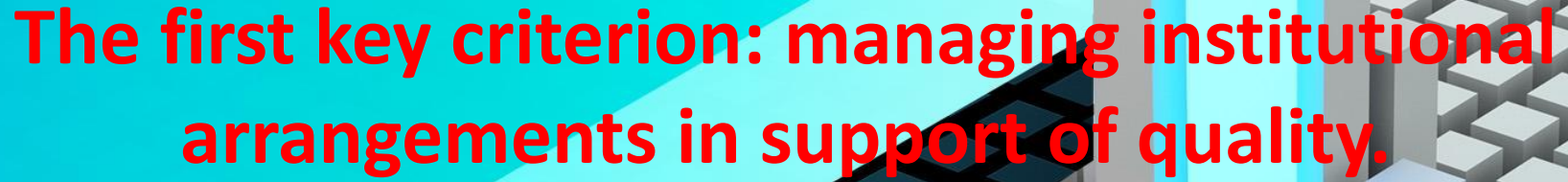**DOS**
1949

دائرة الإحصاءات العامة
Department of Statistics

Statistical quality assurance standards and procedures for evaluating administrative registers data

Quality Department

The Statistics Service was established in

1949 and began its work under the

Statistics Act No. 12 of 2012.

The first key criterion: managing institutional arrangements in support of quality.

- Organizational structure and institutional procedures.

- Provide resources and enhance statistical capabilities.

Second main criterion: Management of the quality of administrative registers data

1. coverage
2. accuracy
3. coherence
4. timeliness
5. accessibility
6. completeness
7. Data validation
8. descriptiveness

third Key criterion: Statistical quality self-assessment of administrative registers data

- Self-assessment of the statistical quality of the registers data in the DoS allows monitoring of compliance with the application of quality standards and procedures, identifying the Authority's strengths and opportunities for improvement, and developing a plan to develop the quality of the management registers data, preferably periodically and systematically conducting the quality self-assessment process and attaching the application of the model of data quality measurement standards for management registers.

Statistical quality assurance standards and procedures for administrative registers data

Includes "Manual of Standards and Procedures for Statistical Quality Assurance of Administrative registers Data" A set of procedures that help in establishing an integrated system of procedures to control the quality of administrative registers data of the Department of Statistics with government entities was prepared through the document, recommendations, directives and procedures "Code of European Statistical Practice Code of Practice", according to the Quality guide, in particular the Quality Procedure Manual for Measurement, which emphasized that any system for quality control of register data must include the following elements:

- Ensure continuity and sustainability of the flow of register data.
- Adequacy, comprehensiveness and up-to-date register data for the preparation of official statistics.
- Integrity and appropriateness of data collection systems for the preparation of required statistics.
- Consistency of registers data with statistical definitions and classifications in accordance with international guidelines.
- The existence of mechanisms for auditing and processing register data consistent with internationally recognized good practices.
- Periodic assessment and continuous review of administrative registers with statistical uses.
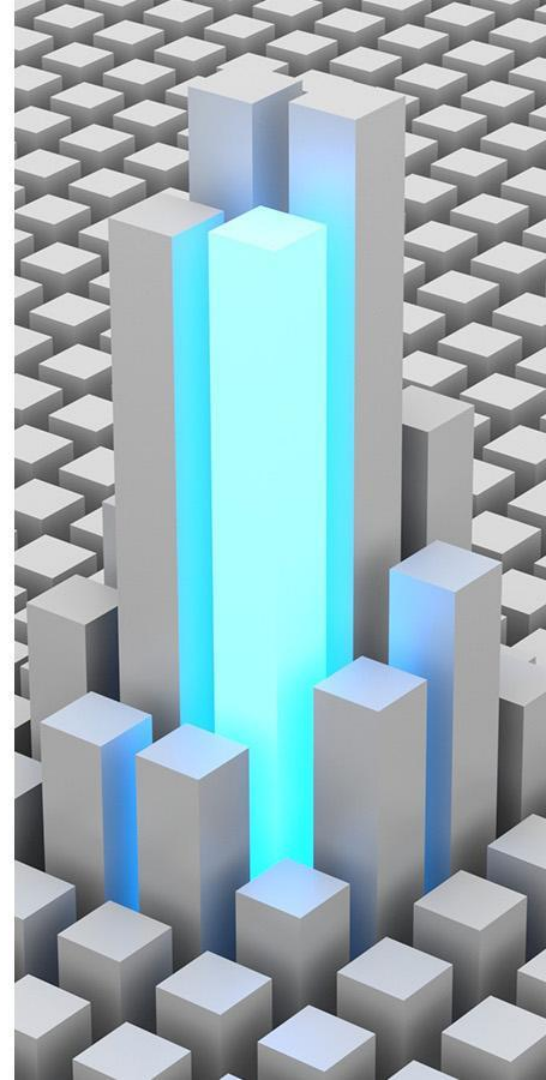
The first key standard: managing institutional arrangements in support of quality.

Resources and statistical capacity enhancement

1.2 Provide the appropriate number of personnel to perform the tasks required for the preparation and processing of register data for statistical purposes.

2.2 Provide workers with the appropriate qualifications to perform the statistical tasks required to manage and develop administrative registers, and develop their skills to perform those tasks.

3.2 Identify training needs to upgrade workers' skills in the preparation and management of statistical registers and qualify them for statistical tasks through the development of the necessary training plan.

4.2 Participation in workshops and specialized training courses, for the development of statistical capacities of personnel in the preparation and management of register data.

5.2 Provision of appropriate computer resources and technical systems and preparation and processing of register data, including equipment for electronic connectivity with data users

1. Organizational structure and institutional procedures

1 establishment or allocation of an organizational unit for statistics or registers data management in DoS, which has clear functions with regard to the management, preparation, processing of register data and the designation of a contact coordinator, who will assist in providing DoS with the required data and coordinating joint statistical work.

2.1 Prepare an agreement or a formal decision to provide the entity with the data and information necessary for the preparation of official statistics.

3.1 There is compatibility within the components of the statistical system of DoS and the Authority's responsibility for collecting data associated with its work.

4.1 In the case of administrative registers with other entities on the same subject, it is necessary to coordinate with these entities to make appropriate arrangements for linking these registers so as to ensure comprehensive coverage of the required data at Jordan's level and to develop mechanisms to provide the required data.

5.1 Prepare a document containing a list of all the data sets available to the government entity with descriptive information and identify the data sets exchanged with other parties.

6.1 Classify data according to confidentiality with information security rules and regulations in place to protect data confidentiality and privacy.

Indicators and documents related to the first main standard

1. An organizational unit on statistics and register data management.

2. Document on the functions and duties of the Organizational Unit for Statistics and registers Data Management.

3. A joint agreement or decision providing DoS with the required data.

4. A document containing the list of available data sets or data index of the entity.

5. A document containing the list of data sets made available to DoS.

6. Classification document of confidentiality of data in the entity.

7 Number/proportion of staff working in data management registries.

8 Number/proportion of staff trained in the management and processing of register data for statistical purposes.

Average number of training hours in courses or programmes on capacity-building in the management and processing of register data for statistical purposes.

10 Software and electronic systems to manage, exchange and link administrative registers data including R language and SQL.

Second main standard: Management of the quality of administrative register's data

3. Clarity and integrity of methodologies.

4. Relevance

1.4 Clear identification of users of register data and clear identification of each user's requirements in terms of content, detail and timing.

2.4 Joint procedures are in place with government agencies to ensure that current administrative register's data meet the needs of data users in particular in DoS.

3.4 Periodic and systematic measurement of users' opinion of the data obtained from the entity and measurement of users' satisfaction with such data.

4.4 Design register data collection templates to meet user's requirements and inform these competent authorities if they wish to change the data collection template used in the entity, change the collection mechanism or change the concepts and classification used

1.3 Preparation and management of administrative registers in accordance with a clear and documented methodology including concepts, classifications, working procedures, modernization mechanisms and others.

2.3 Making available metadata to the register databases containing sufficient information on the concepts, definitions, classifications used and other important aspects and procedures.

3.3 Statistical classifications used in the preparation of administrative registers are in conformity with nationally agreed classifications.

Second main standard: Management of the quality of administrative registers data

6. Consistency (coherence) and comparability

1.6 The concepts, definitions and statistical variables used in the preparation of administrative registers are compatible with agreed concepts, definitions and variables.

2.6 Study concepts, classifications, definitions and criteria used in administrative registers and approved statistical standards and work to reduce these differences in coverage.

3.6 Examine internal consistency of administrative registers data and perform a regular assessment of the accuracy of such data.

4.6 Examine the consistency of the time series of statistics derived from the register's data and its logicality over reasonable periods of time.

5.6 Examine the consistency of statistics and data produced from register data with other reliable statistics.

6.6 Geographical comparisons of data from another aspect.

5. Accuracy, reliability and completeness

1.5 The existence of procedures for the numbers of administrative registers data to ensure that data accuracy is upgraded to reduce the incidence of data errors.

2.5 Application of periodic controls and audits of administrative register's data and working procedures to ensure the accuracy of data. This can be done through an electronic register to analyse the accuracy of register data and issue data audit reports.

3.5 The existence of instructions to the various registration centres of the government entity on the importance of being accurate when collecting data in registration centres, regularly and periodically monitoring the collection of register data from registration centres and conducting improvements in the event of abuses affecting the accuracy of data collected from registration centres.

4.5 If data are collected electronically, adequate instructions should be provided to verify the accuracy of the information and to urge the data-maker to complete their data accurately.

5.5 There is a methodology that includes checks and audits of register data and mechanisms for tracking errors and how they are processed.

6.5 Assess and improve the level of data coverage and coverage of register data collected in accordance with the scope of the entity's work and monitor cases of under-coverage.

Second main standard: Management of the quality of administrative registers data

8. Temporariness and Timeliness

1.8 Prepare a timetable in coordination with users of the register data showing the dates of data availability.

2.8 Internal procedures are in place to ensure the continuity of submitting the required data to the authorities in accordance with the agreed times.

3.8 Assessment of the timeliness of register data in the preparation of official statistics.

4.8 The entity shall monitor the extent of the obligation to provide data within the predetermined timelines.

5.8 Keep users informed of any possible delays in providing them with data while clarifying the new cause and dates of data availability, not exceeding critical and important dates.

7. Accessibility and availability

1.7 Facilitate communication with data users, familiarize them with the details of the data available to them, in terms of its usefulness, periodicity and timeliness, while seeking their opinion and taking their suggestions.

2.7 There are documented procedures to achieve easy flow of required data.

3.7 Responding to the e-linking of the entity's register data initiative with DoS.

4.7 Mechanisms to identify DoS' new data requirements for the preparation of official statistics, such as an orderly and periodic consultation process, to review the DoS' new data requirements for the preparation of statistics

Indicators and documents related to the second main standard

- A detailed document containing a clear methodology for how to prepare and manage the register data provided to data users.
- Percentage of descriptive information completed from the administrative registers rules of the Authority.
- Users list of data and the nature of their use of register data from the entity.
- The register data collection questionnaire is linked to the variables required for data users.
- Level/percentage of satisfaction with data and statistics produced by the entity.
- Methodological document and procedures for auditing and examining the entity's register data.
- Percentage of errors in the data set by type and cases.
- Reports of the results of the quality audit of the register data include errors and processing methods.
- Document of procedures for exchange of register data.
- Percentage of achievement of electronic linkage to the data list.
- An agreed timeline showing when data is made available to users.
- Percentage of data provided to DoS from the list of data required by the Authority.
- Percentage of data provided according to a time schedule.

Thanks