocha. All comments on tables and graphs were left with the department to be used for the next edition.

Main findings were:
Producers must take more responsibility for data they are delivering to the editors and the quality control should be improved. There are many mistakes in tables and graphs that could have been avoided in a quality check. 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 should be revised or left out. Also some of the graphs should be improved. Concepts and definitions should be added in some tables (e.g. *Indice de Inequidade* in table 2.4.21).

A general feature of the yearbook (and most other publications) is that it presents detailed statistics for two consecutive years, but there are few time series. Whenever time series are available, they should be presented, whereas the more detailed classifications (sex, age, province, etc.) should be presented only for the latest year.

The printing quality (2003 edition) is not satisfactory (the 2001 yearbook has a much better printing quality, although the in-house print shop has printed both editions). INE should also choose another font for the yearbook, as the font that is now used

(Trebuchet), increases in size when used in bold. This makes it difficult to compare numbers in a column. Example:

Now: Trebuchet	Better: Arial
3,245,465	3,245,465
6,265,453	**6,265,453**

Review of report on Crime and Justice Statistics 2000-2001
The report is published bi-annually and a new edition covering 2002 and 2003 is being prepared in the Directorate of Demographic, Vital and Social Statistics. Data for the publication come from various institutions and are compiled in INE. The publication contains tables and graphs with some general comments.

The consultants studied the report and had a meeting with the producers to give some comments and proposals on how to improve on the next edition.

Some suggestions to be considered:
-Decrease the number of tables with a distribution by province.
-Some tables could be made more interesting with a distribution on sex or age.
-Tables with detection rates by province could be added as well as tables with relative crime rate by province.
-Comments to tables and graphs could be improved and made more interesting.
-Some tables with time series could be added to highlight the long-term development.

The producers made some good examples of new tables after the meeting.

Estatisticas e Indicatore Sociais
Like *Mulheres e Homen em Moçambique,* this publication presents statistics from several different subject matters (population, health, education, crime, social security). For many users, such a collection of statistics from different areas is welcomed and useful, as it gives an overview of social trends and developments.

But, as is the case with many other publications, it is very important to make a careful selection of the most important indicators and classification. Also, more time series should be presented and commented. There should be more tables using relative numbers (percentages, rates) and some of these should be presented in graphs.

In the next edition there should be a better balance between various subjects. In addition, there should be some statistics on Aids, victims and living conditions.

Comments on Millennium goals report
This report was discussed with the authors and suggestions were made to supplement some of the indicators with other possible indicators of poverty. The consultants also proposed some changes in the graphical presentation of the indicators.

Mulheres e Homen em Moçambique
This publication was discussed with the responsible Director, Ms Fatima Zacharias. Our impression is that this book is among the best regarding analysis: Here, the text do more than pointing out which is the smallest or biggest number in a table: Tables and graphs are commented, helping the reader to see what is important, putting the numbers into context.

On the other hand, this publication also contains some tables and graphs with wrong or mistaken numbers. Another aspect that could be improved is the designing and printing

of tables and graphs. There should maybe be more graphs and smaller tables, showing the main trends and differences (this means that the editor must make a selection of indicators and classifications). Also, all tables should be placed horizontally on the page (portrait) and not vertically (landscape), which is not very user-friendly. In addition, all tables should have the same font and font size (Arial 7 or 8 point?).

General observations
There are a lot of data available at INE and there are a lot of publications, some of them very nicely presented, good-looking and user-friendly. And there has been a considerable development in presentation and dissemination from INE during the last years. INE staff also seems to have a fair knowledge of how to use PC and software tools for producing manuscripts, tables and graphs.

However, the consultants have observed some important fields where there is room for improvements in order to develop the presentation of statistics.

Quality aspects
There are a number of tables and graphs in various publications that have serious shortcomings. There are many examples of obviously wrong, confusing or totally inconceivable figures. There are also several examples of calculation mistakes and misinterpretation of data. It seems that the awareness of quality aspects and the control of quality is insufficient and has to be improved.

Selection and presentation of data
Some publications suffer from a too detailed presentation that makes it difficult to see patterns and trends. When there are many data available it is tempting to use them all. A good selection of the most interesting data will facilitate the use. A good and clear presentation with meaningful relative numbers (percentages, rates) will also help the user.

Many INE publications already use graphs. But as good graphical presentations often contributes to the understanding and use of statistics, INE should encourage the use of graphs and give their employees some training in creation of good graphs.

Coordination of publications, structure, layout etc
There seems to be a need of co-ordination of content and layout between various types of publication and sometimes also within a publication. Simple issues like margins, standards for numbers, fonts etc are important to create an integrated image of INE and to streamline the production process.

Analysis, comments and definitions
Presenting statistics to a wider audience (the public, the media, teachers, students; in short: non-experts) is (or should be) different from writing for colleagues and experts. The non-experts also need clear definitions of concepts and indicators in order to understand and use the statistics.

INE already has published some user-friendly publications of this kind (*Women and Men in Mozambique* and *Estatisticas Basicas de Moçambique*). Here, the text helps the reader to see what is new, interesting or surprising, and trends and developments are pointed out. In the future, this kind of analytical, popular presentations should be encouraged and staff should be given training in this kind of making this kind of publications.

In addition to being user-friendly, 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 valuable ingredient of statistics.

4 RECOMMENDATIONS

With the findings and general observations described above as a background the mission wants to recommend the following actions and activities.

Training in basic understanding and interpretation of tables and graphs
A followup and deepening of the workshop training on presentation techniques is recommended. Focus should be on interpretation and explanation of statistical presentation. Training could preferrably be organised as group work using real examples from INE and other producers. The experiences from that type of training are good according to the evaluation results from the workshop. There might also be a need for yet another workshop on presentation techniques for other staff members.

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 assertain 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. An idea would be to use the quality pilots or to use some of the participants from the workshop for this task. In both cases there will be a need for special training. There might also be a possibility that the consultants could go through the next editions of some publications at home to give comments and advice.

Statistical yearbook
Since the Statistical Yearbook is the most important publication in a statistical office, we suggest that special measures are taken to improve both the quality of the content and the presentation in tables and graphs. This could be done by strengthening the editorial capacity and improving the quality checks. Measures should also be taken to improve the quality of the printing.

Guidelines for printed publications
It is important for many reasons that the publications of INE have a common and co-ordinated profile. They will become more user-friendly and the production process will be more efficient. It is recommended that INE work out clear guidelines to be approved by the management and used for all printed publications. The guidelines with attached templates and a checklist will contribute to a co-ordinated structure and layout of the publications. A suggestion for guidelines and example of a page layout are attached as Appendix 9.

Information on products from INE
To increase the knowledge about statistics and the use of statistics in society it is recommended to publish a publication list in all printed publications as well as on the Internet. The list should contain clear information on how and where to get the publications.

Policy for the website and integration with the dissemination system
Even if the use of INE website is still limited there will most likely be a very fast development of the use of Internet for retrieving statistical data, not least from international users. It is recommended that INE formulates a policy on how to best use the Internet and how to make the website an integrated part of the future dissemination

system. It is also recommended to look through the structure of website and routines for updating and maintenance.

APPENDIX 1. Persons met

Mr Manuel da Costa Gaspar	Vice-President for Demographic Statistics
Ms Destina Uinge	Director of Directorate for Integration, Coordination and External Relations
Mr. Marcelino Silva	Head of Department of Dissemination and Documentation
Ms Alda Rocha	Head of Department of Coordination, Planning and External Relations
Mr Celestino Mucussete	Statistical Yearbook
Mr Luis Pedro	Statistical Yearbook
Ms Fatima Zacharias	Director of Directorate for Demographic, Vital and Social Statistics
Ms Zuraida Mahomed Hhan	Head of Department of Vital and Social Statistics
Ms Laura Gomes Duarte	Department of Vital and Social Statistics
Mr Francisco A Macaringul	Department of Vital and Social Statistics
Mr Samuel Jacinto Tauene	Department of Vital and Social Statistics
Mr Azarias Nhanzimo	Director of Directorate for Sectorial Statistics and Business Statistics
Ms Isabel Nouela	Project Assistant
Mr David Suaze	Translator
Mr Francisco L. Nuvunga	Directorate for Sectorial Statistics and Business Statistics, Translator
Mr Hans Erik Altvall	Team leader
Mr Dag Roll-Hansen	Long-term consultant, Statistics Norway

APPENDIX 2. List of Literature

Plano Estatistico Nacional 2003-2007
Plano Estrategico do Sistema Estatistico Nacional 2003-2007
Plano de Actividades 2004
Estatísticas de Crime e Justiça 2000 e 2001
Estatisticas e Indicatore Sociais
Mulheres e Homen em Mozambique
Anuario Estatistico, Statistical Yearbook, 2003 and 2001
Various reports from INE and other producers within SEN

APPENDIX 3. Programme for the Mission

Mission Program (Draft)   Presentations Technique

Week one – 7 to 11 February

Monday 7 Day 1 Morning 9:00H

Meetings with the Mrs Destina and Mr Altvall to adjusting the program for the mission

Monday 7 Day 1 Morning 11:00H

Meeting with Mr Loureiro and Mr Destina and Mr Altvall to discuss about ToR, program, seminar and the course

Monday 7 Day 1 Afternoon 13:00H

Meeting with Mrs Fatima Zacarias working with publications

Tuesday 8 Day 2 Morning 9:00H

Continue of working with publications – Meeting with Mr Marcelino Silva

Tuesday 8 Day 2 Afternoon 13:30H

Preparing Seminar – Meeting with Mrs Fatima and Mrs Destina and Mr. Azarias

Wednesday 9 Day 3 Morning 9:00H

Preparing Seminar and Course – Continue working with DICRE and DEMOVIS

Thursday, 10 Day 4

Preparing Course

Friday 11 Day 5 (all day)

Seminar at Kaya Kwanga on presentation technique for INE and SEN management.

Week two 14-18 February

Monday and Tuesday Day 14-15 From 8:00H to 15:00H

Course in presentation on presentation technique, tables, graphs and analysis, including exercises.

Wednesday and Thursday Day 16-17

Working with three forthcoming INE publications with the authors, including exercises.

Friday Day 18 – 10:00H

Reporting and concluding meetings.

Dissemination and user-friendly presentation of statistics

Seminar INE/SEN
Kaya Kwanga
Maputo /February 11, 2005

Tentative program:

09:00- 09:15	*Mrs. Destina Uinge/INE:* Welcome/introduction Presentation of people and program
09:15- 10:00	*Mrs. Destina Uinge/INE:* Some important aspects of dissemination in INE
10:15- 11:00	*Mr. Jan Erik Kristiansen/Statistics Norway:* Aspects of dissemination: Some general issues, choices and solutions
11:15- 12:00	*Mrs. Lena Åström/Statistics Sweden:* Who are the users - and what are their needs? With special focus on the media
12:00- 12:30	Coffee
12:30- 13:15	*Mr. Jan Erik Kristiansen/Statistics Norway:* User-friendly presentation of statistics
13:30- 14:15	*Mrs. Lena Åström/Statistics Sweden:* Making INE visible
14:15- 14:45	*Discussions*
15:00	*Almoço/Lunch*

Programa Escandinavo
Seminário sobre Disseminação e Acessibilidade na Apresentação
Maputo, 11 de Fevereiro de 2005
Horário: das 8:00h as 13:h

ORD	NOME	INSTITUIÇAO/ SECTOR	CONTACT0
1	Alice Chipande	DPINE	alice.chipande@ine.gov.mz
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3	Hans Erik Altvall	INE	AltvallHansErik@ine.gov.mz
4	Lena Astrom	Statistics Sweden	_____
5	Destina Uinge	INE-DICRE	Destinauinge@ine.gov.mz
6	Constancio Adelino	MINED/DS	constanciomined@ine.gov.mz
7	Domingos Diogo	MIN.AGRIC./DE	ddiogo @map.gov.mz
8	Mónica Magaua	INE-ICP	Magaua, Mónica ine.gov.mz
9	Garcia Cumaio	MESCT	Garciano.cumaio @mesc.tgov.mz
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27	Anastácia Judas Honwana	DESI/INE	anastáciahonwana@ine.gov.mz

APPENDIX 5. Terms of Reference

TERMS OF REFERENCE

Within the Scandinavian Assistance to Strengthen the Institutional Capacity of INE/Mozambique, 2003-2007Presentation Techniques

A 2-week mission

Background

INE has considerable experience in writing extensive reports. These are 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, 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.

Objectives of the mission

The general objective of the mission is 1) to focus on presentation issues trough lectures also directed towards INE management and 2) a workshop for INE staff, highlighting specific INE statistics.

The lectures and the workshop will be targeted at people working with analysing and presenting information. It will highlight specific INE products with the purpose to increase their readability and user relevance according to an analysis of "who are the (main) users?". The main focus will be on user-friendly analysis and/or presentation. The following subjects will 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

▸ dissemination policy

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.

Benefactors of the mission
The goal of the mission is to provide INE with perspectives on how to present information to a wider audience. 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. Which topics that are to be worked on, depends of the participants in the workshop.

Expected results

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 next issue of the booklet "Mulhers e homens em Moçambique" (Women and men in Mozambique).
- The statistical yearbook of Moçambique.
- The graphical profile of INE publications.
- Increased awareness in INE management and among statistics staff about the importance of user awareness and how to pinpoint information.

The above list only serves as examples of relevant topics. The topics to be addressed with at the workshop will depend on what issues are relevant for the participants , but preferably there should be some available material in English (like the yearbook).

Consultants and Counterpart
Main counterpart at INE: Destina Uinge
Consultants: Jan Erik Kristiansen, Statistics Norway and Lena Aström, Statistics Sweden

Necessary preparations:

At INE:
- to prepare information to be addressed. - to identify and "let go" participants for the workshop, at least half of them with working knowledge in English. It is very important that the consultant can communicate with most participants in English, although not all necessarily has to speak it fluently.
- for the part of the workshop focusing on graphical presentation, there should be PCs (with Excel) available to the participants.

By the consultants:
- to familiarize with INE production and traditional set-up of reports etc.
- to familiarise with INEs quality work, and future plans for this.

Timing of the mission
From the 7th until the 18th of February 2005. ~

Report
The consultants will prepare a draft report to be discussed with INE before leaving Maputo. They will submit a final draft to INE for final comments within one week of the end of the mission. Statistics Denmark as Lead Party will print the final version within 3 weeks of the end of the mission. The structure of the report should be according to Danida-format.

The Counterpart has to ensure that the final printed report has at least a summary in Portuguese if the main report is in English – or vice versa

These Terms of Reference were prepared by

Day   /   /   ....

Approved by/in the name of the President of INE

Day   /   /   ....

APPENDIX 6. List of participants at workshop

Programa Escandinavo
Curso: Técnicas de Apresentação
Formadores: Jan Erik Kristiansen, Statistics Norway e Lena Aström, Statistics Sweden

Maputo, 14 e 15 de Fevereiro de 2005
Horário: das 8:00h as 14:40h

Ord.	Nome	Instituição/sector	Nível
1	Samuel Tauene	INE-DEMOVIS	Licenciatura
2	Zuraida Momed Khan	INE-DEMOVIS	Licenciatura
3	Laura Gomes Duarte	INE-DEMOVIS	Licenciatura
4	Francisco Macaringue	INE-DEMOVIS	Licenciatura
5	Adriano Matsimbe	INE-DESE	Licenciatura
6	Cecília Vilanculos	INE-DPICRE	Licenciatura
7	Sandre Macia	INE- DCNIG	Licenciatura
8	Teresa Tovela	INE-DEBA	Médio
9	Francisco Nuvunga	INE-DEBA	Médio
10	Elísio Mazive	INE-DCI	Licenciatura
11	Basílio Cubula	INE-DCI	Licenciatura
12	Marta Chaquisse	INE-DPICRE	Licenciatura
13	EvaristoMarcos Manhenje	DPINE	Médio
14	Anselmo Nhane	INE-DISI	Licenciatura
15	David Chefe	INE-DISI	Médio
16	Jeremias Homo	INE-DDD	Médio
17	Cacilda Mateus Boa	INE - IPC	Licenciatura
18	Alberto Francisco Cossa	INE-DESE	Licenciatura
19	Natércia Macuácua	INE-DESE	Licenciatura

APPENDIX 7 Slides from Seminar

APPENDIX 8. Slides from Workshop

Jan Erik Kristiansen/Statistics Norway
Lena Åstrom/Statistics Sweden

Guidelines for printed publications from INE - Some proposals

Why guidelines?

Publication guidelines and standards are important for two reasons: They improve the quality of the publications by making them "nicer" and more user-friendly and also the help giving INE an more integrated visual pofile.

But perhaps more important, clear guidelines ease the internal production process, by making it clear what the publication should contain and how the content should be structured and formatted. *"This is how we do it"*. Written guidelines therefore greatly facilitate the production process and the process of approval and quality management.

INE should therefore adopt some general guidelines for printed publications, including press releases. The guide might contain *rules* (which *must* be followed) as well as *guidelines* (which are more to be seen as recommendations/advice).

Guidelines for what?

More specifically, publication guidelines (template) should cover the following topics:

1. Publications

a) *Content and structure* of the publications. Elements that should/could be included and order of elements (foreword, contents, list of tables, list of graphs, main findings, tables, comments, etc.). The guidelines should also include a standard for the reporting of meta data (concepts and definitions)..

b) *Design of publication*: Rules for design of/information on: Cover, title page (page 1), etc. More or less detailed rules for design and lay out: margins, fonts, font sizes, one or two columns, alignment, pagination, placement of headers and/or footers, titles/subtitles (levels, numbering), footnotes *or* end notes, placement of page number, appendices, etc. All these elements may seem like trivial details, but should be described and examples given.

2. Tables

There should be separate guidelines (template) for the design of *tables*, including - among other things:

a) Fonts (type and size, normal/bold/italic)

b) Use of horizontal and vertical lines/rulers

c) Use of decimal and 1000 separators (**.** and **,)**

d) Alignment/justification

e) Number of decimal in percentage tables/tables giving rates, averages

f) Use of standard classifications (education, occupation, regional classification, age grouping, etc.)

g) Use of special symbols (data not available, provisional data, etc.)

h) Sources

3. Graphs

Guidelines for *graphs* should also be included:

a) Size and format

b) Fonts (type and size, normal/bold)

c) Use of frames, grids, patterns/colours

4. Press releases

a) When are press releases to be issued? Contact person/who should speak to the press? Should there be a press conference? Distribution of press release?

b) Content and structure of press releases (Title/text/tables/graphs/meta data/appendix tables).

c) Should anybody (ministries, media?) have access to the statistics before it is officially released? And if so, under what conditions?

d) If possible, an *advance release calendar* should be established, giving the date of forthcoming releases. What time span should be covered by the calendar and how is it updated? What is the distribution?

Finally, there should be some guidelines for:

a) titles of tables and graphs (formulation, numbering, placement); listing of classification variables ("by..."?), units, dating. Use of Capital Letters?

b) dating of statistics and publication

c) approval of the publications

d) assigning serial numbers, pricing, number to be printed, distribution, etc.

Should there be separate guidelines for Internet publishing? Since this area is subject to very fast technological changes, rules and guidelines will probably have to be updated very often. Nevertheless, some *basic* rules and routine descriptions should be written down and distributed to all Internet contributors. Attention should also be paid to coordination of printed publications and Internet publishing.

When guidelines have been finalised and adopted, they should be introduced to the organisation through a series of meetings with all the subject matter departments, explaining and giving the reasons for adopting the standard ("better, more user friendly publications/ more efficient production lines, etc.").

On the next page is shown an example of possible formatting of publication page:

CAPÍTULO I: Estatísticas provenientes dos inquéritos mensais aos Comandos Provinciais de Polícia [Arial 12 point Bold]

Quadro 1.1 Crimes Reportados à Polícia, segundo Tipo. 2000 and 2001 [Arial 9 point Bold]

Tipos de Crime [Arial 8 point]	Crimes Reportados					
	Conhecidos		Esclarecidos		Ñão Esclarecidos	
	2000	2001	2000	2001	2000	2001
País	36,142	38,641	26,671	28,304	9,470	10,336
Contra a Propriedade	21,513	23,331	13,193	14,429	8,320	8,902
Contra as Pessoas	13,346	13,820	12,220	12,415	1,126	1,405
Contra Ordem e Tranq. Públicas	1,283	1,490	1,258	1,460	24	29

Fonte: Estatísticas correntes-2000/2001 [Arial 7 point]

O Quadro 1.1, sobre o Movimento Geral de Crimes Reportados à Polícia nos anos de 2000 e 2001, mostra que, de um ano para outro, registou-se um aumento do número de crimes, tanto os conhecidos como os esclarecidos e não esclarecidos. [Text: Times Roman 11 point]

Os Crimes contra a Propriedade apresentam maior número de casos nos dois anos, seguidos dos Crimes Contra Pessoas e, por fim, dos Crimes Contra a ordem e tranquilidade públicas, que revelam menos casos.

Analisando o Gráfico 1.1, temos um aumento para todos crimes reportados de 2000 para 2001. O aumento nos crimes Contra Propriedade foi de (1818) casos sendo este o maior aumento verificado, nos Crimes Contra Pessoas foi de (474) e para os Crimes Contra Ordem e Tranquilidade Pública foi de (207) crimes.

Os Crimes conhecidos contra Propriedade foram reportados mais que metade comparando com os Contra Pessoas e Contra Ordem e Tranquilidade Pública sendo de (59.5%) em 2000 e (60.4%) em 2001.

Gráfico 1.1 Crimes Reportados à Polícia segundo tipo. 2001 and 2002 [Arial 9 point Bold]

[Arial 8 point]
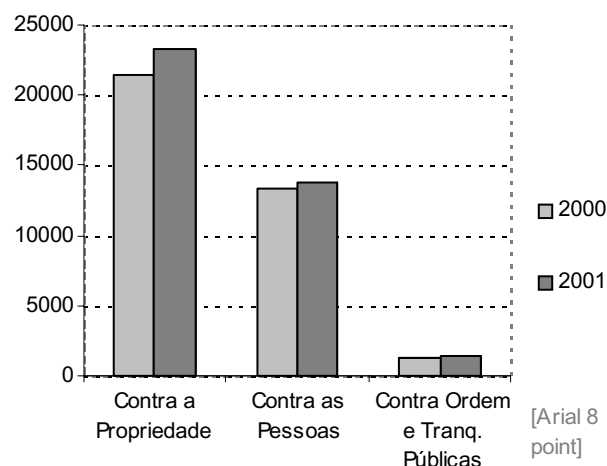
Quadro 1.2. Distribuição Percentual do Movimento Geral dos Tipos de Crimes. %

Tipos de Crimes	Conhecidos		Esclarecidos		Ñ Esclarecidos	
	2000	2001	2000	2001	2000	2001
País	100.0	100.0	100.0	100.0	100.0	100.0
Contra a Propriedade	59.5	60.4	49.5	51.0	87.9	86.1
Contra as Pessoas	36.9	35.8	45.8	43.9	11.9	13.6
Contra Ordem e Tranq. Públicas	3.5	3.9	4.7	5.2	0.3	0.3

Fonte: Estatísticas correntes-2000/2001

Os Crimes conhecidos contra Propriedade foram reportados mais que metade comparando com os Contra Pessoas e Contra Ordem e Tranquilidade Pública sendo de (59.5%) em 2000 e (60.4%) em 2001.