

DRAFT ROADMAP INTEGRATING THE ELEMENTS FOR QUALITY MANAGEMENT IN THE ICBS (A7)

Step	Description	Responsible	Deadline
1	Draw up proposal for the top management, to commit to the adoption and implementation of international quality standards in the ICBS (GSBPM, SIMS and Quality reviews). Including resource estimate and time frame.		
2a	Get green light from the top management.		
2b	Inform the management about the action.		
3	Establishment of a working group for GSBPM pilot (Recommendation approx. three or four members).		
4	The tasks for the working group for GSBPM pilot are: <ul style="list-style-type: none"> • Describe the aim of the pilot • Determine the structure of the pilot (+/- part of quality review and/or SIMS) • Decide on it-tools for the pilot • Discuss directory folder structure and naming conventions • Organization for pilot (who will participate/facilitate) • Select topics for GSBPM pilot • Approval of the plan from the Quality committee (Thursday meeting group) for quality management 		
5	Complete pilot.		
6	Evaluate pilot.		
7	Have a seminar for management (can run in parallel with the second half of the pilot).		
8	Overall evaluation of pilot and seminar for GSBPM.		
9	Draft guidelines for adopting GSBPM.		
10	Work plan for practical integration of the elements for quality management within ICBS, based on the experiences gained in the pilot: <ul style="list-style-type: none"> • GSBPM, including the directory folder structure • SIMS • Quality reviews • Other metadata issues • Organisational structure • Resources • Planning of possible workshops for statistical units 		
11	Complete pilots on the practical integration of the elements for quality management, at the level of the subject matter units (if called for).		
12	Short term implementation plan.		
13	Long term work plan.		
14	Report to the management.		