

Doha, Qatar, June 5th 2024

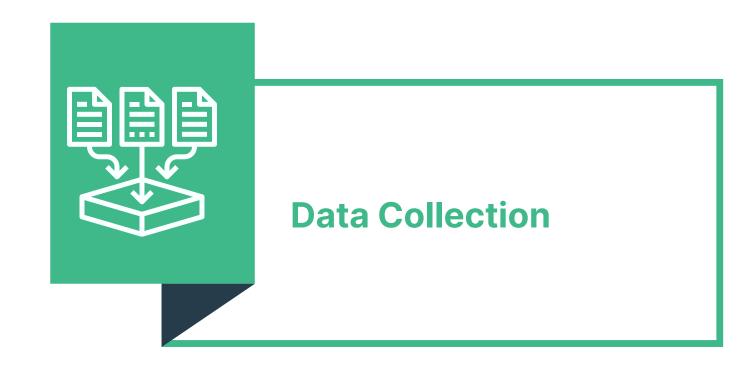
Cristina Sydow – Senior Researcher – IPEA

Data Collection Timeline, Validations, Analysis and Reporting

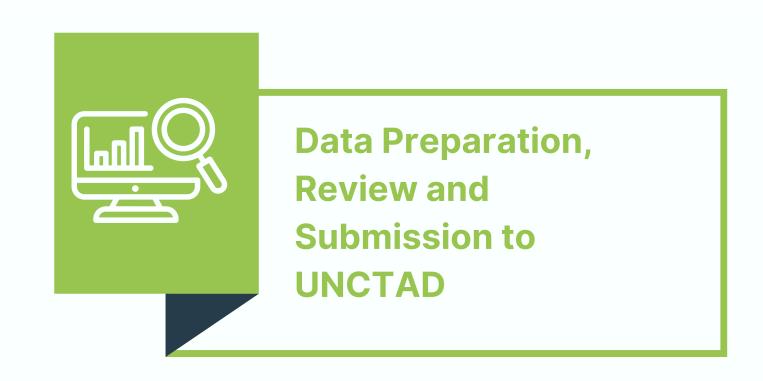
Session 6 - Practical Tools Developed and Country Applications

Data Collection Process









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.

Preparation, Review and Submission of Data

Data preparation, revision, report creation.

Suggested Timeline

Data collection planning and preparation																		
Data collection execution																		
Data analysis																		
Preparation of internal report																		
UNCTAD submission																		
																		\perp
· · · · · · · · · · · · · · · · · · ·	Year 2024 2025																	
· · · · · · · · · · · · · · · · · · ·	Month	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	1
What	Who	Jan	reb	IVIdI	April	iviay	Juli	Jui	Aug	sept	OCI	INOV	Dec	Jan	reb	IVIdI	Аргіі	
	Data Collection team																	\top
	Data Collection team																	\exists
<u> </u>	Data Collection team																	\exists
Website and links update	Data Collection team																	\neg
Support materials update	Data Collection team																T	П
Preparation of database for sending invitations	Data Collection team																T	Т
	Data Collection team																	\Box
Preparation of standard text for sending emails	Data Collection team																	\Box
Invitation text and email approval	Data Collection team superiors																	
Analysis of spending based on data from the Ministry of Finance	Data Collection team																	
Sending invitation emails to top authorities	Data Collection team																	
•	Data Collection team																	\Box
Follow up by phone and email	Data Collection team																	\perp
Sending and monitoring controls	Data Collection team																	
Meetings and Q&A sessions held	Data Collection team																	
	Data Collection team																	
Cross check of expenditure data from systems and data sent by institutions	Data Collection team with institutions																	
Analysis of the data received and checking any doubts with the institutions that sent it in	Data Collection team with institutions																	