



GSBPM in GStat

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GSBPM in GAsStat : from GaStat Business Manual to standard GSBPM

Mapping exercise from the GaStat Business Manual to the standard GSBPM v5.0

The mapping exercise takes into account GaStat needs, organisation and ongoing work (e.g. the implementation of Daleel monitoring software)



دليل إجراءات الأعمال الإحصائية



GaStat Business Manual

1. Scope	2. Design	3. Organization	4. Collection	5. Curation	6. Review	7. Dissemination	8. Evaluation
1.1 Understand Statistical Needs	2.1 Design the Dissemination Process	3.1 Preparing Procedural Workflow of Statistical Work	4.1 Preparing the Data Collection Process	5.1 Linking Datasets	6.1 Validating Data Output	7.1 Production of Dissemination Products	8.1 Collecting Evaluation Inputs
1.2 Prepare Statistical Solutions	2.2 Identify communities, concepts, and statistical variables	3.2 Test and Finalize the Procedural Workflow of Statistical Work	4.2 Data Collection and Upload	5.2 Classification and Coding	6.2 Data Confidentiality Treatment	7.2 Release of Dissemination Products and Services	8.2 Conducting the Evaluation
	2.3 Design data collection process		4.3 Validating Collected Data	5.3 Extracting the Variables	6.3 Data Output Interpretation		
	2.4 Design statistical framework and sample			5.4 Validating Data Input into the Curation Process	6.4 Authorization of Output		
	2.5 Design the Curation and Review processes			5.5 Creating the Data Output			
	2.6 Design Statistical Work Procedures						
	2.7 Design Quality Assurance and Evaluation Processes						
		9. Administration					
9.1 Planning		9.2 Monitoring			9.3 Adjustment		



GSBPM version v5.0

Quality Management / Metadata Management							
Specify Needs	Design	Build	Collect	Process	Analyse	Disseminate	Evaluate
1.1 Identify needs	2.1 Design outputs	3.1 Build collection instrument	4.1 Create frame & select sample	5.1 Integrate data	6.1 Prepare draft outputs	7.1 Update output systems	8.1 Gather evaluation inputs
1.2 Consult & confirm needs	2.2 Design variable descriptions	3.2 Build or enhance process components	4.2 Set up collection	5.2 Classify & 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 Build or enhance dissemination components	4.3 Run collection	5.3 Review & validate	6.3 Interpret & explain outputs	7.3 Manage release of dissemination products	8.3 Agree an action plan
1.4 Identify concepts	2.4 Design frame & sample	3.4 Configure workflows	4.4 Finalise collection	5.4 Edit & impute	6.4 Apply disclosure control	7.4 Promote dissemination products	
1.5 Check data availability	2.5 Design processing & analysis	3.5 Test production system		5.5 Derive new variables & units	6.5 Finalise outputs	7.5 Manage user support	
1.6 Prepare business case	2.6 Design production systems & workflow	3.6 Test statistical business process		5.6 Calculate weights			
		3.7 Finalise production system		5.7 Calculate aggregates			
				5.8 Finalise data files			



GSBPM in GStat - documenting the pilot survey

- Target of the work: document pilot survey using GSBPM phases
- Help GaStat in using the standard GSBPM 5.0
- Define a “standard” Excel sheet that can be used as a basis for the documentation of other GaStat surveys
- Help in:
 - Defining the tasks and the units responsible/involved
 - Document methodologies and quality actions
 - Identify improvement actions and IT components



The tool

GAStat Survey								
			Description					
GSBPM description	Departement responsible	Mapping to GaStat Business Manual	Statistical methods used	Quality control	Quality indicator(s)	Quality Dimension	Suggestions for improvement	IT components / software
1. Specify needs		1. Scope						
.....		...						
2. Design		2. Design						
2.1. Design outputs		2.1. Design the dissemination process						
2.2. Design variable descriptions		2.2. Identify common concepts and statistical variables						
.....		...						



The columns

- A-B - GSBPM phase: here you can find the code and the description of GSBPM 5.0 phases and sub-processes
- C - GaStat directorate in charge for the phase: derived from the Excel file and from GaStat Business Manual
- D - Mapping to GaStat Business Manual activity
- E - Statistical methods used: statistical activities and/or methodologies used to implement the step
- F - Quality controls: activities carried out to ensure the Quality of the step



The columns

- G - Quality Indicators – quantitative or qualitative measurable indicators that can measure the quality of the statistical process; beside indicators also targets can be inserted
- H - Dimension – Quality dimension measured by the indicator; quality dimensions are those listed by United Nations in National Quality Assurance Framework (<https://unstats.un.org/unsd/dnss/qualitynqaf/nqaf.aspx>)
- I - Suggestion for improvements: methodological and/or technical innovations that can improve the quality of the activity
- L - IT components / software: hardware and software components used to implement the activities of the step



The sheet

	A	B	C	E	F	G	H	I	J
1	Template for GSBPM in GStat Survey "Culture and Entertainment"			New survey, starting nov 2018, annual					
2									
3									
4		GSBPM description	Departement responsible	Statistical methods used	Quality control	Quality indicator(s)	Dimension	Suggestions for improvement	IT components / software
5	1.	Specify needs							
6	1.1.	Understand statistical needs	Innovation	Vision 2030 request by Authority for Culture	Agreement with Culture Authority (see minutes/mail/doc)	Stakeholders identified and involved	Relevance		
7	1.2.	Consult and confirm needs	Innovation	Vision 2030 request by Authority for Culture	Agreement with Culture Authority (see minutes/mail/doc)	Resource requirements for the output considered	Relevance		
8	1.3.	Establish output objectives	Innovation	Vision 2030 request by Authority for Culture	Agreement with Culture Authority (see minutes/mail/doc), check with international standards		Relevance		
9	1.4.	Identify concepts	Innovation				Relevance		
10	1.5.	Check data availability	Innovation		Check with International standards	Stakeholders confirmed detailed statistical needs as documented	Relevance		
11	1.6.	Prepare business case	Innovation						
12	2.	Design							
13	2.1.	Design outputs	Innovation		Assessment of needs of stakeholders	Percentage of/Extent to which outputs fulfil users' needs (and/or priority needs)	Relevance		
14	2.2.	Design variable descriptions	innovation			Percentage of/Extent to which new concepts, definitions and classifications are introduced (provide	Managing metadata		
	2.3.	Desian collection	Innovation	Agreed on CAPI tablet	Training interviewers, quality checks	Reusing known methods and collection	Soundness of	Standardize.	

