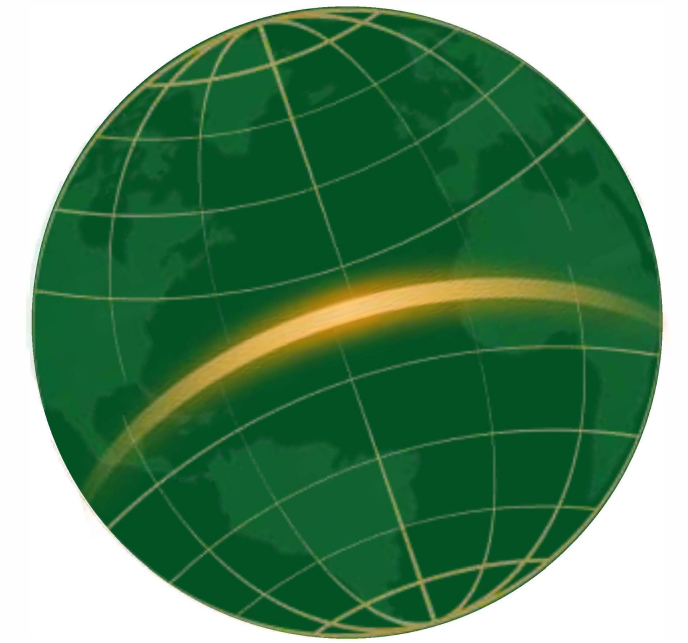


Inter-regional Expert Meeting



Doha, Qatar, June 5th 2024

Cristina Sydow – Senior Researcher – IPEA

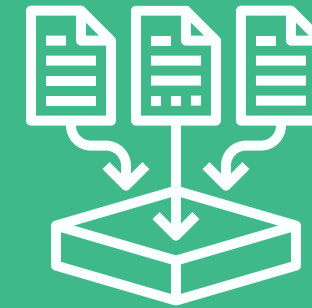
Data Collection Timeline, Validations, Analysis and Reporting

Session 6 – Practical Tools Developed and Country Applications

Data Collection Process



**Planning and
preparation of the
collection**



Data Collection



Data Analysis



**Data Preparation,
Review and
Submission to
UNCTAD**

1. Collection Planning and Preparation

1.1 Identification of the institution responsible for collecting and analyzing South–South cooperation initiatives.

1.2 Mapping and Identification of Institutions

1.3 Contact list creation

1. Collection Planning and Preparation

1.4 Elaboration of communications and official documents.

1.5 Repository creation with all documentation and information.

1.6 Webspace creation (in open standard, such as Creative Commons) with supporting and relevant materials.

1.7 Development of supporting materials according to the level of complexity of the topic.

Level 1 – Introductory

Key questions to answer
What is this about?
How?
Why?
What for?
For whom?
How to do it?
Where should I send the data?
Where can I go for help?

Level 2 – Intermediate


Key questions to answer
FAQ – Questions and answers
Examples
What NOT to include?
What must be included?
How to fill the information in
What are the most important information?
Where to search for the data?
Where to search for help?

Level 3 – Advanced

Key questions to answer
Basic + Intermediate questions, plus:
Categorizing doubts
Filling doubts
Currency conversion
Details on optional fields and where to find info about them
Expense breakdown
Examples of filling out monetizable and non-monetizable groups



2. Data Collection process



The data collection process starts with invitations and communications to the institutions, asking for their participation.

2. Data Collection process


2.1 Invitations and communications sending.

2.2 The data collection process might take approximately six to eight months, depending on how well the data collection is organized, planned, and accommodated with other activities the responsible team carries out.

2.3 Establish a communication and follow-up strategy.

2.4 The data collection team will prepare workshops, meetings, and question-and-answer sessions on filling in the material.

3. Data Analysis



Preliminary analysis of the contributions. Identification of any missing or incorrectly filled data.

The team should also compare the current data with the official Treasury system.

3. Data Analysis

3.1 Information checking and incorrect or missing data identification.

3.2 Data checking with the team responsible for sending the initiatives.

3.3 In parallel, analyze spending by using Finance Ministry systems.

3.4 Cross-check data received with the Government systems.

4. Preparation, Review and Submission of Data

Data preparation, revision, report creation.

year

