

Statistical Production Process Handbook

3rd edition – V.1.0 22/12/2017

Summary

1. According to Statistics Portugal mission, quality commitment is a milestone for statistical production and dissemination, duly aligned with the European Statistics Code of Practice and the General Guidelines of Official Statistical Activity 2018-2022.
2. The Statistical Production Process Handbook (3rd edition – V.1.0 – 22/12/2017) identifies and documents the statistical production process systematically, following the principles and organization of version 5.0 of the Generic Statistical Business Process Model (GSBPM), presented 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 their respective responsibilities.
4. The presented Model is organized into 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
 - Indication of the main objectives;
 - Reference to the sub-processes comprised by it;
 - Identification of the specific documentation to be produced.
 - Description of each sub-process
 - Clarification of the most relevant aspects related to the sub-process;
 - Description of the tasks involved, including their chronological order in the production process; identification of those responsible and other stakeholders; identification of the practical applicability of the task according to the type of statistical operation.

Statistical Production Process Model - phases and sub-processes

