

3. PROCEDURES AND CHECKLISTS FOR OECD STATISTICAL ACTIVITIES

96. As described in Part 1 (paras. 39-44) the OECD Quality Framework outlines specific procedures to ensure that existing and new statistical activities are conducted in accordance with the guidelines outlined in Part 2 for each of the seven phases of the statistical processing cycle (outlined in para. 54 above). The specific procedures outlined in this Part of the Quality Framework take the form of separate Quality Checklists for existing and new statistical activities. The checklists are intended primarily as an aid memoir of the issues to be considered by statistical managers when completing their reviews and will help ensure that all guidelines are taken into consideration by different Directorates across the OECD. The checklists also provide links to specific OECD guidelines in key areas (such as: treatment of confidential data; data and metadata dissemination; identification of existing IT tools; data presentation standards; etc) and examples of good practice, both within the OECD and in other organisations (on issues such as: data extraction; questionnaire design; presentation of new activity to the relevant working party or committee; etc).

3.1 Quality checklist for existing statistical activities

97. As stated in Part 1 (para. 43) above, the procedure for reviewing the quality of existing statistical activities embodied in the related Quality Checklist (see Questionnaire 1) envisages the following stages:

- (a) identification by the OECD Statistical Policy Group (SPG) of the statistical activities for review during the course of the year, following a biannual rolling calendar;
- (b) self-assessment by the statistical activity manager and staff, resulting in a report that includes a brief summary of quality problems and a prioritised list of possible improvements, together with an assessment of additional resources required for their implementation.;
- (c) review of and comments on the self-assessment report by major users;
- (d) review of and comments on the self-assessment report by statistical, information technology, and dissemination staff, co-ordinated by an expert designated by the SPG;
- (e) preparation of the final quality report, combining all the comments, jointly by the activity manager and designated expert, and tabling of the report to the SPG;
- (f) discussion and resolution of any concerns about the report by the SPG, and transmission of the report to the relevant director;
- (g) assignment of resources for selected quality improvement initiatives by the directors and through the Central Priorities Fund;
- (h) feedback by the Chief Statistician to stakeholders on the quality improvement initiatives proposed and on the plans for their implementation.

98. The Quality Checklist questionnaire is intended for use by the manager in charge of the activity. The manager should first look carefully through the questionnaire to identify the main domains of the review and key areas where specific additional analyses or other work need to be conducted during the

review. Second, the manager should carry out such analyses, etc, eventually involving other staff participating in the activity, and draw the main conclusions³⁶. Third, the manager should complete the questionnaire, eventually adding information necessary for an understanding of the results. Finally, the manager should prepare a short note, along the lines of the template outlined at the end of the questionnaire. The completed questionnaire and the brief note are then sent to the Chief Statistician, who will forward them to the team in charge of the discussion of the review.

99. Above all, the Quality Checklist questionnaire has to be seen as a flexible document, which can be expanded as the manager prefers. For example, more lines can be added for comments, where questions are not applicable the manager can indicate this, comments can be added to qualify YES-NO questions even though this is not foreseen in the template, etc. Questions on completion of specific parts of the questionnaire can be referred directly to STD, PAC and ITN.

3.2 Quality checklist for new statistical activities

100. When a new statistical activity is envisaged, the manager has to ensure that Quality guidelines are carefully taken into account during the entire process of planning and implementation of the activity. Table 8 highlights the main steps to be followed in the development of a new statistical activity, together with risks associated with each phase, and proposed actions to minimise the latter.

101. In particular, the following activities have to be undertaken to ensure the optimal level of co-operation with other parts of the OECD:

- Before the activity starts, the activity manager will conduct a careful analysis and evaluation of Quality Guidelines for each step of the process. In addition, the activity manager will involve other staff concerned in analysing Quality Guidelines and evaluating best practices already available within the OECD.
- To ensure an appropriate level of information to other parts of the Organisation, the activity manager is asked to send to SPG members the minutes of the meetings of all statistical working parties. In addition, when new demand for a statistical output is formulated by a Committee, Working group or Directorate, and the preliminary analysis of the topic has been carried out according to Quality Guidelines, the activity manager is asked to compile questionnaire 2 and send it to SPG members for comment. Individual SPG members can provide their comments on the project within 14 working days. In very particular cases, they can ask to discuss the issue at the SPG, explaining the motivation and purpose for such a discussion. Unnecessary plenary discussions should be avoided.
- In the planning phase of the activity the manager is asked to contact ITN, PAC and STD experts in order to find the most appropriate and efficient technical and organisational solutions. Once planning of the activity is concluded, the activity manager has to compile the OECD Statistical Programme of Work (OSWP) questionnaire, where all technical details of the activity are specified.
- Once the first cycle of the activity is finished, the activity manager will prepare a short report on the way in which the project was carried out, highlighting strengths and weaknesses of the activity and proposals for future improvements, as well as for amending the Quality Framework and Quality Guidelines. If the activity has been carried out as a one-off exercise, the report will also illustrate the pros and cons of continuing the activity under different organisational

³⁶ Information about revenues from publications, accesses and downloads of electronic products, etc. can be obtained from PAC.

arrangements. In particular, in light of a possible interest for the Organisation as a whole to continue the activity, the manager will quantify the costs associated to such hypothesis.

Table 8 - Main steps to be followed in the development of a new statistical activity

PHASE	POTENTIAL PROBLEMS	ACTIONS REQUIRED
Definition of the data requirements in general terms	Difficulties in evaluating relevance	Involvement of OECD experts
Evaluation of other data currently available and identification of needs for new data	Difficulties in identifying and accessing data available within the OECD Difficulties in identifying accessing data available outside the OECD Difficulties in interpreting data and metadata available	Involvement of OECD experts Compilation of the questionnaire 2 and its transmission to SPG members
Planning and design of the statistical activity	Underestimating resources required Underestimating time required Poor choice of statistical methods Lack of communication with, and involvement of, national statistical experts responsible for coordination with international organisations Inefficient IT solution	Compilation of the OSWP entry for the activity Involvement of ITN, PAC and STD in planning of the activity Maximum use of corporate tools for data collection, management and dissemination Design of training activities involving STAG
Extraction of data and metadata from databases within and external to OECD	Inefficiencies in accessing internal and external databases Difficulties in interpreting data and metadata Incoherence across databases	Maximum use of corporate tools for data and metadata extraction
Implementation of specific data and metadata collection mechanism	Insufficient contact with national data providers Incorrect or inefficient design of the questionnaire Use of inappropriate definitions Inefficient choice of systems for data, metadata transmission	Maximum use of corporate tools for data and metadata collection Verification of definitions with those contained in the OECD Glossary of Statistical Terms
Data and metadata verification, analysis and evaluation	Inappropriate or inefficient statistical methods Different methods across countries for the same series	Maximum use of corporate tools for data verification, storage and analysis
Data and metadata dissemination	Inefficient dissemination procedures Inconsistency across databases Inappropriate presentation of metadata Disclosure of confidential data Inappropriate data release procedures, affecting credibility	Maximum use of corporate tools for data and metadata dissemination Adoption of OECD editorial standards "Post mortem" analysis of the activity and proposals (if any) for future changes

QUESTIONNAIRE 1 - QUALITY CHECKLIST FOR EXISTING OECD STATISTICAL ACTIVITIES

Phase 1. Definition of data requirements in general terms

After having evaluated whether the statistical activity is able to meet existing and future user needs, answer the following questions:												
1.1 Have you conducted, during the last biennium, a comprehensive analysis or review of current and emerging statistical needs linked to analytical and policy issues that the relevant Committee has identified as priorities in the medium term? If YES, please attach the document (if any) where results of such analysis are described. If the document is not available, please describe <u>briefly</u> the main statistical needs. 	YES	NO										
2.1 Have you conducted, during the last year, a comprehensive analysis or review of activities carried out and/or planned by other international organisations relevant for the activity?	YES	NO										
3.1 Have you recently identified that other Directorates of the OECD have carried out and/or planned projects potentially related to this activity? If YES, what are the main projects carried out and/or planned by other OECD Directorates closely linked to the activity? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name of the project</td> <td style="width: 50%;">Directorate(s)</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>	Name of the project	Directorate(s)	YES	NO
Name of the project	Directorate(s)											
.....											
.....											
.....											
.....											
4.1 Did you involve other Directorates in the definition of data requirements from the beginning of the activity? If YES, which Directorates? 	YES	NO										

<p>5.1 Do you think that external users' needs expressed at international meetings, committee or working party meetings over the last few years have been taken into account in the design of the activity?</p> <p>If NOT, what are the main concerns that are not reflected in the activity and why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>6.1 What are the main policy "drivers" for the activity?</p> <p>.....</p> <p>.....</p>	
<p>7.1 Are other international organisations normally involved in defining the characteristics of the activity?</p>	<p>YES NO</p>
<p>8.1 What are the main strengths and weaknesses of the activity, in relation to similar initiatives undertaken by other international organisations?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>9.1 Did you receive, over the last biennium, comments and criticisms by internal and external users on the outputs of the activity?</p> <p>If YES, what are the <u>main</u> issues or concerns expressed by users?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>10.1 Were international statistical guidelines and recommendations (definitions, classifications, etc.) developed by the OECD or other international organisations adopted in carrying out the activity?</p> <p>If YES, to what extent?</p> <p>HIGH</p> <p>MEDIUM</p> <p>LOW</p> <p>If NOT, please explain the reasons for this decision (non-relevance of definitions, classifications, etc.)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>What possibilities exist for future harmonisation with existing statistical standards?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>

<p>11.1 What is the degree of coherence between concepts, definitions and classifications used for compiling OECD data and those used at national level, by the majority of countries concerned?</p> <p>HIGH</p> <p>MEDIUM</p> <p>LOW</p> <p>What possibilities exist for future improvements?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>12.1 What possibilities exist for improving the consultation process with stakeholders and other OECD Directorates?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>13.1 What are the main groups of users?</p> <p>Internal users within the Directorate</p> <ul style="list-style-type: none"> - Internal users working in other Directorates - Experts working in national public administrations - External users: <ul style="list-style-type: none"> Public bodies Private companies Research institutes Others 	<p>Importance (increasing magnitude 1-7)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>14.1 How many copies of <u>paper</u> publications have been sold to all customers over the last 12 months?</p> <p>What is the percentage change over the same period of the previous year?</p>	<p>.....</p> <p>..... %</p>
<p>15.1 What were the overall revenues for <u>all</u> statistical products related to the activity over the last 12 months?</p> <p>What is the percentage change over the same period of the previous year?</p>	<p>.....</p> <p>..... %</p>
<p>16.1 How many downloads from SourceOECD of the <u>paper</u> publication have been registered over the last 12 months?</p> <p>What is the percentage change over the same period of the previous year?</p>	<p>.....</p> <p>..... %</p>
<p>17.1 How many downloads from SourceOECD of the <u>database</u> containing statistical data have been registered over the last 12 months?</p> <p>What is the percentage change over the same period of the previous year?</p>	<p>.....</p> <p>..... %</p>

<p>18.1 How many downloads from OLISnet of the <u>database</u> containing statistical data have been registered over the last 12 months?</p> <p>What is the percentage change over the same period of the previous year?</p>	<p>.....</p> <p>..... %</p>
<p>19.1 How many hits for <u>statistical products</u> related to the activity have been registered on the OECD web over the last 12 months?</p> <p>What is the percentage change over the same period of the previous year?</p>	<p>.....</p> <p>..... %</p>
<p>20.1 Do you have a regular survey of user satisfaction?</p> <p>If YES, what are the main characteristics of the survey and its key results?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>21.1 What are the <u>main</u> changes in the activity envisaged in the future for meeting user needs, including main changes expected to existing output?</p> <p>.....</p> <p>.....</p> <p>.....</p>	

Phase 2. Evaluation of other data currently available

Having evaluated possible duplication(s) between data collection related to activity carried out by OECD and those of other international organisations, answer these questions:	
1.2 Is there any overlap in data content with other internal OECD or external databases that would require a substantial change in the way in which the activity (or other OECD activities) is currently conducted in order to be resolved?	YES NO
2.2 Could changes in concepts, definitions or classifications equally satisfy users' needs, allowing the usage of data already collected by the OECD and/or other international organisations?	YES NO
3.2 If you replied YES to either questions 1.2 or 2.2, please indicate what changes could be envisaged to the activity, identifying pros and cons of various alternatives and under what conditions such changes could be implemented. 	
4.2 Please, attach the list of variables already collected for conducting the activity in the past and/or those identified for future data collections.	

Phase 3. Design and planning of statistical activity

When the conclusions of previous analyses (for Phases 1 and 2) are drawn, the way in which the activity has been designed/planned in the past and the appropriateness of statistical methods and technical procedures currently adopted for conducting the activity are evaluated. Following this review, and taking into account the last cycle of the activity:	
<p>1.3 Have you been obliged to devote significant resources to increase the response rate for specific countries, or to agree with the latter on a substantial reduction of the originally planned data and metadata transmission?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>2.3 Have you been obliged to redesign the questionnaire used for data and metadata collection?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>3.3 Have you been obliged to change the system of data and metadata collection because of its inefficiency or the inaccuracy or incompleteness of data and metadata collected?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>4.3 Have you been obliged to substantially change IT solutions originally designed for data and metadata management and dissemination?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>5.3 Have you been obliged to substantially change statistical methods and techniques initially identified to process data and conduct necessary analyses?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>

<p>6.3 Have you been obliged to redesign the structure of the output (paper publication, database, etc.) because of significant differences in qualitative terms between expected and actual results?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>7.3 Did you pay unexpected costs for data and metadata collection, management and dissemination?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>8.3 Did you face shortage in statisticians' skills?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>9.3 Did you encounter unexpected financial/resource, managerial and organisational problems?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>10.3 Did you experience limited support from other parts of the OECD?</p> <p>If YES, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>11.3 Did you face difficulties due to unexpected changes in Directorate's (Division, Unit) priorities, reduction in resources previously allocated to the activity, external "shocks", insufficient support from other Directorates, although agreed well in advance, etc.</p> <p>If YES, what situation(s) did you encounter?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>12.3 What statistical and technical training has been given to staff over the last one or two years?</p> <p>.....</p> <p>.....</p> <p>.....</p>	

Phases 4-5. Data and metadata collection

<p>Having carefully analysed data and metadata collection systems, taking into account available IT tools and Quality guidelines, answer the following questions:</p>	
<p>Are data and metadata extracted/collected:</p> <p> From OECD databases?</p> <p> From databases managed by other international organisations?</p> <p> Directly from national data sources?</p>	
<p>If data and metadata are extracted from OECD databases, please complete Section 4.A below.</p> <p>If data and metadata are extracted/collected from databases managed by other international organisations go to Section 4.B.</p> <p>If data and metadata are extracted/collected from national data providers go to Section 4.C. Please answer these questions considering the <u>overall</u> situation. If you wish to provide a precise assessment of the quality of data and metadata collection procedures and to identify proposals for their improvement, you may alternatively answer questions 27.4-33.4 for each country concerned.</p> <p>If data and metadata are extracted/collected from multiple sources, complete each of the relevant sections 4 A, B, C.</p>	

<p>SECTION 4.A – DATA AND METADATA EXTRACTED FROM OECD DATABASES</p>	
<p>1.4 If data and metadata are already extracted from OECD databases, are they collected from <u>either</u> the “original” database or from the set of “OECD references series”?</p> <p>If NOT extracted from either source, please provide a brief statement on the positive or negative impact on the activity if either source were used (e.g., in terms of revision of historical time series, etc)</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>2.4 Are data always extracted from databases together with appropriate metadata?</p> <p>If NOT, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>3.4 Are data extracted from different databases coherent each other?</p> <p>If NOT, would it be possible to improve coherence changing the source database or the way in which derived measures (i.e. ratios, shares, etc.) are calculated?</p> <p> YES NO</p>	<p>YES NO</p>

<p>4.4 Did you encounter, in the past or during the quality review, relevant problems (in terms of availability, timeliness, interpretability, coherence, etc.) in data and metadata stored in OECD databases?</p> <p>If YES, describe the most relevant problems.</p> <table border="0"> <tr> <td style="width: 30%;">Name of database</td> <td>Main problems</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>	Name of database	Main problems	<p>YES NO</p>
Name of database	Main problems								
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<p>5.4 Have you discussed with managers of the databases concerned possible improvements in the latter that would allow you to improve quality and cost-efficiency of the statistical activity?</p> <p>If YES, describe the most important conclusions of these contacts.</p> <table border="0"> <tr> <td style="width: 30%;">Name of database</td> <td>Main conclusions</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>	Name of database	Main conclusions	<p>YES NO</p>
Name of database	Main conclusions								
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<p>6.4 Are procedures used for data and metadata extraction/collection automated and efficient, given the availability of the most recent ICT tools?</p> <p>If YES, were they reviewed over the last year, in co-operation with ITN and STD (at some stage)?</p> <p>YES NO</p> <p>If NOT, did you carry out such a review during the quality assessment?</p> <p>YES NO</p> <p>If YES, what are the main conclusions of the review?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>								
<p>7.4 Are confidential data accessed, extracted or received?</p> <p>If YES, describe briefly measures and procedures established to avoid privacy disclosure or unauthorised utilisation of these data.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>								
<p>8.4 Did you verify that all requested information about data and metadata collection systems is correctly stored in the OSWP database?</p>	<p>YES NO</p>								

SECTION 4.B – DATA AND METADATA EXTRACTED/COLLECTED FROM DATABASES MANAGED BY OTHER INTERNATIONAL ORGANISATIONS	
<p>9.4 Are the organisations concerned fully aware of the data use by the OECD?</p> <p>If YES, is there any formal Memorandum of Understanding (or similar agreement) signed between them and the OECD?</p> <p>YES NO</p> <p>If YES, please attach a copy of it to the report and indicate whether it has to be updated or modified.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>10.4 Are data and metadata extracted directly from databases?</p> <p>If NOT, are they normally received by (tick one or more as required):</p> <p>E-MAIL</p> <p>CD-ROM or DISKETTE</p> <p>OTHER</p> <p>Is this solution fully satisfactory?</p> <p>YES NO</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>11.4 If data and metadata are extracted directly from a database, is it a “dissemination or output” database or an internal database?</p> <p>Is this solution fully satisfactory?</p> <p>YES NO</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Dissemination</p> <p>Internal</p>
<p>12.4 Are data always extracted/collected with appropriate metadata?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>13.4 Are data extracted/collected from different databases coherent each other?</p> <p>If NO, would it be practicable to improve coherence by changing the source database or the way in which derived measures (i.e. ratios, shares, etc.) are calculated?</p> <p>YES NO</p>	<p>YES NO</p>

<p>14.4 In the past, have you encountered significant problems (in terms of availability, timeliness, interpretability, coherence, etc.) in data and metadata stored in relevant databases managed by other international organisations?</p> <p>If YES, describe the most relevant problems.</p> <p>Name of the database (Organisation) Main problems</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>15.4 Have you discussed with managers of the databases concerned possible improvements in the latter that would allow you to improve quality and cost-efficiency of the statistical activity?</p> <p>If YES, describe the most important conclusions of these contacts.</p> <p>Name of the database Main conclusions</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>16.4 Are procedures used for data and metadata extraction/collection automated and efficient, given the availability of the most recent ICT tools?</p> <p>If YES, were they reviewed over the last year, in co-operation with ITN and STD (at some stage)?</p> <p> YES NO</p> <p>If NOT, did you carry out such a review during the quality assessment?</p> <p> YES NO</p> <p>If YES, what are the main conclusions of the review?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>17.4 Is confidential data accessed, extracted or received?</p> <p>If YES, describe briefly measures and procedures established to avoid privacy disclosure or unauthorised utilisation of the data.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>18.4 Did you verify that all requested information about data and metadata collection systems is correctly stored in the OSWP database?</p>	<p>YES NO</p>

SECTION 4.C – DATA AND METADATA EXTRACTED/COLLECTED FROM NATIONAL DATA PROVIDERS		
19.4 How do you make organisations concerned fully aware of their obligations to provide OECD with necessary data and metadata? Please attach a copy of the most recent letter used to ask national agencies to provide necessary data and metadata to the OECD.		
20.4 Taking into account quality guidelines, does the letter contain the following information? <ul style="list-style-type: none"> • Presentation of the initiative • Future use of information to be transmitted • Characteristics of information requested • Clear reference to the expected treatment of confidential data • Contact name for answering questions and providing relevant information 	YES	NO
21.4 Is the letter normally copied to the: <ul style="list-style-type: none"> • OECD Chief Statistician? • National agencies responsible for co-ordination of statistical relationships with international organisations? 	YES	NO
22.4 Did you encounter particular difficulties (timeliness, accuracy, coherence, etc.) in collecting data and metadata? If YES, please report the most frequent problems encountered, eventually indicating countries (or groups of countries) concerned. 	YES	NO
23.4 Did data providers express concerns, over the last two years, about the burden imposed on them or about other aspects (transmission mechanisms, structure of the questionnaire, technical capacity available in the institution, support provided by the Secretariat, etc.)? If YES, please report the most frequent problems mentioned, eventually indicating countries (or groups of countries) concerned. 	YES	NO
24.4 What are the procedures currently adopted to ensure the quality and the efficiency of the data and metadata collection mechanism? In particular, report about the ways in which data providers are involved in developing and testing questionnaires, in identifying the best transmission mechanism, in verifying whether data available at national level satisfy the needs of the activity will be described. 		

<p>.....</p>	
<p>25.4 Is the data and metadata collection carried out in co-operation with other international organisations?</p> <p>If YES, what is the “transmission model” adopted for the statistical activity?</p> <p>MANY-TO-MANY</p> <p>MANY-TO-ONE</p> <p>DATA SHARING</p> <p>SPECIAL AGREEMENT</p> <p>Is the model currently adopted satisfactory for both sides of the transmission process?</p> <p>YES NO</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Do you envisage any possibility of applying the “data sharing” model?</p> <p>YES NO</p> <p>If YES, under what conditions?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>26.4 Are tools currently used for data and metadata collection coherent with those suggested by OECD Quality Guidelines?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>27.4 If data and metadata are extracted from databases managed by national agencies, are they normally “dissemination or output” databases or internal databases?</p> <p>Is this solution fully satisfactory?</p> <p>YES NO</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Dissemination</p> <p>Internal</p>
<p>28.4 Are data always extracted/collected together with appropriate metadata?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>

<p>29.4 Is the meaning of metadata coherent with that contained in the SDMX Common Metadata Vocabulary?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>30.4 Is the metadata normally requested and received satisfactory with regard to providing adequate transparency to the data?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>31.4 Are data extracted/collected from different national sources coherent with each other?</p> <p>If NO, would it be practicable to improve coherence by changing the sources or the way in which derived measures (i.e. ratios, shares, etc.) are calculated?</p> <p> YES NO</p>	<p>YES NO</p>
<p>32.4 If data and metadata are not extracted directly from databases, are they normally received by:</p> <p> E-MAIL</p> <p> CD-ROM or DISKETTE</p> <p> OTHER</p> <p>Is this solution fully satisfactory?</p> <p> YES NO</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>33.4 Are historical data normally transmitted together with the most recent data?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>34.4 Was the questionnaire used for data and metadata collected designed using best practice?</p> <p> YES NO</p> <p>Were standard tools (for example, BLAISE) used to design the questionnaire?</p> <p>.....</p> <p>.....</p> <p>.....</p>	

<p>What consultation process was used in the development of the questionnaire (e.g. committee/working party consultation, ISWG consultation, etc)?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Was the questionnaire tested prior to use and evaluated after use?</p> <p> YES NO</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Is the questionnaire accompanied by clear and easily understood explanatory notes containing instructions for the compilation of the latter (definitions, classifications, etc.) and its transmission to the OECD?</p> <p> YES NO</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>35.4 Have you recently discussed with national data providers possible improvements in the way in which data and metadata are collected/extracted?</p> <p>If YES, describe the most important improvements envisaged in the future or the main difficulties that prevent the latter.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>36.4 Are procedures used for data and metadata extraction/collection automated and efficient, given the availability of the most recent ICT tools?</p> <p>If YES, were they reviewed over the last year, in co-operation with ITN and STD (at some stage)?</p> <p> YES NO</p> <p>If NO, did you carry out such a review during the quality assessment?</p> <p> YES NO</p> <p>If YES, what are the main conclusions of the review?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>

<p>37.4 Are confidential data accessed, extracted or received?</p> <p>If YES, describe briefly measures and procedures established to avoid privacy disclosure or unauthorised utilisation of these data.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>38.4 Are confidential data accessed, extracted or received according to special agreements?</p> <p>If YES, please attach a copy of these agreements (if there are different agreements with various countries, attach all of them).</p>	<p>YES NO</p>
<p>39.4 If an “OECD survey” were conducted, do you think that activities carried out by the Secretariat for designing the survey (frame, questionnaire, etc.) were well conducted?</p> <p>If YES, please attach the document where details about the characteristics of the survey are described.</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>40.4 Were metadata transmitted by data providers adequate, in terms of accuracy measures, description of tasks undertaken, statistical procedures adopted, etc.?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>41.4 Were systems used for data and metadata transmission efficient and appropriate?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>42.4 Did you verify that all requested information about data and metadata collection systems is correctly stored in the OSWP database?</p>	<p>YES NO</p>

Phase 6. Data and metadata verification, compilation, storage, analysis and evaluation

<p>Once data and metadata are collected, they are verified, compiled, processed, stored and analysed. All these steps need to be evaluated, to see whether procedures adopted are able to ensure the requested accuracy, interpretability, accessibility and coherence according to the quality guidelines. Therefore, after having carefully analysed all these characteristics and evaluated whether they require change, taking into account current standards of the OECD statistical information system (<i>OECD.Stat</i>), answer the following questions:</p>	
<p>1.5 Who is in charge of checking that the methods used for verifying, compiling and processing data are appropriate?</p> <p>THE ACTIVITY MANAGER OTHER ADMINISTRATORS EACH STATISTICIAN INVOLVED IN THE ACTIVITY OTHERS (please, specify.....)</p>	
<p>2.5 Are automated procedures used for identifying outliers or unexpected differences between data linked by identities, revisions of historical time series, etc.?</p> <p>If YES please briefly describe system used</p> <p>..... </p>	<p>YES NO</p>
<p>3.5 Are cross-checks carried out with data coming from other (internal and external) sources?</p> <p>If NO, why?</p> <p>..... </p>	<p>YES NO</p>
<p>4.5 Do procedures used to check data incorporate the latest statistical developments (e.g. time series, degree of volatility, etc.) and are they tested before use on simulated series?</p> <p>If NO, why?</p> <p>..... </p>	<p>YES NO</p>
<p>5.5 Is the same procedure used for similar data collected from different countries, for similar topics, etc.?</p> <p>YES NO</p> <p>If NO, have you evaluated whether this approach can affect data accuracy and coherence?</p> <p>YES NO</p>	<p>YES NO</p>

<p>6.5 Are procedures used to check data well documented? If NO, why?</p>	<p>YES NO</p>
<p>7.5 When possible errors are identified through various data verification procedures, what are the procedures used to investigate the reason for unusual values, to accept them as outliers, or to proceed to imputation?</p>	
<p>8.5 Are statistical methods used for imputing missing or incorrect values? If YES, what methods are used? Is the publication of results subject to any specific agreement with the source agency? YES NO Is the overall impact of the editing process on the accuracy of final results measured? YES NO If YES, what method is used?</p>	<p>YES NO</p>
<p>9.5 Do you currently systematically provide feedback to original sources about problems encountered while carrying out the activity, especially when errors are too frequent or reflect inaccurate preparation of data transmitted to the OECD?</p>	<p>YES NO</p>
<p>10.5 What kind of information is provided to users about methods used for data imputation, time series linkage, etc.?</p>	
<p>11.5 Are data estimated by the Secretariat regularly flagged with the label “OECD estimate”?</p>	<p>YES NO</p>
<p>12.5 Do you verify that supra-national aggregates are computed using internationally accepted standards and practices?</p>	<p>YES NO</p>
<p>13.5 Are information about weights used for aggregating national values and necessary information to explain possible inconsistencies with other sources provided in associated metadata? If NO, why?</p>	<p>YES NO</p>

.....	
<p>What procedure is used for producing seasonally adjusted or trend-cycle data?</p> <p>TRAMO-SEATS</p> <p>X12-ARIMA</p> <p>OTHER</p> <p>NOT APPLICABLE</p> <p>Is the information about parameters used in those procedures provided in associated metadata?</p> <p>YES NO</p>	
<p>14.5 Are adjustments made to original figures to improve their comparability over time and across countries well documented through appropriate metadata?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>15.5 Are data and metadata stored according to OECD Quality Guidelines?</p> <p>If NO, what are the suggested changes to current practices for the activity?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>16.5 Are confidential data stored in a way that prevents any possible confidentiality disclosure?</p> <p>If YES, describe briefly measures and procedures established to avoid privacy disclosure.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>If NO, what are the suggested changes to current practices for this activity?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>17.5 Is there any overlap between data and metadata contained in the production database and those stored in other OECD databases?</p> <p>If YES, have data and metadata contained in the production database been copied from other OECD databases or are they extracted through a dynamic link to the latter?</p> <p>COPIED</p> <p>DYNAMICALLY LINKED</p> <p>Do you envisage any change in the way data and metadata are obtained from other OECD databases?</p> <p>YES NO</p> <p>If YES, please explain the envisaged changes.</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>

.....	
<p>18.5 Are automated procedures used to monitor in real-time how data storage is progressing, in order to compare how actual data transmissions meet plans or expectations?</p> <p>If YES, do you normally compute measures about the number and amount of data punctually received?</p> <p style="text-align: center;">YES NO</p> <p>If NO, do you envisage any advantage for the production process in having such real-time monitoring?</p> <p style="text-align: center;">YES NO</p>	YES NO
19.5 Have metadata been compiled following definitions used in the SDMX Common Metadata Vocabulary?	YES NO
20.5 Are all relevant variable definitions stored in the OECD Glossary of Statistical Terms?	YES NO
21.5 How do you evaluate the quantity and quality of metadata stored in the relevant database, taking into account internal user needs?	<p>APPROPRIATE</p> <p>INSUFFICIENT</p> <p>REDUNDANT</p>
22.5 Do you consider metadata easily available to and interpretable by internal users?	YES NO
<p>23.5 Do you consider the final non-confidential data to be easily accessible to the Secretariat staff?</p> <p>If restrictions apply to unauthorised Staff, please describe why such limitations are in place and evaluate whether current practices need to be changed.</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES NO
<p>24.5 What are the procedures currently used to report to stakeholders and data providers, the methods and processes adopted for data and metadata verification, compilation, storage, etc.?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>25.5 What possibilities exist for improving documentation and procedures adopted for checking, editing, compiling and storing data and metadata?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Did you verify that all requested information about data and metadata storage is correctly stored in the OSWP database?	YES NO

Phase 7. Data and metadata dissemination

<p>When final data and metadata are compiled, they are disseminated to external users following various formats and through different media. Therefore, quality aspects, with reference to the content of the publication(s) the media used for its dissemination and price policy, are analysed. The analysis is carried out for each product released as output of the activity (paper publication, databases, etc.). After having completed the analysis, answer the following questions:</p>		
<p>1.6 Were OECD editorial guidelines correctly adopted in preparing the publication?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES	NO
<p>2.6 How do you evaluate the clarity of data presentation (titles, headings, acronyms, footnotes, structure of tables, explanatory notes) in the publication?</p> <p>If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation?</p> <p>.....</p> <p>.....</p> <p>.....</p>	APPROPRIATE	
<p>3.6 How do you evaluate the interpretability of data and metadata (strengths and weaknesses of data, comparability issues, breaks in time series, etc.) in the publication?</p> <p>If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation?</p> <p>.....</p> <p>.....</p> <p>.....</p>	APPROPRIATE	
<p>4.6 In particular, do you think that the metadata provided in the publication are adequate with respect to:</p> <ul style="list-style-type: none"> - main characteristics of sources (statistical survey, administrative data, etc.) - conceptual issues covered by data - key concepts, definitions and classifications used - evaluation of accuracy - coherence over time and across countries - revision policy - statistical methods adopted for data compilation (seasonal adjustment, statistical editing, etc.) 	YES	NO
<p>5.6 Are apparent inconsistencies (if any) with data contained in other OECD products correctly explained?</p>	YES	NO

<p>6.6 Is the related database available on SourceOECD? If NO, why? If NO, go to question 12.6</p>	<p>YES NO</p>
<p>7.6 Were guidelines correctly adopted in preparing the SourceOECD files? If NO, why? </p>	<p>YES NO</p>
<p>8.6 How do you evaluate the clarity of the data presentation (titles, headings, acronyms, footnotes, structure of tables, explanatory notes) in SourceOECD? If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation? </p>	<p>APPROPRIATE INSUFFICIENT</p>
<p>9.6 How do you evaluate the interpretability of data and metadata (strengths and weaknesses of data, comparability issues, breaks in time series, etc.) in SourceOECD? If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation? </p>	<p>APPROPRIATE INSUFFICIENT</p>
<p>10.6 In particular, do you think that metadata available in SourceOECD cover in an appropriate way: - main characteristics of sources (statistical survey, administrative data, etc.) - conceptual issues covered by data - key concepts, definitions and classifications used - evaluation of accuracy - coherence over time and across countries - revision policy - statistical methods adopted for data compilation (seasonal adjustment, statistical editing, etc.)</p>	<p>YES NO YES NO YES NO YES NO YES NO YES NO YES NO</p>
<p>11.6 Are apparent inconsistencies (if any) with data contained in other OECD databases correctly explained?</p>	<p>YES NO</p>
<p>12.6 Is the related database available on OLISnet? If NO, why? </p>	<p>YES NO</p>

<p>If NO, go to question 18.6</p>	
<p>13.6 Were guidelines correctly adopted in preparing the OLISnet files? If NO, why?</p>	<p>YES NO</p>
<p>14.6 How do you evaluate the clarity of the data presentation (titles, headings, acronyms, footnotes, structure of tables, explanatory notes) in OLISnet? If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation?</p>	<p>APPROPRIATE INSUFFICIENT</p>
<p>15.6 How do you evaluate the interpretability of data and metadata (strengths and weaknesses of data, comparability issues, breaks in time series, etc.) in OLISnet? If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation?</p>	<p>APPROPRIATE INSUFFICIENT</p>
<p>16.6 In particular, do you think that the metadata available in OLISnet cover in an appropriate way: - main characteristics of sources (statistical survey, administrative data, etc.) - conceptual issues covered by data - key concepts, definitions and classifications used - evaluation of accuracy - coherence over time and across countries - revision policy - statistical methods adopted for data compilation (seasonal adjustment, statistical editing, etc.)</p>	<p>YES NO YES NO YES NO YES NO YES NO YES NO YES NO</p>
<p>17.6 Are apparent inconsistencies (if any) with data contained in other OECD databases correctly explained?</p>	<p>YES NO</p>
<p>18.6 Is the related database available on a CD-ROM? If NO, why? If NO, go to question 24.6</p>	<p>YES NO</p>
<p>19.6 Were guidelines correctly adopted in preparing the CD-ROM? If NO, why?</p>	<p>YES NO</p>

<p>20.6 How do you evaluate the clarity of the data presentation (titles, headings, acronyms, footnotes, structure of tables, explanatory notes) in the CD-ROM?</p> <p>If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>APPROPRIATE</p> <p>INSUFFICIENT</p>														
<p>21.6 How do you evaluate the interpretability of data and metadata (strengths and weaknesses of data, comparability issues, breaks in time series, etc.) in the CD-ROM?</p> <p>If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>APPROPRIATE</p> <p>INSUFFICIENT</p>														
<p>22.6 In particular, do you think that the metadata available in the CD-ROM cover in an appropriate way:</p> <ul style="list-style-type: none"> - main characteristics of sources (statistical survey, administrative data, etc.) - conceptual issues covered by data - key concepts, definitions and classifications used - evaluation of accuracy - coherence over time and across countries - revision policy - statistical methods adopted for data compilation (seasonal adjustment, statistical editing, etc.) 	<table border="0"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
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<p>23.6 Are apparent inconsistencies (if any) with data contained in other OECD databases correctly explained?</p>	<table border="0"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO												
YES	NO														
<p>24.6 Are any statistical outputs related to the activity available free of charge on Internet?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>If NO, go to question 28.6</p>	<p>YES, COMPLETELY</p> <p>YES, PARTIALLY</p> <p>NO</p>														
<p>25.6 If statistical outputs are entirely or partially available on Internet, are they correctly accessible through the statistics portal?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<table border="0"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO												
YES	NO														

<p>26.6 If statistical outputs are partially available on the Internet, does their presentation follow OECD guidelines prepared for the dissemination of “basic statistics”?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>27.6 If the entire statistical output is available on the Internet, how do you evaluate the interpretability of data and metadata (strengths and weaknesses of data, comparability issues, breaks in time series, etc.)?</p> <p>If INSUFFICIENT, what measures can be taken to improve the clarity of the presentation?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>APPROPRIATE</p> <p>INSUFFICIENT</p>
<p>Are statistical procedures adopted to ensure that released products do not contain confidential data?</p> <p>If YES, describe briefly these procedures.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p> <p>NOT APPLICABLE</p>
<p>28.6 Was appropriate information given to PAC and STD to enable them to plan the dissemination of the product (e.g. inclusion of the product in the annual plan of publications, in the OSWP database, in the KAPPA database, etc.)?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>29.6 Was the expected release period communicated to the public through the OECD advance calendar of releases?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>30.6 Was the product released to the public on schedule?</p> <p>If NO, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>31.6 Did political pressures contribute in any way to delays in the dissemination of data to the public?</p> <p>If YES, how were such pressures managed?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>

<p>32.6 Were the ways in which the publication has been promoted/publicised by the OECD or presented to the media satisfactory?</p> <p>If NOT, why?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>26.5 Did you encounter any significant problems in the dissemination phase?</p> <p>If YES, please describe them.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES NO</p>
<p>27.5 What measures need to be taken to improve accessibility to statistical outputs of the activity?</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>28.5 Did you verify that all requested information about dissemination is correctly stored in the OSWP and KAPPA databases?</p>	<p>YES NO</p>

General issues

When all technical phases of the activity have been reviewed, an overall evaluation of the degree of coherence between the approach currently used in carrying out the activity and basic principles defined for OECD statistical activities is carried out. In particular:		
1.7 Are there any aspects of the activity that do not accord with the Fundamental Principles of Official Statistics adopted by the UN Statistical Commission? If YES, what should be done for overcoming these differences?	YES	NO
2.7 Are there any aspects of the activity that need to be reviewed or improved in the light of any aspect of the ISI declaration on Professional Ethics? If YES, what should be done for overcoming these differences?	YES	NO
3.7 Are methods and procedures used for compiling, managing and disseminating data chosen under any political influence? What measures can be taken to avoid this influence?	YES	NO
4.7 Is there any evidence that OECD requests for data and metadata are not treated by some Member countries with the same importance attached to those of other international (or supranational) organisations? What measures can be taken to improve this aspect?	YES	NO
5.7 Is there evidence that these statistics are used in inappropriate ways? If YES, quote some of these cases and actions (if any) undertaken to avoid it.	YES	NO

After having completed the questionnaire, the activity manager is asked to write a brief note (three-four pages) summarising, from his/her perspective, the main issues identified in the above checklist and proposed solutions. In particular, the manager, using the structure described in Table 3 as a general reference, will include the following elements:

- **short description of the activity and of resources involved in the activity;**
- **main strengths and weaknesses (if any) of current practices, according to each quality dimension;**
- **main actions that need to be undertaken to resolve problems identified through the quality review;**
- **evaluation of resources necessary for implementing recommendations.**

An example of the quality assessment carried out for the STAN database is contained in Annex 5.

**QUESTIONNAIRE 2 - SUMMARY INFORMATION TO SPG MEMBERS
ABOUT A NEW STATISTICAL ACTIVITY**

<p>NAME OF THE PROJECT:</p> <p>.....</p> <p>NAME OF THE ACTIVITY MANAGER:</p> <p>DIRECTORATE/DIVISION:.....</p> <p>DATE:</p>												
<p>1.1 Have you conducted a careful analysis of current and emerging statistical needs linked to analytical and policy issues that the relevant Committee has identified as a priority in the medium term?</p> <p style="padding-left: 20px;">If YES, is the proposed activity fully coherent with such priorities?</p>	YES	NO										
<p>2.1 Have you conducted a comprehensive analysis of similar activities carried out and/or planned by other international organisations?</p>	YES	NO										
<p>3.1 Have you identified other Directorates of the OECD that have carried out and/or planned projects potentially related to this activity?</p> <p style="padding-left: 20px;">If YES, what are the main projects carried out and/or planned by other OECD Directorates closely linked to the activity?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Name of the project</td> <td style="width: 50%; border: none;">Directorate(s)</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> </table>	Name of the project	Directorate(s)	YES	NO
Name of the project	Directorate(s)											
.....											
.....											
.....											
.....											
<p>4.1 Did you involve other Directorates in the definition of data requirements from the beginning of the activity?</p> <p style="padding-left: 20px;">If YES, which Directorates?</p> <p>.....</p>	YES	NO										

<p>5.1 Are other international organisations involved in the activity? If YES, which organisations (indicate acronyms)? </p>	<p>YES NO</p>
<p>6.1 Are other Directorates involved in the activity? If YES, which Directorate (indicate acronyms)? </p>	<p>YES NO</p>
<p>7.1 Have you analysed if there are any existing international statistical guidelines and recommendations (definitions, classifications, etc.) developed by the OECD or other international organisations useful for conducting the activity? If YES, to what extent they can be used? HIGH MEDIUM LOW</p>	<p>YES NO</p>
<p>8.1 What is the degree of coherence between concepts, definitions and classifications envisaged for the activity and those used at national level, by the majority of countries concerned? HIGH MEDIUM LOW</p>	
<p>9.1 What are the expected main groups of users?</p> <p style="margin-left: 40px;">- Internal users within the Directorate</p> <p style="margin-left: 40px;">- Internal users working in other Directorates</p> <p style="margin-left: 40px;">- Experts working in national public administrations</p> <p style="margin-left: 40px;">- External users:</p> <p style="margin-left: 80px;">Public bodies</p> <p style="margin-left: 80px;">Private companies</p> <p style="margin-left: 80px;">Research institutes</p> <p style="margin-left: 80px;">Others</p>	<p style="text-align: center;">Importance (increasing magnitude 1-7)</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p>
<p>10.1 What are the main policy “drivers” for the activity? </p>	
<p>11.1 Describe in one or two pages (to be attached to this questionnaire) the content of the activity, expected outputs and their main characteristics (frequency, variables, geographical coverage, etc.). The note should highlight the main strengths and weaknesses of the activity.</p>	
<p>12.1 What is the expected time horizon for the activity? Starting date</p>	

Closing date		
13.1 Do you expect that the activity will produce new statistical recommendations and/or standards (definitions, classifications, etc.)? If YES, what kind of standard? 	YES	NO
14.1 Does the activity imply a new data and metadata collection?	YES	NO
15.1 Has the decision to carry out the activity already been taken by the relevant body (Committee, Working Party, Directorate)? If YES, have you already compiled the OSWP questionnaire? YES NO	YES	NO