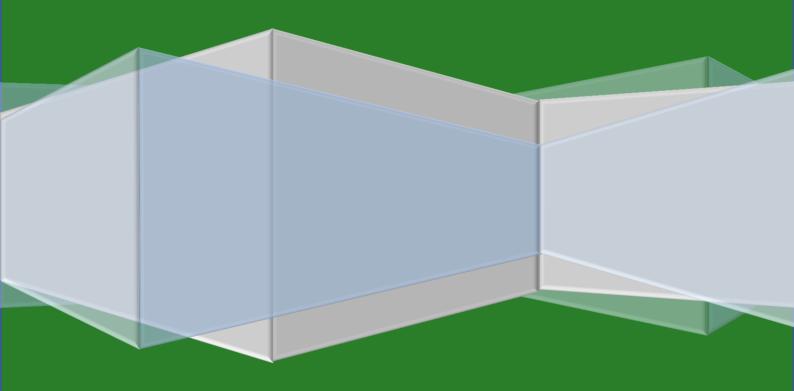
OIC ACCREDITATION CERTIFICATION PROGRAMS FOR OFFICIAL STATISTICS

STATISTICAL YEARBOOK AND RELATED PUBLICATIONS

TEXTBOOK



ORGANIZATION OF ISLAMIC CO-OPERATION

SOCIAL STATISTICAL ECONOMIC AND RESEARCH
AND TRAINING CENTERS FOR ISLAMIC
COUNTRIES







STATISTICAL YEARBOOK AND RELATED PUBLICATIONS

TEXTBOOK

Issiak Balarabé MAHAMANE, Bsc



ORGANIZATION OF ISLAMIC CO-OPERATION

SOCIAL STATISTICAL ECONOMIC AND RESEARCH AND TRAINING CENTERS FOR ISLAMIC COUNTRIES

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INITIALS AND ABBREVIATIONS

IDB: Islamic Development Bank

CPOS: Certification Program for Official Statisticians

DCSD: Directorate of Coordination and Statistical Development

DSSD: Demographic and Social Statistics Directorate;

DSES: Directorate of Statistics and Economic Studies

HICP: Harmonized Index of the Consumer Prices;

SNI: Statistical National Institute

OIC: Organization of Islamic Co-operation

Pdf: Portable Document Format

SDDS: Special Data Dissemination Standards;

SERSIC: Statistical, Economic and Social Research and Training Centre for Islamic

Countries

GSDD: General system of Data Dissemination;

USB: Universal Serial Bus;

INTRODUCTION

This work is an introduction to the development techniques of the statistical yearbooks as well as other analogous publications, mainly, statistical bulletins, leaflets, brochures and scoreboards. It will make it possible for non-statisticians to be familiarized with these techniques and for statisticians to have a methodological work document. This work will approach primarily the yearbook's structure and model, data sources, data collection, inputs as well as publication and dissemination of data.

It is structured in five chapters:

- the first chapter is a general introduction defining the statistical yearbooks, their utility, the fields covered as well as the data sources;
- the second chapter will approach the framework of a statistical yearbook as well as the conventional initials used;
- the third chapter relates to the development phase of the statistical yearbook mainly the methodological note, the collection and information processing, the consistency control of data, data input or calculations as well as validation;
- the fourth chapter will evoke the use of communication and information technologies as well as publication and dissemination;
- the final chapter is devoted to related publications.

All these chapters will be followed by applied exercises which will allow the testing and the better equipment of the reader.

FOREWORD

Prepared by the Statistical National Institute of (SNI) of Niger in collaboration with the Statistical, Economic and Social Research and Training Centre for Islamic Countries (SESRIC) through the Certification and Accreditation Programme for Official Statisticians (OCI-CPOS) financed by the Islamic Development Bank, this work on statistical yearbooks and similar publications is an introduction to the development process of statistical yearbooks.

The author of this work first would like to thank SERSIC for this notable initiative and the Niger NSI staff for their immense support.

CHAPTER 1 - GENERAL INTRODUCTION

This first chapter defines the yearbook, its importance, the fields to be covered as well as the Source of the data.

1.1 Definition of the yearbook

The statistical yearbook is one of the publications, which presents the retrospective statistical series most important to the overall economic, social and cultural activity of an entity. This entity can be a corporation, an association, a government department, a whole nation or a group of nations. In other words, it is a document which presents the compilation of all the current statistics (economic, social, demographic, environmental, cultural...) produced by a system.

In general, this document is published once, the year following the dissemination plan of the structure which it produces. The Statistical National Institute of Niger, for example, publishes so far at the end of November of the year *t* the yearbook containing the data of the year *t-1*. However, it happens that the yearbook is published depending on the availability of the data.

It should be noted that there exist other types of yearbooks usually called "Long Series" which present the statistical data over very long periods. These periods vary according to the specificities and the goals pursued by the entity which works out these yearbooks.

The data contained in a yearbook are presented mainly in the form of tables. However, certain illustrations and comments can appear too. The comments are made either to introduce or to shed light on the tables and illustrations.

1.2 Importance of the yearbook

The statistical yearbook constitutes the statistical memories of an entity. It gives a picture of a given situation and in certain cases, it informs about the evolution of this situation in the process of several years. It is used for comparing, analysing situations and constitutes a fundamental tool for decision makings based on facts.

1.3 Covered domains

The domains covered by the statistical yearbooks are inter alia environment, demography, employment, incomes and wages, consumption and living conditions, culture and leisure, teaching, training and search, prices, the currency and the credit, finances and the debt national, the foreign trade, balance of payments, agriculture, energy, industry, transport and communication, justice, etc. Tables and graphs are sometimes introduced to facilitate to the reader data analysis.

1.4 Data sources

Two data sources are used. They are administrative data and survey data. As regards the yearbooks worked out by the SNI, the administrative data is provided by the public statistical structures. It is the data transmitted to the INS by these structures or the exploitation of the official documents (publications, reports managements etc). However, certain public and private institutions para provide these data to the INS. As for survey data, it is generally provided by some organizations mainly the SNI and certain accredited structures whose statistical data are official. With each table or illustration in the yearbook, there is a corresponding data source which is placed in bottom or at the top of the latter. Sometimes the list of the data sources is mentioned at the beginning of each chapter.

Example:

Tableau 29.07 : Accidents de la circulation routière

					Unit	é : nombre		
	_	2009	2010	2011	2012	2013		
Ensemble Niger								
	Accidents	4 620	8 060	5 201	8 259	6 358		
	Décès	563	654	656	685	806		
	Décès pour 100 accidents	12	8	13	8	13		
	Blessés graves	2 519	2 547	2 782	3 035	3 157		
	Blessés légers	3 865	4 272	4 350	4 831	5 071		
	Blessés pour 100 accidents	138	85	137	95	129		

Source : Direction des Statistiques du Ministère des Transports

CHAPTER 2 - STRUCTURE OF A YEARBOOK

2.1 Contents

The contents of a yearbook are generally drawn up according to a preset nomenclature which is the object of a consensus of concerned players. The best option would be to use international classification to facilitate the comparability of information. Thus, we present the chapters by sector and sub-sector. The first chapter is devoted to general information, then follow the other sectors such as demography, environment, health, living conditions, etc. The table of contents as well as the yearbook contents vary according to specificities of structures produced and evolved according to the new sets of themes and demand for users' data. For example, the statistical data which concerns climate changes which are new sets of themes for African countries must be the object of a new chapter if this information is available.

Example: contents of the statistical yearbook of Niger



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B. ENVIRONMENT	35
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C. DEMOGRAPHY	
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Balance of payments	
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Breeding	
Fish	
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O. INDUSTRY	
Mining	
Manufacturing industries	
P. TRANSPORT AND COMMUNICATIONS	
Road transport	
Air transport	
Postal and telecommunications services	
Q. JUSTICE	
Justice	

2.2 Initials and Abbreviations

The word initials comes from the Latin word "sigla" i.e. signs of abbreviation. According to the *Petit Robert*, it indicates a "succession of initial several words which forms a marked single word with letter names". For example, IHPC indicates the Harmonized Index of the Consumer Prices. As for the abbreviation, it also comes from Latin word "brevis" which means short. It is the short form, in some letters, of a word or group words. For example, Kilogram is shortened as kg.

2.3 Alphabetical index

"An index is a list of terms and subjects, considered to be relevant for the reader, found in a document, together with numbers of page in which they appear". "Terms are generally classified alphabetically and make it possible for the reader to quickly locate an element in the work, without being constrained to read it completely".

Microsoft Office gives the possibility of easily creating a table of index on the level of the title "References".

2.4 Use of the conventional signs

The conventional signs are signs adopted to illustrate certain facts by mutual agreement. According to the *LAROUSSE* dictionary, these signs are a "code of conduct adopted inside a group" and are "in theory obligatory for those which adhere to it". As regards the statistical yearbooks, these signs are almost identical for many countries with some exceptions. Frame below provides the essential parts of the conventional signs used by the national statistical offices.

- : data worthless or lower than half of the unit. We use this sign when a value was round to 0 (zero) and that, moreover, there is an important distinction between the "absolute zero" and the value round to zero.
- °: unavailable information and which will probably never be.
- ...: unavailable information.

///: absence of data due to the nature of things. We use this sign to indicate that no data is ever published for some base period. The use of this sign means that the subjacent date series, although it can exist in theory, it does not exist in facts.

- r: digits rectified according to the previous edition. This sign is employed when a data is revised.
- p: provisional figure. We employs this sign to indicate that a data is provisional. The provisional data is likely to be revised.

CHAPTER 3 - PHASE OF DEVELOPMENT AND VALIDATION

3.1 Methodological note

The methodological note represents the roadmap for the preparation of the yearbook. It is an extremely important document which gives details on the various stages to be followed. It specifies the various levels of liabilities and the Source of each statistical data. It is generally accompanied by a chronogram, a distribution of tasks and a detailed budget.

3.2 Data collection

According to the organizational structure of the organism in charge of preparing the yearbook, a structure should be responsible for the preparation of the yearbook in collaboration with other internal or external structures at the organization. The implied structures are either in charge of the collection or the centralization of the statistical data or they afford their technical support.

In the case of the Statistical National institute (INS) of Niger for example, Directorate of Coordination and Statistical Development (DCDS), are in charge of the preparation of the yearbook and two central managements are responsible for collecting most of the statistical yearbook data, mainly the Directorate of Statistics and Economic Studies (DSES), which collects the economic situation and the Demographic and Social Statistics Directorate (DSDS) which deals with social and demographic data.

The structures of collection receive in general and systematically certain information. However, to one moment of the year, they must send correspondences to other producing structures of data for thus bringing up to date their database.

Thus, at the beginning of each collection campaign, the duration of which depends on the institutions, the structures of collection must deal with correspondences to some of the partners so that they can send (or provide their agents with) the needed statistical data available, and this can be done within a quite precise lead of time (two weeks after sending the letter for example). The correspondences are sometimes accompanied by table models which must be suitably filled. Reminders are expected in case partners do not respond within timeline indicated. As far as partners not requiring an official request, the agent in charge of collection comes out with a table to be filled out. This makes it possible for partners to have an idea on the nature of the information they will have to provide. It should be noted that the data can be collected both under paper format and under electronic format.

Thus, to manage well this operation of data collection, a number of procedures must be respected:

- ✓ to always have contact with the related person in charge;
- ✓ to present themselves before setting forth the problem;
- ✓ to reassure the chief officer of the privacy and use of statistical data;
- ✓ to clearly set forth the problem and the aim of the visit;
- ✓ to make communication easy with regard to the partner;
- ✓ before taking time off good thanks might be necessary.

3.3 Control and consistency of data

Once information or documents are collected, the staff in charge of the yearbook preparation must carry out data verifications to avoid any possible error emanating from the source before listing them on datasheets to be used for direct data entry on computers. The staff in charge of the preparation of the yearbook must always refer to any inconsistency or noted anomaly while producing data structure. The possible modifications or corrections must be carried out in close collaboration with the producing structures of data.

3.4 Input and calculations

The data inputs are entered into the computers. The software best adapted for this task is Microsoft Excel spreadsheet. However, software like Page Maker which has built-in Excel files would be of a great utility especially to facilitate the task for printers. The advantage of the spreadsheet is that it makes it possible to do calculations, when needed. The formulas it contains make it possible to easily calculate certain indicators and minimize errors of calculations.

3.5 Page layout

According to Wikipedia, "the page layout, or page layouts, is the graphic operation of provision of informational contents in a given space (sheets of paper, Web pages...).

It succeeds the work of collection and composition of contents (composition of text "to kilometer", collection of components), and often precedes printing. It can precede so long as it is pre-set (column dimensions, text styles, illustration placement, etc). It aims at representing contents (texts, images, animations...) in a hierarchical and harmonious way (balance of the areas, colors and spaces, contrasts), in order to facilitate a course of reading on several levels, with a constant worry of ergonomics".

3.6 Validation

It is a very important stage in the development process of yearbooks. It is with this stage that data producers, drafting team, scientific committee (if there is any), the methodologists and/or those (having competences recognized in the yearbook data contents) meet to examine and amend the yearbook. In certain situations, it is preferable to set up a formal committee responsible for a rereading of the yearbook and similar documents. This committee should comprise staff possessing profiles as quoted above.

CHAPTER 4 - DISSEMINATION OF YEARBOOKS AND TIC USES

4.1 Dissemination and Support Format

The dissemination format of the yearbooks is a way of presenting the yearbooks. It is the way in which the users can reach these yearbooks. This format is generally open. A format is open if it is a free access and that no legal restriction deters its use. Three support forms are generally used for dissemination. It is the paper document, the electronic document and the Web. The paper support is sometimes cumbersome but has the advantage of being quite secured in terms of reliability of information because they cannot undergo any alteration by the user. The electronic support can arise in the modifiable form (text, Excel) and modifiable form (pdf which guarantees the page layout and typography). The advantage of this support is that it is easily transportable (key USB, CD ROM, e-mail, etc) and if it is modifiable it allows its handling for the user's needs. As for the Web page, it has the advantage of being constantly accessible if Internet connection is available. It would be preferable to plan the printable or downloadable version document for the user's need.

4.2 Edition and dissemination

Before reproduction, the document must be initially subject to the appreciation of a committee in charge of reading. This committee must have the principal tasks to examine, advise, direct and validate the yearbook. It is only after this stage that the document should be transmitted to the service of reproduction for its edition. The reproduced document can be finally transmitted to the service in charge of dissemination which must preferably have a mailing list for its dissemination established in collaboration with the service working out the yearbook. Besides the mailing list, copies must be put at the users' disposal for consultation on the spot. Nevertheless, the electronic version of the document can be put on line before even its reproduction.

Also, the production can also be disseminated via seminars and workshops, press briefings, newspaper insertions, etc.

4.3 Publication Timeline

Most country adhered to SDDS standard (Special Data Dissemination Standards) or GSDD (General System of Data Dissemination) of the International Monetary Fund. While choosing to follow the SDDS or the GSDD "a country is thus committed respecting a certain number of strict criteria relating to the existence, the speed of dissemination and the availability of data of which it will have to certify quality in a clear way". Thus, the SDDS or the GSDD requires the countries to specify the methodology of data processing and dissemination. It also imposes to data producers an elaboration of a dissemination time-table and also arranges timelines for the dissemination of these data.

The statistical yearbook, as most publications, must conform to this rule. Deadlines of its publication must be known and respected as well as the frequency of upgraded data that it contains.

Example:

				Deadline of	Due date of publication		
PUBLICATIONS	Frequency	Producer	Production due date	Reading committee	electronic support on website	paper support	
End-of-term report of Statistics	Quarterly	DSEE	Trim. + 42 D	3d	Trim. + 47d	Trim. + 60d	
Statistical	Annual	Annual DCDS Year +10 months	Year +10	10 j	Year	Year +	
yearbook			months		+11months	11months	
Niger leaflet in	Annual	DCDS	Year +10	10j	Year	Year +	
Figures	Allilual	DCD3	months	10)	+11months	11months	
Social Scoreboard	Annual [DSEDS	Year +10	10:	Year	Year +	
Social Scoreboald	Annual	משבט	months	10j	+11months	11months	

Source: Policy of INS-Niger dissemination

CHAPTER 5 - OTHER RELATED PUBLICATIONS

5.1 Bulletins

According to website of the **Ontario Ministry for Agriculture**, **Food and Rural Affairs** (http://www.omafra.gov.on.ca/french/rural/facts/89-006.htm), "a bulletin is, by definition, a letter whose aim is to make news known. It is more generally defined as a kind of individual mail sent on a regular basis to a selected group of people. It is short, easy to read and provides essential information. It should be conceived to create an interest and to increase knowledge. As far as the bulletins are concerned, the key word is simplicity: simplicity in design, simplicity in writing, and simplicity in format. It "is used to inform, announce events, interest people, join a restricted public who happens to share a private interest".

It is a publication whose frequency varies according to the target audience and the structure in which it is produced. It can be weekly, biweekly, monthly, quarterly, annual, etc

5.2 Leaflets

According to the website www.larousse.fr, a leaflet is a "printed document (advertising, commercial, administrative, etc) whose final form is obtained following a suitable folding". It is a compact document, easy to disseminate. It is generally printed only on a single A4 sheet and is folded into four. Concerning the statistical leaflets, they also undergo the same process. In most cases, they contain statistical data relative to a topic, a sector (demography, hydraulics, health, etc). However, it can contain a little more general data, when it is the case of area or country leaflets. Just like in the yearbook, illustrations can appear there, too. The leaflets "Countries in Figures" for example must be summaries of the national statistical yearbooks and must only contain mainly statistical data which is considered to be essential and relevant for users.

5.3 Scoreboard

The scoreboard is a collection of indicators having certain aspects of the socioeconomic and demographic situation of a given administrative entity. Its structure depends on its contents and the vision of its designers. It is firstly intended to political decision makers but can also be used for the design of policies and programs. For this purpose, the analysed indicators are generally those which are relevant to the latter. For this purpose, the production and updating of statistical data in time prove to be essential for the follow-up and rating of the public policies. The data used for its elaboration come essentially from several sources such as statistical National Offices and various technical ministries.

As a tool of assistance to decision making, it must make the situation of the country in such a way that the decision maker can see the fields of performance and those which require extra efforts. However, like all statistical documents, it creates an opening to the general public and also follows the necessary procedures and rules for the statistical publication. It can have a quarterly or semi-annual frequency; but generally, it is annual.

GLOSSARY

Statistical yearbook

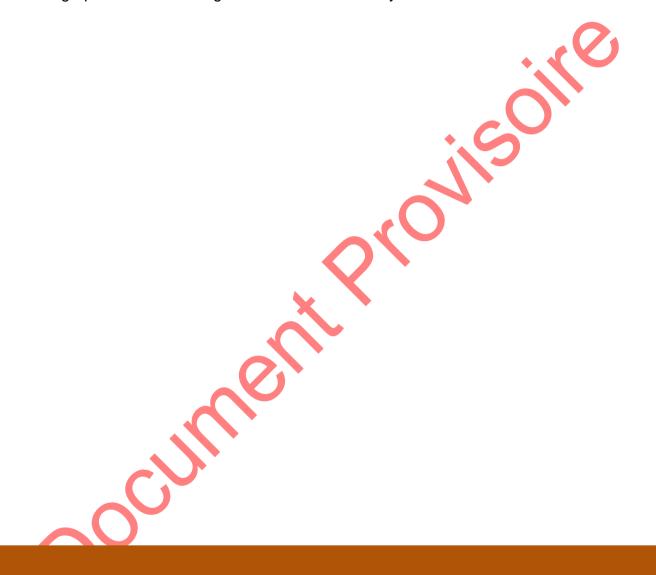
Publication which presents the most important retrospective statistical series of the overall economic social and cultural activity of an entity;

Alphabetical index

List of terms and subjects, considered to be relevant for the reader, found in a document, together with the numbers of pages where they appear;

Scoreboard

Collection of indicators containing certain aspects of the socio-economic and demographic situation of a given administrative entity



CONSULTED DOCUMENTS

- 1. Statistical yearbook of Niger, INS Niger, edition 2014;
- 2. Statistical yearbook of Niger, INS Niger, edition 1988;
- 3. Statistical yearbook of France, edition 1964;
- 4. Handbook of concepts and definitions, INS Niger, edition 2013

- 5. Handbook of methodologies, INS Niger, edition 2013;
- 6. Niger in Figures, INS Niger, edition 2014;
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ISSUE UNDER CONSIDERATION

Exercise 1

- 1) A statistical yearbook is:
- a) a document presenting only retrospective statistical series in one year;
- a document presenting of the retrospective statistical series whose publication is generally annual;
- c) a document presenting a panorama of socio-economic indicators;
- d) a document presenting only demographic projections.
- 2) A statistical yearbook is useful:
- a) to file an entity;
- b) as a library for an entity;
- c) to support of data-collection;
- d) as a digitized documentation on a country or an area
- 3) the fields covered by a statistical yearbook generally concern:
- a) the economic life and social of a country or an area;
- b) the political life of a country or a nation;
- c) opinions related to the annual rating of authorities;
- d) the electoral file.

Answer: 1b, 2d, 3a

Exercise 2

Contents of a statistical yearbook:

- a) is solidified and is not the object of any consensus;
- b) have identical contents no matter what the specificities of the producing structures;
- c) does not evolve no matter how the changes of theme sets and users' request;
- d) is established on the basis of consensus whose best option uses an international classification.
- 2) Initials are:
- a) a shortened form of a word;
- b) a group of intersected words:

- c) a set of synonyms;
- d) a group of word initials.
- 3) An abbreviation is:
- a) a shortened form of a word;
- b) a group of intersected words;
- c) a set of synonyms;
- d) a group of word initials.

Answer: 1d, 2d, 3a

Exercise 3

- 1) A methodological note for the development of a yearbook presents:
- a) the budget related to the design of the yearbook;
- b) principal stages relative to its development;
- c) average logistics used within the framework of its development;
- d) contents of the yearbook.

Answer: B

Exercise 4

- 1) The format of dissemination of a statistical yearbook is generally:
- a) made secure in order to restrict its use;
- b) highly protected in order to guarantee a free access to the users;
- c) open to restrict its use;
- d) open while guaranteeing free access and no legal restriction.

Exercise Answer: D

Exercise 5

- 1) A leaflet is one:
 - a) advertising document cumbersome and easy to use;
 - b) document printed in A3 format and generally folded into four;
 - c) document which generally presents relative data to a topic or a domain;
 - d) document which must obligatorily summarize the national statistical yearbook.

Answer: C