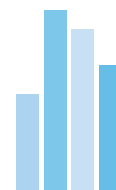


Planning peer review in DoS

Naja Andersen &
Lars Thygesen



Peer review

Phase 1 Self-assessment

- Self-assessment questionnaire re. implementation of Code of Practice
- Documentation needed for all answers

Phase 2 Review visit

- Independent reviewers
- 5 day visit to NSI - audit-inspired approach
- Involvement of users (media, researchers, ministries etc.) and data providers

Phase 3 Recommendations and improvement actions

- Review-report and recommendations
- NSI formulates 'improvement actions'

Peer review

Phase 0 – initiate and prepare

- Contact Claudia Juncker, Eurostat, to initiate process
 - Apply
 - Decide on timeframe etc...
-
- Start working with QAF

Peer review

Phase 1 – Self assessment

1. Organisation

1.1. Who has the overall responsibility for the questionnaire?

- Establish peer review committee to be responsible for the self-assessment questionnaire
- Final approval by Director General

1.2. Who is responsible for filling in the different parts of the questionnaire?

- Each member of the peer review committee is responsible for the answers to one or more principles of the CoP (coordinates experts input)
- For each indicator of the CoP, relevant experts are appointed to be responsible for drafting the answer

1.3 Who coordinates?

- Quality manager

Peer review

Phase 1 – Self assessment

2. Planning

2.1. Define proces for drafting and approval of the questionnaire?

- 1st draft by responsible peer review committee member
- 1st draft is discussed in all departments and revised by responsible peer review committee member (2nd draft)
- Discussion of 2nd draft in peer review committee
- 3rd draft by responsible peer review member
- 3rd draft approved by Director General (and if needed revised)
- 4th (final) draft submitted to peer reviewers

2.2. Prepare work schedule/deadlines

Self-assessment	Responsible	1st draft (to departments)		1st draft feedback from departments		2nd draft (to steering committee)		Steering committee meeting	3rd draft (to management)		Management meeting - approval	4th - final version	
		Deadline	Completed	Deadline	Completed	Deadline	Completed		Date	Deadline		Completed	Date
Princip 4: Commitment to Quality	LTH	27.02.2014	03.03.2014	12.03.2014		19.03.2014 kl.12	12.03.2014	21.03.2014	10.04.2014		24.04.2014	28.04.2014 kl.10	
Indicator 4.1:	<u>MGN, KWI</u>		22.01.2014										
Quality policy is defined and made available to the public. An organizational structure and tools are in place to deal with quality management.	MGN, KWI												
Indicator 4.2:	<u>MGN</u>		27.02.1024										
Procedures are in place to plan and monitor the quality of the statistical production process.													
Indicator 4.3:	<u>MGN</u>												
Product quality is regularly monitored, assessed with regard to possible trade-offs, and reported according to the quality criteria for European Statistics.													
Indicator 4.4:	<u>MGN</u>												
There is a regular and thorough review of the key statistical													



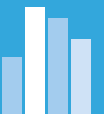
Peer review

Phase 1 – Self assessment

3. Documentation and information

2.1. Establish system for compiling documentation (library)

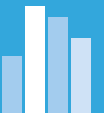
2.2. Inform employees about the peer review



Peer review

Phase 2 – Peer review visit

1. Prepare programme together with peer reviewers
2. Invite external participants
3. Invite internal participants
4. Logistics etc.



Peer review

Phase 3 – Improvement actions

- Formulate improvement actions based on peer reviewers recommendations
- Procedures for follow-up and monitoring