
December 1-3, 2015, Bishkek, Kyrgyzstan
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Main Standards Applied in the Committee

- **Statistical Classifications**
- **Glossary of Statistical Terminology**
- **Standards and recommendations for reports on quality assessment**
- **Technical standard**
  - Dublin Core
  - ISO 15836
- **Register of statistical units**
- **Generic Statistical Business Process Model (GSBPM)**
- **SNA 2008**
- **SDMX**
Applying GSBPM Standard in the Committee

“GSBPM” confirmed by decree of the State Statistical Committee dated 4 September 2012, № 66/07

9 stages and 47 sub-processes of statistical production
Process scheme in the Committee

- Processes and schemes of branch departments
- Processes and schemes of non-branch departments
- Schemes and standards of processes of quality management system
- Schemes and standards of processes for statistical activity planning
- Schemes and standards of processes for keeping the registers
- Schemes and standards of processes for keeping the classifications
- Schemes and standards of processes for keeping sampling statistical surveys
- Schemes and standards of processes for management of statistical observation programs
- Schemes and standards of processes for document management
Process Management schemes and Standards in National Accounts Statistics and Macroeconomic Indicators (example)

Stage 1 – identification of needs

1.1 Identification of information need
1.2 Discussion and confirmation of needs
1.3 Assignment of tasks
1.4 Identification of concepts
1.5 Study of data availability
1.6 Development of economic feasibility
1.1 Identification of information needs

1.1.1 Study of Presidential decrees, government regulations, other regulatory and legal acts

1.1.2 Observance of orders, decrees and regulations of the Committee

1.1.3 Study of international experience and practices of advanced countries

1.1.4 Fulfillment of obligations to the international organizations

1.1.5 Holding of meetings with users, analysis of their needs

Activity can be conducted in regular, parallel and iterative manners. Applying the process per each activity is mandatory. At the same time, keeping the written notes is mandatory.

- Written note: Implementation reports and returns
- Written note: Staff responsibility reports
- Written note: Minutes of meetings
1.2 Discussion and confirmation of needs

1.2.1 Consultation with the parties concerned
1.2.2 Study of data availability
1.2.3 Discussion of questions at the Scientific and Methodological Council
1.2.4 Obtaining of formal consent
1.2.5 Confirmation of needs

Activity can be conducted in regular, parallel and iterative manners. Applying the process per each activity is mandatory. The written notes per each activity depend on performance characteristics.
1.3. Determination of Task Assignment

- This sub-process determines final statistical products required to satisfy the needs as determined by sub-process “1.2 Discussion and approval of needs”. This includes discussions with users of implied final products and their quality. Availability of records on this activity is optional.
Standards and maps of statistical process management of Baku statistical department

1.1 Standardization of activity within QMS and establishment of a common mechanism
1.2 Arrangement of statistical activities and submission of data to the Committee
1.3 Statistical data collection
1.4 Analysis of statistical data
1.5 Arrangement of personnel management activities
1.6 Workflow management
1.7 Arrangement of financial and economic activities and bookkeeping
1.8 Backup activities
1.1 Standardization of activity within QMS and establishment of a common mechanism

Activity can be conducted in regular, parallel and iterative manners. Applying the processes per each activity is mandatory. At the same time, keeping the written notes is mandatory.

1.1.1 Notification of objectives and policy
- Written note: Policy and objectives

1.1.2 Preparation of main documents and procedures on quality
- Written note: QMS main documents and process documenting

1.1.3 Determination of tasks and obligations
- Written note: Position, official function, separation of duties, orders

1.1.4 Work planning
- Written note: Rule of procedure, action plan

1.1.5 Development of infrastructure and occupational environment
- Written note: Certificates and reports on discrepancies found from quality management and information technology

1.1.6 Internal auditing
- Written note: QMR report

1.1.7 Report on quality of a head of local statistical department
- Written note: Discrepancy management

1.1.8 Discrepancy management
- Written note: Action plan on corrections and preventive measures

1.1.9 Corrections and preventive measures

1.1.10 Regular improvement activities
- Written note: QMR report
Activity can be conducted in regular, parallel and iterative manners. Applying the processes per each activity is mandatory. At the same time, keeping the written notes is mandatory.

<table>
<thead>
<tr>
<th>1.2 Arrangement of statistical activities and submission of data to the Committee</th>
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<tbody>
<tr>
<td>1.2.1 Familiarization of specialists with the orders, decrees and other state papers of the Committee</td>
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<tr>
<td>Written note: Acknowledgement List</td>
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<tr>
<td>1.2.2 Update of register of statistical units</td>
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<tr>
<td>Written note: Software for update or written notes</td>
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<tr>
<td>1.2.3 Completion of coordination with statistical units for submission of e-report</td>
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<tr>
<td>Written note: Contacts</td>
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<tr>
<td>1.2.4 Fill-in of a region datasheet according to main social and economic indicators</td>
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<tr>
<td>Written note: Datasheet</td>
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<tr>
<td>1.2.5 Preparation and publication of analytical reports on social and economic development of a region</td>
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<tr>
<td>Written note: Analytical report</td>
</tr>
<tr>
<td>1.2.6 Publication of statistical yearbooks, bulletins, press-releases and other materials based on data collected</td>
</tr>
<tr>
<td>Written note: Yearbooks, bulletins, press-releases, etc.</td>
</tr>
<tr>
<td>1.2.7 Submission of statistical materials on social and economic and demographic situations in a region to the Committee and local authorities</td>
</tr>
<tr>
<td>Written note: Press-releases, reports, tables, etc.</td>
</tr>
<tr>
<td>1.2.8 Submission of work implementation report to the Committee</td>
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<tr>
<td>Written note: Reports</td>
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</tbody>
</table>
### Example of GSBPM application in Statistical Process Management during Agricultural Census

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of processes, activity</th>
<th>Name of activities</th>
<th>Input</th>
<th>Provider</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>Discussion and confirmation of needs</td>
<td>Agreement and confirmation from MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU for conducting agricultural census</td>
<td>Proposals from MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU, and Minutes of meetings and agreements</td>
<td>MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU, SSC</td>
<td>Identification of needs and information for agricultural census</td>
</tr>
<tr>
<td>1.2.1</td>
<td>Consultation with parties concerned</td>
<td>Arrangement of written and oral discussions with parties concerned</td>
<td>Agreements in writing and Minutes of meetings</td>
<td>SSC</td>
<td>Discussion and analysis of proposals</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Study of data availability</td>
<td>Study of data availability</td>
<td>Separation of duties of agricultural and environmental statistics departments</td>
<td>SSC</td>
<td>Updating</td>
</tr>
<tr>
<td>1.2.3</td>
<td>Discussion of questions at the Scientific and Methodological Council</td>
<td>Discussion of questionnaires and methodologies at the Scientific and Methodological Council</td>
<td>Letter of agreement from MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU</td>
<td>MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU, SSC</td>
<td>Minutes or decisions of the Scientific and Methodological Council</td>
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<td>1.2.4</td>
<td>Obtaining of formal consent</td>
<td>Adjustment of questionnaires and methodologies approved at the Scientific and Methodological Council</td>
<td>Adjustment of documents approved at the Scientific and Methodological Council</td>
<td>MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU</td>
<td>Agreements obtained from MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU and ASAU</td>
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<tr>
<td>1.2.5</td>
<td>Confirmation of needs</td>
<td>Confirmation of questionnaires and methodologies</td>
<td>Letter of agreement from İSN, MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU and opinion of Scientific and Methodological Council</td>
<td>MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU, SSC</td>
<td>Decrees and regulations of SSC</td>
</tr>
<tr>
<td>1.2.5</td>
<td>Confirmation of needs</td>
<td>Placement of questionnaires in State Register of Legal Acts</td>
<td>Letter of agreement from İSN, MEI, MA, MF, MJ, MENR, SCLC, ANSA, ASEU, ASAU and opinion of Scientific and Methodological Council</td>
<td>MJ, SSC</td>
<td>Decrees and regulations of SSC</td>
</tr>
</tbody>
</table>
Thank you for your attention!