

# Statistical Production Process Handbook

3<sup>rd</sup> edition – V.2.0 – 2020

## Summary

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1. According to Statistics Portugal mission and duly aligned with the [European Statistics Code of Practice](#) and the [General Guidelines of Official Statistical Activity 2018-2022](#), quality commitment is a fundamental value for statistical production and dissemination.
2. The Statistical Production Process Handbook (3rd edition – V.2.0 – 2020) identifies and documents the statistical production process systematically, following the principles and organization of [version 5.1 of the Generic Statistical Business Process Model](#) (GSBPM), developed by the UNECE, at the phase and sub-process levels. It also includes a higher level of detail through the identification of the main tasks and responsibilities associated with each of the sub-processes.
3. The main objectives of this handbook are: i) to establish a common language that facilitates communication about the statistical production process; ii) to identify synergies throughout the production process concerning the various tasks and the units in charge of these activities.
4. The current version constitutes a scheduled revision of this document. The strengthening of activities connected to the integration of data from alternative sources in statistical production, including data validation, processing and analysis, in the face of the development of the National Data Infrastructure at Statistics Portugal, can be highlighted as the most relevant change from the previous version.
5. The Statistical Production Process Model is organized into 3 stages, 8 phases and 44 sub-processes. The first three phases refer to the design stage of the statistical operation, the following four to its implementation, and the last stage to the evaluation of the quality of the operation. The Handbook has the following structure:
  - Presentation of each phase
    - Main objectives;
    - Reference to its sub-processes.
  - Description of each sub-process
    - Clarification of the most relevant aspects related to the sub-process;
    - Description of the sub-process's main tasks, including their chronological order in the production process
    - Identification of main departments/units regarding each task, as well as other stakeholders

- Identification of the practical applicability of the task according to the type of statistical activity (new or ongoing), data sources (census or sampling survey, administrative source) and the type of statistical results (primary or secondary statistics).
- Summary of each phase as a diagram
  - Sub-process input data and documentation;
  - Sub-process outputs, including specific documentation.

## Statistical Production Process Model – Stages, phases and sub-processes

