

Annex E6.2.14 Analysis of existing processes on Labor Force Survey “as-is”. Scenario: extend the questionnaire with 5 new questions

Please note that many descriptions are on at outline level and should be completed

Phase 1 Needs

Elements	Description of element
Description of the work processes	<p>Advisory committee under the auspice of the Public Council for Statistics and subject matter staff prepare document with proposal. Containing plan, alternatives, including needed budget. Top management decides on alternative.</p> <p>Sometimes plan B (more comprehensive)</p>
Input	<p>Requirements from</p> <ul style="list-style-type: none"> • Ministries • Bank of Israel • National Insurance • ILO • International org. • Public at large • Researchers
Output	<p>Document with proposal prepared (variables included)</p> <p>Decisions from top management</p>
People involved	Public Council for Statistics, Subject matter staff
Regulations and guidelines	<p>Statistical Ordinance</p> <p>International regulations.</p>
It applications	<p>Word, excel</p> <p>When introducing bigger changes: tender etc. special software is used</p>

Phase 2 Design

Elements	Description
Description of work-processes	Subject matter staff together with surveys and IT departments, design changes in questionnaire
Input	Proposal with decisions etc. (from Needs phase) – Characterization Document (like RFP), including the final format of the questions (or drawn from questions catalogue) Procedure for survey design Publication Policy Copy of existing questionnaire in Blaise
Output	New questionnaire in Blaise Change in manuals Training of interviewers Variables and code-list : Extract from Blaise (other surveys: word document) Changes in bulletin Changes in design of time series database New questions to be uploaded to the Questions Catalogue Press Release announcing the future changes Comments sent to international organizations Pilot Design
People involved	Methodologist (only specific) Survey division Subject matter staff IT staff
It application / metadata	Blaise, word

Phase 3 Build

Elements	Description
Description of work-processes	IT staff build changes in Blaise, Oracle etc based on input from Design phase
Input from phase 2 Design	New questionnaire in Blaise Changes in manuals Variables and code-lists : Extract from Blaise Changes in design of output database
Output	Changes in SQL server (data tables and applications) Changes in database Changes in program to produce estimates etc
People involved	Methodology IT-specialist
It application	Blaise, Edit, link etc: SAS SQL server for clean data

Phase 4 Data collection

Elements	Description
Description	<p>Pilot Face to face interview (1st Wave rotating panels). Interviewer transmits result at laptop to ICBS. Data is stored in SQL server</p> <p>Survey follow up committee monitors based on input (day to day). Weekly meetings</p>
Input	Blaise tool
Output	<p>Correction and improvement based on Pilot's results Result at laptop Data in SQL server</p>
People involved	<p>Supervisors (1 for every 6 interviewers) Interviewers Subject matter Survey follow up committee, People from it, survey Dept., methodologist)</p>
It application	<p>Blaise, SQL server</p> <p>Software to manage to surveys. Monitor progress etc</p>

Phase 5 Data processing (integrated with data collection)

Elements	Description
Description	Data editing and coding: 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 sqlserver
Output	Clean data in SQL server Flat files (aggregated) for online database Excel tables
People involved	IT, subject matter staff, methodologists
It	SAS, SQL server, SQL server app

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
It application	SQL server, SAS etc

Phase 7 Dissemination

Elements	
Description	<p>Subject matter staff delivers material to internal network place. Dissemination staff publishes according to release calendar.</p> <p>Ping pong with subject matter on text.</p> <p>Sometimes press conference</p> <p>Data for online db to IT-staff. IT staff publish</p>
Input	<p>Bulletin. Explore outliers</p> <p>Press release</p> <p>Flat files (aggregated) for online db</p> <p>Excel tables</p> <p>Publication Policy</p> <p>Revision Policy</p> <p>New introduction and explanations</p>
Output	<p>Bulletin on website</p> <p>Time series db on website</p> <p>Press release on web site</p> <p>Published data – online database</p> <p>Links from press (changes only) to doc on the web-site</p> <p>Quality information included in bulletin</p>
People involved	<p>Staff from dissemination</p>
It applications	<p>Unix file system</p> <p>Apache web server</p> <p>Ibm Informix (used to publish database etc)</p>

Phase 8 Evaluation

Elements	
Description	<p>No systematic evaluation at the end, but during the phases, feedback from external users: phone call/e-mail to dissemination.</p> <p>Ongoing quality assurance is introduced during data collection and data processing.</p> <p>Evaluation of accuracy is done during analysis</p>
Input	
Output	
People involved	
It applications	