

Terms of Reference

EU Twinning Project IL/12 CRIS 2015/370-467

20-23 June 2016

Component A: Quality Management of Official Statistics

Activity A.2: Introduction to tools and processes supporting the Code of Practice (CoP)

0. Mandatory results and benchmarks for the component

Mandatory results:

- *The establishment of an organizational system (organizational unit and work processes) responsible for the Quality Management of official statistics in ICBS and in the NSS. (February 2018)*

Benchmarks:

- **IA1:** *Working procedures, scope of statistical products, methods and tools defined for all interfaces (Ultimo November 2016)*
- **IA2:** *Formal organizational structure including a designated unit, referents in ICBS and in the NSS, task forces and committees (with well-defined mandates) proposed to the Public Council for Statistics (Medio February 2017).*
- **IA3:** *Staff trained to evaluate the quality of processes and statistical outputs generated in ICBS and in the NSS (Ultimo June 2017)*
- **IA4:** *Proposal drafted regulating the quality assurance of statistical products or organizational units in the NSS (such as the Information and Statistics Division in the Bank of Israel), as complying with the required national quality standards for official statistics (Ultimo August 2017)*
- **IA5:** *Draft raising awareness strategy formulated (Ultimo August 2017)*
- **IA6:** *Training program on quality policy and on the implementation of quality standards in the relevant bodies in the NSS (Ultimo November 2017)*
- **IA7:** *Multi-year national work plan for the implementation of the quality principles in the NSS elaborated (Ultimo November 2017)*

1. Purpose of the activity

The main purpose of the present activity is to get practical hands-on experiences and feedback on tools supporting the implementation of Code of Practice at National Statistical Institutions.

The activity will include presentation of guidelines and procedures, specifically:

- Self-Assessment including the review process
- Quality Assurance Framework (QAF)
- The Generic Statistical Business Process Model (GSBPM),
- Metadata management – in the context of the production of quality reports

Hands-on exercises including feedback for ICBS subject units on:

The Quality Assurance Framework of the ENP-South countries Statistical Systems translated into Hebrew is used as a provisional model for the *self-assessment*. The self-assessment will follow the roadmap shown below in figure 1:

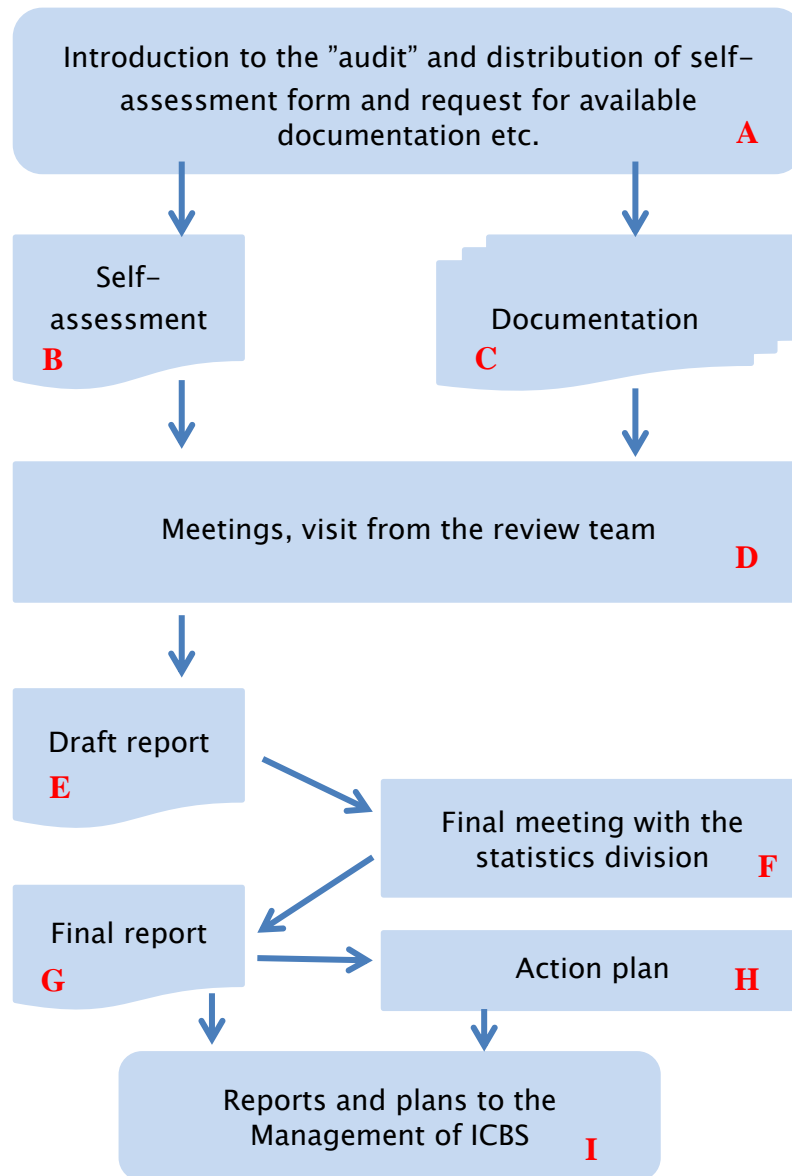


Figure 1: Road map for self-assessment

The hands-on exercise steps A – C will be done as Pilots for four selected statistical processes representing four different units, optimally including representatives from Macro Business and Infrastructure Statistics as well as Micro economic Social and Demographic statistics. They will constitute four self-assessment teams.

The volunteers will then produce/fill in a self-evaluation based on QAF with assistance from the experts from Statistics Denmark and ICBS (steps A – C). Then two selected units and the experts from both Statistics Denmark as well as ICBS, will perform together steps D – H during the activity week, in the form of bullet points, while the two other units will carry out those the week following the activity (with assistance of ICBS experts only). However, all four groups will finalize a written Action plan (step H) and Final Report within the week following the Mission and transmit it to the ICBS experts. In an internal ICBS

meeting the action plans will be reviewed and the groups will provide their feedback on the exercise. that all units will be invited to attend the discussions for steps D-H with the two selected units

For the hands-on exercise **it will essential to get feedback from volunteers on what is difficult, what is lacking, what improvements could be done, how will it change my daily work if it is implemented, where do I see the benefit etc.**

Discussions:

- Initiation of a draft for road map
- Planning of future activities in the component

2. Expected output of the activity

- *Activity report*
- *Hands-on experiences and feedback on the Israeli adaptation of tools supporting the Code of Practice (CoP)*
- *Draft for road map*

3. Participants

BC activity organizers

- **Ms. Batia Attali**, Component leader
- **Mr. Ari Paltiel**, The Government Statistician Dept, Ari@cbs.gov.il

Metadata Steering Committee and Implementation Team

- **Mr. Oz Shimoni**, Head of Metadata Steering Committee and Head of Macro-economics Department
- **Mr. Tom Caplan**, The Government Statistician Dept, tomc@cbs.gov.il

Self-assessment teams

- **Ms. Shoshi Einhorn**, shoshie@cbs.gov.il, **Ms. Dvorit Angel**, dvorita@cbs.gov.il
- **Mr. Dan Sheinberg**, dans@cbs.gov.il
- **Alla Proskorovsky**, allap@cbs.gov.il and **Larisa Fleishman**, larisaf@cbs.gov.il
- **Tali Shalem**, shalem@cbs.gov.il
- **Doron Sayag**, dorons@cbs.gov.il

Reviewers

- **Mr. Ahmad Hleihel**, ahmadh@cbs.gov.il and/or **Ms. Olivia Blum**, blum@cbs.gov.il
- **Yossi Gidanian**, Gidanian@cbs.gov.il and/or **Adnan Mansur**, adnanm@cbs.gov.il
- **Merav Yiftach**, meravo@cbs.gov.il, and/or **Boaz Ben Aharon**, boazb@cbs.gov.il
- **Oz Shimoni**, ozs@cbs.gov.il and/or **Naomi Frish-Tsahman**, noemif@cbs.gov.il

Middle management from subject units and related experts

MS experts

- **Ms. Karin Blix**, Chief Advisor Department of Methodology and Analysis, Statistics Denmark, MS Component Leader for component A; kwb@dst.dk
 - *Specialist knowledge:* Quality Management, Broad experience from research and different subject areas: housing, prices, environmental accounting, education and trade statistics
- **Mr. Rasmus Anker Kristiansen**, Head of Section, Service Producer Price Index (SPPI), Statistics Denmark; rak@dst.dk
 - *Specialist knowledge:* CoP, Self-assesment, implementation of GSBPM in statistical production

Twining Staff

- **Mr. Yoel Finkel**, BC Project Leader, Associate Government Statistician, yoel@cbs.gov.il, assisted by **Ms. Sigalit Mazeh**, Director, International Relations and Statistical Coordination Department, sigalit@cbs.gov.il
- **Ms. Batia Attali**, RTA Counterpart, BC Component Leader for component A, International Relations and Statistical Coordination Department, batia@cbs.gov.il
- **Ms. Charlotte Nielsen**, Resident Twinning Adviser cln@dst.dk , CharlotteN@cbs.gov.il
- **Ms. Tamar Rand**, Resident Twinning Adviser Assistant, TamarRa@cbs.gov.il

4. Current Status of Quality Management in Official Statistics at ICBS (*quotes from the Twinning contract*)

Official statistics in Israel is mainly produced by ICBS, but also by Ministries and national institutions that form together the NSS. However, since statistics is not core business of other institutions than ICBS they often lack the power to engage their top management in investing resources in statistical development. They use their administrative data generated via their daily functioning and not designed for statistical purposes. Moreover, the statistics produced is not always in line with international standards.

A lesson learned in the previous Twinning project is that there is a need for ICBS and its partners in the NSS to develop infrastructures, in order to engage modernization of the production processes of official statistics. European and international standards should be adopted – inter alia, the European Statistics Code of Practice (ES CoP), which has been formally adopted by ICBS top management in 2014. At the same time, following the State Comptroller's report, ICBS management started promoting mechanisms for coordination of the NSS, to streamline and ensure the quality of official statistics produced.

As part of this Twinning project, ICBS is willing to foster quality management and assessment of official statistics in Israel, both in ICBS and in the NSS. The main objective is to bring the NSS partners to acknowledge the need for the NSS to act as one system, adhering to agreed-on quality standards.

Moreover, the Statistics Code of Practice for the European Neighbourhood South countries, approved in Luxembourg in May 2015, refers to all producers of official statistics in the NSS as follows:

Principle 4: Commitment to Quality. *The National Statistical Institute and other producers of official statistics are committed to quality. They systematically and regularly identify strengths and weaknesses to continuously improve process and product quality.*

Principle 16: Coordination and Cooperation. *Coordination and cooperation in statistics contribute to the improvement of the quality of official statistics in the national statistical systems of the ENP-South countries.*

Furthermore, on May 19th 2015, the Amendment of Regulation (EC) No 223/2009 on European Statistics, COM(2012) 167, has been adopted reinforcing the principles of professional independence, coordination of the national statistical systems and the need to establish commitments on confidence.

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 <i>Presentation of participants (all)</i>
	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	MS: The Generic Statistical Business Process Model (GSBPM) as an aid for quality review of the production process, by Rasmus Anker Kristiansen BC/MS: Questions
	10:15	Coffee break
	10:30	MS: The role of metadata in the quality management of official statistics, by Karin Blix. BC/MS: Questions
	11:15	MS: The aim and function of the audit reports for quality management, by Karin Blix and Rasmus Anker Kristiansen. BC/MS: Questions
	12:00	Lunch break
	13:15	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. BC and MS will be available for consulting
	14:30	Coffee break
	14:45	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. BC and MS will be available for consulting
	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	Self-assessment teams and review team (Step D): Parallel reviews of the two questionnaires of the two self-assessment teams
	10:00	Break (SCM meeting at Arbel Hall)
	12:30	Lunch break
	13:45	Reviewers: Drafting the outlines of the audit reports (as presentations, with bullets for main findings) (Step E), separately by the two review teams
	15:15	BC/MS: Discussions and conclusions of day 3
	16:00	End of Day 3

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	Self-assessment teams and review team (Step F): Final Meeting for Team 1
	09:30	Self-assessment teams and review team (Step F): Final Meeting for Team 2
	10:30	Reviewers: Presentation of the final self-assessment report 1 in bullet points (Step G) Self-assessment teams: Brainstorm/input for an Action Plan for group 1 (Step H).
	11:30	Reviewers: Presentation of the final self-assessment report 2 in bullet points (Step G) Self-assessment teams: Brainstorm/input for an Action Plan for group 2 (Step H).
	12:30	Lunch break
	14:30	BC/MS: Debriefing and Activity conclusions
	16:30	End of activity

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.