



Summary of quality initiatives - MONSTAT

Eurostat/EFTA/UNECE Strategic Management Seminar on Quality Frameworks,
July 10-11 2014

Quality Management (QM)

- AGA, march 2010
- LPR, March 2012
- Reports available:
<http://www.monstat.org/eng/page.php?id=1014&pageid=15>
- Assessment get benefit to MONSTAT in its further development.
- Study visit in the Statistics of Austria, with the QM as one of the topics presented; One of the main initiatives planed after this actions was introduction of Quality Management System;

The first step is preparation of the:

- Rulebook on Quality Management;
- Rulebook on Financial management and control (FMC) rules of internal procedures and other documentation
- Guidelines on Protecting the Statistical Data.
- Developing Metadata system for sectors statistics
- Developing Quality reports for sectors statistics - at survey level
- new Rulebook on Organization and Systematization of Statistical Office of Montenegro in which we foreseen a new department for Quality management and methodological development

Current situation

Quality management Rulebook

In the period after the adoption of the Law, based on the EC mission recommendations for assessment of harmonisation of the statistical system of Montenegro with the code of the European practice (AGA and LPR), MONSTAT have adopted a series of documents. All these documents are the basic documents which are together creating a **Quality management Rulebook**. Quality management uses quality assurance and control of processes as well as products to achieve more consistent quality, having in mind this we create the following rulebooks and procedure for internal organisation of work:

Current situation- List of adopted document within rulebook

1. Rulebook on mutual communication and general affairs of the director and employees with rank of a deputy director – adopted on 7 February 2012;
2. Rulebook on Work of the Inner Collegiate Staff – adopted on February 2012;
3. Rulebook on Maintenance, Updating and Use of Statistical Business Registries – adopted on 20 February 2012;
4. Rulebook on Access to Databases – adopted on 30 April 2012;
5. Instruction on Reaction in case of Misinterpretation and Misuse of Official Statistics – adopted 20 February 2012;
6. Procedure for Development of Publications – adopted on 19 March 2012;
7. Instruction on Preparation and Publication of the Calendar – adopted on 30 April 2012;
8. Instruction on Submission of Requests to the Financial Service – adopted on 6 July 2012;
9. Instruction on Submission of Request to the Human Resources Service – adopted on 6 July 2012;
10. Instruction on Receipt and Dispatch of Submitted Writs, Acts and Other Packages – adopted on 6 July 2012;
11. Instruction on Submission of Requests to the Legal Services – adopted on 6 July 2012;
12. Instruction on Use of Business Premises of the Employment Office outside of Business Hours – adopted on 6 July 2012;
13. Procedure for Correction of Errors in Publications – adopted on 6 July 2012;
14. Procedure for Organising and monitoring Effects of Assessment Missions – adopted on 6 July 2012;
15. Guidelines on participation of MONSTAT in the working groups of other negotiating Chapters - adopted on 21 March 2013;
16. Dissemination Strategy – adopted on 21 March 2013;
17. Procedure for translation of official documents – adopted on 21 March 2013;
18. Guide for writing project applications - adopted on 21 March 2013;
19. Rulebook on Preparation of Report for Needs of European Integration - adopted on 27 November 2012.



Current situation

Additionally, MONSTAT has adopted “**Financial management and control (FMC) rules of internal procedures and other documentation**”, in December 2012. This document was created with the aim to provide users with detailed information relating to the way of the financial management and control in MONSTAT in order to achieve effective financial management and control.

Current situation

Guidelines on Protecting the Statistical Data

With the scope of implementation and promotion of 5th principle of Code of Practice - statistical confidentiality, MONSTAT prepared three sub-Acts: Regulations on keeping statistical data, adopted on 6 September 2012 ("Official Gazette of Montenegro", no. 47/12) and Rulebook on contents and manner of keeping records of individual users of statistical data, adopted on 24 October 2012 ("Official Gazette of Montenegro", no. 53/12), and Regulations on the content, keeping and use of data from statistical registers, adopted on 25 January 2013 ("Official Gazette of Montenegro, no. 06/13). These three documents together are creating the Guidelines on Protecting the Statistical Data.



Current situation

Introduction of a Quality Management System

All MONSTAT surveys and data collections have been documented in MONSTAT Metadatabase in Montenegrin, following the Euro SDMX Metadata Structure (ESMS). MONSTAT has published all metadata in standardized format on the MONSTAT web site in June 2012. In September 2012 MONSTAT improved existing metadata with additional module that includes vocabulary terms. Within the IPA 2010 national project MONSTAT is updating the existing metadata with variables register and quality reporting.

Current situation

Quality reports

- Department of Agriculture developed QR for five at survey level.
- For Population census MONSTAT develop Quality Assurance Strategy, and according to that strategy it was developed seven procedures applied in different phase of census.
- We also prepare quality report through relevant metadata handler for Eurostat

Future plans

New department for Quality management and methodological development

- new Rulebook on Organization and Systematization of Statistical Office of Montenegro in which we foreseen a new department for Quality management and methodological development.
- This Department for Quality management and methodological development is directly related to the director office.

Independent position:

- from other professional sectors is guaranteed
- a high hierarchical position that allows to the Department the general insight into the activities of other sectors is guaranteed.
- independence and a high hierarchical position allow to the Department the general overview of the activities of other sectors.
- this full fill its mandate the Department for Quality management and methodological development will have a strong support from the Director and senior management of MONSTAT.



Thank you for attention.....