

Statistical Production Processes Handbook

(Summary)

1. According to Statistics Portugal mission, quality commitment is a milestone for statistical production and dissemination processes, duly aligned with the European Statistics Code of Practice and the General Guidelines of Official Statistical Activity 2013-2017.
2. The Statistical Production Processes Handbook (last version dated 2010) identifies and systematically documents all the phases, processes and sub-processes that are encompassed in every statistical survey/statistical activity. It also enables identifying the connections and linkages between related activities, which allow a better and more effective functioning of the organization at process level.
3. Taking into account the core activity of Statistics Portugal this document constitutes a reference for SP staff for those in particular who are directly involved in performing specific tasks of the process of production and dissemination of a survey/statistical activity.

Other documents related to this handbook are:

- The Quality Charter;
- The Dissemination policy;
- The Revisions policy;
- The Confidentiality Charter;
- The Methodological Documents per statistical activity.

4. The process Model is organized into 4 phases deployed into processes and sub-processes, and it is organized as follows:

- Identification and description of the phases, processes and sub-processes of a survey/statistical activity;
- Identification of the documentation to be produced within each process;
- Identification of reference documents to be used in each process;
- The production process matrix – a summary of the production process at the level of tasks, identifying the responsibilities of each unit involved.

5. The phases identifying the major stages of the statistical production and the process/sub process are:

- **Conception:** includes three processes related with the first planning stage of the statistical operation, such as technical dialogue between the various stakeholders and the feasibility and the methodological studies.
- **Development:** Includes the processes related with the development of statistical methods and respective infrastructure, as well the data collection process and data treatment and analysis processes. The security of statistical information process is also included in this phase.
- **Dissemination:** Includes the tasks concerning the main objective of the statistical production process, i.e. to disseminate to society quality official statistical information



according to international best practices. SP Portal is the main channel for the dissemination of statistical data. It releases at first-hand all official statistics, including those produced under ONA – i.e., those entities with whom SP signed a Protocol for delegation of statistical functions – and which are simultaneously released on their websites.

- **Assessment:** includes horizontal tasks related with quality assessment during the statistical production process. The result of the quality assessment aims at identifying strengths and weaknesses along the process and improvement actions for the quality of the statistical production, for further corrections.

6. The following scheme presents the business model at Phase, Process and Sub-Processes level:

