



Tool for Assessing Statistical Capacity (TASC)

SEPTIEMBRE DE 2019

1. Institutional Capacity of NSS*					
		3	2	1	0
Legal and Normative Environment					
1.1 *	Law exists that creates and organizes the National Statistical System (NSS) and its stakeholders, and appoints the Statistical Office/Institute (NSO) of the country as its leading agency	The law exists and is implemented	Law does not exist but the NSO acts as the leader	Law exists but is not followed	The law does not exist and the NSO does not lead the NSS
1.2 *	Does a regulatory framework exist that specifies that the information of the interviewees will remain confidential and will be used only for statistical purposes	There is a regulatory framework that specifies the confidentiality and is implemented	There is a regulatory framework that specifies only some aspects on the confidentiality and they are implemented	There is a regulatory framework that specifies elements on confidentiality but is not implemented	There is no regulatory framework that specifies the topic of confidentiality of statistical information
1.3 *	Law exists that mandates all natural and legal persons to take part in censuses and surveys developed by the Statistical Institute and other entities of NSS	The law exists and is implemented	The law exists but is only implemented sometimes	The law exists but is not implemented	The law does not exist
1.4 *	Current legislation specifies the following concerning the head of the NSO (president, director, head): the selection process, job requirements, term limits, and the causes for dismissal	The legislation exists and includes ALL indicated aspects	The legislation exists and includes MOST of the indicated aspects	The legislation exists and includes SOME of the indicated aspects	The legislation does NOT specify any of the stated aspects or does not exist
1.5	Current legislation concerning the head of the NSO authorizes that he/she take part in high-level government meetings, such as cabinet meetings or other forums at the highest level of government	Yes, in an explicit way and the director takes part permanently	Not in an explicit way but the director takes part regularly as a guest	Not in an explicit way and the director takes part in a sporadic way because he is invited or due to his personal profile	No, and the director never takes part in meetings of high-level authorities of the government
1.6 *	Procedures exist to report political or administrative pressure when producing and disseminating statistical information	Procedures exist and staff are regularly trained in how to use them	Procedures exist but staff are only trained periodically in how to use them	Procedures exist but staff are not trained in how to use them	Procedures do not exist

1. Institutional Capacity of NSS*					
		3	2	1	0
1.7 *	The country has made official, by means of a normative framework, the application of a code of good statistical practice, with international standards adapted to the local context, covering all the members of the NSS	Yes, and its use is mandated for all NSS members	Yes, but its use is only mandated for some NSS members	Yes, but its use is only mandated for the NSO	The code does not exist or it has not been made official
1.8	Law exists that mandates Population and Housing Censuses to be carried out at defined intervals of 5 or 10 years	The law exists and the censuses are always carried out on time	The law exists but the frequency is not followed	The law exists but does not define frequency	The law does not exist
1.9	Regulatory framework indicates that Agricultural Censuses should be carried out at defined intervals of not more than 10 years	The framework exists and the censuses are always carried out on time	The framework exists but the frequency is not followed	The framework exists but does not define frequency	The framework does not exist
Confidentiality and Data Protection					
1.10 *	Data confidentiality training for all staff exists and covers: the importance of the public's cooperation and trust, prohibition of browsing data without authorization, and the protection of human research participants in statistical operations	Training program exists and all elements are covered	Training program exists but not all elements are covered	Training program does not exist but some guidance is given to employs regarding data confidentiality	Training does not exist and staff do not receive guidance on data confidentiality
1.11 *	Training concerning ethics in statistics exists and covers the importance of producing and disseminating reliable statistics	Training exists and is given to all staff involved in data production and dissemination	Training exists but is only given to managers of data production and dissemination	Training does not exist but some guidance is given to staff regarding ethics in statistics	Training does not exist and there is no guidance given on data confidentiality
1.12	All staff are trained on data confidentiality within 60 days of their hire and regularly thereafter (every year or two)	All staff are trained on data confidentiality within 60 days of their hire and regularly thereafter	Only staff directly involved in the handling of confidential data is trained in the first 60 days of employment and regularly thereafter	Staff directly involved in the handling of confidential data is trained but there is no a specific timetable	No training on data confidentiality exists

1. Institutional Capacity of NSS*					
		3	2	1	0
1.13 *	Protocols of data confidentiality and protection are implemented throughout all phases of every statistical operation (questionnaires stored in locked areas, passwords exist for all computers, sharing of personally identifiable information (PII) is prohibited, micro-data is made anonymous, etc.)	Protocols of data confidentiality and protection are implemented in ALL phases of every statistical operation	Protocols of data confidentiality and protection are implemented in MOST of the phases of every statistical operation	Protocols of data confidentiality and protection are implemented in SOME of the phases of every statistical operation	Protocols of data confidentiality and protection DO NOT EXIST in the phases of every statistical operation
1.14 *	Procedures and protocols exist to guarantee that statistical confidentiality is not violated during the exchange of information between entities of the NSS	There are procedures and protocols to ensure that the statistical confidentiality is not violated and they are respected by ALL entities of NSS	There are procedures and protocols to ensure that the statistical confidentiality is not violated and they are respected by MOST of the entities of NSS	There are procedures and protocols to ensure that the statistical confidentiality is not violated and they are respected by SOME of the entities of NSS	Procedures and protocols to guarantee that the statistical secret is not violated DO NOT EXIST or they are not respected by the entities of NSS
1.15 *	Paper questionnaires and all documents with identifiable information from sources are shredded, chemically broken down, reduced to powder or burned for disposal in a defined period of time after every statistical operation (if paper questionnaires are not used for censuses or surveys, or paper-based data records = N/A)	Questionnaires and documents are ALWAYS disposed of in a secure manner and in a defined time period	Questionnaires and documents are disposed of in a secure manner MOST of the time and in a defined time period	Questionnaires and documents are SOMETIMES disposed of in a secure manner and in a defined time period	Questionnaires and documents are never disposed of in a secure manner and in a defined time period
1.16 *	Original databases (prior to data cleaning) from censuses and surveys that are collected electronically (MDC = mobile data capture devices or Internet) are filed and encrypted in a secure manner to prevent tampering (if electronic data collection for censuses and surveys is not done = N/A)	Original databases are ALWAYS archived in a secure manner to prevent tampering	Original databases are archived MOST of the time in a secure manner to prevent tampering	Original databases are archived SOMETIMES in a secure manner to prevent tampering	Original databases are never archived in a secure manner to prevent tampering
1.17	NSO has a group or special committee that supervises and enforces compliance with data confidentiality and revises the rules at least once a year	There is a group or committee that controls confidentiality and revises the rules regularly	There is a group or committee that controls confidentiality, but it does not revise the rules regularly	A group or committee exists but does little to control confidentiality	The group or committee does not exist

1. Institutional Capacity of NSS*					
		3	2	1	0
Planning and Structure of the Organization					
1.18	Data production is evaluated regularly, examining the information that is collected, its frequency, how it is collected and used so that available statistics relate to statistical demand	The indicated elements are ALWAYS evaluated regularly	The indicated elements are evaluated MOST of the time	The indicated elements are evaluated SOMETIMES	The indicated elements are NEVER evaluated
1.19 *	Technical decisions on processes for the collection and dissemination of statistical products is taken independent of political influences	All technical decisions on processes for the collection and dissemination for statistical products are made independently	All technical decisions are taken independently, but sometimes there is pressure on the collection and dissemination processes for statistical products	There is frequent pressure on the collection and dissemination processes for statistical products	Collection and dissemination processes for statistical products are often censured or face political pressure
1.20 *	A concerted and approved National Strategy for Statistical Development exists and defines the objectives and policies of the National Statistical System in the medium term	Yes, it exists and is followed	Yes, it exists but only NSO follows it	Yes, it exists but it is not followed	The strategy does not exist
1.21 *	A medium-term National Statistical Plan exists, i.e. an integrated and validated operational plan for the entire NSS, which responds to the demand for information set out by the country's strategic or development plan	Yes, it exists, and responds to ALL priority demands for information	Yes, it exists, and responds to MOST of the priority demands for information	Yes, it exists, but only responds to SOME priority demands for information	A national statistical plan does not exist, or it does not respond to priority demands for information
1.22 *	Periodicity for mayor surveys (social, demographic, economic, etc.) is defined and followed	Periodicity is defined for the mayor surveys and is ALWAYS followed	Periodicity is defined for mayor surveys and is USUALLY followed	Periodicity is defined for mayor surveys and is SOMETIMES followed	Periodicity is not defined for mayor surveys or is NEVER followed
1.23 *	Methodological changes in statistical production processes are communicated to data users in advance	Yes, it is communicated in advance in ALL cases	Yes it is communicated in advance in MOST cases	Yes, it is communicated in advance, but only in SOME cases	No, it is not communicated in advance

1. Institutional Capacity of NSS*					
		3	2	1	0
1.24 *	Statistics and publications are disseminated according to a previously established timetable	Statistics and publications are disseminated according to a previously established timetable	Statistics and publications are disseminated, but there is no previously established timetable	There is a previously established timetable for the dissemination of statistics and publications, but it is not followed	There is no timetable for the dissemination of statistics and publications
1.25	NSO has a mission and seeks to fulfil it permanently through a medium-term (4-5 years) strategic plan that is updated annually and identifies new challenges, activities and specific goals	The mission exists and is fulfilled through a medium-term strategic plan that is updated annually	The mission exists and is fulfilled through a medium-term strategic plan but it is not updated annually	The mission exists but the medium-term strategic plan is out of date and is not used	A mission does not exist and there is not a medium-term strategic plan
1.26	NSO's organizational chart is available to the public, reflects the current hierarchy and includes the job titles of the staff	An updated and detailed organization chart that reflects the current hierarchy is available to the public	A detailed organization chart is available to the public but it is not updated	An updated organization chart exists (basic or detailed) but it is not available to the public	An organization chart does not exist
1.27	NSO has an annual operating plan that includes a survey program (social, demographic, economic, etc., for households and establishments) with a timetable that is followed	The operative plan includes a survey program with a timetable that is ALWAYS followed	The operative plan includes a survey program with a timetable that is followed the MOST of the time	The operative plan includes a survey program with a timetable that is SOMETIMES followed	The operative plan neither exists nor does it include a survey program
1.28	There is a technical advisory council with members of the public and private sector that advises NSO	The technical advisory council exists and ALWAYS fulfills its function	The technical advisory council exists and fulfills its function the MOST of the time	The technical advisory council exists but only fulfills its function SOMETIMES	The advisory council does not exist or it does NOT fulfill its function

1. Institutional Capacity of NSS*					
		3	2	1	0
1.29	NSO has a formal established procedure to critically evaluate past activities and recommendations are considered when developing future activities	There is a formal procedure to evaluate past activities and recommendations are ALWAYS considered when developing future activities	There is a formal procedure to evaluate past activities and recommendations are OFTEN considered when developing future activities	There is a formal procedure to evaluate past activities and recommendations are SOMETIMES considered when developing future activities	There is NO formal procedure to evaluate past activities and they are NOT considered when developing future activities
1.30	There is a managing body (governing board, board of directors, or management committee) that defines the policies of NSO	The managing body exists and ALWAYS fulfills its function	The managing body exists and fulfills its function MOST of the time	The managing body exists and fulfills its function SOMETIMES	The managing body does not exist or does NOT fulfill its function
Human, Technical and Physical Capital					
1.31 *	Permanent technical staff are encouraged to perform analytical work, publish research papers and present them at seminars and conferences (national and international) when it is relevant	Staff are encouraged to perform these activities and are given TIME and ECONOMIC SUPPORT	Staff are encouraged to perform these activities and are given TIME or ECONOMIC SUPPORT	Staff are encouraged to perform these activities but are not given TIME OR ECONOMIC SUPPORT	Staff are NOT encouraged to perform these activities
1.32 *	NSS entities have permanent staff trained to: transform information from administrative registers into statistical registers; manage the quality of statistical registers; produce statistics and indicators derived from statistical registers; and generate the meta-data of those registers	There are permanent staff qualified in ALL these areas	There are permanent staff qualified in the MOST of these areas	There are permanent staff qualified in SOME of these areas	There are no permanent staff qualified in these areas
1.33 *	Physical facilities are adequate for performing the required statistical activities (e.g. sufficient electrical and network connections, space to work, places for holding meetings, spaces for training, etc.)	Physical facilities are plentiful and facilitate completing required tasks	Physical facilities are limited but this does not delay completing required tasks	Physical facilities are limited and this causes some delay completing required tasks	Physical facilities are very limited and this delays completing required tasks
1.34 *	Material resources (including computers, software, printers, desks, etc.) are adequate to perform the required activities	Material resources are plentiful and facilitate completing required tasks	Material resources are limited but this does not delay completing required tasks	Material resources are limited and this causes some delay completing required tasks	Material resources are very limited and this delays completing required tasks

1. Institutional Capacity of NSS*					
		3	2	1	0
1.35 *	NSO has established and implemented a set of technical methodological standards so that the statistical production of NSS is carried out within a common technical framework.	Yes, and they are followed by ALL the NSS entities	Yes, and they are followed by MOST of the NSS entities	Yes, but they are followed only by SOME NSS entities	NSO has not established and implemented technical standards or they are not followed by NSS entities
1.36 *	NSO has a catalogue of the official statistics selection of the NSS, which is updated annually, to enable users to search for information	Yes, and it is updated annually	Yes, but it is not updated annually	Yes, but it has only partial information	It has none
1.37 *	New hires are recruited based on qualifications that match the needs of the NSS	New hires are ALWAYS recruited based on the appropriate qualifications that match the needs of the NSS	New hires are OFTEN recruited based on the appropriate qualifications that match the needs of the NSS	New hires are OFTEN recruited based on the appropriate qualifications that match the needs of the NSS	New hires are RARELY recruited based on the appropriate qualifications that match the needs of the NSS
1.38	NSO has permanent staff specialized in: the planning of censuses and surveys, questionnaire development, field operations, systemization of information from administrative registers, data processing, sampling, analysis, evaluation and dissemination	NSO has permanent staff specialized in ALL these areas	NSO has permanent staff specialized in MOST of these areas	NSO has permanent staff specialized in SOME of these areas	NSO has permanent staff specialized in VERY FEW of these areas
1.39	There is a succession plan to identify specific staff to take on larger responsibility and training is provided to ensure the plan succeeds	The plan identifies and prepares the staff members so that they advance	The plan identifies the staff members so that they can advance but it does not prepare them or help them to do it	The plan exists but is not official and the staff members do not know it	There is no succession plan or it is not being followed
1.40	There is an incentive structure to increase staff retention and reduce turnover	Incentives exist that are effective in increasing staff retention and reducing turnover	Incentives exist that are MOSTLY effective in increasing staff retention and reducing turnover	Incentives exist that are SOMETIMES effective in increasing staff retention and reducing turnover	NSO has NO incentives to increase staff retention and reduce turnover

1. Institutional Capacity of NSS*					
		3	2	1	0
1.41	At least once a year, staff performance is evaluated and new objectives for performance and results are established	At least once a year performance is evaluated and new performance objectives are established	At least once a year staff performance is evaluated but new performance objectives are not established	Staff performance is not evaluated regularly	Staff performance is not evaluated
1.42	There is a regular job training program, which is supported financially and the staff have the time to attend the classes	There is a regular job training program and the staff are given TIME and ECONOMIC SUPPORT	There is a regular job training program and the staff has been given TIME or ECONOMIC SUPPORT	There is a regular job training program but the staff have been given neither TIME nor ECONOMIC SUPPORT	There is NO job training program
1.43	There is an intranet that is maintained regularly and used extensively by the whole staff	The intranet exists, is maintained regularly and is extensively used by the whole staff	The intranet exists, is maintained regularly, but only part of the staff uses it	The intranet exists but it is not maintained regularly	There is no intranet
Stakeholder Coordination					
1.44 *	NSO coordinates and leads the National Statistical System, ensuring that data is shared between the national entities that produce and collect data, so that the needs of the users are satisfied and duplication of work is prevented	NSO coordinates the statistical activities between the entities, ensuring that the requirements of the users are satisfied and that work is not duplicated	NSO coordinates the statistical activities between the entities, but it does not ensure that the requirements of the users are satisfied or that work is not duplicated	NSO coordinates the collection of data only between SOME entities and does NOT ensure that the requirements of the users are satisfied or that the work is not duplicated	NSO does not coordinate the exchange of data of the National Statistical System

1. Institutional Capacity of NSS*					
		3	2	1	0
1.45 *	NSO leads the National Statistical System, determining nomenclatures and classifications that follow international standards and are adapted to local context	NSO determines and ensures that the nomenclatures and classifications follow the international standards and are adapted to the local context, as needed	NSO determines and ensures that the nomenclatures and classifications follow the international standards but they are only partially adapted to the local context	NSO determines the nomenclatures and classifications but they do not follow international standards	NSO does NOT determine the nomenclatures and classifications
1.46 *	Financing of the planned statistical operations with the national budget is sufficient	The financial support of the national budget is sufficient and it covers ALL the requirements	The financial support of the national budget is not sufficient but it covers MOST of the requirements	The financial support of the national budget is not sufficient but it covers SOME requirements	The financial support of the national budget is not sufficient and it comes principally from international sources
1.47 *	Need for external technical assistance is evaluated and planned regularly every year (If technical assistance is not required = 3)	Need for external technical assistance is evaluated and planned annually	Need for external technical assistance is evaluated and planned partially	Need for external technical assistance is evaluated but its planning is reactive	Need for external technical assistance is not evaluated
1.48 *	Before entering an agreement for any external technical assistance, the objectives, the scope of the work, and the products/deliverables are clearly identified (If technical assistance is not required = 3)	For technical assistance ALL these aspects are identified before entering an agreement	For technical assistance MOST of these aspects are identified before entering an agreement	For technical assistance SOME of these aspects are identified before entering an agreement	For technical assistance these aspects are NOT identified before entering an agreement
1.49 *	NSS has sectoral technical committees for production or well defined statistical subsystems that facilitate the coordination of the system	Yes, for ALL principal sectors, and they function in ALL cases in coordination with NSO	Yes, only for SOME sectors and they function in ALL the cases in coordination with NSO	Yes, for SOME sectors but they do NOT function regularly	There is none

1. Institutional Capacity of NSS*					
		3	2	1	0
1.50	There is an advocacy program that seeks technical and financial support (both at national and international level) for the generation of statistics (If support is not required = 3)	The program exists and both national and international support is sought	The program exists but support is sought only nationally or internationally	The program does not exist but interested parties are contacted	The program does not exist and interested parties are not contacted
1.51	NSO evaluates its financial needs annually and requests funding from the central government based on a work plan defined sufficiently in advance	The financial needs are evaluated annually based on a work plan defined in advance and all required funding is requested to the central government in due time	The financial needs are evaluated annually based on a work plan but this plan is not defined on time. Because of this not all funding is requested.	The financial needs are evaluated partially and due to limited planning there are frequently funding problems	The financial needs are not evaluated annually based on a work plan and there are serious funding problems
1.52	NSO evaluates its financial needs annually and requests external donor funding sufficiently in advance (If NSO does not require the support of donors = 3)	The financial needs are evaluated annually and the funding is requested from donors sufficiently in advance	The financial needs are evaluated annually but assistance is not requested to the donors on time, which sometimes generates funding problems	The financial needs are evaluated partially and limited planning for requesting assistance to donors generates delays in the activities frequently	The financial requirements are not evaluated annually nor is donors' support sought
1.53	NSO participates in events of statistical interest at regional and international levels (e.g. Statistical Conference of the Americas-CEA, Andean Statistics Committee, Annual Statistical Assembly of UN, etc.)	Yes, it participates in ALL relevant events	Yes, it participates in MOST of relevant events	Yes, it takes part in SOME of the relevant events	NO, It does not take part in relevant events
1.54	NSO offers regular technical assistance via horizontal South - South cooperation to its peers of the region	NSO supports countries and can do it in ALL areas of statistical work	NSO supports countries, and can do it in the MAJORITY of areas of statistical work	NSO supports countries, but can only do it in SOME areas of statistical work	NSO does not have the technical aptitude to offer horizontal cooperation

2. Census / Survey Planning And Management					
		3	2	1	0
Human and Physical Capital					
2.1	There is permanent staff trained in or experienced in applying project management principles of statistical operations including: budgeting, planning activities, implementation of activities, monitoring and reports, and quality control for census and survey operations	Permanent staff exists and is trained and experienced in ALL project management principles of statistical operations	Permanent staff exists and is trained and experienced in MOST aspects of project management principles of statistical operations	Permanent staff exists and is trained and experienced in SOME aspects of project management principles of statistical operations	Permanent staff does not exist or is not trained or experienced in project management principles of statistical operations
2.2	The plan for different censuses (population and housing, agricultural, economic, etc.) includes detailed requirements of physical space and material resources for its implementation	The plan for census ALWAYS includes detailed requirements of physical space and material resources	The plan for census in MOST of the times includes detailed requirements of physical space and material resources	The plan for census SOMETIMES includes detailed requirements of physical space and material resources	The plan for census does not include detailed requirements of physical space and material resources
2.3	The plan for principal surveys (social, demographic, economic, etc.) includes detailed requirements of physical space and material resources for its implementation	The plan of the principal surveys ALWAYS includes detailed requirements of physical space and material resources	The plan for the principal surveys includes detailed requirements of physical space and material resources MOST of the times	The plan of the principal surveys SOMETIMES includes detailed requirements of physical space and material resources	The plan of the principal surveys does NOT include detailed requirements of physical space and material resources
2.4	The plan for different censuses (population and housing, agricultural, economic, etc.) includes an estimation of the required staff, types of technical experience, and the dates on which staff is needed	The plan for census ALWAYS includes these estimations	The plan for census includes these estimations in MOST of the times	The plan for census SOMETIMES includes these estimations	The plan for census does NOT include these estimations
2.5	The plan for the surveys (social, demographic, economic, etc.) includes an estimation of the necessary staff, types of technical experience, and the dates on which staff is needed	The plan for the surveys ALWAYS includes these estimations	The plan for the surveys includes these estimations in MOST of the times	The plan for the surveys SOMETIMES includes these estimations	The plan for the surveys RARELY or does not include these estimations

2. Census / Survey Planning And Management					
		3	2	1	0
2.6	Established planning mechanisms and a hierarchy to regularly evaluate and approve plans for statistical projects pertaining to censuses and surveys exist	Established planning mechanisms and a hierarchy to regularly evaluate and approve plans for statistical projects pertaining to censuses and surveys exist	Established mechanisms to evaluate and approve plans for statistical projects pertaining to censuses and surveys exist, but the committee only meets occasionally	Committees are created on an ad-hoc basis to evaluate and approve plans for statistical projects pertaining to censuses and surveys	There are no mechanisms established to evaluate and approve plans for statistical projects pertaining to censuses and surveys
2.7	If mobile data capture devices (MDC) are used in censuses and surveys, a task force is formed that includes trained staff, with experience in: design, field operations, programming, and analysis, to make all decisions jointly (If MDC's are not used = N/A)	The task force meets regularly and includes staff of ALL these areas	The task force meets regularly but it only includes staff of SOME of these areas	The task force is formed but it does not meet regularly	A task force is NOT formed
2.8	If mobile data capture is under consideration or in use, a multi-disciplinary working group has evaluated the advantages and disadvantages of using MDC's on each census and survey (if MDC's are not used = N/A)	The group exists and produced a detailed report that included considerations for each census and survey	The group exists and evaluated mobile data capture and produced a report for MOST censuses and surveys	The group exists and evaluated mobile data capture only for SOME censuses or surveys	The group does not exist
2.9	If mobile data capture is under consideration or in use, a multi-disciplinary working group evaluated the infrastructure and resource requirements of such a system and the readiness to deliver such a system given constraints (time, budget, scope).(if MDC's are not used = N/A)	The group exists and has considered feasibility of mobile data capture that includes all aspects for each census and survey	The group exists and has considered feasibility of mobile data capture that includes MOST aspects for MOST censuses and surveys	The group exists and has considered feasibility of mobile data capture but it does not include ALL aspects or only exists for a FEW censuses or surveys	The group does not exist

2. Census / Survey Planning And Management					
Methodological Soundness and International Standards		3	2	1	0
2.10	The publicity campaign for different censuses (population and housing, agricultural, economic, etc.) involves local leaders and important members of the community to raise awareness and to increase participation	The publicity campaign for census ALWAYS includes local leaders and other important members of the community	The publicity campaign for census includes local leaders and other important members of the community MOST of the time	The publicity campaign for census SOMETIMES includes local leaders and other important members of the community	The publicity campaign for census does NOT include local leaders and other important members of the community
2.11	The budgets for a census or survey project are categorized by principal activities - e.g.: planning and preparatory work, geographic work, data collection, data processing, analysis, publication, quality control, and general administrative and operational services - and they include detailed calculations of all the material and institutional resources to be used	The budgets are categorized by principal activities and include the cost of material and institutional resources	The budgets are categorized by principal activities but they do NOT include the cost of material and institutional resources	The budgets are NOT categorized by principal activities but YES they include the cost of material and institutional resources	The budgets are NEITHER categorized by principal activities nor do they include the cost of material and institutional resources
2.12	Project management tools are used to coordinate the schedule and the dependencies between the components of census or survey operations (network diagram, flowcharts, calendars)	Project management tools are used to coordinate the schedule and the dependencies between the components of census or survey operations	Project management tools are used to coordinate the schedule but NOT the dependencies between the components census or survey operations	Simplified tools without detail are used to coordinate the schedule of census or survey operations	Tools are not used to coordinate the schedule of census or survey operations
2.13	For each new survey, the information available through administrative records is evaluated to demonstrate that they are inadequate to fill the needs of the new survey	Available information from administrative records is evaluated for ALL new surveys	Available information from administrative records is evaluated for MOST new surveys	Available information from administrative records is evaluated for SOME new surveys	Available information from administrative records is NOT evaluated for new surveys

2. Census / Survey Planning And Management					
		3	2	1	0
2.14	For each census (population and housing, economic, agricultural, etc.) a publicity campaign exists for each stage where the staff are in contact with the public: cartographic operations, pilot census, census enumeration, etc.	The publicity campaign for each census covers ALL the stages	The publicity campaign for each census covers MOST of the stages	The publicity campaign for each census covers SOME of the stages	The publicity campaign for each census covers NONE of the stages or does not exist
2.15	For major surveys (population and housing, economic, agricultural, etc.) a publicity campaign exists for each stage where the staff are in contact with the public: cartographic operations, pilot census, census enumeration, etc.	The publicity campaign for major surveys covers ALL the stages	The publicity campaign for major surveys covers MOST of the stages	The publicity campaign for major surveys covers SOME of the stages	The publicity campaign for major surveys covers NONE of the stages or does not exist
Quality Assurance					
2.16	IT tools are used to ensure census and survey operations are developed according to the proposed plan and that the problems are detected rapidly	IT tools are used to supervise the schedule and budget of projects and ensure that the problems are detected rapidly	IT tools are used to supervise the schedule and budget of projects but does not help in detecting the problems rapidly	IT tools are used to help to supervise EITHER the schedule OR only the budget of projects, but not both	IT tools are not used for monitoring projects
2.17	There are quality control processes, designed to detect errors and to execute corrective actions during every stage of the census or survey operation	There are quality control processes, designed to detect errors and to execute corrective actions along ALL the stages of the statistical operations	The quality control processes are designed to detect errors and to perform corrective actions along SOME stages of the statistical operations	The quality control processes detect errors but do NOT perform corrective actions along all the stages of the statistical operations	A quality control process does not exist to detect errors and to perform corrective actions
2.18	For every census (population and housing, economic, agricultural, etc.), the publicity campaign does the following: 1) informs the target audience about information being gathered and how it is going to be used, 2) applies a variety of methods to reach the public (mass media, posters, festivals, etc.) and 3) concentrates on populations which are difficult to enumerate	The publicity campaign for every census covers ALL these aspects	The publicity campaign for every census covers MOST of these aspects	The publicity campaign for every census covers SOME of these aspects	The publicity campaign for every census does NOT cover ANY of these aspects

2. Census / Survey Planning And Management					
		3	2	1	0
Written Procedures and Documentation					
2.19	For every census (population and housing, agricultural, economic, etc.) a final report is developed that documents the achievements, scope and limitations or errors, and recommendations on possible changes to the plans of future censuses so that the acquired experience can be applied	There is a final report that includes achievements, errors and recommendations for possible changes to plans of future censuses	There is a final report that includes achievements and errors, but it does not include recommendations for possible changes to plans of future censuses	There is a final report that includes achievements but includes neither errors nor recommendations for possible changes to plans of future censuses	A final report is not prepared for every census
2.20	For every recurring survey (social, demographic, economic, etc.) a final report is developed that documents the achievements, scope and limitations or errors, and recommendations on possible changes to plans of future recurring surveys so that the acquired experience can be applied	There is a final report that includes achievements, errors and recommendations for possible changes to plans of future recurring surveys	There is a final report that includes achievements and errors, but it does not include recommendations for possible changes to plans of future recurring surveys	There is a final report that includes achievements but includes neither errors nor recommendations for possible changes to plans of future recurring surveys	A final report is not prepared for each recurring survey
2.21	A written plan exists for the publicity campaign of every census (population and housing, economic, agricultural, etc.) that includes budget, staff and schedule for all the activities	A written plan exists for the publicity campaign of every census and it includes ALL the aspects for all the activities	A written plan exists for the publicity campaign of every census and it includes MOST of the aspects for the activities	A written plan exists for the publicity campaign of every census and it includes SOME of the aspects for the activities	The written plan for the publicity campaign of every census does not exist
2.22	A written plan exists for the publicity campaign of every major survey (social, demographic, economic, etc.) that includes budget, staff and schedule for all the activities	There is a written plan for a publicity campaign for each of the major surveys and it includes ALL the aspects for all the activities	There is a written plan for a publicity campaign for each of the major surveys and it includes the MOST the aspects for the activities	There is a written plan for a publicity campaign for each of the major surveys and it includes SOME of the aspects for the activities	The written plan for the publicity campaign for each of the major surveys does not exist

3. Mapping					
Human and Physical Capital		3	2	1	0
3.1	There is a cartographic unit with permanent staff, who are responsible for the collection, preparation, use and publication of maps and management of geospatial data for censuses and surveys	There is a cartographic unit with dedicated staff that is responsible for all aspects	There is a cartographic unit responsible for most aspects but the staff are not dedicated completely to the cartography	There is a cartographic unit that is responsible for only some cartographic activities and the staff do not work exclusively in this area	There is no cartographic unit
3.2	There is permanent staff trained or experienced in the Geographic Information System (GIS), including the conceptual framework of GIS technology, database development, application and production of thematic cartography	There is permanent staff, trained in ALL of these aspects	There is permanent staff, trained in MOST of these aspects	There is permanent staff, trained in SOME of these aspects	There is no permanent staff trained in these aspects
3.3	The cartographers are involved in the creation of thematic maps (designed to highlight a specific topic) for data dissemination products, using GIS software	The cartographers create thematic maps for ALL the statistical publications	The cartographers create thematic maps for MOST of the statistical publications	The cartographers create thematic maps for SOME of the statistical publications	The cartographers do NOT create thematic maps or there are no cartographers
3.4	There is permanent staff trained or experienced in the creation of maps and cartographic databases to be disseminated on the Internet using multiple formats, including dynamic and static maps	There is permanent staff, well trained in GIS internet tools	There is permanent staff with basic capacities in GIS internet tools	The maps and cartographic databases that are disseminated on the Internet are created principally by external specialists	There is no trained staff or maps and cartographic databases are not published on the Internet

3. Mapping					
		3	2	1	0
3.5	The capability exists to freely disseminate all geospatial datasets of administrative and statistical geography via the website in an industry standard format (e.g., shapefiles, geodatabases, KLM) corresponding to all publicly released census or survey tabulations	ALL administrative and statistical geography can be released in an industry standard format corresponding to tabulated results (e.g., provinces, districts, and towns)	SOME administrative and statistical geography can be released in an industry standard format corresponding to tabulated results (e.g., provinces, districts, and towns)	Administrative and statistical geography can be released in an industry standard format via physical media (e.g., CD)	Administrative and statistical geography cannot be released in an industry standard format
3.6	Staff has experience with digitization and can integrate digitized data from different sources for use in a spatial database	Staff has experience with digitization and maintains a complete, integrated, enterprise (multi-user) spatial database	Staff has experience with digitization and maintains a complete, integrated spatial database (not enterprise)	Staff has experience with digitization but resulting data are not integrated into a spatial database	Staff has no experience in digitizing or integrating maps
3.7	The cartographic unit has sufficient hardware (computers, large format printers, etc.) and software appropriate for performing the required activities	The cartographic unit has sufficient hardware AND software appropriate for performing the required activities	The cartographic unit has sufficient hardware OR software appropriate for performing the required activities	The cartographic unit DOES NOT have EITHER sufficient hardware OR software, appropriate for performing the required activities	NSO does not have a cartographic unit or the cartographic unit has no infrastructure to fulfil its obligations
3.8	If mobile data capture is used for data collection, mobile data capture devices have access to imagery and vector map data (If mobile data capture is not used = N/A)	Devices have live access to best-available imagery and vector data, which is updated regularly	Devices have cached access to best-available imagery or vector data, which is updated regularly	Devices have access to older imagery or vector data, but it is not updated regularly	Devices have no access to imagery or vector data

3. Mapping					
		3	2	1	0
3.9	If mobile data capture devices (MDC) are used in data collection, edits can be made to census cartography in the field and the changes are stored in the same format as the central data (If MDC are not used = N/A)	It is possible to edit the cartography on the MDC in the field and the changes are stored in the same format as the central data	It is possible to edit the cartography on the MDC in the field but the changes are stored in a different format as the central data	Only certain aspects of the cartography can be edited on the MDC in the field	It is not possible to edit the cartography on the MDC in the field or the MDC does not have the cartography
Methodological Soundness and International Standards					
3.10	An ongoing program exists that updates spatial data to reflect changes in administrative boundaries and redelineates statistical areas based on intercensal changes in population distribution	An ongoing cartographic program exists which updates maps and re-defines statistical areas	An ongoing cartographic program exists that updates maps but does not re-define statistical areas	An ongoing cartographic program exists but it only updates maps for certain parts of the country or incorporates spatial data produced by a limited number of intercensal surveys	There is an ongoing cartographic program
3.11	Enumeration area maps are designed to facilitate the orientation of the enumerator, meaning that they are easy to read, with an appropriate scale, have clear and unambiguous boundaries, and are designed so that an enumerator could cover the complete area in the given time	Enumeration area maps have ALL the characteristics to facilitate the orientation of the enumerator	Enumeration area maps have MOST of the characteristics to facilitate the orientation of the enumerator	Enumeration area maps have SOME of the characteristics to facilitate the orientation of the enumerator	Enumeration area maps do NOT have these characteristics or maps of the enumeration areas are NOT created

3. Mapping					
		3	2	1	0
3.12	The cartographic unit uses a national standard for place names and place codes for the geographic hierarchy of the country that encompasses all administrative and statistical areas and is implemented across all geospatial products	A national standard for place names and codes is implemented across all products and is maintained regularly	A national standard for place names and codes is only implemented for some products or not maintained regularly	A national standard for place names and codes exists, but is not implemented	A national standard for place names and codes does not exist
3.13	GIS tools are used to produce maps for the enumeration of censuses and surveys	ALL the enumeration maps are created using GIS tools	Only maps for supervisors and high level field officers are created using GIS tools	Only very high level field officer maps are created using GIS tools	Maps are not created using GIS tools
Quality Assurance					
3.14	The cartographic unit performs a detailed review of all the statistical results that require maps before dissemination (accuracy of the demarcations, clarity of the map, etc. ..)	The review is ALWAYS done	The review is done MOST of the times	The review is done SOMETIMES	The review is NEVER done or there is no cartographic unit
3.15	GPS-verified national datasets are used for census and survey operations (e.g., road network, housing location points, or landmarks)	GPS-verified data is ALWAYS used for ALL national spatial layers	GPS-verified data is ALWAYS used for SOME national spatial layers	GPS-verified data is SOMETIMES used for SOME national spatial layers	GPS-verified data is not used
3.16	Satellite images are used to verify physical features (housing units, roads, rivers) and boundaries	Satellite images are used and they exist for the WHOLE country	Satellite images are used and they exist for MOST of the country (only remote areas excluded)	Satellite images are used and they exist for SOME parts of the country (only major settlements included)	Satellite images are not used or there are NO satellite images for the country
3.17	Pertinent spatial data (e.g., boundaries, housing units, structures) are verified in the field prior to enumeration	All data is verified using networked MDC technology	All data is verified using offline MDC technology	Data is verified using printed maps	Data is not verified before enumeration

3. Mapping					
		3	2	1	0
3.18	NSO works with other national mapping agencies to obtain spatial data (such as topography, roads, legal boundaries) to avoid duplication of effort	NSO and mapping agencies share digital layers and cooperate on updates	NSO obtains some digital map layers from mapping agencies	NSO and mapping agencies are in sporadic contact	NSO does not work with mapping agency or no mapping agency exists
3.19	Enumerators are instructed to note errors, inconsistencies or updates)in their enumeration area maps and the spatial database is updated after verification	Enumerators are instructed to provide feedback and ALL the spatial database is updated after verification	Enumerators are instructed to provide feedback and MOST data in the spatial database is updated after verification	Enumerators are instructed to provide feedback and SOME data in the spatial database is updated after verification	Enumerators are not instructed to provide feedback on spatial data
3.20	If mobile data capture is used for address/housing unit listing, captured spatial data is centrally stored and integrated with subsequent census or survey operations (If MDC's are not used = N/A)	The enumeration universe is populated programmatically based on the centralized data captured during the housing unit listing operation and quality assurance is an integrated part of the listing software control system	The enumeration universe is populated programmatically based on the centralized data captured during the housing unit listing operation and quality assurance issues are resolved in the central office	The data captured during geographic listing require significant manual intervention before use in subsequent operations but remain in digital format	Spatial data are used to create paper maps for use in subsequent operations
Written Procedures and Documentation					
3.21	Mapping unit has a formal plan that covers the entire census and survey mapping process, including review of existing maps or data, collaboration with other government mapping agencies, staff and technology needs, digitizing, field operations, correction and revision of maps, printing of maps, and production of statistical thematic maps.	Yes, and mapping unit works constantly so that the cartographic plan is always up-to-date	Plan exists for past censuses or surveys. Only small modifications are required	Plan exists for past censuses or surveys but it requires major modifications	There is no mapping plan or an entirely new plan is necessary due to methodological changes

3. Mapping					
		3	2	1	0
3.22	The mapping unit has a training manual for the field staff that details how a map is read, how a map is used during enumeration and how to report errors on the map	The manual exists and includes ALL the indicated elements	The manual exists and includes MOST of the indicated elements	The manual exists and includes SOME indicated elements	There is NO manual or there is no cartographic unit
3.23	The mapping unit maintains an inventory of files and geographical products, including GIS databases, dataset and map products	There is a complete, cataloged inventory of all geospatial products	There is a partially cataloged inventory of all geospatial products	There is a cataloged inventory of all geospatial publications but not spatial datasets	There is no spatial data inventory
3.24	GIS data sets and databases are documented with standardized metadata that includes the source of the information, authors, method and date on which they were prepared as well as location variables	Documentation exists for ALL the indicated aspects	Documentation exists for MOST of the indicated aspects	Documentation exists for SOME indicated aspects	NO documentation or cartographic unit exists

4. Sampling					
		3	2	1	0
Human and Physical Capital					
4.1	There is permanent staff trained in statistical methodology (sample design by means of probabilistic and non-probabilistic methodologies, regression methods, design of experiments methodologies, etc.)	There is permanent staff trained in ALL these areas	There is permanent staff trained in MOST of these areas	There is permanent staff trained in SOME of these areas or the sampling staff are mostly hired from external sources	There is neither permanent staff nor hires trained people in these areas
4.2	There is sufficient permanent staff with experience in sample design and operations (e.g. sample design and processing, stratification methods, managing non-response, estimation methods, etc.)	There is SUFFICIENT permanent staff with experience in sample design AND operation	There is permanent staff with experience in the design OR in sample operation; OR sampling specialists are mostly hired from external sources	There is LITTLE permanent staff with experience in sample design and operation	There is neither permanent staff nor hired sampling specialists trained in this area
4.3	There are sampling specialists specialized by areas (e.g. households, businesses, agricultural development units, etc.)	There are sampling specialists specialized in ALL the principal areas	There are sampling specialists specialized in MOST of the principal areas	There are sampling specialists specialized in SOME areas	Sampling specialists are not specialized by area
Methodological Soundness and International Standards					
4.4	Specialized software is used in statistical processes (SAS, SPSS, STATA, etc.) in order to optimize the processes of selection and stratification of samples	Specialized software is used in ALL statistical processes in order to optimize the processes of selection and stratification of samples	Specialized software is used in MOST of statistical processes in order to optimize the processes of selection and stratification of samples	Specialized software is used in SOME of the statistical processes in order to optimize the processes of selection and stratification of samples	Specialized software is NOT used in statistical processes in order to optimize the processes of selection and stratification of samples

4. Sampling					
		3	2	1	0
4.5	The statistical frameworks are updated periodically (e.g. by means of administrative registers or by field counts, etc.)	ALL statistical frameworks are updated periodically	The MAJORITY of the statistical frameworks are updated periodically	SOME of the statistical frameworks are updated periodically	NONE of the statistical frameworks are updated periodically
4.6	Data adjustments are made (non-response adjustments, ratio adjustments or other weight factor-related adjustments)	Data adjustments are ALWAYS made	Data adjustments are ALMOST ALWAYS made	Data adjustments are SOMETIMES made	Data adjustments are NOT made
4.7	A master sampling frame is developed from the most recent census and is used to obtain samples and weighting factors needed to implement surveys (as appropriate to the type of realized census - population, agriculture, economy, etc.)	The master sampling frame was developed from the most recent census and it is used to obtain samples and	The master sampling frame was developed from the most recent census but it is not used to obtain samples	The master sampling frame was developed partly from the most recent census and it is not used for	The master sampling frame is independent of the most recent census or it does not exist
4.8	Statistical indicators for the quality of the data (e.g. sampling errors, coverage indicators, non-sampling errors, non-response rate, statistical significance tests, etc.) are generated in statistical operations	Statistical indicators for the quality of the data are generated in ALL statistical operations	Statistical indicators for the quality of the data are generated in MOST of statistical operations	Statistical indicators of the quality for the data are generated in SOME statistical operations	Statistical indicators for the quality of data are NOT generated in statistical operations
4.9	Methods of calculating sampling errors follow international standards and they are available to the public upon request	Methods of calculating sampling errors follow international standards and they are available to the public upon request	Methods of calculating sampling error follow international standards but they are not available to the public	Sampling errors are calculated but international standards are not followed	Sampling errors are not calculated

4. Sampling					
		3	2	1	0
4.10	Methods of calculating non-sampling errors follow international standards and they are available to the public upon request	Methods of calculating non-sampling errors follow international standards and they are available to the public upon request	Methods of calculating non-sampling errors follow international standards but they are not available to the public	Non-sampling errors are calculated but international standards are not followed	Non-sampling errors are not calculated
Quality Assurance					
4.11	Monitoring in the field of the implementation of statistical designs of surveys is done to establish necessary guidelines to manage unexpected situations that may occur.	Monitoring in the field of the implementation of the statistical designs of ALL the surveys is done	Monitoring in the field of the implementation of the statistical designs in MOST of the surveys is done	Monitoring in the field of the implementation of statistical designs of SOME of the surveys is done	Monitoring in the field of the implementation of statistical designs of the surveys is NOT done
4.12	The statistical methodology of the surveys is evaluated and updated periodically	The statistical methodology of ALL the surveys is evaluated and updated periodically	The statistical methodology of MOST surveys is evaluated and updated periodically	The statistical methodology of SOME of the surveys is evaluated and updated periodically	The statistical methodology of the surveys is NOT evaluated and updated periodically
4.13	Sampling frames and sample designs are reviewed by experts for coverage, efficiency, logistical feasibility, and to determine if the sample size is sufficient for each area of analysis	ALL the indicated aspects are reviewed by experts prior to the surveys	MOST of the indicated aspects are reviewed by experts prior to the surveys	SOME indicated aspects are reviewed by experts prior to the surveys	The experts do NOT review these indicated aspects prior to the surveys
4.14	A statistical analysis of the data is carried out before the publication of the numbers to ensure that the statistically established requisites were fulfilled.	This analysis is ALWAYS done	This analysis is done MOST of the times	This analysis is done SOMETIMES	This analysis is NEVER done

4. Sampling					
		3	2	1	0
Written Procedures and Documentation					
4.15	Manuals exist for sampling experts that explain how to create a sample and details the sampling methodology, including the calculation of probabilities of selection, response and coverage rates, and the calculation of survey weights for each survey	Manuals exist that cover ALL these elements	Manuals exist that cover MOST of these elements	Manuals exist that cover SOME of these elements	Manuals do NOT exist
4.16	Written documentation exists for data users explaining how to correctly use the dataset and details the sampling methodology, including the calculation of probabilities of selection, response and coverage rates, and the calculation of survey weights for each survey	Documentation on ALL elements exists	Documentation on MOST elements exists	Documentation on SOME elements exists	Documentation doe NOT exist

5. Questionnaire Content and Design					
		3	2	1	0
Human and Physical Capital					
5.1	There are subject matter experts who are permanent staff in the following areas: social, demographic, economic, environment issues, etc., e.g. in specific topics on age, gender, education, migration, fertility, mortality, race and ethnic origin, housing characteristics, health, education, employment, prices, household income and expenses, etc.	There are permanent technical experts in ALL these areas	There are permanent technical experts in MOST of these areas	There are permanent technical experts in SOME of these areas	There are NOT permanent technical experts in these areas
5.2	Subject matter experts are involved in the review and evaluation of the questionnaires	Subject matter experts evaluate and review ALL the modules of the questionnaire	Subject matter experts evaluate and review MOST of the modules of the questionnaire	Subject matter experts evaluate and review SOME modules of the questionnaire	Subject matter experts are not involved
Methodological Soundness and International Standards					
5.3	Questionnaire content (censuses and surveys) is determined taking into account historical continuity maintain comparability, results from data evaluation, the country's information needs, and international standards	All the indicated elements are taken into account for ALL the censuses and surveys	All the indicated elements are taken into account for MOST of the censuses and surveys	Only SOME or all the indicated elements are taken into account but for SOME censuses and surveys	The indicated elements are NOT taken into account
5.4	For each census (population and housing, economic, agricultural, etc.) principal data users are consulted during the development of every questionnaire	The principal data users are consulted at least at the beginning and the end of the development of the questionnaire of every type of census	The principal data users are consulted at least once during the development of the questionnaire of every type of census	The principal data users are consulted in the development of some modules or aspects of the questionnaire but not others	The principal data users are not consulted during the development of the questionnaire of the censuses

5. Questionnaire Content and Design					
		3	2	1	0
5.5	For regular surveys (social, demographic, economic, etc.), principal data users are consulted during the development of every questionnaire	The principal data users are consulted at least at the beginning and the end of the development of the questionnaire of the regular surveys	The principal data users are consulted at least once during the development of the questionnaire of the regular survey	The principal data users are consulted in the development of some modules or aspects of the questionnaire but not others	The principal data users are not consulted during the development of the questionnaire of the regular surveys
5.6	Questionnaires (censuses and surveys) follow international standards for wording of questions and response categories in order to adequately measure concepts	Wording of questions and response categories follow international standards and are adapted to the local context	Wording of questions and response categories follow international standards but are not adapted to the local context	Wording of questions and response categories SOMETIMES follow international standards	Wording of questions and response categories do not follow international standards
5.7	Questionnaire topics are chosen based on survey objectives and follow international standards that are adapted to the local context	Questionnaire topics are chosen based on survey objectives; they follow the international standards and are	Questionnaire topics are chosen based on survey objectives; they follow the international standards but they	Questionnaire topics are either not chosen based on survey objectives or they do not follow international	Questionnaire topics are chosen based neither on survey objectives nor international standards
5.8	Questionnaire translations are evaluated by means of: Step 1) independent translation from language X to language Y by two translators, Step 2) translation of the questionnaire in language Y again to language X by two additional translators who work independently of each other, Step 3) comparison of the original questionnaire and its translations, and Step 4) delivery of definitive version after review of the differences in translation (If translations are not required = N/A)	All the indicated steps are followed	It is translated and translation is done again to the original language but the differences are not evaluated	Only direct translation is done, it is not translated again into the original language	Only certain concepts are translated or NONE of the three steps of the translation standard is applied

5. Questionnaire Content and Design					
		3	2	1	0
5.9	The basket of products and prices to monitor consumer price index (CPI) is updated at least every 10 years	The basket of products and prices is updated at least every 10 years	The basket of prices is updated but that of products is not updated at least every 10 years	The basket of products is updated only partially at least every 10 years	The basket of products and prices is extremely outdated by 10 years
Quality Assurance					
5.10	Respondent and interviewer burden balanced in order to ensure the desired data collection in a proper way. For example, the number of questions is limited so that the respondent and interviewer do not get tired and provide/collect false data	Respondent and interviewer burden are ALWAYS considered and balanced with the desired data collection	Respondent and interviewer burden are considered and balanced MOST of the times with the desired data collection	Respondent and interviewer burden are SOMETIMES considered and balanced with the desired data collection	Respondent and interviewer burden are NEVER considered and balanced with the desired data collection
5.11	For each census (population and housing, economic, agricultural, etc.), a preliminary cognitive study is always conducted. Modifications are made to the questionnaire as a result of the study and the questionnaire is re-evaluated. The preliminary cognitive study tests that the question measures what it intends to measure (that respondents understand the question in the same way as researchers do) and that the data is valid and reliable	The preliminary cognitive study is always conducted for every census. If changes are made in the questionnaire, the modifications are re-evaluated	The preliminary cognitive study is always conducted for every census. If changes are made in the questionnaire, the modifications are not re-evaluated	Sometimes preliminary cognitive studies are conducted for every census or for some of them and sometimes they lead to changes in the questionnaire	Preliminary cognitive studies are not conducted for every census
5.12	For major surveys (social, demographic, economic, etc.), a preliminary cognitive study is always performed. Modifications are made to the questionnaire as a result of the study and the questionnaire is re-evaluated. On the basis of the preliminary cognitive study, the question is examined to determine if it measures what it intends to measure (that respondents understand the question in the same way researchers do) and that the data is valid and reliable	The preliminary cognitive study is always conducted for the principal surveys. If changes are made in the questionnaire, the modifications are re-evaluated	The preliminary cognitive study is always conducted for the principal survey. If changes are made in the questionnaire, the modifications are not re-evaluated	Sometimes preliminary cognitive studies are conducted for the principal surveys or for some of them and sometimes they lead to changes in the questionnaire	Preliminary cognitive studies are not conducted for the principal surveys

5. Questionnaire Content and Design					
		3	2	1	0
5.13	When the content of questionnaires is decided for a census of any type, new questions and changes to the questionnaire are systematically tested prior to data collection. Modifications are made based on the test and the questionnaire is re-tested	Multiple methods of test are applied for new questions of every census. Modifications are re-tested	A method of test is applied at least for new questions of every census. Modifications are re-tested	Sometimes new questions of every census or of some of them are tested or modifications are not re-tested	New questions of the census are not tested
5.14	When the content of questionnaires is decided for any type of survey, new questions and changes to the questionnaire are systematically tested prior to data collection. Modifications are made based on the test and the questionnaire is re-tested	Multiple methods of test are applied for the new questions of the survey. Modifications are re-tested	A method of test is applied at least for the new questions of the surveys. Modifications are re-tested	Sometimes the new questions of the surveys or of some of them are tested or the modifications are not re-tested	The new questions of the survey are not tested
5.15	Questionnaires are designed and tested in accordance with the data capture system chosen: KEYING : 1) designed to maximize the speed and accuracy of keyer, 2) to minimize the need to turn pages; SCANNING : 1) tested for darkness and clarity of the handwriting, 2) accuracy is checked for character recognition, 3) formatted for accurate scanning; MOBILE DATA CAPTURE DEVICES (MDC) , or INTERNET : 1) take advantage of easy inclusion of filter questions and skip patterns, 2) conducted content usability testing, 3) conducted device and web-page usability testing [Note: answer for the most advanced data capture system in use]	All the aspects of the questionnaire are designed and tested in accordance with the selected system of data capture	All the aspects of the questionnaire are designed in accordance with the selected system of data capture but only some of them are tested	Only some aspects of the questionnaire are designed or tested in accordance with the selected data capture system	The selected data capture system is not taken into account when the questionnaire is designed or tested
Written Procedures and Documentation					
5.16	For every census of any type, questionnaire testing procedures are documented and this documentation is used in the design phase of questionnaires of subsequent censuses	For every census, the processes and results are documented and are used to improve future questionnaires	For every census, the processes and results are documented but they are not used to improve future questionnaires	There is some documentation for every census or for some of them, but it is ambiguous	There is no documentation of this type for every census
5.17	For the surveys of any type, questionnaire testing procedures are documented and this documentation is used in the design phase of questionnaires of subsequent surveys	For the surveys, the processes and results are documented and are used to improve future questionnaires	For the surveys, the processes and results are documented but they are not used to improve future questionnaires	There is some documentation for the surveys or for some of them, but it is ambiguous	There is no documentation of this type for the surveys

6. Field Operations					
Human and Physical Capital		3	2	1	0
6.1	A previously defined plan exists that enables hiring and training of a sufficient number of enumerators and supervisors in a timely manner prior to census and survey field operations	The plan exists and has been implemented successfully to hire and train a sufficient number of enumerators and supervisors in a timely manner	The plan exists but there are problems either with hiring enumerators and supervisors or with doing so in a timely manner	The plan exists but there have been problems with both hiring sufficient enumerators and supervisors AND doing it in a timely manner	The plan does not exist
6.2	The hierarchical structure of the field operations is defined and is effective	The hierarchical structure is defined and is ALWAYS effective	The hierarchical structure is defined and is effective MOST of the times	The hierarchical structure is defined and is SOMETIMES effective	The hierarchical structure is defined but it is not effective
6.3	A delivery structure exists that ensures that the materials arrive in good condition to the required areas and with a contingency plan in place	A delivery structure exists and it includes a contingency plan for possible risks	A delivery structure exists but it does not include a contingency plan	A delivery structure only exists for some areas of the country and there is no contingency plan	A delivery structure does not exist and the materials arrive to the field in an ad hoc manner
6.4	There are sufficient regional offices to facilitate field work operations (if regional offices are not needed = N/A)	Regional offices exist and cover the ENTIRE territory of the country	Regional offices exist and cover MOST of the territory of the country	Regional offices exist but only cover SOME parts of the territory of the country	There are no regional offices and all field operations are centralized

6. Field Operations					
Methodological Soundness and International Standards		3	2	1	0
6.5	There is a control system for operations and logistics to permanently track the use of the materials in the field (questionnaires, maps, pencils, PDA, tablets, etc.)	The operational and logistical system exists to track the movement of the materials in the field and it provides sufficient time to make adjustments if there are problems	The operational and logistical system exists to track the movement of the materials in the field, but it does not provide sufficient time to make adjustments if there are problems	The operational and logistical system exists to track the movement of the materials in the field, but only for certain areas of the country	An operational and logistical plan does not exist to track the movement of the materials in the field and this is done ad hoc manner
6.6	For each census (population and housing, agricultural, economic, etc.) there are established procedures in place for what to do if the questionnaires and/or mobile data capture devices (MDC) get lost or are stolen in the field. Back up questionnaires and/or additional MDCs are available throughout the country to avoid delays	For every census there are established procedures and back up questionnaires and/or additional MDCs throughout the country	For every census there are established procedures and back up questionnaires and/or additional MDCs are not available throughout the country	For every census there are back up questionnaires and/or additional MDCs but there is no established formal procedure in place	There are neither established procedures nor back up questionnaires and/or additional MDCs for each census
6.7	For the major surveys (social, demographic, economic, etc.) there are established procedures in place for what to do if questionnaires and/or mobile data capture devices (MDC) get lost or are stolen in the field. Back up questionnaires and/or additional MDCs are available throughout the country to avoid delays	For the principal surveys there are established protocols and questionnaires and/or additional MDCs throughout	For the principal surveys there are established protocols but the questionnaires and/or additional MDCs are not	For the major surveys there are back up questionnaires and/or additional MDCs, but there is no established	There are neither established procedures nor back up questionnaires and/or additional MDCs for the
6.8	Enumerator training includes: map and questionnaire field test, language / translation issues for a good understanding of the questions, and emphasis on explaining hard to understand or sensitive questions	Training of enumerators includes ALL the indicated aspects	Enumerator training includes MOST of these elements	Enumerator training includes SOME of these elements	Enumerator training does not include ANY of these elements

6. Field Operations					
		3	2	1	0
6.9	Enumerator training includes aspects specific to the data processing system used: KEYING AND SCANNING : 1) hand writing practice, 2) use of an appropriate writing instrument, 3) appropriate handling of the questionnaires; MOBILE DATA CAPTURE DEVICES (MDC) : 1) how and how often to charge the device, 2) how to fill out the questionnaire and use the map, 3) how and how often to transmit data, and 4) how to handle problems with the system [Note: answer for the most advanced data capture system in use]	All the elements are included in the training of enumerators and there are NO problems specific to the data capture system (e.g. handwriting is too light to be read by scanner)	All the elements are included in the training of enumerators but there are SOME problems specific to the data capture system	Some of them but not all the elements are included in the training of enumerators	Enumerators do not receive training specific to the data capture system
6.10	Training of trainers includes the following: all aspects of enumerator training, longer training time than enumerators, supervisory activities such as tracking materials in the field, and instructions on how to be a good teacher/trainer	Training of trainers includes ALL the elements mentioned	Training of trainers includes the MOST of the elements mentioned	Training of trainers includes SOME of the elements mentioned	Training of trainers does NOT include ANY of the elements mentioned
6.11	There is a system to control and monitor field operations progress (coverage, consistency, timeliness, etc.) during statistical operations	The system to control and monitor field operations progress includes ALL the indicated aspects	The system to control and monitor field operations progress includes MOST of the indicated aspects	The system to control and monitor field operations progress includes SOME of the indicated aspects	There is NO system to control and monitor field operations progress
Quality Assurance					
6.12	For each statistical operation, a pilot is conducted to test each component of the census or survey, and includes: reading maps, understanding the questionnaire and the flow of the questions, the movement of materials (e.g. questionnaires), field staff hierarchy, collection capacity (workload, output, etc.), etc.	The pilot is conducted and includes testing of ALL aspects of the field work for each census or survey	The pilot is conducted and includes testing of MOST of the aspects of the field work for each census or survey	The pilot is conducted and includes testing of SOME of the aspects of the field work for each census or survey	No pilot test is conducted
6.13	Lessons from statistical operations pilots are documented and implemented for field work activities	The lessons learned are ALWAYS documented and implemented for field work	The lessons learned are documented and applied for field work MOST of the time	The lessons learned are documented and implemented in field work SOME of the time	NO changes are made and NO pilot test is conducted

6. Field Operations					
		3	2	1	0
6.14	There are procedures in place to ensure the timely return of questionnaires and materials from the field according to the planned schedule	The procedures are in place and implemented according to schedule	The procedures are in place but delays often take place	The procedures are in place but only in certain areas	There are no established procedures
6.15	During data collection, supervisors check a sample of questionnaires for each enumerator every day to ensure accuracy and completeness/integrity	A sample is checked for EACH enumerator EVERY day	A sample is checked for EACH enumerator, but only CERTAIN days	A sample is checked for CERTAIN enumerators	A sample is NOT checked
Written Processes and Documentation					
6.16	There is a manual for training of trainers, a manual for supervisors, and a manual for enumerators for each census and survey operation	All THREE of these manuals exist	TWO of these manuals exist	ONE of these manuals exist	NONE of these manuals exist
6.17	There is an updated manual for enumerators for each census and survey operation with the following elements: a description of the questionnaire and all the questions, instructions of how to do the collection and fill out the questionnaire, how to read a map and identify the boundaries, as well as explanations for difficult questions and the response categories	An updated manual for enumerators exists with ALL these elements	An updated manual for enumerators exists with MOST of these elements	An updated manual for enumerators exists with SOME of these elements	There is either a very out-of-date manual for enumerators or there is no manual

7. Data Processing					
		3	2	1	0
Human and Physical Capital					
7.1	There is permanent staff trained in the computer programs that are used for data collection (data input, scanning, mobile data capture devices and/or internet)	There is permanent staff trained in ALL the computer programs used for data collection	There is permanent staff, trained in SOME of the computer programs used for data collection	The staff trained in computer programs used for data collection is mainly contracted	There is NO permanent or employed staff that is qualified in computer programs used for data collection
7.2	There is permanent staff trained in computer programs (software) used for data editing and imputation	There is permanent staff trained in ALL principal computer programs used for editing and imputation	There is permanent staff trained in SOME of the principal computer programs used for editing and imputation	The staff trained in the computer programs used for editing and imputation is mainly contracted	There is NO permanent or employed staff that is trained in computer programs used for editing and imputation
7.3	There is sufficient permanent staff trained and experienced in information technology (IT) and data processing requirements for census and/or survey operations	There is sufficient permanent staff trained and experienced in IT and data processing	There is sufficient permanent staff trained in IT and data processing, but NOT with experience in these activities	There is not sufficient permanent staff trained and experienced in IT and data processing OR the staff is mainly contracted	There is no permanent or contracted staff trained and experienced in IT and data processing
7.4	There is permanent staff with experience in each step according to the data collection method used: KEYING: 1) create a data entry program, 2) program skip patterns and range and consistency checks; SCANNING: 1) design a form that meets the specifications of the scanning system, 2) set and monitor quality assurance standards for printing of the form, 3) create a program that can capture the data from the form; MOBILE DATA CAPTURE DEVICES (MDC) or INTERNET: 1) create a program that enables field data capture 2) create a program that manages assignments and data transfer, 3) incorporate maps [Note: answer for the most advanced data capture system in use]	Permanent staff has expertise for ALL the elements	Permanent staff has expertise for MOST of the elements	Permanent staff has expertise for SOME of the elements	Staff with expertise are NOT permanent

7. Data Processing					
		3	2	1	0
7.5	There is sufficient physical space, hardware and software to conduct the data processing activities effectively and efficiently	The space, hardware and software are sufficient and facilitates the completion of the required activities	The space, hardware and software are limited but it does not interfere with the completion of the required activities	The space, hardware and software are limited and that causes difficulties with the required activities	The space, hardware and software is very limited and this causes major difficulties with the required activities
7.6	If mobile devices are to be used and skills or equipment must be procured, there is experience writing requirements and Requests for Proposal (RFPs) for use in IT-related procurement (If mobile data capture devices are not used = N/A)	There is experience writing detailed RFPs for mobile device acquisition and enterprise data collection system design, which state needs in terms of fulfilling specific operational requirements	There is experience writing detailed IT-related RFPs, which state needs in terms of satisfying workflow requirements	There is experience with RFPs for IT-related procurement, but requirements are stated in general terms	There is limited experience in IT-related procurement
7.7	Data processing staff are involved in the design of the census and survey operations questionnaires	Data processing staff are involved in ALL stages of questionnaire design	Data processing staff are involved after the content of the questionnaire has been completed	Sometimes data processing staff are invited give comments about the questionnaire	Data processing staff are not involved in the design of the questionnaires
7.8	If mobile data capture is used for data collection, the device has access to imagery and vector map data (If mobile data capture is not used = N/A)	Devices have live access to best-available imagery and vector data, which is updated regularly	Devices have cached access to best-available imagery or vector data, which is updated regularly	Devices have access to older imagery or vector data, but it is not updated regularly	Devices have no access to imagery or vector data

7. Data Processing					
		3	2	1	0
7.9	If mobile data capture devices (MDC) are used in data collection, edits can be made to census cartography in the field and the changes are stored in the same format as the central data (If MDC are not used = N/A)	It is possible to edit the cartography on the MDC in the field and the changes are stored in the same format as the central data	It is possible to edit the cartography on the MDC in the field but the changes are stored in a different format as the central data	Only certain aspects of the cartography can be edited on the MDC in the field	It is not possible to edit the cartography on the MDC in the field or the MDC does not have the cartography
7.10	If mobile data capture is used for address/housing unit listing, captured spatial data is centrally stored and integrated with subsequent census or survey operations (If MDC's are not used = N/A)	The enumeration universe is populated programmatically based on the centralized data captured during the housing unit listing operation and quality assurance is an integrated part of the listing software control system	The enumeration universe is populated programmatically based on the centralized data captured during the housing unit listing operation and quality assurance issues are resolved in the central office	The data captured during geographic listing require significant manual intervention before use in subsequent operations but remain in digital format	Spatial data are used to create paper maps for use in subsequent operations
7.11	If mobile data capture is used, staff has resources to design and deploy a secure storage and data transmission system (If MDC's are not used = N/A)	Staff has the resources to design and deploy a digital data storage and transmission system that protects data security to best practice standards	Staff has the resources to design and deploy a digital data storage and transmission system that may not meet data protection requirements	Staff has the resources to design and deploy data storage and transmission system that may involve offline components	Staff lacks the resources to design and deploy any digital data storage and transmission system
7.12	If the internet is used in data collection, it is possible to perfectly control the informants through login and password that enable monitoring (If internet is not used = N/A)	There are controls for ALL the surveys by INTERNET	There are controls for ALMOST ALL the surveys by INTERNET	There are controls for SOME surveys by INTERNET	There are NO controls for surveys by INTERNET

7. Data Processing					
Methodological Soundness and International Standards		3	2	1	0
7.13	There are coding standards for the databases (formatting, naming of variables, classifiers, etc.) and they are applied	There are coding standards for all the variables that apply and they are ALWAYS applied	There are coding standards for all the variables that apply but they are NOT ALWAYS applied	There are coding standards but only for certain variables	There are no coding standards
7.14	Data processing staff collaborate with subject-matter experts to develop coding lists, edit and imputation specifications, and the data tabulation plan	The data processing staff and the subject-matter staff are involved in ALL areas	The data processing staff and the subject-matter staff are involved in the MAJORITY of the areas	The data processing staff and the subject-matter staff are involved in SOME of the areas	The data processing staff and the subject-matter staff do not collaborate during these activities
7.15	The data editing and imputation programs are methodologically sound, efficient and are available to the public upon request	The editing and imputation programs are methodologically sound, efficient and are available to the public upon request	The editing and imputation programs are methodologically sound and efficient, but are not available to the public upon request	The editing and imputation programs are methodologically soundly, but they are neither efficient nor are they available to the public	The editing and imputation programs are not methodologically sound
7.16	Subject-matter staff review and approve edit specifications, programs and outputs (both from edited data and edit/imputation reports)	Subject-matter staff ALWAYS validate and approve the specifications, programs and results of data editing and/or imputation	Subject-matter staff OFTEN validate and approve the specifications, programs and results of data editing and/or imputation	Subject-matter staff SOMETIMES validate and approve the specifications, programs and results of data editing and/or imputation	Subject-matter staff DO NOT validate and approve the specifications, programs and results of data editing and/or imputation

7. Data Processing					
		3	2	1	0
Quality Assurance					
7.17	Data processing methods are evaluated to try to minimize the amount of time that elapses between enumeration and data dissemination, ensuring data quality	Methods are evaluated for ALL censuses and surveys	Methods are evaluated for MOST censuses and surveys	Methods are evaluated for SOME censuses and surveys	Methods are NOT evaluated
7.18	All data processing and analysis operations for a census (population and housing, agricultural, economic, etc.) are evaluated during the pilot test	The pilot test is conducted and includes testing of ALL aspects of data processing and analysis	The pilot test is conducted and includes testing of the MAJORITY of the aspects of data processing and analysis	The pilot test is performed and includes testing of SOME of the aspects of data processing and analysis	A pilot test is NOT performed
7.19	All data processing and analysis operations for a the major surveys (social, demographic, economic, etc.) are evaluated during the pilot test	The pilot test is conducted and includes testing of ALL aspects of data processing and analysis	The pilot test is conducted and includes testing of the MAJORITY of the aspects of data processing and analysis	The pilot test is conducted and includes testing of SOME of the aspects data processing and analysis	A pilot test is NOT performed
7.20	The lessons learned from the pilot tests of the censuses (population and housing, agricultural, economic, etc.) are documented and applied to data processing and analysis	The necessary changes are ALWAYS documented and applied to data process and analysis	The necessary changes are USUALLY documented and applied to data processing and analysis	The necessary changes are SOMETIMES documented and applied to data processing and analysis	Changes are NOT done or NO pilot test is conducted
7.21	The lessons learned from the pilot tests of the major surveys (social, demographic, economic, etc.) are documented and applied to data processing and analysis	The necessary changes are ALWAYS documented and applied to data processing and analysis	The necessary changes are USUALLY documented and applied to data processing and analysis	The necessary changes are SOMETIMES documented and applied to data processing and analysis	Changes are NOT done or NO pilot test is conducted

7. Data Processing					
		3	2	1	0
7.22	There is a system that tracks the flow of information from the physical and electronic questionnaires from their arrival from the field until their final storage	The system exists to track the flow of information from the physical and electronic questionnaires for ALL stages of data processing	The system exists to track the flow of information from the physical and electronic questionnaires for the MAJORITY of data processing stages	The system exists to track the flow of information from the physical and electronic questionnaires for SOME of the data processing stages	NSO does not have a system to track the flow of the questionnaires for the data processing stages
7.23	If MDC is used in data collection, an electronic system is created that links the enumerator with the device and to the enumeration area. The system allows for reassignment of the staff and areas of work. (If MDC are not used = N/A)	The system was created by staff and fulfills this function entirely	The system was created by staff and fulfills this function partially	The system exists, but it was not created by staff	An electronic system is not available
7.24	If MDC is used in data collection, testing is done to simulate data transmission and load-testing (simulating the amount of data to be downloaded to a server at one time) (If MDC are not used = N/A)	Testing is done and the selected solution worked well in the last census or survey	Testing is done but there were some problems during the last census or survey	Testing is done but there were many problems in the last census or survey	No testing is done
7.25	There is an electronic system to verify production rates of data capture. The rates are reviewed and are used to evaluate the staff and to take appropriate actions	There is an electronic system and the production rates are reviewed regularly and the staff is informed regularly	There is an electronic system and the production rates are reviewed regularly, but the staff is not informed	There is an electronic system and the production rates are reviewed, but not regularly	There is no electronic system and the production rates are not reviewed

7. Data Processing					
		3	2	1	0
7.26	A system for verifying data capture activity is in place and the process is responsive to feedback based on verification. KEYING: keying operator progress is monitored for accuracy; SCANNING: OMR and OCR accuracy are sampled, supplemental keying by operators verified for accuracy; MOBILE DATA CAPTURE: operational control system includes simultaneous data verification [Note: answer for the most advanced data capture system in use]	Verification is complete and programmatic, data capture activities are adjusted as necessary	Verification is partial or somewhat programmatic, data capture activities are adjusted as necessary	Some verification occurs but data capture activities are not adjusted based on results	No verification occurs
7.27	The subject-matter staff perform a final review of the data tables to verify inconsistencies in the information	The subject-matter staff ALWAYS perform a final review of the data tables	The subject-matter staff OFTEN perform a final review of the data tables	The subject-matter staff SOMETIMES perform a final review of the data tables	The subject-matter staff do NOT perform a final review of the data tables
7.28	There is an archive system that saves the detailed data from censuses, surveys and administrative registers in a format that is suitable for long-term storage	There is an archiving system and it includes data from ALL THREE types of operations: censuses, surveys and administrative registers	There is an archiving system, but it only includes data from TWO of the data types	There is an archiving system, but it only includes data of ONE of the data types	There is no data archiving system
Written Processes and Documentation					
7.29	There are manuals for coding, data capture, editing and imputation, for census data processing operations	There are manuals for ALL these aspects of the censuses and they are being used	There are manuals for the MAJORITY of these aspects of the censuses and they are being used	There are manuals for SOME of these aspects of the censuses and they are being used	Manuals do NOT exist for every census or they are NOT being used

7. Data Processing					
		3	2	1	0
7.30	There are manuals for coding, data capture, editing and imputation, for survey data processing operations	Manuals exist for ALL these aspects for the surveys and they are being used	Manuals exist for the MAJORITY of these aspects for the surveys and they are being used	Manuals exist for SOME of these aspects for the surveys and they are being used	Manuals do NOT exist for the surveys NOR are they being used
7.31	All data processing activities are documented (programs used, data flow management, version control, naming and labelling of files and variables, etc.) for each census	ALL data processing activities are documented for each census	MOST data processing activities are documented for each census	SOME data processing activities are documented for each census	The data processing activities are NOT documented for each census
7.32	All data processing activities (programs used, data flow management, version control, naming and labelling of archives and variables, etc.) for the surveys	ALL the data processing activities are documented for the surveys	MOST data processing activities are documented for the surveys	SOME data processing activities are documented for the surveys	The data processing activities are NOT documented for the surveys
7.33	For every census, there is final documentation of validations, conversions, statistical analysis, coding and imputation of absent values. The documentation is available to the public upon request	For every census, ALL the indicated elements are documented and are available to the public upon request	For each census, the MAJORITY of the indicated elements are documented and are available to the public upon request	For every census, SOME indicated elements are documented and are available to the public upon request	For each census, the indicated elements are NOT documented or are NOT available to the public
7.34	For each survey, there is final documentation of validations, conversions, statistical analysis, coding and imputation of absent values. The documentation is available to the public upon request	For the surveys, ALL the indicated elements are documented and are available to the public upon request	For the surveys, the MAJORITY of the indicated elements is documented and are available to the public upon request	For the surveys, SOME indicated elements are documented and are available to the public upon request	For the surveys, the indicated elements are NOT documented or they are NOT available to the public

7. Data Processing					
		3	2	1	0
7.35	Requirements and specifications are documented during software development and hardware procurement	Detailed documentation is produced and finalized, representing the consensus of experts involved in development and procurement	Detailed documentation is drafted but not finalized into a consensus document	Requirements and specifications are stated but only in broad terms	Specifications and requirements are not documented
7.36	An archival and reference system is used to manage documentation related to data processing software development and hardware procurement	A documentation management system allowing for easy reference exists, is accessible and is regularly used	A documentation management system allowing for easy reference exists but is not always accessible or used	Documentation management is unsystematic, reference can be problematic	A document management system is not in place
7.37	Change control and version management procedures are used when developing requirement and specifications for hardware and software	Version and change orders are managed as part of a systematic software development process	Version and change control is practiced but is not systematic	No change control or version management is practiced	Requirements and specifications are not used after being produced

8. Data Analysis and Evaluation					
		3	2	1	0
Human and Physical Capital					
8.1	There are permanent, subject-matter experts to create social, demographic, economic indicators (e.g. age, gender, <u>education</u> , migration, fertility, mortality, race /ethnic origin, household characteristics, health, poverty, prices, household expenses and income, etc.), based on the basic information available (censuses, surveys and registers).	There are permanent subject-matter experts to create indicators for ALL areas	There are permanent subject-matter experts to create indicators for MOST areas	Subject matter experts are mostly contracted	There are no permanent subject-matter experts or the experts do not know how to create indicators
8.2	The National Statistical Office (NSO) has experienced staff identified to conduct a post enumeration survey (PCS), who are separate from the staff for the population census (If NSO does not conduct a PES, but conducts demographic analysis = N/A; If NSO does not conduct either a PES or demographic analysis = 0)	NSO has experienced staff identified and the staff are separate from census staff	NSO has experienced staff identified but they are not separate from census staff	NSO has staff separate from census staff identified but they are not experienced	NSO does not have staff identified to conduct the post enumeration survey
8.3	NSO has permanent staff who are trained in conducting demographic analysis to evaluate the results of a population census (If NSO does not conduct demographic analysis, but rather a PES =N/A; If NSO does neither demographic analysis nor PES = 0)	NSO has experienced permanent staff who have conducted demographic analysis in the past	NSO has permanent staff who are trained but without experience in having conducted demographic analysis in the past	NSO has identified staff outside the NSO to conduct the demographic analysis	NSO does not have permanent, contracted, nor staff outside the NSO with experience to conduct demographic analysis
8.4	There are sufficient permanent data analysts or programmers, trained in advanced analysis software programs, such as SAS, SPSS or STATA	There are sufficient permanent analysts or programmers who are trained in advanced data analysis programs	There are permanent analysts or programmers who are trained in advanced data analysis programs but they are not sufficient	There are analysts or programmers who are mostly contracted and trained in advanced programs of data analysis	There are no permanent or contracted staff trained in advanced programs of data analysis
8.5	Licenses are owned for the data analysis programs that are currently being utilized and the quantity is sufficient to conduct the required analysis work	Sufficient data analysis programs are owned to conduct ALL the required analyses	Data analysis programs are owned but SOMETIMES the analysis is delayed because there are not sufficient licenses	Data analysis programs are owned but MOST of the time the analysis is delayed because there are not sufficient licenses	Data analysis programs with licenses are not owned

8. Data Analysis and Evaluation					
		3	2	1	0
8.6	There are sufficient permanent subject-matter experts trained and with experience in producing statistical reports and social, demographic and economic studies	There are sufficient permanent trained subject-matter experts with experience in producing reports in the areas mentioned	There are sufficient permanent trained subject-matter experts to produce reports in the areas mentioned but they are not experienced	There are permanent trained subject-matter experts to produce reports in the areas mentioned but they are not experienced or the experts are mostly contracted	There are no permanent nor contracted subject-matter experts to produce thematic reports
8.7	There are permanent subject-matter experts (statisticians, economists, demographers, etc.), who are trained and experienced in producing estimates and population projections	There are permanent trained experts experienced in producing estimates and population projections	Permanent experts trained in producing population estimates and projections exist but they do not have experience	There are experts trained in producing population estimates and projections but are mostly contracted	There are no permanent or contracted experts to produce population estimates and projections
8.8	There are sufficient permanent subject-matter staff who are trained and experienced in producing estimates of coverage and content error for censuses (population and housing, economic, agricultural, etc.), and surveys (social, demographic, economic, etc.)	There are sufficient permanent trained subject-matter staff who are experienced in producing	There are sufficient permanent trained subject matter staff who are trained in producing	There are permanent trained subject-matter staff who have experience in producing estimates of	There are no permanent or contracted experts to produce estimates of coverage and content error
Methodological Soundness and International Standards					
8.9	The following methods are used when demographic analysis is conducted to check for coverage or content errors in each population census: visual inspection of data, preference of ages ending in 0 or 5, comparative studies with other data sources, using estimates and projections, age distributions and regression	ALL of these methods are used to evaluate the data quality of each population census	MOST of these methods are used to evaluate the data quality of each population census	SOME of these methods are used to evaluate the data quality of each population census	Demographic analysis is NOT done for each population census

8. Data Analysis and Evaluation					
		3	2	1	0
8.10	The following methods are used when demographic analysis is conducted to check for coverage or content errors in surveys: visual inspection of data, preference of ages ending in 0 or 5, comparative studies with other data sources, using estimates and projections, age distributions and regression	ALL of these methods are used to evaluate the data quality of surveys	MOST of these methods are used to evaluate the data quality of surveys	SOME of these methods are used to evaluate the data quality of surveys	Demographic analysis is NOT done for surveys
8.11	Population projections are available by age and sex for multiple levels of geography	ALL projections are available by levels of geography, by age and sex, and frequently reviewed and modified if necessary	MOST projections are available by levels of geography, by age and sex	Most projections are available, but not by age and sex, and are not sufficient by levels of geography	Projections are not made or not available
8.12	Data analysts and subject-matter specialists produce a series of social, demographic, economic, etc. reports to further the use of the data for each census conducted (demographic, economic, agricultural, etc.)	A series of pre-determined subject-matter analyses are conducted for EACH census	SOME censuses have a pre-determined series of subject-matter analyses	Subject-matter analyses for each census is conducted in an ad hoc manner	NO subject-matter analyses are conducted for the censuses conducted
8.13	Data analysts and subject-matter specialists produce a series of social, demographic, economic, etc. reports, to further the use of the data for each major survey conducted (social, economic, demographic, etc.)	A series of pre-determined subject-matter analyses are conducted for every major survey conducted	SOME of the major surveys have a pre-determined series of subject-matter analyses	Subject-matter analyses for each major survey is conducted in an ad hoc manner	NO subject-matter analyses are conducted for the major surveys conducted
Quality Assurance					
8.14	Post-Enumeration Survey (PES) of the population census is conducted, the data is analyzed and the results are published (If NSO does not do a PES, but conducts demographic analysis = N/A; If NSO does neither a PES, nor a demographic analysis = 0)	NSO conducts a PES, the data are analyzed and results are published	NSO conducts a PES and matching and reconciliation to census data are carried out but the results are not published	NSO conducts a PES but the full PES analysis (including matching) is not done	NSO conducts PES but no analysis is carried out

8. Data Analysis and Evaluation					
		3	2	1	0
8.15	Demographic analysis is conducted and all of the data used is fully independent of the population census (e.g. all data is from administrative registers such as the vital records) (If NSO does not carry out a demographic analysis, but does conduct a PES = N/A; If NSO does neither demographic analysis nor a PES = 0)	Demographic analysis is conducted and ALL of the data used is fully independent from the census	Demographic analysis is conducted and MOST of the data used is independent from the census	Demographic analysis is conducted but only SOME the data used is independent from the census	Demographic analysis is conducted but WITHOUT using data independent from the census
8.16	There is a process to evaluate the results of data analysis from censuses (population, housing, agricultural, economic, etc.) and surveys (social, demographic, economic, etc.), applying clear standards for methodological soundness	All analysis outputs are reviewed by experts and the review standards are clear	All analysis outputs are reviewed by experts but the review standards are not clear	Only some of the analysis outputs are reviewed by experts	Analysis outputs are not reviewed
8.17	Statistics from censuses (population, housing, agricultural, economic, etc.) and surveys (social, demographic, economic, etc.) are consistent or reconcilable with data obtained from other sources or statistical frameworks	Data are obtained from other sources and the consistency or reconcilability of censuses and surveys are reported in each publication	Data are obtained from other sources and the consistency or reconcilability of censuses and surveys are reported in some publications	Data are obtained from other sources and the consistency or reconcilability of censuses and surveys are studied but not reported	Data are not obtained from other sources to determine the consistency or reconcilability of census and survey data
Written Procedures and Documentation					
8.18	There are written procedures on the methods used to perform basic statistical analysis (regression, t-distribution, standard deviation, etc.)	Written procedures exist for ALL methods used and are updated regularly	Written procedures exist for ALL methods used but are outdated	Written procedures exist for SOME methods used	No written procedures exist for methods used
8.19	There are written procedures for conducting the Post-Enumeration Survey (PES) and/or demographic analysis and the documentation is available to the public upon request	Written procedures exist and they are available to the public, upon request	Written procedures exist but are not available to the public	Written procedures exist but they are outdated or incomplete	No written procedures exist or NSO does not conduct a PES or demographic analysis

8. Data Analysis and Evaluation					
		3	2	1	0
8.20	There is a manual for statistical estimation procedures that includes: how content and coverage error is measured, imputation procedures, non-response adjustment procedures, and estimating probabilities for matching and residential status	Written procedures covering ALL aspects exist	Written procedures covering MOST aspects exist	Written procedures for SOME aspects exist	Written procedures DO NOT exist
8.21	Reports on previous data analyses and evaluations exist and they are used when necessary	The reports exist for ALL censuses and surveys and are used when necessary	The reports exist for ALL censuses and surveys but are NOT used when necessary	Reports exist, but only for certain censuses and surveys	No reports exist
8.22	The reports or subject-matter studies for each census (population, housing, agricultural, etc.) include information on which methods were used, significance levels, estimates of principal statistics, etc.	Clear documentation standards exist and all the relevant information is included in all the subject-matter reports	All the relevant information is included in the reports but the documentation standards are not clear	documentation standards do not exist and the explanatory information is included in an ad-hoc manner	documentation standards do not exist and the subject-matter report do not include the relevant information
8.23	Subject-matter reports or studies from surveys (social, demographic, economic, etc.) include information about the methods used, significance levels, estimates of principal statistics, etc.	Documentation standards are clear and all the relevant information is included in all subject-matter reports	all the relevant information is included in the subject-matter reports but the documentation standards are not clear	No documentation standards exist and the explanatory information is included in an ad-hoc manner	Documentation standards do not exist and the relevant information is not included in the subject-matter reports

9. Administrative Records					
		3	2	1	0
Human and Physical Capital					
9.1	There is permanent staff trained to transform the information from administrative records into statistical records, to conduct quality control of statistical records for the production of statistics and indicators derived from statistical records, and for producing metadata from these records	There is permanent staff trained in ALL these areas	There is permanent staff trained in SOME of these areas	Most of the staff trained in these areas is contracted	There is neither staff nor contractors who are trained in these areas
9.2	There is an assessment of the current state of administrative records that are used with the most frequency, including evaluation of the: method and instrument of data collection, the way the data was handled and the processing and organization of the databases	The assessment includes all the processes indicated for ALL the administrative records that are most frequently used	The assessment includes all the processes indicated, but only for MOST of records that are most frequently used	There is only a general assessment for SOME of the administrative records that are most frequently used	There is no assessment
9.3	There is a legal framework that regulates the use of the administrative records and is it followed	It exists and it is followed	It exists and it is sometimes followed	It exists but is not followed	It does not exist
9.4	There is a legal framework that guarantees that the members of the National Statistical System (NSS) are able to access to the administrative records for statistical purposes and is it followed	It exists and it is followed	It exists and it is sometimes followed	It exists but it is not followed	It does not exist
Methodological Soundness and International Standards					
9.5	The administrative records that are used for statistical purposes are part of an integrated system of statistical records to ensure that all data can be used effectively	There is an integrated system of statistical records that includes the majority of the registers in the country	An record system exists but consisting only of some records	An integrated record system does not exist, but currently there are initiatives underway to create it	There is no integrated record system
9.6	The NSO has established basic administrative records, in a modular format, in order to have an integrated system of administrative records. For example, the following basic registers exist: population register, register of economic and occupational activity register, register of firms and businesses, and property register	NSO has established ALL the indicated basic registers	NSO has established the MAJORITY of the indicated basic registers	NSO has established SOME of the indicated basic registers	NSO has NOT established ANY of the indicated basic registers

9. Administrative Records					
		3	2	1	0
9.7	NSO has established a coding system, adapted to facilitate the work to harmonize data of administrative records	It exists and is implemented for ALL the administrative records	It exists and is implemented for the MAJORITY of the administrative records	It exists but is implemented for SOME of the administrative records	A coding system does not exist
9.8	The classification systems used by statistical records are the same as those used by administrative records	They exist and they are applied in a homogeneous way in both records	They exist but they are not applied in a homogeneous way since conversion tables are required	They do not exist and general criteria are used to adapt them for statistical use	A classification system does not exist and no criterion is applied
9.9	The elements or units used by statistical records are the same as those used by administrative records	Yes, in all cases	No, but there must be conversion tables to transform them for statistical use	No, and general criteria are used to transform them for statistical use	They are different and no criterion is applied
9.10	The concepts and definitions of the variables used by statistical records are the same as those used by administrative records	Yes, in all cases	No, but there must be conversion tables to transform them for statistical use	No, and general criteria are used to transform them for statistical use	No, they are different and no criterion is applied
9.11	NSO has issued to the members of the National Statistical System guidelines and standards to strengthen administrative records with statistical purposes and they are followed	Yes, they exist and are followed	Yes, they exist and are almost always followed	Yes, they exist but they are never followed	They do not exist
Quality Assurance					
9.12	The NSO statistical records contain the information necessary to ensure the quality of a register system; i.e. they define the types of elements that they contain, define sets of elements or standardized populations, contain ties with different elements from other basic records and/or with other records that have the same type of elements, and they are well documented	Yes, the statistical records have ALL the mentioned characteristics	The statistical records contain the MAJORITY of the mentioned characteristics.	The statistical records contain SOME of the mentioned characteristics	The statistical records do not have the mentioned characteristics

9. Administrative Records					
		3	2	1	0
9.13	A quality control system with defined protocols exists for the main sources of administrative records that serves to satisfy statistical requirements and needs (data consistency when using various record sources to review contradictions due to use of different definitions, classifications, or errors from one of the sources; to detect undue inclusions or omissions; bad coding of variables, etc.)	Yes, they exist and are followed	Yes, they exist and are usually followed	Yes, they exist but they are never followed	They do not exist
9.14	The statistical production calendar for products that use administrative records is established in accordance with the date of the availability of the administrative records	Yes, always in all the cases	In most of the cases	Only in very few cases	It is not adjusted to the date of availability of the administrative records
Written Procedures and Documentation					
9.15	The NSO has an up-to-date inventory of sources of administrative records that are available including: name, governing regulations, format in which the data are stored, objective, responsible party, reference population, geographical universe, etc.	Yes, the inventory includes all the necessary information to classify the data	Yes, the inventory includes only some of the necessary information to classify the data	The inventory includes very little information to classify the data	It does not have an inventory of administrative records sources
9.16	The statistical registers have documentation covering methodology and systemized procedures. For example, metadata is available from all administrative records, arrays of the data with elements and variables, documentation of the data imported from other administrative records databases, quality indicators, and how the register was processed	Yes, metadata is available of all the mentioned aspects and it is systematized.	Yes, metadata is available, but only for some mentioned aspects and it is systematized.	Metadata is available for only very few of the aspects mentioned and is not systematized.	Metadata of the statistical archives is not available

10. Data Dissemination					
Human and Physical Capital		3	2	1	0
10.1	Permanent staff are trained to respond effectively to requests for statistical information in the most timely manner possible	Permanent staff are trained and ALWAYS respond effectively to data requests from users	Permanent staff are trained but do NOT ALWAYS respond effectively to data requests from users	Staff have little training and do NOT respond to users effectively	Staff do not have any training to respond effectively to data requests
10.2	There is a dissemination unit with dedicated permanent staff that has the objective of increasing awareness concerning the use of statistics and is responsible for creating dissemination products in multiple formats	There is a dissemination unit with dedicated permanent staff that has the objective of increasing awareness concerning the use of the statistics and is responsible for creating dissemination products in multiple formats	There is a dissemination unit responsible for ALL the elements mentioned but the staff does not work exclusively in dissemination (they also work in other units)	There is a small dissemination unit that is responsible for only SOME of the elements mentioned and the staff does not work exclusively in dissemination	There is no dissemination unit
10.3	The staff utilizes appropriate mechanisms for providing information to the public about dissemination: released and forthcoming products (press releases, Internet announcements, academic or technical journals, press conferences, established dissemination calendar, etc.)	Multiple, appropriate general and targeted announcements for the dissemination of statistical products are used	Appropriate mechanisms to announce the dissemination of products are used, but they are not varied or diverse	Appropriate mechanisms to announce the dissemination of products are sometimes used	Mechanisms are not established or are not used to announce the dissemination of products

10. Data Dissemination					
		3	2	1	0
10.4	There is permanent staff specialized in data visualization who utilize the most modern methods and tools to expand the number of data users	There is permanent staff specialized in data visualization who utilize modern methods or tools	There is permanent staff specialized in data visualization, but who utilize traditional dissemination methods	There are data visualization specialists but they are mostly contracted	There are no permanent or contracted staff specialized in data visualization
10.5	There is a policy for access to statistical information, including the anonymized microdata as well as a guide for access for external data users	Yes, and it is followed in ALL cases	Yes, and it is followed in the MAJORITY of cases	Yes, and it is followed in SOME of the cases	There is no policy for access to information or is not followed
10.6	A list of high priority users exists and the specific information required is catalogued	A list of high priority users exists with requirements of specific and well catalogued information	A list of high priority users exist with requirements of relatively catalogued information	There is a list of high priority users, but their requirements for specific information are not known	There is no list of high priority users
10.7	The catalogue of products is maintained up-to-date and a public library (physical and/or virtual) has the most important publications	There is an annual catalogue of products and the public library has the recent publications	The catalogue is available on request and the public library has the recent publications	The catalogue is incomplete or it is not up-to-date	There is no catalogue of products or library
10.8	There is an official web portal that is maintained and updated regularly	There is an official web portal that is supported and updated continuously	The web portal exists, but it is not updated continuously	The web portal exists, but is very out of date	The web portal does not exist

10. Data Dissemination					
Methodological Soundness and International Standards		3	2	1	0
10.9	Tabulations and publications take into account international standards when being developed	International standards are ALWAYS consulted when tables and reports are created	International standards are consulted the MAJORITY of the time when tables and reports are created	International standards are consulted SOMETIMES when tables and reports are created	International standards are NEVER consulted when tables and reports are created
10.10	Principal census data is disseminated to the public in multiple formats including hardcopy publications, Internet, CD - ROM, USB	Principal census data is disseminated to the public by means of the majority of these formats	Principal census data is disseminated to the public using only some of these formats	Principal census data is rarely disseminated to the public in any of the formats	Census data is not disseminated to the public
10.11	Basic tabulated data from surveys is disseminated to the public in multiple formats including publications in surveys, Internet, CD - ROM, USB	Basic survey data is disseminated to the public by means of the majority of these formats	Basic survey data is disseminated to the public by means of some of these formats	Basic survey data is rarely disseminated to the public in any of the formats	Basic survey data is not disseminated to the public
10.12	Anonymized microdata from surveys and censuses carried are available online and the general public has free access, while strictly maintaining data confidentiality	Anonymized microdata from ALL censuses and surveys are online in appropriate formats and can be accessed freely	Anonymized microdata from the MAJORITY of the censuses or surveys is online and can be accessed freely	Anonymized microdata only exists for SOME censuses or surveys and they are online	There is no anonymized microdata available from any census or surveys and they are NOT online
10.13	Descriptive data and thematic reports are published for all surveys	Descriptive data and thematic reports are published for all surveys	Several types of descriptive data but no thematic reports are published for all surveys	Basic descriptive data is published for all surveys	There are some surveys for which no data is published

10. Data Dissemination					
		3	2	1	0
10.14	Thematic maps are included in several dissemination products including books, reports, thematic studies and products the Internet	The thematic maps are included in ALL types of dissemination products	The thematic maps are included in the MAJORITY of types of dissemination products	The thematic maps are only included in SOME types of dissemination products	Thematic maps are not created
10.15	Statistical reports include basic descriptive data at multiple levels of geography	ALL the reports include these data	The MAJORITY of the reports include these data	SOME of the reports include these data	The reports do not include these data
10.16	There is a regular training and promotion program for users of statistical information (government, universities, schools, journalists, population in general) that aims to increase data usage	A regular training and promotion program exists, and it is followed	A regular training and promotion program does not exist, but data users are trained regularly	There is no regular training program and people are trained only when they request it	A training program does not exist and data use is not promoted
10.17	For each census, users and other interested parties are consulted on the data dissemination formats to ensure data accessibility	All users are ALWAYS consulted for each census	All users are OFTEN consulted for each census	NSO has the identified users, but they are consulted only SOMETIMES for each census	The users are NOT consulted for each census
10.18	For each major survey, users and other interested parties are consulted on the data dissemination formats to ensure data accessibility	All the users are ALWAYS consulted for the major surveys	All the users are OFTEN consulted for the major surveys	NSO has identified users, but they are consulted only SOMETIMES for the major surveys	The users are NOT consulted for the major surveys
10.19	Subject matter reports are published regularly and in a timely manner, (i.e. reports on gender, age, labor force, health, education, prices, income, poverty, production, etc.), based on the information from censuses, surveys and registers	Reports are published in a timely manner on ALL subject matters contained in the statistical operations	Reports are published in a timely manner on SOME subject matters contained in the statistical operations	Subject reports are published on matters contained in the statistical operations but NOT in a timely manner OR they are RARELY published	Subject matter reports are not published

10. Data Dissemination					
Quality Assurance		3	2	1	0
10.20	Data user satisfaction is measured in some way (e.g. a user survey)	An annual study of user satisfaction is conducted, results are reported and changes are implemented based on the results	An annual study of user satisfaction is conducted, results are reported but changes are not implemented based on the results	An annual study of user satisfaction is conducted, but results are not reported and changes are not implemented based on the results	A study of user satisfaction is not conducted
10.21	Before dissemination, statistical products undergo a strict review process that includes aspects of: confidentiality, accuracy of data, international standards, sensitivity, and conformity to publication standards	Statistical products undergo a review of ALL aspects mentioned	Statistical products undergo a review of the MAJORITY of the aspects mentioned	Statistical products undergo a review of SOME of the aspects mentioned	Statistical products do NOT undergo a review of the aspects mentioned
10.22	A dissemination plan is created in advance of census fieldwork (population and housing, agricultural, economic, etc.)	A dissemination plan is created in advance of the fieldwork of each census	A dissemination plan is created after census fieldwork but before data are available	A dissemination plan is created only after the data of each census is available	A dissemination plan does not exist for each census
10.23	A dissemination plan is created in advance of survey fieldwork (social, demographic, economic, etc.)	A dissemination plan is created in advanced of the survey the fieldwork	A dissemination plan is created after survey fieldwork, but before data are available	A dissemination plan is created only after the survey data is available	There is no dissemination plan for the surveys

10. Data Dissemination					
		3	2	1	0
10.24	A dissemination plan is created for register-based statistics in advance of their organization and systematization to produce administrative records	A dissemination plan is created in advance of the organization and systematization of the administrative records	A dissemination plan is created after the organization and systematization the administrative records, but before availability of the final data	A dissemination plan is created once the final indicators and statistics are available	A dissemination plan does not exist for register-based statistics
10.25	Rules exist for the dissemination of data and anonymized microdata to ensure the confidentiality of the informant (e.g. data collapsing, population threshold) and the data is evaluated before dissemination to verify the anonymity	The rules exist and data are reviewed before being disseminated	The rules exist, but data are not always reviewed before being disseminated	The rules exist, but only for certain publication formats or variables	There are no rules to ensure confidentiality in the dissemination of data
10.26	Statistics and publications are disseminated according to a previously announced schedule and disseminated to the public in advance	Statistics and publications are disseminated according to a previously announced schedule and disseminated in advance	Statistics and publications are disseminated according to a previously announced schedule but they are no disseminated in advance	There is a schedule for statistics and publications, but it is not followed or the schedule is not complete and they not disseminated.	The statistics and publications are not disseminated
10.27	Reports include a section or appendix on the accuracy of the results, including a table with standard errors, confidence intervals, and design effects for most of the important estimates and indicators	Reports include ALL of the aspects mentioned	Reports include MOST of the aspects mentioned	Reports include SOME of the aspects mentioned	Reports include NONE of the aspects mentioned
10.28	Dissemination products are reviewed annually to identify errors and to improve quality for of future releases	Products are reviewed annually and the lessons learned are implemented	Products are reviewed periodically and the lessons learned are implemented	Products are reviewed, but the lessons learned are not implemented	No review of products occurs

10. Data Dissemination					
		3	2	1	0
Written Procedures and Documentation					
10.29	Metadata from statistical operations (census, surveys, administrative registers) exist, and they are available online and freely accessible to the public	Metadata from ALL statistical operations is online and freely accessible	Metadata from MOST statistical operations is online and freely accessible	Metadata from SOME statistical operations exists but it is not online	There is no metadata from any statistical operation
10.30	There are written standards addressing elements to include in each publication: presentation format, entity logo/branding, data quality standards, documenting the source of data, and the methodologies and major statistics for all publications	Written standards are clear, regularly updated, and implemented	Written standards are clear but not updated regularly	Written standards are unclear and not implemented	Not written standards exists
10.31	A series of templates and written procedures on how to create subject matter reports (social, demographic, economic, etc.) exists	Templates exist for all the major subject areas	Templates exist for some subject areas	Templates exist for subject reports but it is not specific to the subject area	No template exists