

Statistical Production Process Handbook

 3^{rd} edition – V.2.0 – 2020

Summary

- According to Statistics Portugal mission and duly aligned with the <u>European Statistics Code</u>
 <u>of Practice</u> and the <u>General Guidelines of Official Statistical Activity 2018-2022</u>, 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 ach 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

DESIGN			OPERATION				EVALUATION
Specify Needs	Design	Build	Collect	Process	Analyse	Disseminate	Evaluate
1.1 Identify needs	2.1 Design outputs	3.1 Reuse or build collection instruments	4.1 Create frame and select sample	5.1 Integrate data	6.1 Prepare draft outputs	7.1 Update output systems	8.1Gather evaluation inputs
1.2 Consult and confirm needs	2.2 Design variable descriptions	3.2 Reuse or build processing and analysis components	4.2 Set up collection	5.2 Classify and code	6.2 Validate outputs	7.2 Produce dissemination products	8.2 Conduct evaluation
1.3 Establish output objectives	2.3 Design collection	3.3 Reuse or build dissemination components	4.3 Run collection	5.3 Review and validate	6.3 Interpret and explain outputs	7.3 Manage release of dissemination products	8.3 Agree an action plan
1.4 Identify concepts	2.4 Design frame and sample	3.4 Configure workflows	4.4 Finalise collection	5.4 Edit and impute	6.4 Apply disclosure control	7.4 Promote dissemination products	
1.5 Check data availability	2.5 Design processing and analysis	3.5 Test production systems		5.5 Derive new variables and units	6.5 Finalise outputs	7.5 Manage user support	
1.6 Prepare and submit business case	2.6 Design production systems and workflow	3.6 Test statistical business process		5.6 Calculate weights	Phase	e	
		3.7 Finalise production systems		5.7 Calculate aggregates			
→ Stage				5.8 Finalise data files	Sub-process		