

Programme for Activity A2: 20-23 June 2016

Introduction to tools and processes supporting the Code of Practice (CoP)

Mon 20-06-16	Hour	Overall Subject: Introduction to tools used for Quality Management of Official Statistics with focus on QAF and self-assessment <i>Participants: The invited speakers, BC and MS experts, self-assessment teams, reviewers and the Twinning team of Component A. In the morning, together with the middle management.</i> Location: Golan
	08:30	Welcome, by Batia Attali and Charlotte Nielsen Presentation of participants (all)
	08:50	BC: Status and progress made since last Mission in April 2016 , by Batia Attali
	09:00	BC: Introduction to Quality Management of Official Statistics, by Batia Attali BC/MS: Questions
	10:00	MC: Introduction to QAF and self-assessment (Step A), by Karin Blix and Mr. Rasmus Anker Kristiansen BC/MS: Questions
	11:00	Coffee break
	11:15	MS/BC: Introduction to the hands-on exercise this week (Step A), by Ari Paltiel, Karin Blix and Rasmus Anker Kristiansen BC/MS: Questions
	12:00	Lunch break
	13:15	MS/BC: Detailed review by participants of the four draft self-assessment questionnaires in order to determine input required to complete (Step A), by Ari Paltiel, Karin Blix and Rasmus Anker Kristiansen
	14:45	Coffee break
	15:00	BC/MS: Feedback moderated by Ari Paltiel and Karin Blix
	16:00	End of day 1

Tue 21-06-16	Hour	<p>Overall Subject: Introduction to tools used for Quality Management of Official Statistics with focus on the Generic Statistical Business Process Model (GSBPM), and metadata</p> <p><i>Participants: The invited speakers, BC and MS experts, self-assessment teams, reviewers and the Twinning team of Component A. In the morning, together with the middle management.</i></p> <p>Location: Morning: Golan Hall, Afternoon: Computer classroom with the four self-assessment teams and reviewers only.</p>
	08:30	MS: Day 1 Summary, by Karin Blix
	09:00	<p>MS: The Generic Statistical Business Process Model (GSBPM) as an aid for quality review of the production process, by Rasmus Anker Kristiansen</p> <p>BC/MS: Questions</p>
	10:15	Coffee break
	10:30	<p>MS: The role of metadata in the quality management of official statistics, by Karin Blix.</p> <p>BC/MS: Questions</p>
	11:15	<p>MS: The aim and function of the audit reports for quality management, by Karin Blix and Rasmus Anker Kristiansen.</p> <p>BC/MS: Questions</p>
	12:00	Lunch break
	13:15	<p>The four self-assessment teams: Individual work on filling in the self-assessment questionnaires ("hands-on") (Step B+C), incl. input from external sources as needed to supplement missing information.</p> <p>BC and MS will be available for consulting</p>
	14:30	Coffee break
	14:45	<p>The four self-assessment teams: Individual work on filling in the self-assessment questionnaires ("hands-on") (Step B+C), incl. input from external sources as needed to supplement missing information.</p> <p>BC and MS will be available for consulting</p>
	16:00	The four self-assessment teams: Handing-in the completed draft of the self-assessment questionnaires to the reviewers, and end of day 2

Wed 22-04-16	Hour	Overall Subject: Test and evaluation of self-assessment questionnaire <i>Participants: Morning – two self-assessment teams, reviewers, heads of divisions for all subjects. Twinning team. Afternoon - without the self-assessment teams</i> Location: Golan hall
	08:00	<i>Self-assessment teams and review team (Step D): Parallel reviews of the two questionnaires of the two self-assessment teams</i>
	10:00	<i>Break (SCM meeting at Arbel Hall)</i>
	12:30	Lunch break
	13:45	<i>Reviewers: Drafting the outlines of the audit reports (as presentations, with bullets for main findings) (Step E), separately by the two review teams</i>
	15:15	<i>BC/MS: Discussions and conclusions of day 3</i>
	16:00	<i>End of Day 3</i>

Thur 23-04-16	Hour	Overall Subject: Test and evaluation of self-assessment questionnaire. Debriefing and Activity conclusions <i>Participants 08:30-10:30: Two self-assessment teams and reviewers.</i> <i>Participants 10:30-12:30: The four self-assessment teams, reviewers, Head of divisions for all subject units, the Middle Management.</i> <i>Participants 14:30 – 16:30: The Twinning group for component A</i> Location: Arbel Hall
	08:30	<i>Self-assessment teams and review team (Step F): Final Meeting for Team 1</i>
	09:30	<i>Self-assessment teams and review team (Step F): Final Meeting for Team 2</i>
	10:30	<i>Reviewers: Presentation of the final self-assessment report 1 in bullet points (Step G)</i> <i>Self-assessment teams: Brainstorm/input for an Action Plan for group 1 (Step H).</i>
	11:30	<i>Reviewers: Presentation of the final self-assessment report 2 in bullet points (Step G)</i> <i>Self-assessment teams: Brainstorm/input for an Action Plan for group 2 (Step H).</i>
	12:30	<i>Lunch break</i>
	14:30	<i>BC/MS: Debriefing and Activity conclusions</i>
	16:30	<i>End of activity</i>

BC = Beneficiary Country (Israel)

MS = Member State (Denmark)

ICBS = Israeli Central Bureau of Statistics

CoP = Code of Practice

GSBPM = Generic Statistical Business Process Model

QAF = Quality Assurance Framework

Material to be prepared before the Activity:

Translation of Quality Assurance Framework of the ENP-South countries Statistical Systems into Hebrew and translation of excel questionnaire

Other tasks to be done before the Mission

Volunteers representing four subject units need to be found

Reviewers need to be found

Activities to be performed after the Mission

For all four self-assessment groups step D – H will be finalized within in week of Mission A2 with assistance of the experts ICBS. All four groups will finalize the Final reports and Actions plan at the end of the week following the Mission. Reports will be handed in to the ICBS experts.

Two weeks after the Mission, a meeting will be held with the four teams for Feedback on the self-assessment process.