**GUIDELINES FOR THE CD MATRIX**

**Background**

In February 2016, the CES Bureau set up a Steering Group on statistics for SDGs (ECE/CES/BUR/2016/FEB/5). As an outcome of the December 2017 Steering Group meeting, member countries agreed that there is a strong need to improve coordination on SDG statistical capacity development within the UNECE CES region. To meet this challenge, the establishment of the Task Team on Capacity Development was proposed. Statements of purpose were drafted in January 2018 by the co-chairs of the Steering Group; Task Team co-chairs and members were identified and charged to develop terms of reference and an initial work plan. The Task Team on Statistical Capacity Development for SDGs (TTCAP) was created in June 2018, with the main scope to:

* prepare initial guidance for national statistical capacity development plans for the SDGs and beyond
* summarize national priority areas for statistical capacity building for the SDGs and beyond within the UNECE CES region
* identify extant resources, tools, and guidance to enable NSOs to address their statistical capacity building needs

The main result of the work of the Task Team is the ***Capacity Development Matrix (CD Matrix)***.

**Approach to completing the CD Matrix**

The Capacity Development Matrix is a tool that covers all statistical activities within the NSI and the NSS. The main idea behind the CD Matrix is to match the needs (of beneficiaries) with offers (of donors). This tool is extremely efficient as an assessment tool for countries to identify the weak and strong areas within their institutions (NSIs and NSSs). The approach consists of the following steps:

1. Firstly the CD Matrix should be completed by the countries which need to enhance their statistical capacity. They should fill in all the needs and national priority areas that they have identified. In this way we are assuring the country- driven approach that should be respected. The needs and priorities of the beneficiary countries should be defined in respect of their willingness to enhance statistical capacity and their awareness of the existing level of development.
2. Secondly the completed CD Matrix should be shared with potential donors, who can identify possible and feasible support they can provide, and complete the matrix accordingly. In this way the donors can complement the identified needs. Donors should fill in information about what they can offer taking into the consideration the expressed needs and priorities of the beneficiary countries, and express their own willingness to collaborate with specific countries/region/areas depending on their own capacities
3. Thirdly the CD Matrix should be used to match the needs (of beneficiaries) with offers (of donors) quickly and efficiently, not going into detail. Identification of the main needs and priorities of beneficiaries, countries and areas to which a donor can contribute is time consuming and the main scope of the CD Matrix is to be a tool that can help us identify them and put them in one place (for the whole range of statistical activities). Because of this, the CD Matrix is recognized as an added value for beneficiaries and donors.
4. The CD Matrix could be also useful for countries (NSIs) to better negotiate the contribution offered by the donor partner; this will help to provide a clear picture of their own needs and priorities. It will also reinforce their coordination role as an NSIs in the NSS: it will inform the line Ministries or government as a whole what the needs for capacity development for SDGs and beyond are in which they have to invest, using financial contribution received for more general domains.

**Structure**

The Matrix consist of a horizontal and a vertical division.

The horizontal division consists of three main pillars:

* Strategic
* Organizational
* IT

*Strategic pillar:* the enabling pillar within which the NSIs and their NSS (Legal and strategy framework, people and organization) function and can strengthen their statistical capacity.

*Organizational pillar:* refers to the internal structure, processes, sectoral production which influence the effectiveness of a system and allow greater and potential growing statistical capacity.

*IT pillar:* refers to the basic IT infrastructure and tools which support data production and the information system.

In addition a section on statistical domains is included

The vertical division consists of four main aspects on which specific questions are identified:

|  |  |
| --- | --- |
| 1. Level of development
 | What is your level of development |
| 1. Presence of a Strategy document
 | Do you have a Strategy document that covers this area? |
| 1. Need of external support
 | Do you need external support to further develop this area? |
| 1. Priorities
 | What are the top priorities? |

**Instructions** **to complete the CD Matrix**

The Matrix should be completed in the following way.

***It is necessary to reply to all questions (within the vertical division) taking into the consideration statistical pillars (within the horizontal division)***

Each statistical pillar has different questions under its vertical division, but the logic of completing the Matrix is the same for all statistical pillars and all questions.

***The example on how to complete the Matrix is shown for Statistical pillar: Strategy***

How to reply to the questions:

First question: Level of development?

This question has three reply options: Low/Medium/High

Please select **only one** of the options

Please put the **selected reply** in the empty field under the statistical activity within the statistical pillars in the horizontal division

Second question: Do you have a Strategy document that covers this area?

This question has two reply options: Yes/No

Please select **only one** of the options

Please put the **selected reply** in the empty field under the statistical activity within the statistical pillars in the horizontal division

Third question: Do you need external support to further develop this area?

This question has two reply options: Yes/No

Please select **only one** of the options

Please put the **selected reply** in the empty field under the statistical activity within the statistical pillars in the horizontal division

Fourth question: Top priorities?

This question has no set reply options: name one or more priorities which you would like to implement in near future

Please select **only one or two priorities**

Please put the **selected reply** in the empty field under the statistical activity within the statistical pillars in the horizontal division

***Example:***

***First read the first statistical activity under the statistical pillar (within the horizontal division) and then read the question that should be answered (under the vertical division)***

*Horizontal division*

*First statistical pillar is Strategic*

*First statistical activity is Legal framework, Strategy of development of Official Statistics*

*Vertical division*

*First question is Level of development?*

*Possibilities to reply of this questions are: Low/Medium/High*

Is you assess that the level of development of your Strategy of development of Official Statistics is **Low,** then put in the *first cell after* the suggested possibilities Low/Medium/High of the question “Level of development?” and *first cell under* the field of the “Strategy of development of Official Statistics” your reply **Low**.

|  |  |
| --- | --- |
| **Strategic** | **Strategic** |
| Legal framework |
| Strategy of development of Official Statistic | National data Strategy | National statistical Program | Coordination role |
| Level of development | Low/Medium/High | Low |  |  |  |
| Do you have a Strategy document that is covering this area? | Yes/No | No |  |  |  |
| Do you need external support to further develop this area? | Yes/No | Yes |  |  |  |
| Top priorities | one or more priorities which you would like to implement in near future | Create a Strategy |  |  |  |