Applying Statistical Business Process Documentation in Egypt - The Challenges Overcome

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Background

- After finishing the 2006 census, CAPMAS embraced applying open data approach.

- By the end of 2009, CAPMAS coordinated with OECD to apply that approach in a standardized way.

- a Metadata Unit is established to enhance statistical departments disseminating their data and provide them with training and technical support.

- **OECD: Organization for Economic Cooperation and Development**

Background (Cont.)

- The project characterized by delaying the timeline of data dissemination.

- The assessment of the business process of the project showed that:

- There is no unified data preservation system to be retrieved easily.

- Lack of interdepartmental coordination to compile the materials (bulletins - microdata - information on data collection , data editing … etc.).

- There is no documentation for any statistical of production phases(i.e. losing a lot of important information related to the statistical memory of CAPMAS

Apply the GSBPM model

1- Establishing a model including all phases of statistical data production (in points)
- Every management has its own understanding for each point (plus Metadata unit) managers)

Collect		
	4.1	Frame updating and selecting the sample
	4.2	Data collection mechanism (staff - training manuals- distribute the frame on the governorates)
	4.3	Timeline of Data Collection
	4.4	Plan to ensure data security collected
	4.5	Printing the Questionnaire and the frame
	4.6	Reports of following-up the data-collection
	4.7	communication with the Respondents.
	4.8	Response Rates
	4.9	Reports placing data collected in the electronic environment
	4.10	Mechanism and rules of preserve correspondence, memoranda, forms, contracts and place of preservation
	4.11	Rules and methods of documents 'disposal

Apply the GSBPM model (Cont.)

2- Mapping to the GSBPM

GSBPM		CAPMAS' Statistical Business Process Model
1 Specify Needs		Plan
2 Design		
3 Build		
4 Collect		Collect
5 Process		Process
6 Analyze		Analyze
7 Disseminate		Disseminate
8 Archive		
9 Evaluate		

Only four phases in CAPMAS model (Collect- Process - Analyze - Disseminate) are identical with GSBPM model

Each staff member read his related phase and write his documentation in the correspnding phase in an empty template

Apply the GSBPM model (Cont.)

4- Embedding the project in "The Metadata Unit"

-Metadata unit has already existed

-Establishing new department:
  (Metadata Management)
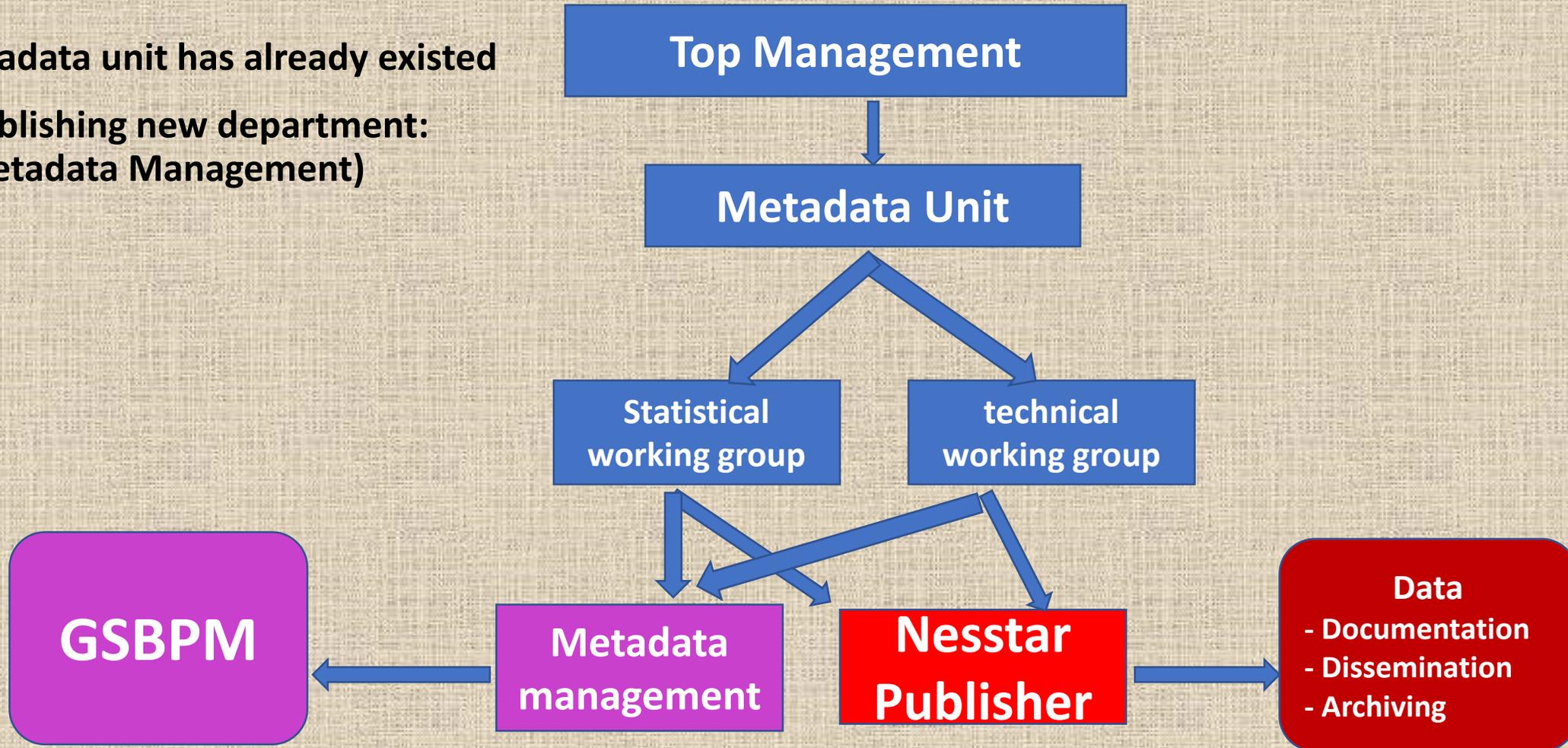
Apply the GSBPM model (Cont.)

**4- Establishing Metadata folder on the server for:**

- Nesstar Publisher
- GSBPM
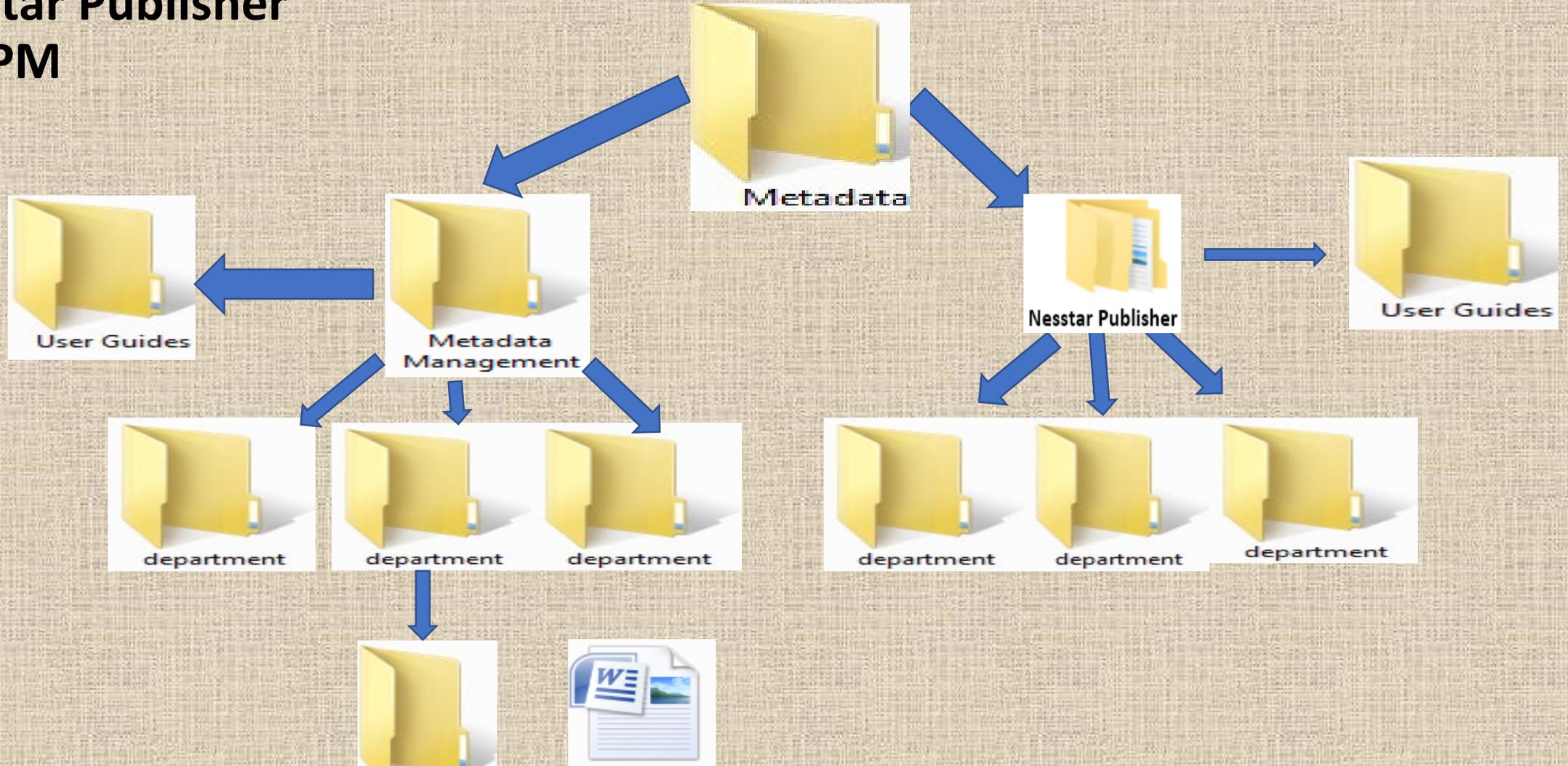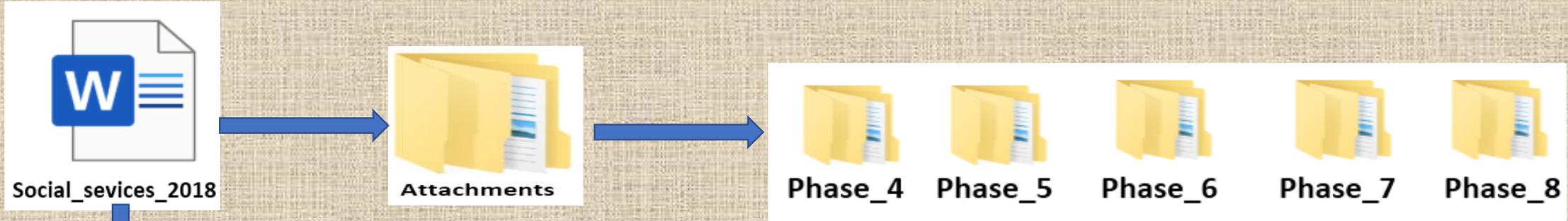
المرحلة 4 – الجمع   Phase 4- Collect

4.1. Create frame and select sample انشاء الاطار واختيار العينة **4.1**

قامت الادارة العامة لاحصاءات الخدمات بتحديث الاطار الخاص بخطة 2016 - 2017 بناءأ علي نماذج التحويلات والمستجدات والمستبعدات الواردة من قطاع الفروع الاقليمية اثناء جمع البيانات بخطة 2016 - 2017

4.2. Set up collection الإعداد لجمع البيان **4.2**

- التوقيت الزمني لجمع البيان من 4/1 حتى 2017 /5/30 طبقأ للخطة.

تشمل نشرة الخدمات الاجتماعية عدة إحصائيات كــالاتــى :

1 – إحصـاء نشاط النقابات المهنية (الاستمارة 100 أ . م . أ . س) .

2 – إحصـاء نشاط اللجان النقابية (الاستمارة 102 أ . م . أ . س) .

3 – إحصـاء نشاط دور الحضانة فى القطاع العام/ الاعمال العام (الاستمارة 104 أ . م . أ . س) .

- يتم الحصول علي البيانات بطريقتين

1- - عن طريق جمع البيانات حيث تم الاتي

- قامت الادارة العامة لاحصاءات الخدمات بعمل اذن طبع وإرساله للمطبعة لطباعة الاستمارات السابق ذكرها مرفق رقم (1).
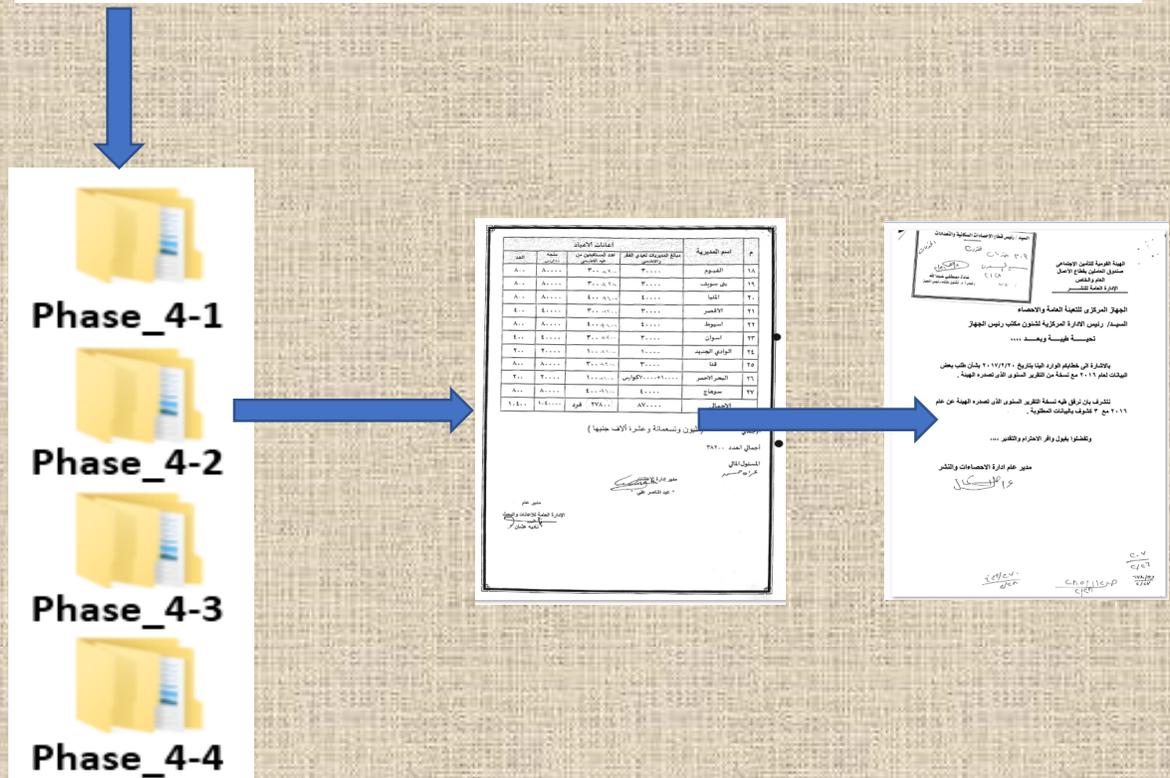
Apply the GSBPM model (Cont.)
6- GSBPM documentation workflow
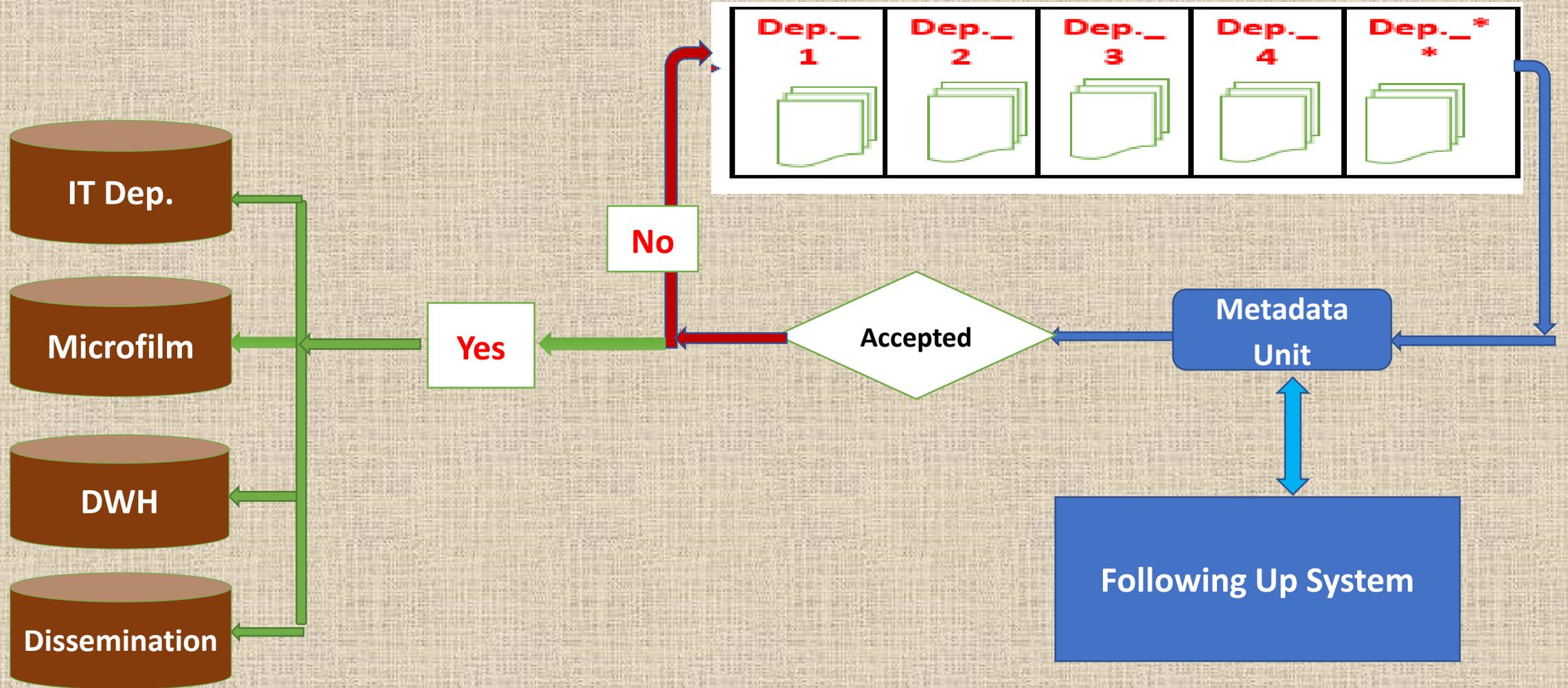
The challenges of applying the model

- Obstacle :Resistance of staff members to apply the model.

- Solution :documentation is an essential part of the statistical data production process to maintain the history of data production as it is considered the memory of CAPMAS that enable any staff member to retrieve any required information in the future easily.

- Obstacle: The model contains about 44 subprocesses to fill may cause overlapping among departments

- **Solution:** The unit has drawn a map for the phases and departments to enable the department to define its phase to fill without exceeding it to another phases.

- **Obstacle: difficulties to document some phases or subprocesses**

- **Solution:** Unit has been guided by external reports (like CYSTAT - Hungary) to study these phases and enable departments that have the same difficulties in documenting their work in light of those reports.

Benefits achieved

- Applying GSBPM has demonstrated that it has achieved a comprehensive and integrative view of the staff members that together produce the statistical products and maintained it for future usage or modernization.

- As the nature of standardized phases of the model, it is used in CAPMAS to communicate internally and externally with other organizations for studying to achieve best practices.

- Good preservation for the documented materials and their attachments according to each own phase helped to retrieve the materials (questionnaire - bulletin - press release - datasets) required for publication on the CAPMAS' website according to timeline accurately.

Future plan

- To implement and manage the quality of the statistical products, CAPMAS has translated "Quality Indicators for the Generic Statistical Business Process Model (GSBPM) - For Statistics derived from Surveys" (Version 1.0, May 2016) into Arabic under the title

- "مؤشرات الجودة لنموذج المنهجية العامة للعمل الإحصائي (GSBPMللإحصاءات المستمدة من المسوح"

and published it in GSBPM Resources Repository and apply some of its indicators when documenting the statistical products.

- As part of the modernizing official statistics, phase eight (evaluation) still in need of activation for some departments which, accordingly, activate documentation the first three phases.

- A number of statistical models that can be integrated with GSBPM will be subject to revision to apply such as Generic Activity Model for Statistical Organizations (GAMSO), Generic Statistical Information Model (GSIM) and Common Statistical Production Architecture (CESPA).

Conclusion

- Applying "GSBPM" has proved the need for strong support from the top management, as this initiative requires an institutional and cultural shift for both of the statistical metadata system and the staff members.

- Resistance and rejection from the department's staff members were expected, as they do not see clearly the advantages that may derive from this work, but only additional work burden they will do.

- Although the staff members who are involved in these works have the commitment towards their tasks, they are permanently in need of getting training and assistance to facilitate the achievement of high-quality documentation

- The effective follow-up system is essential for the project success, otherwise, the importance of work will gradually diminish and the staff members will stop performing it in the future.

Thank You