

PRELIMINARY QUESTIONNAIRE
FOR MEMBERS OF
WG3 CERTIFICATION AND ACCREDITATION
PROGRAM FOR OFFICIAL STATISTICS
PROFESSIONALS
(OStat)

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|--|---|----|
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**PRELIMINARY QUESTIONNAIRE FOR MEMBERS OF
WG3 CERTIFICATION AND ACCREDITATION PROGRAM FOR OFFICIAL STATISTICS PROFESSIONALS
(OStat)**

General Instructions. Kindly tick your selection on and fill the questionnaire especially the spaces marked

PART 1. Current Official Statistics Workers in WG3 Member Country's Statistical Organization(s).

Kindly indicate the number of persons working in your country's Statistical Organization by Division/Department/Directorate/Unit (specify division as National Accounts, Demography, etc.) in Table 1. If your country has more than eight divisions or has more than one statistical organization for Official Statistics, kindly use additional tables and pages.

Table 1. Number of Persons Employed in Country National Statistical Organization #1 as of 1 July 2011

| <i>Name of National Statistical Organization(# 1):</i> | | | | |
|--|--|-------------------|-------------------|-------------------|
| Highest Educational Attainment | <i>Specify Divisions/Department/Directorate/Section/Unit/Group (e.g. Social Statistics Department, Indices Section, National Accounts Directorate etc.).</i> | | | |
| | <i>Division 1</i> | <i>Division 2</i> | <i>Division 3</i> | <i>Division 4</i> |
| | <i>here</i> | <i>here</i> | <i>here</i> | <i>here</i> |
| Secondary | | | | |
| Diploma | | | | |
| High Diploma | | | | |
| Bachelor's Degree (BSc/BA/B) | | | | |
| Master's Degree (MSc/MBA/MA/M) | | | | |
| Doctorate Degree (PhD/DBA/D) | | | | |
| Post Doctorate | | | | |

Table 1 (CONTINUED). Number of Persons Employed in Country National Statistical Organization #1 as of 1 July 2011

| <i>Name of National Statistical Organization(# 1):</i> | | | | |
|--|--|-------------------|-------------------|-------------------|
| Highest Educational Attainment | <i>Specify Divisions/Department/Directorate/Section/Unit/Group</i> | | | |
| | <i>Division 5</i> | <i>Division 6</i> | <i>Division 7</i> | <i>Division 8</i> |
| | <i>here</i> | <i>here</i> | <i>here</i> | <i>here</i> |
| Secondary | | | | |
| Diploma | | | | |
| High Diploma | | | | |
| Bachelor's Degree (BSc/BA/B) | | | | |
| Master's Degree (MSc/MBA/MA/M) | | | | |
| Doctorate Degree (PhD/DBA/D) | | | | |
| Post Doctorate | | | | |

Notes or Legend (If any):

- 1.
- 2.
- 3.
- 4.

Table 2. Number of Persons Employed in Country National Statistical Organization #2 as of 1 July 2011

| Name of National Statistical Organization(# 2): | | | | |
|---|--|------------|------------|------------|
| Highest Educational Attainment | Specify Divisions/Department/Directorate/Section/Unit/Group (e.g. Social Statistics Department, Indices Section, National Accounts Directorate etc). | | | |
| | Division 1 | Division 2 | Division 3 | Division 4 |
| | here | here | here | here |
| Secondary | | | | |
| Diploma | | | | |
| High Diploma | | | | |
| Bachelor's Degree (BSc/BA/B) | | | | |
| Master's Degree (MSc/MBA/MA/M) | | | | |
| Doctorate Degree (PhD/DBA/D) | | | | |
| Post Doctorate | | | | |

Table 2 (CONTINUED). Number of Persons Employed in Country National Statistical Organization #2 as of 1 July 2011

| Name of National Statistical Organization(# 1): | | | | |
|---|---|------------|------------|------------|
| Highest Educational Attainment | Specify Divisions/Department/Directorate/Section/Unit/Group | | | |
| | Division 5 | Division 6 | Division 7 | Division 8 |
| | here | here | here | here |
| Secondary | | | | |
| Diploma | | | | |
| High Diploma | | | | |
| Bachelor's Degree (BSc/BA/B) | | | | |
| Master's Degree (MSc/MBA/MA/M) | | | | |
| Doctorate Degree (PhD/DBA/D) | | | | |
| Post Doctorate | | | | |

Notes or Legend (If any):

- 1.
- 2.
- 3.
- 4.

PART 2. Overview of the OIC Stat Com Working Group Certification and Accreditation Program for Official Statistics Professionals (OStat)

2.1. Who are the current members of the Working Group 3?

The Working Group is led by Bahrain in addition to other members -Egypt, Kazakhstan, Palestine, Qatar, United Arab Emirates, IDB and SESRIC.

2.2. What is this Program?

This proposed “Accreditation of Official Statistics Professionals” program is based on the proposal submitted by Central Informatics Organization (CIO) in Bahrain to initiate a program on the “Accreditation of Statistics Professionals” specific to OIC Member States in the First Session of the OIC-Stat Com. It is envisaged that such a well-designed program will help statisticians in their professional development as it aims to certify the expertise and knowledge under an official context for the professional conduct of statistical work of statistical specialists.

2.3. Who is the Program for?

The primary target audience includes currently employed statistical professionals in the national statistical offices and relevant government departments in the OIC Member States. Through the accreditation/certification process, the target audience will be able to show their qualifications in the area of statistics and be recognized formally/internationally to have professional statistical knowledge and skills.

2.4. What are the underlying UN Fundamental Principles of Official Statistics (accepted by the UN’s Statistical Commission in 1994) that Official Statistical Organizations and Professionals adopt?

Official statistics provide an indispensable element in the information system of a democratic society, serving the government, the economy and the public with data about the economic, demographic, social and environmental situation. To this end, official statistics that meet the test of practical utility are to be compiled and made available on an impartial basis by official statistical agencies to honour citizens' entitlement to public information.

1. To retain trust in official statistics, the statistical agencies need to decide according to strictly professional considerations, including scientific principles and professional ethics, on the methods and procedures for the collection, processing, storage and presentation of statistical data.
2. To facilitate a correct interpretation of the data, the statistical agencies are to present information according to scientific standards on the sources, methods and procedures of the statistics.
3. The statistical agencies are entitled to comment on erroneous interpretation and misuse of statistics.
4. Data for statistical purposes may be drawn from all types of sources, be they statistical surveys or administrative records. Statistical agencies are to choose the source with regard to quality, timeliness, costs and the burden on respondents.
5. Individual data collected by statistical agencies for statistical compilation, whether they refer to natural or legal persons, are to be strictly confidential and used exclusively for statistical purposes.
6. The laws, regulations and measures under which the statistical systems operate are to be made public.
7. Coordination among statistical agencies within countries is essential to achieve consistency and efficiency in the statistical system.
8. The use by statistical agencies in each country of international concepts, classifications and methods promotes the consistency and efficiency of statistical systems at all official levels.
9. Bilateral and multilateral cooperation in statistics contributes to the improvement of systems of official statistics in all countries.

Source: The United Nations Statistical Commission's 1994 *Fundamental Principles of Official Statistics* (<http://unstats.un.org/unsd/goodprac/bpabout.asp>)

2.5. What are the Principles Governing International Statistical Activities?

PRINCIPLES GOVERNING INTERNATIONAL STATISTICAL ACTIVITIES

Bearing in mind that statistics are essential for sustainable economic, environmental and social development and that public trust in official statistics is anchored in professional independence and impartiality of statisticians, their use of scientific and transparent methods and equal access for all to official statistical information, the Chief Statisticians or coordinators of statistical activities of United Nations agencies and related organizations, agree that implementation of the following principles will enhance the functioning of the international statistical system.

In doing so, they note the endorsement of these principles by the Committee for the Coordination of Statistical Activities on 14 September, 2005; they further recall the adoption by the *United Nations Statistical Commission* of the [Fundamental Principles of Official Statistics](#) in its Special Session of 11-15 April 1994, and the endorsement of the *Declaration of Good Practices in Technical Cooperation in Statistics* in its 30th Session of 1-5 March 1999.

1) High quality international statistics, accessible for all, are a fundamental element of global information systems

Good practices include:

- Having regular consultations with key users both inside and outside the relevant organisation to ascertain that their needs are met
- Periodic review of statistical programmes to ensure their relevance
- Compiling and disseminating international statistics based on impartiality
- Providing equal access to statistics for all users
- Ensuring free public accessibility of key statistics

2) To maintain the trust in international statistics, their production is to be impartial and strictly based on the highest professional standards

Good practices include:

- Using strictly professional considerations for decisions on methodology, terminology and data presentation
- Developing and using professional codes of conduct
- Making a clear distinction, in statistical publications, between statistical and analytical comments on the one hand and policy-prescriptive and advocacy comments on the other

3) The public has a right to be informed about the mandates for the statistical work of the organisations

Good practices include:

- Making decisions about statistical work programmes publicly available
- Making documents for and reports of statistical meetings publicly available

4) Concepts, definitions, classifications, sources, methods and procedures employed in the production of international statistics are chosen to meet professional scientific standards and are made transparent for the users

Good practices include:

- Aiming continuously to introduce methodological improvements and systems to manage and improve the quality and transparency of statistics
- Enhancing the professional level of staff by encouraging them to attend training courses, to do analytical work, to publish scientific papers and to participate in seminars and conferences.
- Documenting the concepts, definitions and classifications, as well as data collection and processing procedures used and the quality assessments carried out and making this information publicly accessible
- Documenting how data are collected, processed and disseminated, including information about editing mechanisms applied to country data
- Giving credit, in the dissemination of international statistics, to the original source and using agreed quotation standards when re-using statistics originally collected by others
- Making officially agreed standards publicly available

5) Sources and methods for data collection are appropriately chosen to ensure timeliness and other aspects of quality, to be cost-efficient and to minimise the reporting burden for data providers

Good practices include:

- Facilitating the provision of data by countries
- Working systematically on the improvement of the timeliness of international statistics
- Periodic review of statistical programmes to minimise the burden on data providers
- Sharing collected data with other organisations and collecting data jointly where appropriate
- Contributing to an integrated presentation of statistical programmes, including data collection plans, thereby making gaps or overlaps clearly visible
- Ensuring that national statistical offices and other national organisations for official statistics are duly involved and advocating that the *Fundamental Principles of Official Statistics* are applied when data are collected in countries

- 6) Individual data collected about natural persons and legal entities, or about small aggregates that are subject to national confidentiality rules, are to be kept strictly confidential and are to be used exclusively for statistical purposes or for purposes mandated by legislation

Good practices include:

- Putting measures in place to prevent the direct or indirect disclosure of data on persons, households, businesses and other individual respondents
- Developing a framework describing methods and procedures to provide sets of anonymous micro-data for further analysis by bona fide researchers, maintaining the requirements of confidentiality

- 7) Erroneous interpretation and misuse of statistics are to be immediately appropriately addressed

Good practices include:

- Responding to perceived erroneous interpretation and misuse of statistics
- Enhancing the use of statistics by developing educational material for important user groups

- 8) Standards for national and international statistics are to be developed on the basis of sound professional criteria, while also meeting the test of practical utility and feasibility

Good practices include:

- Systematically involving national statistical offices and other national organisations for official statistics in the development of international statistical programmes, including the development and promulgation of methods, standards and good practices
- Ensuring that decisions on such standards are free from conflicts of interest, and are perceived to be so
- Advising countries on implementation issues concerning international standards
- Monitoring the implementation of agreed standards

- 9) Coordination of international statistical programmes is essential to strengthen the quality, coherence and governance of international statistics, and avoiding duplication of work

Good practices include:

- Designating one or more statistical units to implement statistical programmes, including one unit that coordinates the statistical work of the organisation and represents the organisation in international statistical meetings
- Participating in international statistical meetings and bilateral and multilateral consultations whenever necessary
- Working systematically towards agreements about common concepts, classifications, standards and methods
- Working systematically towards agreement on which series to consider as authoritative for each important set of statistics
- Coordinating technical cooperation activities with countries between donors and between different organisations in the national statistical system to avoid duplication of effort and to encourage complementarities and synergy

- 10) Bilateral and multilateral cooperation in statistics contribute to the professional growth of the statisticians involved and to the improvement of statistics in the organisations and in countries

Good practices include:

- Cooperating and sharing knowledge among international organisations and with countries and regions to further develop national and regional statistical systems
- Basing cooperation projects on user requirements, promoting full participation of the main stakeholders, taking account of local circumstances and stage of statistical development
- Empowering recipient national statistical systems and governments to take the lead
- Advocating the implementation of the Fundamental Principles of Official Statistics in countries
- Setting cooperation projects within a balanced overall strategic framework for national development of official statistics

Source: The United Nations' Principles Governing International Statistical Activities 2005.

http://unstats.un.org/unsd/methods/statorg/Principles_stat_activities/principles_stat_activities.asp

2.6. What is the Code of Conduct and Ethics of Official Statistics (Sample UK Model)?

Code of Practice for Official Statistics *(drafted from UK Statistical Authority)*

Official statistics are fundamental to good government, to the delivery of public services and to decision-making in all sectors of society.

Observance of a common Code of Practice, by all the public bodies that produce official statistics, is central to maintaining a unified statistical service that meets the needs of governments and societies and is both trustworthy and trusted.

The Code contains eight principles and, in relation to each, a statement of associated practices.

Principle 1: Meeting user needs

The production, management and dissemination of official statistics should meet the requirements of informed decision-making by governments, public services, businesses, researchers and the public.

Principle 2: Impartiality and objectivity

Official statistics, and information about statistical processes, should be managed impartially and objectively.

Principle 3: Integrity

At all stages in the production, management and dissemination of official statistics, the public interest should prevail over organizational, political or personal interests.

Principle 4: Sound methods and assured quality

Statistical methods should be consistent with scientific principles and internationally recognized best practices, and be fully documented. Quality should be monitored and assured taking account of internationally agreed practices.

Principle 5: Confidentiality

Private information about individual persons (including bodies corporate) compiled in the production of official statistics is confidential, and should be used for statistical purposes only.

Principle 6: Proportionate burden

The cost burden on data suppliers should not be excessive and should be assessed relative to the benefits arising from the use of the statistics.

Principle 7: Resources

The resources made available for statistical activities should be sufficient to meet the requirements of this Code and should be used efficiently and effectively.

Principle 8: Frankness and accessibility

Official statistics, accompanied by full and frank commentary, should be readily accessible to all users.

Source: Code of Practice for Official Statistics: UK Statistical Authority

<http://www.statisticsauthority.gov.uk/assessment/code-of-practice/index.html>

Any Comments, Suggestions and Revisions for a **Code of Practice for Official Statistics** than can be adopted by OIC Stat Com?

PART 3. Tasks and Requirements of the WG3 CAPOSP Program (OStat)

General Instructions. Kindly tick your selection on and fill the questionnaire especially the spaces marked

| 3.1. Application and Registration Process | |
|--|--|
| A. What are the suggested levels of certification and accreditation of the program? | |
| LEVEL OF CERTIFICATION AND ACCREDITATION | JUSTIFICATION |
| <input type="checkbox"/> Basic Level for common statistical techniques like 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. Suggestions for Basic Level (if any) | Aims to measure whether a candidate would be able to act as a member who is informed of common statistical techniques and using appropriate methods to support the statistical process. To this end, candidates need to show they understand the principles and procedures and technology of accepted general statistical methods of work. |
| <input type="checkbox"/> Intermediate Level Is a higher level of certification and accreditation than the Basic Level that based on acquisition of more Official Statistics experience and statistical competency skills but as stringent as requirements for Advance Level 1 Suggestions for Intermediate Level (if any) | |
| <input type="checkbox"/> Advance Level 1 Covers an advance level certification or accreditation in Economic, Demographic and Social Statistics. Suggestions for Advance Level 1 (if any) | Aims to measure whether a candidate would be able to apply methods to run and manage Economic business statistics. To this end candidates need to exhibit the competencies required specifically for professional Economic or Demographic and Social Statistics and show they can apply and tune principles, process and procedures to address the needs and problems of users of statistics in either discipline. |
| <input type="checkbox"/> Advance Level 2 This level of certification or accreditation for specialized field under Economic, Demographic and Social Statistics. Suggestions for Advance Level 2 (if any) | The second route requires specialization in population, demographic and social statistics. To this end candidates need to exhibit the competencies required specifically for professional Economic or Demographic and Social Statistics and show they can apply and tune principles, process and procedures to address the needs. and problems of users of statistics in either discipline. |
| <input type="checkbox"/> Other level (specify) | |

3.1. Application and Registration Process (Continued)

B. In your opinion, how will each of the levels be designated?

| | Basic Level | Intermediate | Advance Level 1 | Advance Level 2 | Other Level |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Examination-Based | <input type="checkbox"/> |
| Portfolio-Based (awarded based on criteria that may cover education, experience, and demonstrated competence of the applicant/candidate) | <input type="checkbox"/> |
| Examination and Portfolio-Based | <input type="checkbox"/> |
| Others (specify) | <input type="checkbox"/> |

C. What are the requirements for each level of certification and accreditation?

| | Basic Level | Intermediate | Advance Level 1 | Advance Level 2 | Other Level |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Educational requirements (specify) | | | | | |
| | | | | | |
| <input type="checkbox"/> Related Experience (specify) | | | | | |
| | | | | | |
| <input type="checkbox"/> Training / Workshops (specify) | | | | | |
| <input type="checkbox"/> Conducted | | | | | |
| <input type="checkbox"/> Attended | | | | | |
| | | | | | |
| <input type="checkbox"/> Conferences, Forums, Lectures (specify) | | | | | |
| <input type="checkbox"/> Conducted | | | | | |
| <input type="checkbox"/> Attended | | | | | |
| | | | | | |
| <input type="checkbox"/> Publications | | | | | |
| <input type="checkbox"/> Unpublished | | | | | |
| <input type="checkbox"/> Published | | | | | |
| | | | | | |
| <input type="checkbox"/> Other requirements (specify) | | | | | |
| | | | | | |
| <input type="checkbox"/> Completion of Basic Level | Not Applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Completion of Intermediate Level | Not Applicable | Not Applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Completion of Advance Level 1 | Not Applicable | Not Applicable | Not Applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Completion of __ Level (specify) | <input type="checkbox"/> |

3.1. Application and Registration Process (Continued)

D. Do you agree that certain non-refundable fees be charged for the following?

| Program Services | Your Vote | | Suggestion/Comment/Justification |
|--------------------------------------|------------------------------|-----------------------------|----------------------------------|
| • Application | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| • Re-application | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| • Additional copies of certification | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| • Others (<i>specify</i>) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

E. Do you recommend that some point system or weights be determined to qualify applications in each level of certification or accreditation?

| | Basic Level | Intermediate | Advance Level 1 | Advance Level 2 | Other Level |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| YES (Proceed to 3.1.F.) | <input type="checkbox"/> |
| NO | <input type="checkbox"/> |
| Suggestion/Comment/Justification | | | | | |
| | | | | | |

F. Suggested points or weights for each level of certification or accreditation?

| | Basic Level | Intermediate | Advance Level 1 | Advance Level 2 | Other Level |
|---|-------------|--------------|-----------------|-----------------|-------------|
| Education | | | | | |
| + Experience | | | | | |
| + Publications | | | | | |
| + Examination | | | | | |
| + Other Requirements 1 (<i>specify</i>) | | | | | |
| + Other Requirements 2 (<i>specify</i>) | | | | | |
| | | | | | |
| TOTAL | | | | | |

3.1. Application and Registration Process (Continued)

A. What are the application processes for each of the levels of certification and accreditation?

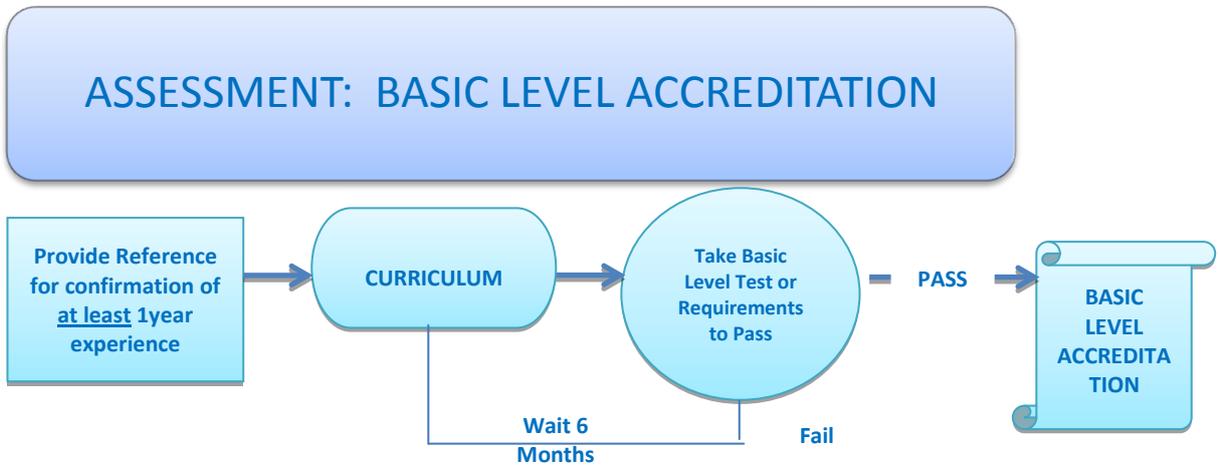
Suggested General Process of Application

1. Program *General Secretariat* prepares and disseminates information and application about each level of certification and accreditation.
2. Applicant sends inquiry or requests for application to *Program General Secretariat*.
3. Program *General Secretariat* provides reply to application inquiries and requests.
4. Program *General Secretariat* receives applications (application forms).
5. Program *General Secretariat* processes applications.
6. Program *General Secretariat* provides reply to processed complete applications with notice of examination.
7. Program *General Secretariat* provides reply to processed incomplete applications with further instructions and requirements.

Comments, Suggestions and Revisions

3.1. Application and Registration Process (Continued)

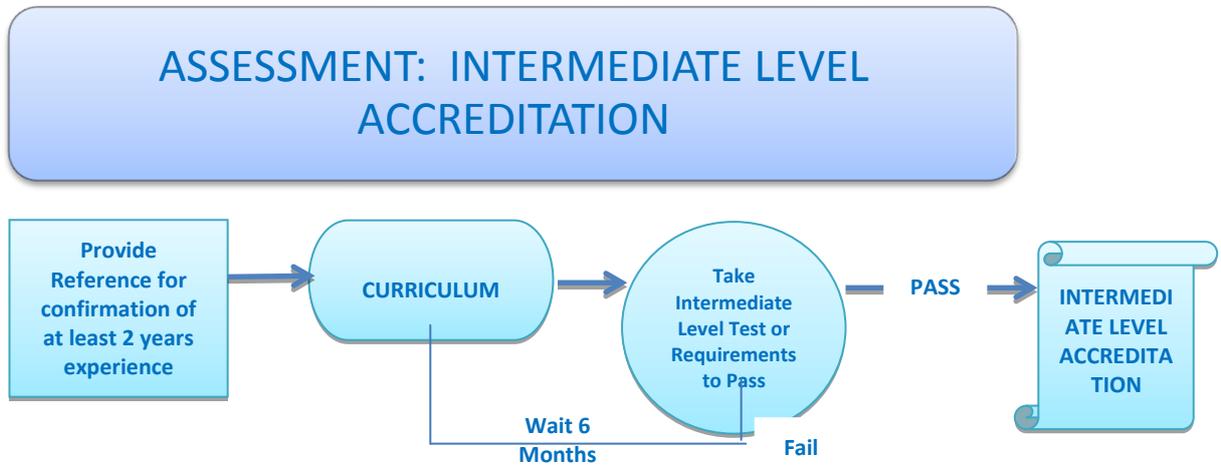
Basic Level



Comments, Suggestions and Revisions

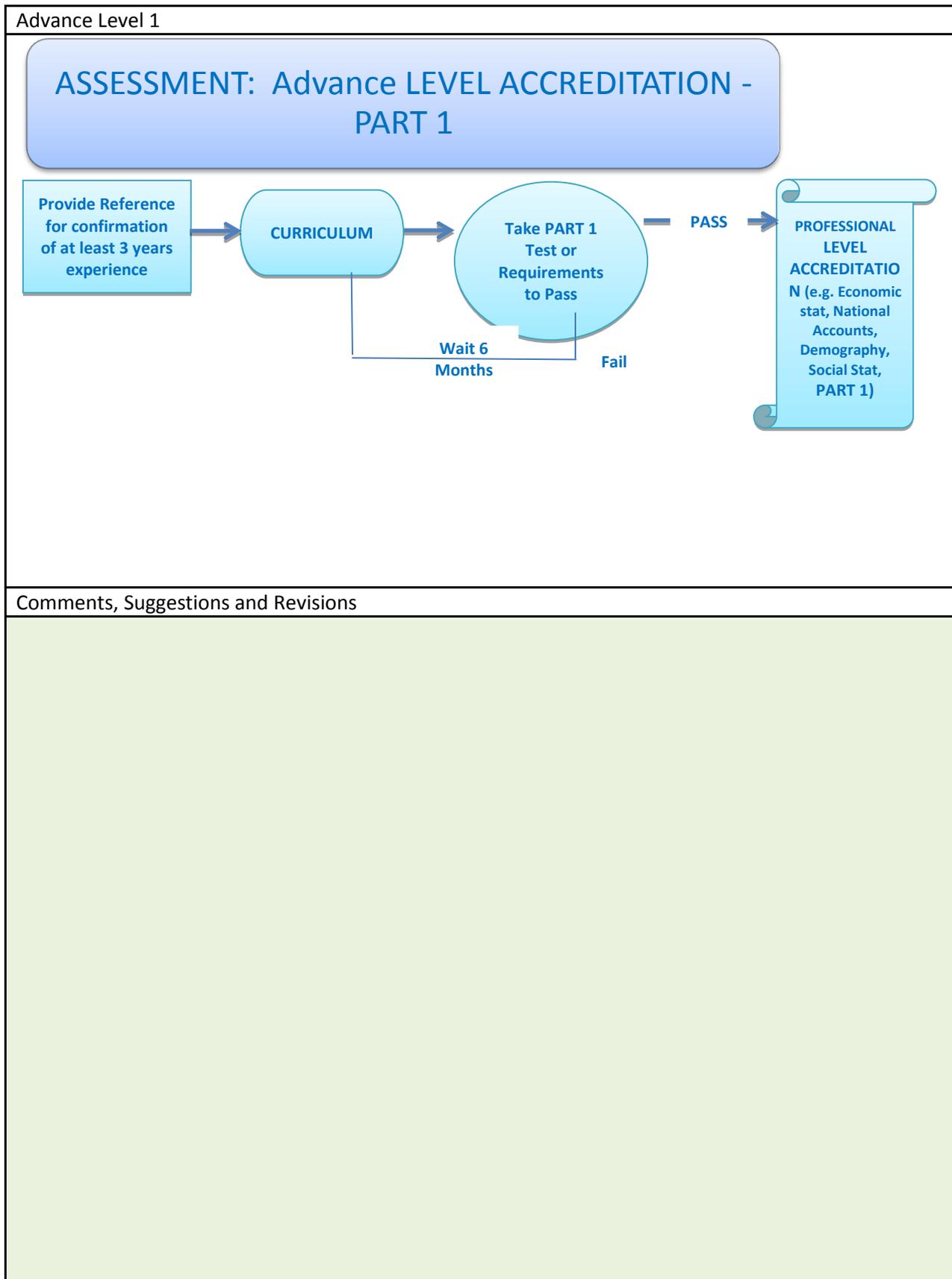
3.1. Application and Registration Process (Continued)

Intermediate Level



Comments, Suggestions and Revisions

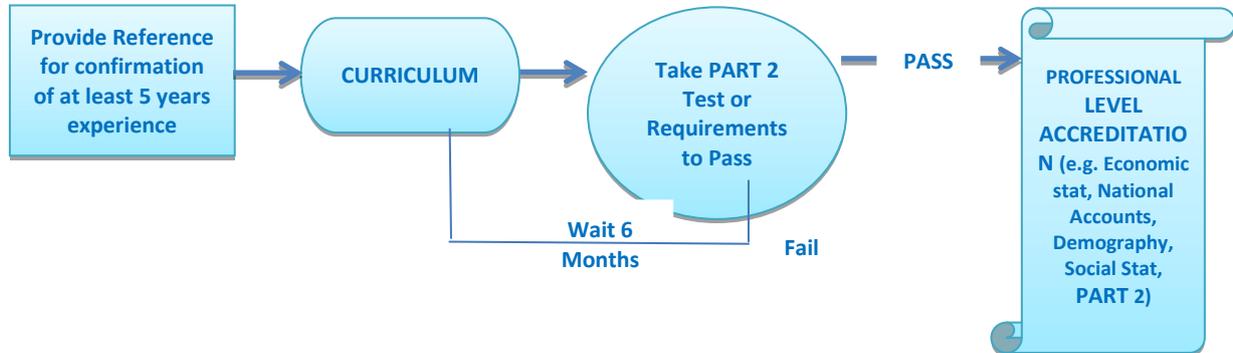
3.1. Application and Registration Process (Continued)



3.1. Application and Registration Process (Continued)

Advance Level 2

ASSESSMENT: Advance LEVEL ACCREDITATION - PART 2



Comments, Suggestions and Revisions

3.2. Official Curriculum and Examination Preparation Process

A. What are the types of examination (e.g. oral, written, interview etc.) required for specific level of certification and accreditation?

| Proposed Type of Examination | Basic Level | Intermediate | Advance Level 1 | Advance Level 2 | Other Level |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • Written Exam Only | <input type="checkbox"/> |
| • Both Written & Oral Exam | <input type="checkbox"/> |
| • Both Written & Oral Exam and Project | <input type="checkbox"/> |
| • Other suggested requirements 1 (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Other suggested requirements 2 (specify) | | | | | |
| • Other suggested requirements3 (specify) | | | | | |

B. Do you agree that an Examination Preparation Committee be created to determine official curricula and prepare the official examinations for each level of certification and accreditation?

Yes No
(specify alternative)

C. Who will nominate or appoint membership and leadership of Examination Preparation Committee?

OIC Stat Com Only OIC Stat Com & WG3 Others1(specify) Others 2(specify)

D. Who can become members of the Examination Preparation Committee?

Nominees from OIC Stat Com Nominees from academe Others 2 (specify)

Nominees from OIC Member Country Statistical Organizations Stat Com Others 1 (specify) Others 3 (specify)

E. Who can chair Examination Preparation Committee?

Nomination by OIC Stat Com Others 1 (specify)

Nomination by OIC Country Member Statistical Organizations Others 2 (specify)

F. How long is the term of the membership of Examination Preparation Committee?

1 Year 2 Years 3 Years Others (specify)

G. Do you agree that an Examination Preparation Committee needs funding?

Yes No
(specify alternative)

H. Do you agree that an Examination Preparation Committee can outsource the task of preparing the official examinations?

Yes No
(specify alternative)

3.2. Official Curriculum and Examination Preparation Process (Continued)

I. Suggested curriculum and examination preparation process

1. Members and chair of EPC are nominated, appointed, substituted and mandated to perform functions.
2. EPC members prepare official curriculum, topics, references and examination(s) for certification and accreditation.
3. EPC sends official curriculum, topics, references and examination(s) to *Program General Secretariat*.

Comments, Suggestions and Revisions

3.3. Examination Testing Process

A. How often will examinations be held for each level of certification and accreditation?

| Proposed Frequency | Basic Level | Intermediate | Advance Level 1 | Advance Level 2 | Other Level |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • Once a Year | <input type="checkbox"/> |
| • Once a Year OR Depending on Applications Received | <input type="checkbox"/> |
| • Twice a Year | <input type="checkbox"/> |
| • Three Times a year | <input type="checkbox"/> |
| • Other suggestions (<i>specify</i>) | <input type="checkbox"/> |

B. Do you agree that the coordination of testing and result reporting be done by a *Program General Secretariat*?

- Yes No
(specify alternative)

C. Suggested examination testing process.

1. Dates, time and venue of testing of official examination(s) are decided and relayed to *Program General Secretariat*.
2. *Program General Secretariat* has list of all officially registered Applicant examinees.
3. *Program General Secretariat* disseminates notice of examination to Applicant examinees.
4. Applicant examinees attend examination at testing venue at designated time/place.
5. *Program General Secretariat* collects completed examinations from Applicant examinees.
6. Examinations are scored.
7. *Program General Secretariat* compiles all Examinations scores of Applicant examinees into applications.

Comments, Suggestions and Revisions

3.4. Post-Examination Results

A. Do you agree that OIC-Stat Com will issue certificate or accreditation?

Yes

No
(specify alternative)

B. Do you agree that a *Program General Secretariat* will distribute the certificate or accreditation to successful applicants for this level?

Yes

No
(specify alternative)

C. Do you agree that a *Program General Secretariat* will issue the results and notice of re-examination and requirements to failed applicant for this level?

Yes

No
(specify alternative)

D. Suggested process for dissemination of results on successful and failed applications

1. *Program General Secretariat* sends Application results to OIC Stat Com.
 - a. Successful applications
 - b. Failed applications
2. OIC Stat Com sends certificates of successful applications and acknowledges reexamination of failed applications.
3. *Program General Secretariat* sends application results and certificates to successful Applicants
4. *Program General Secretariat* sends application results and re-examination notice and requirements to failed applications.
5. Successful Applicants receive their application results and certificates
6. Failed Applicants receive their application results and re-examination notice and requirements.
7. Failed Applicants send appeal to *Program General Secretariat*.
8. *Program General Secretariat* reviews appeal.
9. *Program General Secretariat* sends response on appeal to failed Applicants.

Comments, Suggestions and Revisions

3.5. Other Suggested Processes

Are there other processes that you would like to add to enhance the Program operations?

Yes

No

If Yes, kindly list them below

A.

B.

C.

D.

PART 4. Proposal for a Program General Secretariat

| 4.1. Do you agree that the Program General Secretariat will perform each of the major responsibilities? | |
|--|--|
| 1. Hosting and maintenance of Program website. | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 2. Administrative and liaison role with OIC Stat Com, statistical organizations, Examination Preparation Committee, Applicants, funding agencies and other Official Statistics stakeholders. | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 3. Prepare and distribute materials or information package on the OStat | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 4. Receive and process applications, enquiries and testing registration. | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 5. Coordinate with Examination Preparation Committee on official examinations for each level of certification and accreditation. | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 6. Prepare examination materials for testing based on the official examinations developed by Examination Preparation Committee. | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 7. Coordinate examination testing and scoring for each level of OStat | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 8. Coordinate with OIC Stat-Com on the application and examination testing results. | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 9. Release certificate to successful applicants | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 10. Release notice for re-examination and requirements to failed applicants. | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 11. Maintain records (financial and administrative) | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 12. Other responsibilities <i>(specify)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(specify alternative)</i> |
| 13. Others <i>(specify)</i> | |
| 14. Others <i>(specify)</i> | |
| 15. Others <i>(specify)</i> | |

| 4.2. Who do you suggest can perform the Program General Secretariat roles and responsibilities? |
|---|
| |

PART 5. Pilot Case Study on the Applicability of the Proposed Basic Level Certification and Accreditation Processes

5.1. Organizational Structure for Pilot Case Study

The Working Group will need to create temporary (a) Examination Preparation Committee and (b) Program General Secretariat to be able to study the applicability of the proposed program processes.

5.2. Tasks and WG3 Participation for the Pilot Case Study

A. Complete Basic Level Curriculum and Examination by Examination Preparation Committee

The Examination Preparation Committee (EPC) will have the following tasks in the Pilot Case Study due by 31st October 2011 and kindly tick box if you are willing to participate either is selected tasks as identified in B.1.1 or in all the tasks B.1.2.

| A.1 Tasks Related to the Development of a Basic Level Curriculum/Examination for Pilot Case Study (until 31 October 2011) | |
|---|------------------------------|
| 1. Develop a model curriculum for Basic level certification and accreditation | <input type="checkbox"/> Yes |
| 2. List the topics covered for Basic level examination and the available reference materials | <input type="checkbox"/> Yes |
| 3. Submit the sample Basic Level Certification and Accreditation curriculum, topics and references to <i>Program General Secretariat</i> | |
| 4. Prepare a complete examination for pilot case study for Basic Level certification and accreditation based on developed curriculum. | <input type="checkbox"/> Yes |
| 5. Submit examination to <i>Program General Secretariat</i> by 31 st October 2011. | |
| A.2. Willingness to actively participate in all tasks of the Examination Preparation Committee for the purpose of a pilot case study | |
| | <input type="checkbox"/> Yes |

B. Temporary Program General Secretariat for Pilot Case Study

The Examination Preparation Committee will have the following tasks and kindly tick box if you are willing to participate either is selected tasks as identified in B.2.1 or in all the tasks B.2.2.

| B.1. Tasks of Program General Secretariat for Pilot Case Study (1 October 2011 – 15 January 2012) | |
|---|------------------------------|
| 1. Prepare an information package for Basic Level Certification and Accreditation that includes <ul style="list-style-type: none"> a) Application form and requirements b) Examination coverage/topic/type (Sample Examination questions) (from EPC) c) Curriculum (from EPC) d) References (from EPC) e) Examination schedules (Time/Venue) | <input type="checkbox"/> Yes |
| 2. Disseminate information package to all statistical organizations under WG3 | <input type="checkbox"/> Yes |
| 3. List the topics covered for Basic level examination and the available reference materials | <input type="checkbox"/> Yes |
| 4. Process received applications for Basic Level Certification and Accreditation | <input type="checkbox"/> Yes |
| 5. Select Sample Applicants for Pilot Case Study from received applications | <input type="checkbox"/> Yes |
| 6. Send examination notice to Applicants | <input type="checkbox"/> Yes |
| 7. Coordinate and conduct testing and scoring of Basic Level examination (between 16 December 2011 – 15 January 2012) | <input type="checkbox"/> Yes |
| 8. Submit applications and testing results to WG3 for compilation into the Final Report | <input type="checkbox"/> Yes |
| B.2. Willingness to actively participate in all tasks of the temporary Program General Secretariat. | |
| | <input type="checkbox"/> Yes |

C. Pilot Case Study Report

The following tasks are for the preparation of the Pilot Case Study report to be submitted to Lead Country on 7th February 2012 and kindly tick box if you are willing to participate either is selected tasks as identified in B.3.1 or in all the tasks B.3.2.

| C.1. Tasks related to Preparation of Pilot Case Study Report | |
|---|------------------------------|
| 1. Compile and analyze the results of the Pilot Study from the Examination Preparation Committee and Program General Secretariat | <input type="checkbox"/> Yes |
| 2. Finalize Pilot Case Study Report | <input type="checkbox"/> Yes |
| 3. Submit report and recommendations of the Pilot Case Study Report to Lead Country for integration into Final Report by 7 th February 2012. | <input type="checkbox"/> Yes |
| C.2. Willingness to actively participate in all tasks for Pilot Case Study Report preparation | |
| | <input type="checkbox"/> Yes |

PART 6. Preparation and Submission of Final Report

The following tasks are for the preparation of the Final Report to be submitted to OIC Stat Com by February 2012 and kindly tick box if you are willing to participate either is selected tasks as identified in 6.1 or in all the tasks 6.2.

| 6.1. Tasks related to Preparation of Final Report due February 2012 | |
|---|------------------------------|
| 1. Prepare Final Report outline. | <input type="checkbox"/> Yes |
| 2. Prepare First Draft | <input type="checkbox"/> Yes |
| 3. Compile and analyze the results of the Pilot Study from the Examination Preparation Committee and Program General Secretariat | <input type="checkbox"/> Yes |
| 4. Finalize Pilot Case Study Report | <input type="checkbox"/> Yes |
| 5. Submit report and recommendations of the Pilot Case Study Report to Lead Country for integration into Final Report by February 2012. | <input type="checkbox"/> Yes |
| 6.2. Willingness to actively participate in all tasks for WG3 Final Report preparation | |
| | <input type="checkbox"/> Yes |

Question on Need of Meeting after 7 September 2011

| Do you think that a meeting should be held after September 7, 2011 to finalize the Program plan? |
|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(kindly specify your alternative/suggestions on space below)</i> |
| |

References

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3. The United Nations Statistical Commission's 1994 **Fundamental Principles of Official Statistics** (<http://unstats.un.org/unsd/goodprac/bpabout.asp>)
4. Principles Governing International Statistical Activities
http://unstats.un.org/unsd/methods/statorg/Principles_stat_activities/principles_stat_activities.asp
5. Code of Practice for Official Statistics: UK Statistical Authority
<http://www.statisticsauthority.gov.uk/assessment/code-of-practice/index.html>
6. Code of Ethical Statistical Practice: Statistical Society of Canada
http://www.ssc.ca/en/webfm_send/3
7. National Statistics Code of Practice www.ons.gov.uk/about-statistics/ns-standard/cop/.../competence.pdf
8. Declaration of Professional Ethics: International Statistical Institute, The Netherlands. 1985
<http://isi-web.org/images/about/Declaration-EN2010.pdf>;
9. <http://isi.cbs.nl/ethics.htm>
10. National Statistician's Guidance <http://www.education.gov.uk/rsgateway/ns-nsg-confidentiality.pdf>
11. <http://www.amstat.org/accreditation/testimonials.cfm>
12. <http://www.statsoc.org.au/what-is-professional-accreditation.htm>
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14. <http://www.pmi.org/PMBOK-Guide-and-Standards/Standards-Overview.aspx>
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17. FAQ on PMP: <http://www.pmi.org/en/Certification/Certification-FAQ.aspx>