STATISTICS QUALITY ASSURANCE FRAMEWORK

SELF-ASSESSMENT QUESTIONNAIRE

UNITED NATIONS
UNCTAD

INTRODUCTION

The UNCTAD SQAF was prepared by the Statistical Coordination Task Force in September 2018 and approved by the Secretary-General of UNCTAD on 11 April, 2019. In doing so, UNCTAD has reaffirmed its commitment to the *Fundamental Principles of Official Statistics* and the *Principles Governing International Statistical Activities* and the ambition to improve the quality of all official UNCTAD statistics.

This is the UNCTAD SQAF self-assessment questionnaire for compilers of statistical outputs in UNCTAD. The questionnaire comes in three sections, covering the three quality dimensions (institutional environment, statistical output and statistical processes) and the nine associated quality components. These quality components are operationalized by their respective quality performance indicators (QPIs). Statistical compilers are asked to provide an assessment of whether they have satisfactorily implemented steps to achieve the quality components as defined by the QPIs. This is a self-assessment but compilers are expected to furnish evidence to support their assessment.

The main purpose of self-assessment is to identify quality and performance problems, to stimulate discussion of how problems can be addressed, and what and how improvements can be made. The scores from the conformance scales can be aggregated to provide a time series benchmark, giving a measure of improvement over time. The documentation collected during an assessment should also be in uncovering weaknesses and identifying areas for future improvement.

This assessment uses a 3 point conformance scale, allowing scores to be aggregated (with or without weights) to give an average score of conformance for each of the 9 quality components, and the three quality dimensions. An overall quality score can also be computed, for each compiler and for UNCTAD as a whole. The results of the self-assessment questionnaires will be presented and discussed at the Statistical Coordination Task Force. A summary of the results will be prepared and presented to the senior Directors and Secretary-General of UNCTAD.

INSTRUCTIONS

This assessment uses a 3 point conformance scale: fully implemented (2); partly implemented (1); or not implemented (0). Compilers are asked to select a point on the implementation scale and then to support their choice with explanations and supporting documentation or other evidence.

To select 'Fully implemented' compilers must provide evidence that the activity has been systematically implemented and there is clear evidence that supports and documents implementation. It will not be sufficient to indicate that an activity has been fully implemented if no supporting evidence is available.

To select 'Partly implemented' compilers must provide evidence that the activity has been at least partly implemented and there is good evidence that activity is on course to being implemented systematically. Compilers should provide an outline of future implementation plans with an indication of timeline and anticipated blockages. Again clear evidence should support assessment.

Selecting 'Not implemented' means the activity has not been implemented and there is no evidence regarding its implementation. In this case, compilers should provide an outline of future implementation plans (including timelines) or explain why the implementation of the activity cannot be achieved or is not applicable.

SECTION 1
INSTITUTIONAL ENVIRONMENT

COMPONENT 1 - PROFESSIONAL INDEPENDENCE & IMPARTIALITY

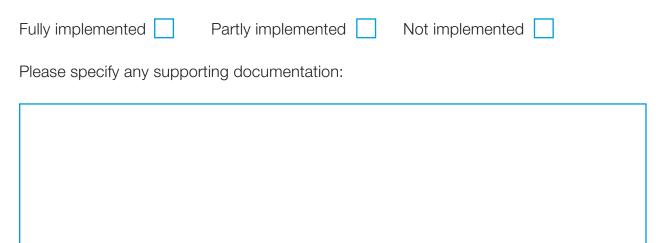UNCTAD statistics are professionally independent and impartial

Quality Performance Indicator 1.1

Statistical methods and outputs are determined only by statistical considerations and not by pressure from providers, users or other stakeholders

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 1.2

Statistical reports and press releases are objective and non-partisan

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 1.3

All the methodologies and standards being adopted are well documented and made available to users

Fully implemented ☐　　　Partly implemented ☐　　　Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 1.4

UNCTAD Statistics Quality Assurance Framework is publically available

Fully implemented ☐　　　Partly implemented ☐　　　Not implemented ☐

Please specify any supporting documentation:

COMPONENT 2 - STATISTICAL COORDINATION
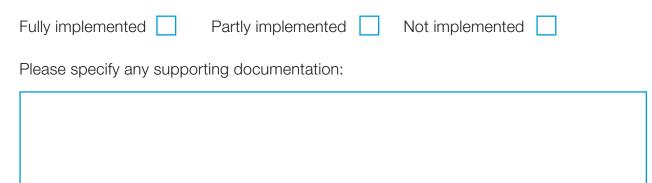
Quality Performance Indicator 2.1

A Statistics Coordination Task Force will be established in UNCTAD

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 2.2

There will be a single conduit for acquisition of data from other international organisations so that data are consistently accessed, imported and used within UNCTAD
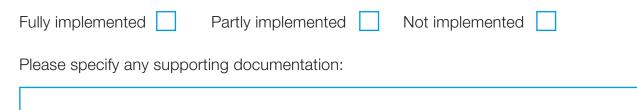
Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 2.3

As far as is practicable, all UNCTAD statistics will be published and made available freely to all users

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 2.4

Unpublished data will be shared internally (unless those data are confidential or are of sufficiently poor quality to justify not sharing)

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

SECTION 2
STATISTICAL OUTPUT

COMPONENT 3 - RELEVANCE

Quality Performance Indicator 3.1

Statistical needs (as defined in mandate) are reflected in the work programme

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 3.2

User satisfaction is monitored on a regular basis

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

COMPONENT 4 - ACCURACY & RELIABILITY

Quality Performance Indicator 4.1

Data sources and results are assessed and validated in as far as is possible
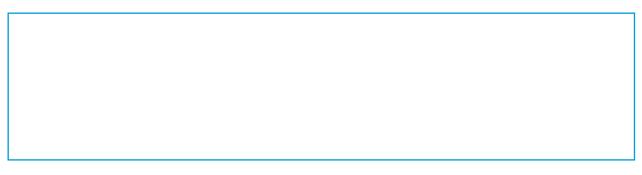
Fully implemented ☐　　　Partly implemented ☐　　　Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 4.2

Unscheduled revisions are kept to a minimum. Scheduled updates are analysed to minimise extent of revisions

Fully implemented ☐　　　Partly implemented ☐　　　Not implemented ☐

Please specify any supporting documentation:

COMPONENT 5 -COHERENCE AND COMPARABILITY

UNCTAD statistics are coherent and internally and externally consistent

Quality Performance Indicator 5.1

Statistics are compiled in line with international standards and definitions

Fully implemented ☐　　Partly implemented ☐　　Not implemented ☐

Please specify any supporting documentation:

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Quality Performance Indicator 5.2

Statistics are consistent over time and across countries

Fully implemented ☐　　Partly implemented ☐　　Not implemented ☐

Please specify any supporting documentation:

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Quality Performance Indicator 5.3

Statistics can be reconciled with other sources

Fully implemented ☐　　Partly implemented ☐　　Not implemented ☐

Please specify any supporting documentation:

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COMPONENT 6 -TIMELINESS & PUNCTUALITY

UNCTAD statistics are released on schedule and in a timely manner

Quality Performance Indicator 6.1

Statistics are published in line with public publication calendar

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 6.2

Statistics are published as quickly as possible

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:
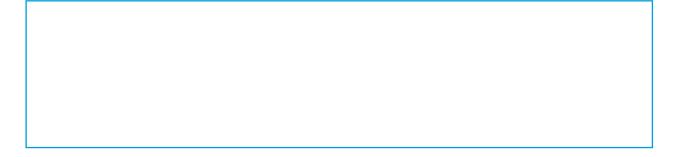
COMPONENT 7 - ACCESSIBILITY & CLARITY

UNCTAD statistics are clear and understandable and published in an accessible manner.

Quality Performance Indicator 7.1

Statistical reports can be easily understood, and include all appropriate metadata

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

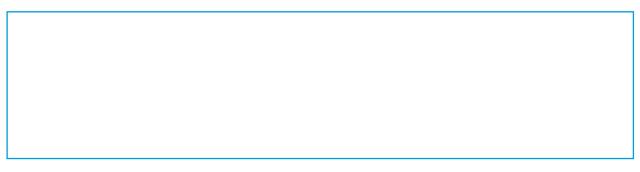Please specify any supporting documentation:

Quality Performance Indicator 7.2

Statistical reports and databases can be easily located and accessed, and data can be easily extracted and downloaded

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

SECTION 3
STATISTICAL PROCESSES

COMPONENT 8 - SOUND METHODS AND SYSTEMS

Quality Performance Indicator 8.1

Statistics are compiled and disseminated according to international standards

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 8.2

Statistics are compiled using efficient and robust IT systems

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

Quality Performance Indicator 8.2

Metadata are available for all statistics

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

COMPONENT 9 - EFFICIENCY

UNCTAD statistics are compiled efficiently

Quality Performance Indicator 9.1

High quality statistics are compiled at minimum cost

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

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Quality Performance Indicator 9.2

Collection is designed to minimize the reporting burden on member states

Fully implemented ☐   Partly implemented ☐   Not implemented ☐

Please specify any supporting documentation:

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