

**TERMS OF REFERENCE**  
**ACCREDITATION PROGRAM FOR OFFICIAL STATISTICS PROFESSIONALS**  
**(Draft)**

**1. Background**

The “Certification and Accreditation of Official Statistics Professionals” program (OStat) is an OIC-wide accreditation program that aims to help Official Statistics Professionals of member countries in charting their professional development and establishing clear and effective career paths by endorsing the expertise and knowledge under an official context for the professional conduct of statistical work of Official Statistics Professionals. The program further aims to recognize those who have achieved an acceptable level of professional competence in the understanding and application of statistical methods and standards, and are bound by code of ethics, principles and good practices of Official Statistics. The advanced levels of OStat aim to accredit further expertise and specializations of professionals as they are encouraged to develop and document new techniques and standards or adapt methods and technology in various fields of Official Statistics.

**2. Aim and Objectives of Accreditation**

The main objective of the OStat program is to certify the expertise and knowledge under an official context for the professional conduct of statistical work of Official Statistics Professionals. The program aims to recognize those who have achieved an acceptable level of professional competence in the understanding and application of statistical methods and are bound by code of ethics, principles and good practices of Official Statistics. Moreover, the accreditation program aims to encourage individuals in pursuing professional development in Official Statistics as well as to improve the statistical requirements of the respective country and the OIC wide statistical community. The advanced levels of OStat aim to accredit further expertise and specializations of professionals as they are encouraged to develop and document new techniques and standards or adapt methods and technology in various fields of Official Statistics.

### **3. Approved Levels of the Accreditation Programme**

OStat program is an accreditation that recognizes individuals working in Official Statistics who have statistical training and knowledge, have experience in applying that expertise competently, maintain appropriate professional development, agree to abide by ethical standards of practice, and are able to communicate effectively.

#### ***1. Basic Level***

The Basic level accreditation of Official Statistics Professionals is the first level of accreditation aimed to recognize working Official Statistics professionals who are equipped with common statistical techniques and appropriate methods applied in their statistical work and who understand the principles and procedures and technology of accepted general statistics. Common statistical techniques covered in this level includes planning of projects, methodological soundness, classifications; analyses of data, synthesis of results, interpretation of data and results, oral and written communication and presentation of projects and studies, accuracy and reliability, management of national statistical systems, etc.

Individuals accredited for Basic level requires that they agree to abide by ethical standards of practice.

#### ***2. Intermediate Level***

The Intermediate level accreditation of Official Statistics Professionals is the second level of accreditation after applicant acquires Basic level accreditation, more Official Statistics experience and statistical competency skills and techniques. Successful intermediate level accreditation further encourages that the accredited individuals uphold ethical standards of practice in Official Statistics undertakings.

#### ***3. Advanced Level 1***

The Advanced Level 1 accreditation of Official Statistics Professionals is the first level of advance level certification or accreditation in Economic, Demographic and Social Statistics. This level aims to measure whether an applicant with sufficient Official Statistics experience would be able to apply methods to run and manage demographic, social or economic business statistics. To this end applicants need to exhibit the specialized competencies required in professional economic, demographic or social statistics and to show they can apply and tune principles, technology, process and procedures to address the needs and problems of users of Official Statistics in either discipline.

#### 4. **Advanced Level 2**

The Advanced Level 2 accreditation of Official Statistics Professionals is the highest level of certification or accreditation for specialized fields under economic, demographic and social statistics.

This second route requires more statistical maturity, experience and exposure on highly specialized fields in economic, demographic or social statistics which the applicant is expected to be able to communicate to all levels of Official Statistics users and stakeholders. To this end applicants are expected to exhibit their specialized competencies and professional developments in the fields of economic, demographic or social statistics. This level of accreditation which requires extensive ability and communication skills gained from Official Statistics experience and application, academic education, conferences or forums, workshops, training and short courses.

#### **Requirements for Application**

The following requirements are essential towards qualifications for accreditation:

##### 1. **Basic Level**

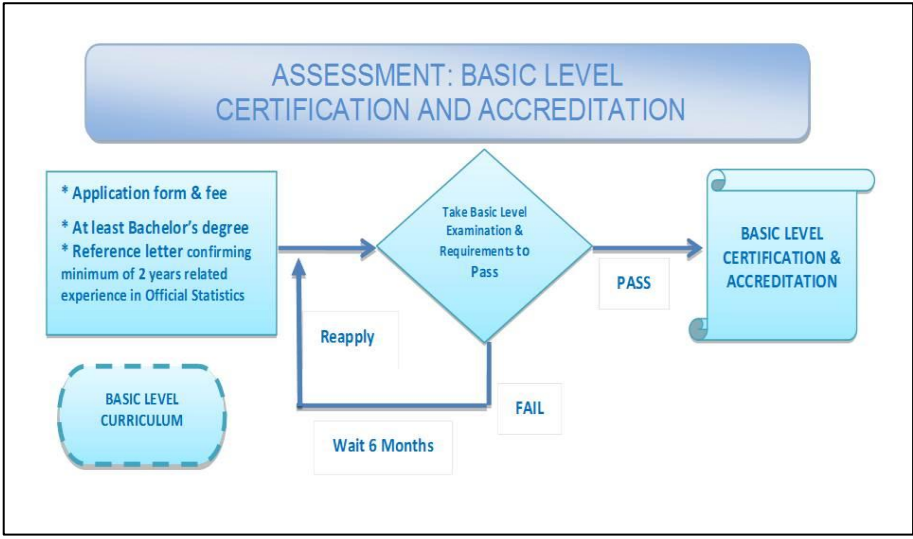
The requirements identified by the members for the Basic level includes:

- a) Application form and fee
- b) At least a Bachelor's degree diploma or certificate
- c) Reference letter from immediate supervisor and/or human resources stating history of at least 2 years related work experience in Official Statistics

The above requirements for application have the following points or weights for consideration:



The application and assessment of Basic level accreditation requirements are summarized in the following diagram:

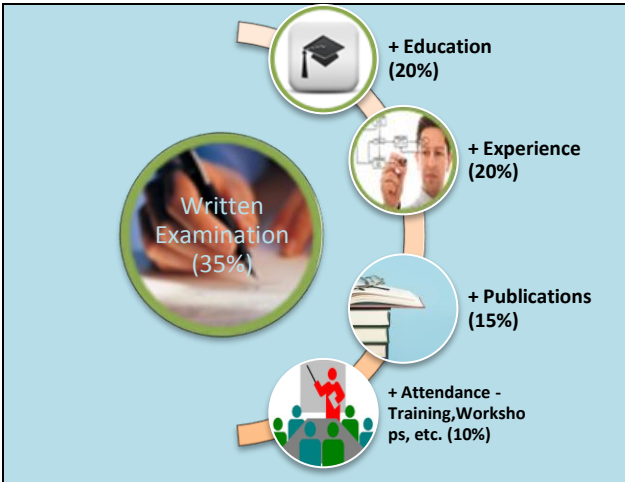


**2. Intermediate Level**

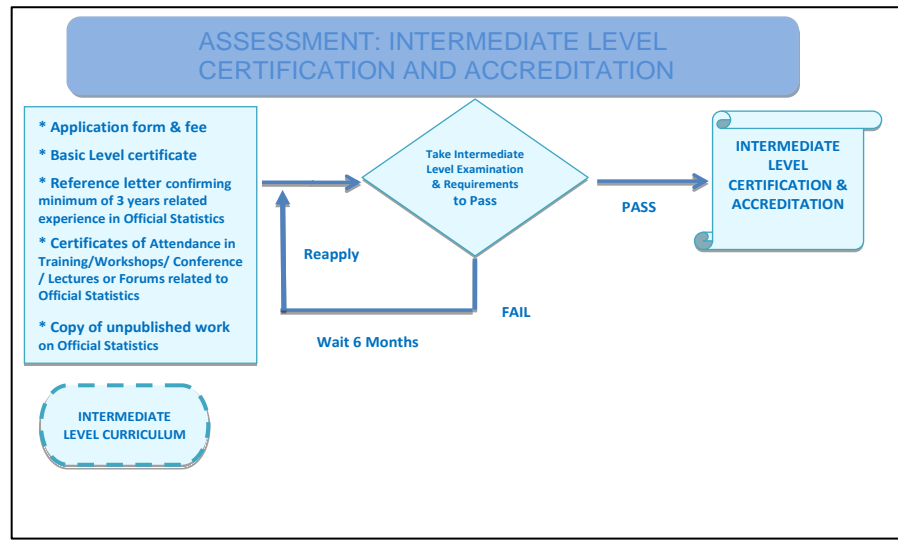
The prerequisites identified by the members for the Intermediate level include:

- a) Accreditation certificate for Basic Level
- b) Application form and fee
- c) Reference letter from immediate supervisor and/or human resources stating history of at least 3 years related work experience in Official Statistics
- d) Certificates of attendance in training, workshops, conferences, forums or lectures related to Official Statistics and
- e) Copy of unpublished work like reports and papers relevant to Official Statistics.

The above requirements for Intermediate level accreditation application have the following points or weights for consideration:



The application and assessment of Intermediate level accreditation requirements are summarized in the following diagram:



### 3. Advanced Level 1

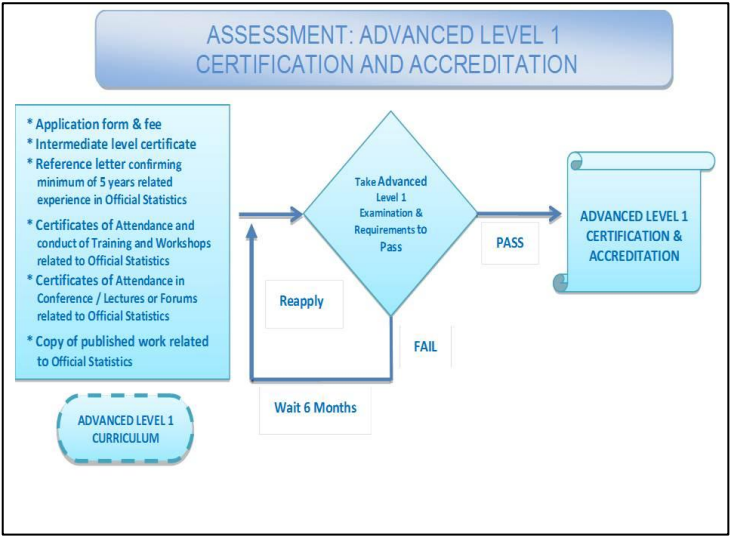
The prerequisites identified by the members for the Advanced Level 1 include:

- a) Accreditation certificate for Intermediate Level
- b) Application form and fee
- c) Reference letter from immediate supervisor and/or human resources stating history of at least 5 years related work experience in Official Statistics
- d) Certificates of attendance and conduct in training and workshops related to Official Statistics;
- e) Certificates of attendance in conferences, forums or lectures related to Official Statistics and
- f) Copy of relevant published work.

The above requirements for Advanced Level 1 accreditation application have the following points or weights for consideration:



The application and assessment of Advanced Level 1 accreditation requirements are summarized in the following diagram:

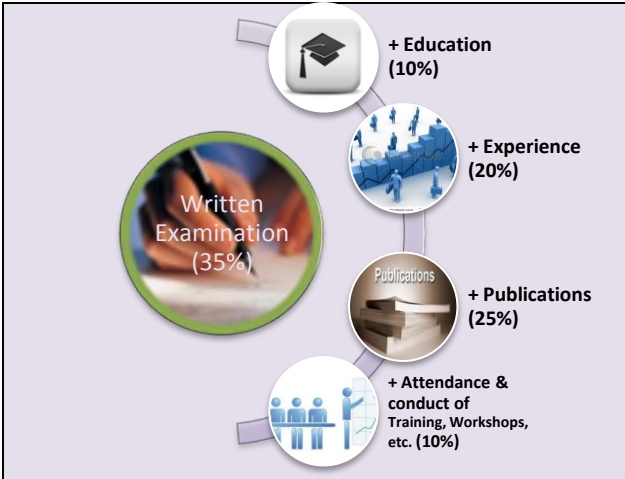


**4. Advanced Level 2**

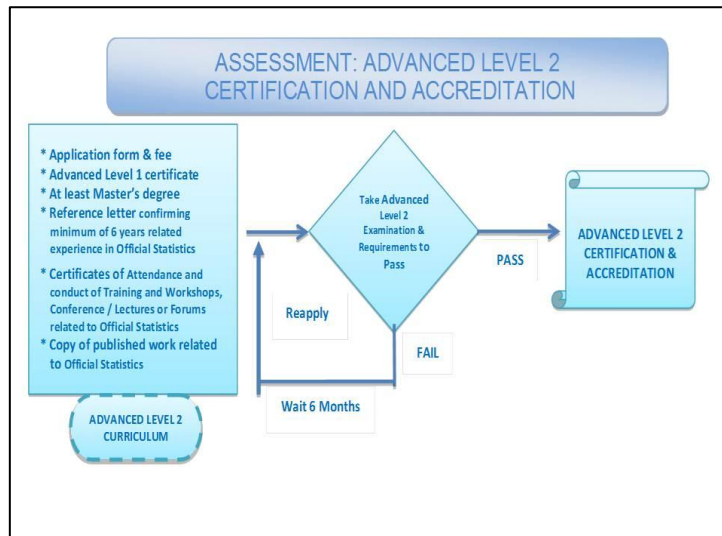
The prerequisites identified by the members for the Advanced Level 2 include:

- a) Accreditation certificate for Advanced Level 1
- b) Application form and fee
- c) At least a Master’s degree diploma or certificate
- d) Reference letter from immediate supervisor and/or human resources stating history of at least 6 years related work experience in Official Statistics
- e) Certificates of attendance and conduct in trainings, workshops, conferences, forums or lectures related to Official Statistics
- f) Copy of relevant published work.

The above requirements for Advanced Level 1 accreditation application have the following points or weights for consideration:



The application and assessment of Advanced Level 2 accreditation requirements are summarized in the following diagram:



#### 4. Preparation of Exams (*Periodicity, venue and general principles of the exams*)

Official examination and answer keys will be prepared and submitted by the Examination Committee to the Program General Secretariat.

Written test will be conducted once a year initially for all levels to be implemented a year apart starting from Basic Level, followed by Intermediate Level and later the Advanced Level 1. Other modes of examination (multiple choice, open-ended questions, calculations etc.) will be decided by the Examination Committee based on the curriculum and examination coverage that they have decided.

The venue and conduct of examination by testing center(s) will be decided by the Program General Secretariat in coordination with OIC-StatCom.

Applicants will receive notification from the Program General Secretariat about the examination venue, date, time and duration as well as the identification documents to be presented at the testing center.

Testing center will submit all completed official examinations to Program General Secretariat.

## **5. Evaluation of the Results**

Manual or automated test scoring using the answer key will be decided by the Program General Secretariat based on the program budget allocation and in consultation with OIC-StatCom.

## **6. Approval of Accreditation and Certification**

Upon receiving the completed official examination from the testing center and test scoring either manually or automated, the Program General Secretariat sends application results for both successful and failed applications to OIC-StatCom who will issue certificates of successful applications and who will acknowledge reexamination of failed applications.

Successful applicants will receive application results and OIC-StatCom issued certificates from Program General Secretariat. Failed applications, on the other hand, will receive application results and re-examination notice and requirements.

Appeals by failed applicants may be directed to Program General Secretariat who will review and send response on appeal in coordination with OIC-StatCom and Examination Committee (as case may be).

A program monitoring, evaluation and realignment will be incorporated into the accreditation program subject to decision of OIC-StatCom.

Post application administrative tasks will be also undertaken by the Program General Secretariat regarding follow-up on contact information, whereabouts and updates of successful applicants (certified and accredited individuals). A register of certified/accredited individuals across OIC member countries and organizations will also be created and maintained by the Program General Secretariat.