



Implementation of the European Statistics Code of Practice at the Republika Srpska Institute of Statistics – self-assessment and future activities



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Introduction

Following the adoption of the European Statistics Code of Practice by the European Statistical System Committee, providing high quality statistical products and services became an important task for both the national statistical institutions of the European Statistical System (ESS) and the statistical institutions of candidate and potential candidate countries for the EU membership.

Strategic development of the official statistics of Republika Srpska is directed towards the harmonization of legislation, statistical standards and good practice with the European Union countries. The Republika Srpska Institute of Statistics (hereinafter: the Institute) is the main body in charge of this development. In an effort to express its firm commitment to undertake all measures and activities necessary to achieve full compliance with the European Statistics Code of Practice and compliance in the field of application of the total quality management system, the Institute has prepared the document entitled “Implementation of the European Statistics Code of Practice at the Republika Srpska Institute of Statistics – self-assessment and future activities”.

The document was prepared in the form of an action plan of the Institute’s activities and its purpose is to support the development process and to provide a framework for assessing and monitoring the quality of statistics of Republika Srpska, based on the established quality criteria of the European Statistical System. This document presents findings of the self-assessment of compliance of Republika Srpska statistics with the principles laid down in the Code. It also presents planned improvement activities which are necessary to achieve full compliance and application of the quality management system.

I Mission of the Republika Srpska Institute of Statistics

The mission of the Republika Srpska Institute of Statistics is to provide reliable, high-quality, intelligible, timely and internationally comparable statistical data which meet the needs of decision-makers, researchers and other domestic and international users, while also reflecting the situation and changes in the economic, demographic and social areas and in the area of environment and natural resources.

Statistical data are collected, processed, analysed and disseminated in accordance with statistical standards and modern technology, while statistical confidentiality is protected, resources are spent optimally and burden on respondents is not excessive.

II Vision

By strengthening its professional and infrastructural capacities and through the adoption and implementation of best statistical practice, the Republika Srpska Institute of Statistics has achieved full compliance with international statistical standards and principles of the European Statistics Code of Practice, while respecting fundamental values such as professional competence, independence, impartiality and openness. Statistical provide users with relevant high-quality statistical data and services and all users are treated equitably. The reporting burden is proportionate to the needs of the users and is not excessive for respondents.

III Values

Values of the Republika Srpska Institute of Statistics are professional independence, objectivity, user-orientation, commitment to quality, statistical confidentiality, teamwork and continuous improvement of the staff.

Values are key guidelines that have a long-term impact and serve the purpose of the mission implementation. Mutual trust among all participants in this process (data users, data providers and producers of statistics) is very important and necessary. Independence of the statistical authorities and profession guarantees the preservation of confidence in the statistical system. Knowledge, experience, joint work, respect for privacy, quality and availability to users represent values which have a significant impact on user and staff satisfaction. Professional independence has to be strengthened through continuous improvement of the staff.

IV Quality aspect of the implementation of current and planning of future statistical activities

Starting from the European Statistics Code of Practice as a conceptual quality framework in the implementation of current and planning of future activities, the Institute shall develop a systematic and standardized approach to quality, taking into account the following pillars of quality:

- Meeting the needs of data users and providers,
- Development of human resources, and
- Continued work on the improvement of quality of statistical products and services.

A modern approach to management at all levels is necessary to manage these pillars of quality. This approach has to take into account the following:

- Balancing the needs of various stakeholders (data users, data providers, staff, and society as a whole),
- The importance of assessing the present and predicting the future needs of users as the most important quality assessors,
- Behaviour of the management, which significantly affects the culture of organisational management,
- Solid understanding and transparency of all processes, method of communication with the environment and among staff,
- Improvement of the quality of operations, which is associated with the culture of life-long learning, as well as of innovations and development,
- Good relations with partners, and
- Respect for statistical confidentiality and protection of data in accordance with the legislation, standards and good practice.

V Additional information and input documents

On 28th September 2011, the European Statistical System Committee adopted the revised European Statistics Code of Practice, which is aimed at further statistical improvement of official European statistics quality and, in this regard, increasing confidence in statistics of both users and data providers. Fifteen principles of the Code (associated into a working framework: 1. Institutional environment – quality of structure, 2. Statistical processes - quality of processes, and 3. Statistical output – quality of products) were produced on the basis of the existing international standards and the Quality Declaration of the European Statistical System.

In the future period the Institute will be committed to fully implementing the European Statistics Code of Practice, while a number of guidelines have already been incorporated into the existing legislation and practice. The implementation of the Code at the Institute launched the preparation of appropriate documents which support activities that will be defined in programmes and plans for their realization in the future period.

Realisation of these activities will certainly be facilitated by documents of the Statistical Office of the European Communities (EUROSTAT) (“*ESS Handbook for Quality Reports*” – *EHQR*, “*ESS Handbook on Data Quality Assessment Methods and Tools*” – *DatQAM* and “*ESS Standard for Quality Reports*” – *ESQR*), which define and explain various components of the statistical output and process quality. The purpose of these documents is to promote the harmonized report on quality which facilitates comparison of statistical output and processes among member countries of the European Statistical System.

In the realization of activities of the development and application of the statistical product and service quality management system, the Institute shall respect the European definition of statistics quality. The basic dimensions of this definition are relevance, accuracy, punctuality, timeliness, accessibility and clarity, comparability and coherence.

VI Main starting points in the process of quality management

Based on the fifteen principles from the Code, five strategic goals of quality management were defined and these should be realised in the future period. These goals are the following:

1. Strengthening professional independence and mandate for data collection
2. Balancing the needs of users and respondents
3. Quality of statistical products and services is assessed for most statistical surveys and it is published in a manner understandable to users
4. Improving the procedures of statistical data processing to achieve quality and efficiency
5. Commitment of entire staff to the values of quality, life-long learning and further education

Each of the five planned goals is presented below in the framework of sub-goals which follow the principles of the Code of Practice. The fifth goal is an exception, as it is not covered in the principles of the Code, but it is of great importance for the Institute from the perspective of quality improvement. Each sub-goal consists of:

1. **indicators**, which are essential for monitoring the implementation of a goal, and
2. **activities**, which are already being implemented (findings of the self-assessment of compliance) or which will be undertaken in order to implement a goal.

In order to produce reliable, relevant and internationally comparable statistics, the Institute is facing a huge commitment to take all the necessary measures to adopt all the guidelines and recommendations given in this document, as soon as possible and in full capacity. It is clear that all the actors involved in the production of statistics of Republika Srpska have a huge responsibility to make the maximum effort in the future, in order to meet the needs of domestic and foreign users of statistical data.

1. Strengthening professional independence and mandate for data collection

Sub-goals within this goal are:

1. Strengthening professional independence
2. Strengthening mandate for data collection

1.1. Professional independence¹

Professional independence of statistical authorities from other policy, regulatory or administrative departments and bodies, as well as from private sector operators, ensures the credibility of statistics of Republika Srpska.

Indicator	Activity
1. The independence of the National Statistical Institutes and Eurostat from political and other external interference in developing, producing and disseminating statistics is specified in law and assured for other statistical authorities.	<p>Law on Statistics of Republika Srpska (“Official Gazette of Republika Srpska”, No. 85/03) provides a legal framework for the production, dissemination and organization of statistics in Republika Srpska.</p> <p>Professional independence and technical autonomy of the Institute are established by the Law on Statistics of Republika Srpska, Article 17, paragraphs 6, 7 and 8.</p> <p>Paragraph 6 of this Article specifies that the Institute and authorised bodies and organizations are independent in the production of statistics within their jurisdiction.</p> <p>Paragraph 7 states that during the realization of the Programme the staff of the Institute may not receive or seek instructions from other governmental bodies, political parties or any other interest group.</p> <p>Paragraph 8 states that the authorities and other interest groups must respect the principles stipulated in this Law and that they shall not seek to influence the staff of the Institute in the performance of their duties.</p>
2. The heads of the National Statistical Institutes and of Eurostat and, where appropriate, the heads of other statistical authorities have sufficiently high hierarchical standing to ensure senior level access to policy authorities and administrative public bodies. They are of the highest professional calibre.	<p>The Director General of the Institute has a very high hierarchical standing which ensures access to policy and administrative bodies.</p> <p>According to the Regulation on categories and titles of civil servants, Article 4, paragraph 1, item b (“Official Gazette of Republika Srpska”, No. 18/09), the position of the Director General of the Institute is classified into the first category, on a par with the position of Assistant Minister.</p> <p>Professional qualifications of the Director General of the Institute are prescribed by the Rulebook on Internal Organisation and Systematisation of Workplaces in the Republika Srpska Institute of Statistics.</p> <p>Future activities</p> <p>Amendments to the Law on Statistics of Republika Srpska shall enact provisions which clearly define powers, duties and responsibilities of the Director General, aimed at the</p>

¹ In accordance with Principle 1 of the European Statistics Code of Practice

	realisation of the Institute's mandate.
<p>3. The heads of the National Statistical Institutes and of Eurostat and, where appropriate, the heads of other statistical authorities have responsibility for ensuring that statistics are developed, produced and disseminated in an independent manner.</p>	<p>Professional independence of the Institute in the development, production and dissemination of statistics is established by Article 17 of the Law on Statistics of Republika Srpska. In addition to paragraphs 6, 7 and 8 of this Article, cited under indicator 1.1.1, paragraph 2 also states that statistics of Republika Srpska seeks to present the actual situation in an objective manner, to distribute data in a neutral and impartial way, and to respect the citizens' right to access public information.</p> <p>Future activities</p> <p>Amendments to the Law on Statistics of Republika Srpska shall enact provisions which clearly define powers, duties and responsibilities of the Director General, aimed at the realization of the Institute's mandate.</p>
<p>4. The heads of the National Statistical Institutes and of Eurostat and, where appropriate, the heads of other statistical authorities have the sole responsibility for deciding on statistical methods, standards and procedures, and on the content and timing of statistical releases.</p>	<p>Law on Statistics does not explicitly state that the Director General of the Institute has the sole responsibility for deciding on statistical methods, standards, procedures, and on the content and timing of statistical releases.</p> <p>However, Article 6 of this Law regulates that the Institute defines methodology and standards for the realization of the Programme at the level of Republika Srpska, while authorised bodies and organisations define methodology and standards for the production of statistics within their jurisdiction, with prior approval from the Institute.</p> <p>Article 17, paragraph 7 of the Law states that the staff of the Institute is independent in deciding on sources of data, statistical methods and procedures, and on the content and form of data distribution, as well as in ensuring protection of confidential data.</p> <p>According to Article 21 of the Law on Statistics of Republika Srpska, results of the production of statistics are published by the Institute or another authorised body or organisation, in accordance with the programme of processing and publishing.</p> <p>According to Article 23 of the Law, the Institute and authorised bodies and organisations shall jointly harmonize the plans and methods of publishing of statistical data and information within their scopes of work, applying the standards for publishing of data and information.</p>
<p>5. The statistical work programmes are published and periodic reports describe progress made.</p>	<p>As set out in Article 9 of the Law on Statistics of Republika Srpska, the Institute prepares drafts of the Statistical Programme and of the Work Plan, in cooperation with authorised bodies and organisations. Statistical Programme is adopted by the National Assembly of Republika Srpska, at the proposal of the Government of Republika Srpska, each year, for a four-year period. The Work Plan is adopted by the Government, at the proposal of the Institute, and it is made for each calendar year.</p> <p>According to Article 14 of the Law on Statistics of Republika Srpska, the Institute, in cooperation with authorised bodies and organisations, submits to the Government the report on the execution of the Work Plan, within three months from the end of the calendar year. This report is published after the review. It also contains information about the output of</p>

	<p>statistical production, the degree of execution and problems in the execution of the Work Plan.</p> <p>Statistical Programme, Annual Work Plan and Report on the Work are published at the website of the Institute, thus, these are available to the general public.</p>
<p>6. Statistical releases are clearly distinguished and issued separately from political/policy statements.</p>	<p>Statistical releases and other publications published by the Republika Srpska Institute of Statistics are clearly distinguished, their content is prescribed by the Statistical Programme and Work Plan for the current year, and their design and structure are prescribed by the Manual for the preparation of publications. All statistical releases contain the official logo of the Institute, short comments on the data and the most important methodological explanations, a part with tables and/or graphs presenting the data, as well as the name of the author of the release and the Director General's name.</p> <p>Statistical releases do not contain political comments of any kind, which is regulated by Article 17, paragraph 1 of the Law on Statistics of Republika Srpska, which obliges the Institute to implement the principles of impartiality, reliability, transparency, timeliness, professional independence and statistical confidentiality, in order to ensure the quality of statistical data and maintain the public's confidence in the data.</p>
<p>7. The National Statistical Institute and Eurostat and, where appropriate, other statistical authorities, comment publicly on statistical issues, including criticisms and misuses of statistics as far as considered suitable.</p>	<p>The Division for creation of publication data bases and statistical publications regularly monitors, archives (press-clipping) and records the Institute's data published in the printed and electronic media.</p> <p>Any wrong or biased interpretation or presentation of statistical data or unfounded criticisms are recorded and analysed, in cooperation with the author or head of the division that produced the given data or made the comment. Based on this, a proposal is made to issue a denial. The final decision on issuing the denial is made by the Director General of the Institute, and the denial is issued in the form of an official letter.</p> <p>Future activities</p> <p>Amendments to the Law on Statistics of Republika Srpska shall enact a provision which clearly defines the Institute's right to comment publicly in cases of wrong interpretation or misuse of its statistical data.</p> <p>Preparation of an internal document on procedures for denial issuing.</p>
<p>8. The appointment of the heads of the National Statistical Institutes and Eurostat and, where appropriate, of other statistical authorities, is based on professional competence only. The reasons on the basis of which the incumbency can be terminated are specified in the legal framework. These cannot include reasons compromising professional or scientific independence.</p>	<p>The current Law on Statistics of Republika Srpska does not include provisions on procedures for appointment and dismissal of the Director General of the Institute. This issue is regulated by Article 26 of the Law on Civil Servants ("Official Gazette of Republika Srpska", No. 118/08 and 117/11).</p> <p>The appointment of the Director General of the Institute is done through a public invitation, based on high professional competence and work experience at managerial positions stipulated in the Rulebook on Internal Organisation and Systematisation of Workplaces. The public invitation procedure is conducted by the Agency for Public Administration of Republika Srpska and the appointment is</p>

	<p>done by the Government, at the proposal of the Agency, for a five-year period, with the possibility of the renewal of the mandate (Article 26, paragraph 2 of the Law on Civil Servants).</p> <p>Future activities:</p> <p>In addition to the abovementioned regulation, amendments to the Law on Statistics of Republika Srpska shall enact a provision which defines procedures for appointment and dismissal of the Director General of the Institute, in order to strengthen the institutional provision of professional independence of the Institute.</p>
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1.2. Mandate for data collection²

Statistical authorities have a clear legal mandate to collect information for European statistical purposes. Administrations, enterprises and households, and the public at large may be compelled by law to allow access to or deliver data for Republika Srpska statistical purposes at the request of statistical authorities.

Indicator	Activity
<p>1. The mandate of the statistical authorities to collect information for the development, production and dissemination of European statistics is specified in law.</p>	<p>The Institute has clear legal authority to collect data necessary for the realization of the Statistical Programme and Work Plan.</p> <p>Article 4, paragraph 1 of the Law on Statistics of Republika Srpska states that the Republika Srpska Institute of Statistics is the competent authority for statistical activities.</p> <p>In addition, Article 8, paragraph 1 of the Law states that reporting units must provide the Institute or a person authorised by the Institute, within a specified period of time and free of charge, with complete and accurate data on phenomena which are, pursuant to this Law, marked as necessary for the production of statistics, at the same time allowing for the verification of given data.</p> <p>Future activities:</p> <p>Amendments to the Law on Statistics of Republika Srpska shall enact an amendment to Article 4, paragraph 1 of the existing Law, in order to thoroughly define the duties of statistics (collection, processing and dissemination).</p>
<p>2. The statistical authorities are allowed by law to use administrative data for statistical purposes.</p>	<p>Relations between the Institute and authorised bodies and organisations that may own administrative sources are governed by Article 22 of the Law on Statistics of Republika Srpska. This article states that the Institute and authorised bodies and organisations must cooperate and exchange available data and information required for the establishment and maintenance of statistical databases, registers, banks of aggregated statistical data, and other shared contents that complement the unity of the statistical system and provide data for users, exchange of information and international comparison.</p> <p>The Institute continuously explores the possibilities of improving the use of administrative sources for statistical</p>

² In accordance with Principle 2 of the European Statistics Code of Practice

	<p>purposes. The Institute has entered into cooperation agreements with several institutions that own administrative sources.</p> <p>Future activities</p> <p>Amendments to the Law on Statistics of Republika Srpska shall enact a provision which explicitly allows the Institute to use data from all administrative sources in Republika Srpska for statistical purposes.</p>
<p>3. On the basis of a legal act, the statistical authorities may compel response to statistical surveys.</p>	<p>In addition to Article 8, paragraph 1 of the Law on Statistics of Republika Srpska, which states that reporting units must provide the Institute or a person authorised by the Institute, within a specified period of time and free of charge, with complete and accurate data, Articles 30 and 31 of the Law prescribe fines for legal and physical entities if they do not submit required data within a specified period of time, or if they submit incomplete or inaccurate data, or if they prevent the verification of submitted data.</p> <p>The Law provides for the possibility of sanctions, but this possibility is not used in practice. Instead, reporting units are contacted directly and reminders are sent.</p>

2. Balancing the needs of users and respondents

Sub-goals within this goal are:

1. Respect for statistical confidentiality in accordance with national legislation and international standards and practice
2. Ensuring impartiality and objectivity within the system of official statistics
3. Non-excessive burden on respondents
4. Relevance of statistics in terms of user needs

2.1. Respect for statistical confidentiality in accordance with national legislation and international standards and practice.³

The privacy of data providers (households, enterprises, administrations and other respondents), the confidentiality of the information they provide and its use only for statistical purposes are absolutely guaranteed.

Indicator	Activity
1. Statistical confidentiality is guaranteed in law.	<p>Article 17, paragraph 1 of the Law on Statistics of Republika Srpska explicitly states the principle of statistical confidentiality as a principle to be applied in the organisation and production of statistics, with a view to ensuring the quality of statistical data and maintaining public confidence in the data. A special chapter (Chapter 8) of the Law on Statistics of Republika Srpska deals with data confidentiality and protection of personal data. Articles in this Chapter (Articles 25-29) define confidential data and specify measures taken by the Institute or another authorised body or organisation in order to ensure protection of data confidentiality, while preventing unauthorized access, publishing or use of data.</p> <p>Article 29 of the Law on Statistics of Republika Srpska establishes that the Institute acts in accordance with the Law on Protection of Personal Data of Bosnia and Herzegovina ("Official Gazette of Bosnia and Herzegovina", No. 49/06 and 76/11) while performing its duties stipulated by this Law.</p>
2. Staff sign legal confidentiality commitments on appointment.	<p>Protection of confidential data is regulated by an internal document of the Institute – Rules of protection of confidential data. This document stipulates that every employee of the Republika Srpska Institute of Statistics, without exception, individually signs the Declaration on the preservation and protection of confidentiality of sensitive data. This declaration must also be signed by third parties that, through the nature of their work, may come into contact with confidential statistical data. Based on this declaration or on a specific clause in the contract, third parties take responsibility to maintain the confidentiality of sensitive data to which they have access.</p> <p>According to Article 28, paragraph 2 of the Law on Statistics of Republika Srpska, persons who may have access to confidential data while performing their duties must comply with the provisions of this Law even after the cessation of</p>

³ In accordance with Principle 5 of the European Statistics Code of Practice

	their functions.
3. Penalties are prescribed for any willful breaches of statistical confidentiality.	According to Article 32, paragraph 2 of the Law on Statistics of Republika Srpska, fines are prescribed for any person who has access to confidential data while performing his/her duties and who gives out the confidential information unlawfully and knowingly.
4. Guidelines and instructions are provided to staff on the protection of statistical confidentiality in the production and dissemination processes. The confidentiality policy is made known to the public.	<p>The Institute is obliged to implement the protection of submitted confidential data and this obligation is based on Article 27 and Article 28 of the Law on Statistics of Republika Srpska, which is stated in statistical questionnaires. Thus, the Institute must not use data collected for statistical purposes for any other purpose and it must not publish them as individual data.</p> <p>General principles and guidelines for the protection of confidential data are available to the staff within the internal document entitled Rules of protection of confidential data.</p> <p>Future activities</p> <p>Preparation of a document containing detailed instructions and guidelines for the protection of confidential data in the collection, production and dissemination of statistical data.</p>
5. Physical, technological and organizational provisions are in place to protect the security and integrity of statistical databases.	<p>An internal document of the Institute, Rules of protection of confidential data, defines physical, organisational and technical measures in place in order to protect the security and integrity of statistical data.</p> <p>Protection of the security and integrity of data is a responsibility of a special division in the sector for IT and publications. Protection of data from unauthorised access is ensured in accordance with the security policy. Protection of data from destruction is ensured through regular backup of all data (databases, documents, email correspondence). Data are stored on magnetic tapes which are locked in a safe. Tapes with monthly and annual backup are kept at a location outside the Institute.</p>
6. Strict protocols apply to external users accessing statistical microdata for research purposes.	<p>Rules of protection of confidential data define the procedures for the access to statistical microdata for research purposes, in accordance with Articles 25-29 of the Law on Statistics of Republika Srpska and the Law on Protection of Personal Data of Bosnia and Herzegovina.</p> <p>Access procedure regulated by the Rules stipulates that the Institute may provide microdata at user request, for scientific or research purposes, and in such a form that individual data cannot be identified at any level of aggregated data. Such requests are subject of a special contract. The Institute keeps a record of purposes for which these data are used, as well as a record of users of the data.</p> <p>Rules define the standard documents necessary to allow access to statistical microdata.</p>

2.2. Ensuring impartiality and objectivity within the system of official statistics⁴

Statistical authorities develop, produce and disseminate Republika Srpska statistics respecting scientific independence and in an objective, professional and transparent manner in which all users are treated equitably.

Indicator	Activity
1. Statistics are compiled on an objective basis determined by statistical considerations.	<p>The application of the principles of objectivity and impartiality in the production and dissemination of statistical data is stipulated in the Law on Statistics of Republika Srpska, Article 17, item 2, which states that statistics of Republika Srpska aims to objectively present the real situation, to distribute data in a neutral and impartial manner, and to respect the right of citizens to access public information.</p> <p>The Division for creation of publication data bases and statistical publications monitors, archives (press-clipping) and records all articles referring to the work and data of the Institute, published in the printed and electronic media.</p>
2. Choices of sources and statistical methods as well as decisions about the dissemination of statistics are informed by statistical considerations.	<p>Article 5 of the Law on Statistics of Republika Srpska stipulates that methodologies and statistical standards used in the production of statistics have to be harmonised with adopted standards of Bosnia and Herzegovina and with the Fundamental principles of official statistics, adopted by the United Nations Commission. Also, the same article stipulates that authorised bodies and organisations which keep records and registers, which can serve as sources of data for the production of statistics, obtain an approval from the Institute on methodological foundations for keeping such records and registers.</p> <p>In addition, the Board of authorised producers of statistics of Republika Srpska started to operate in 2008. One of its main tasks is to propose measures which ensure the implementation of the Fundamental principles of official statistics and of the European Statistics Code of Practice.</p> <p>Decisions on the dissemination of data are made only on the basis of the processing and publishing programme, which is stipulated in Article 21 of the Law on Statistics of Republika Srpska.</p>
3. Errors discovered in published statistics are corrected at the earliest possible date and publicised.	<p>Procedures in cases of corrections of statistical data or information in publications of the Institute are described in the Manual for the correction of errors in published editions.</p> <p>This document provides definitions of type of errors and establishes the following:</p> <ul style="list-style-type: none"> - procedures of informing and decision-making on the elimination of errors in published editions; - methods of error correction and repeated publishing of statistical data or information; - methods used to inform users about errors and error corrections in published editions; - Form for uniform editing of corrections of statistical data or information (Form of the note on error).
4. Information on the methods and procedures used is publicly available.	<p>According to Article 17, item 4 of the Law on Statistics of Republika Srpska, the Institute is obliged to provide the public with information necessary for the assessment of</p>

⁴ In accordance with Principle 6 of the European Statistics Code of Practice

	<p>quality of statistical data and in particular of methods and procedures applied to adhere to these principles.</p> <p>In addition to results of surveys, all printed and online publications of the Institute (statistical releases, thematic bulletins, Statistical Yearbook) also contain survey methodologies.</p> <p>Future activities:</p> <p>The new website of the Institute has a special section dedicated to metadata (methodology, concepts, variables). The plan is to prepare separate methodological documents and reports on quality for all surveys.</p> <p>The model of future metadata system is being prepared.</p>
<p>5. Statistical release dates and times are pre-announced.</p>	<p>Statistical data release dates are provided in the annual Work Plan of the Institute, which is available at the website of the Institute.</p> <p>Before the current year ends, the Institute prepares and publishes at its website the annual Release Calendar, which contains names of statistical surveys, reference periods and release dates. In addition to the Calendar, announcements of publications to be released in the following month are also published at the website.</p> <p>Deadlines for the submission of materials for releases and publications are established in the Publishing rules for publications of the Institute of Statistics.</p> <p>These Rules (Articles 29-31) also define procedures applied in cases when release dates differ from dates established in the Release Calendar (earlier or later publication). They also stipulate the obligation of the Institute to pre-announce all changes in release dates at its website.</p> <p>Future activities</p> <p>Amendments to the Law on Statistics of Republika Srpska shall enact a special article which refers to the Release Calendar.</p> <p>Publishing rules for publications of the Institute of Statistics should specify the standard daily time when releases and publications are released.</p>
<p>6. Advance notice is given on major revisions or changes in methodologies.</p>	<p>Future activities</p> <p>Preparation of the Revision Policy which shall define guidelines and principles to be applied when revising published results of statistical surveys.</p> <p>This policy shall define factors that may lead to revisions of data. It shall also determine types of revisions, dimensions of revision analyses and general and operational principles of the revision policy. This document has to comply with the dissemination strategy.</p> <p>The plan is also to prepare a document which shall define guidelines for the preparation, revision and approval of methodologies of surveys and for the cancellation of certain surveys.</p>
<p>7. All users have equal access to statistical releases at the same time. Any privileged pre-release access to any outside user is limited, controlled and publicised. In the</p>	<p>Current practice does not provide privileged pre-release access to results of statistical surveys.</p> <p>All users have equal access to statistical releases and</p>

<p>event that leaks occur, pre-release arrangements are revised so as to ensure impartiality.</p>	<p>publications at the same time, which is stipulated in the Law on Statistics of Republika Srpska, Article 17, paragraph 2.</p> <p>Future activities Defining procedures to prevent “leaks” of data.</p>
<p>8. Statistical releases and statements made in press conferences are objective and non-partisan.</p>	<p>When publishing or commenting on statistical data, the Institute strictly adheres to the principle of objectivity (Article 17, paragraph 2 of the Law on Statistics of Republika Srpska).</p> <p>The content of statistical releases is defined in the Statistical Programme and Work Plan, while the procedure of preparation of statistical releases and press releases and the guidelines for comment writing are defined in the document entitled Manual for the preparation of publications.</p> <p>Data presented at press conferences are also published in the form of press releases at the Institute’s website, thus being available to the public.</p>

2.3. Non-excessive burden on respondents ⁵

The reporting burden is proportionate to the needs of the users and is not excessive for respondents. The statistical authorities monitor the response burden and set targets for its reduction over time.

Indicator	Activity
<p>1. The range and detail of European Statistics demands is limited to what is absolutely necessary.</p>	<p>When the annual Work Plan is being prepared, its content is assessed by all structures of the Institute, in order to eliminate duplications or overlapping.</p> <p>Future activities Based on data provided in the Report on quality, the burden on reporting units is assessed periodically.</p>
<p>2. The reporting burden is spread as widely as possible over survey populations.</p>	<p>Future activities Development and implementation of the coordinated sampling method, especially for surveys on business activities.</p> <p>For surveys carried out in households, it should be ensured that one household is not surveyed several times in a short time period (except panel surveys).</p> <p>The burden on reporting units should be measured (checked) periodically and also analysed.</p> <p>Depending on the results of analyses, action plans should be produced in order to simplify and modernise surveys.</p>
<p>3. The information sought from businesses is, as far as possible, readily available from their accounts and electronic means are used where possible to facilitate its return.</p>	<p>The Institute carries out adjustments of questionnaires to accounting reports and records of business entities. It also adjusts questionnaires across surveys, in order to avoid overlaps in the collection of data.</p> <p>Maximum efforts are put into the modernization of data collection. A number of interactive electronic (pdf)</p>

⁵ In accordance with Principle 9 of the European Statistics Code of Practice

	<p>questionnaires have been produced and these are available to reporting units at the Institute's website.</p> <p>Future activities</p> <p>Further work on the adjustment of questionnaires to accounting reports of business entities and adjustments across business surveys.</p> <p>Development of technical tools for electronic data collection.</p>
4. Administrative sources are used whenever possible to avoid duplicating requests for information.	<p>The Institute will continue to cooperate with bodies authorised to produce statistics and with other institutions which keep records and maintain registers, in order to use administrative sources of data for the production of statistics to the greatest possible extent.</p> <p>Number of agreements with owners of administrative sources, number of databases/records being used and number of statistical surveys using administrative sources instead of the method of direct surveys will be used as indicators of the level of administrative data use.</p>
5. Data sharing within statistical authorities is generalized in order to avoid multiplication of surveys.	<p>As part of the cooperation with authorised producers of statistics and other institutions which maintain records/registers, the Institute seeks to establish the data exchange through agreements on the use of administrative sources and activities of the Board of authorised producers of statistics.</p> <p>Future activities</p> <p>Establishment of a record of all surveys carried out by authorised producers of statistics in Republika Srpska.</p>
6. Statistical authorities promote measures that enable the linking of data sources in order to reduce reporting burden.	<p>Further work on the analysis of the Work Plan and survey instruments, with the following aims:</p> <ul style="list-style-type: none"> - elimination of overlaps and duplication, - reducing the number of questions in questionnaires, - limiting the number of questions used to collect data which are not published, - maximum use of administrative sources of data.

2.4. Relevance of statistics in terms of user needs ⁶

Statistics of Republika Srpska meet the needs of users.

Indicator	Activity
1. Processes are in place to consult users, monitor the relevance and utility of existing statistics in meeting their needs, and consider their emerging needs and priorities.	<p>The Institute keeps records of all users of statistics, which involves monitoring of the number and types of requests for data and updating the lists for distribution of publications and the mailing list to which new publications are sent.</p> <p>Future activities</p> <p>Introduction of the User Satisfaction Survey.</p>

⁶ In accordance with Principle 11 of the European Statistics Code of Practice

	Consider the possibility to organize regular meetings with representatives of major user groups (board of users).
2. Priority needs are being met and reflected in the work programme.	<p>Each year, based on user needs, the Work Plan establishes the level of development of statistics, needs to improve statistical surveys and their harmonisation with the European statistics, and priorities in the production of statistics by statistical field.</p> <p>Interested users and reporting units have the option (Article 10 of the Law on Statistics of Republika Srpska) of sending a request to the Institute to amend its Statistical Programme. Thus, user satisfaction can be measured by the number of received requests for amendments to the Programme.</p>
3. User satisfaction is monitored on a regular basis and is systematically followed up.	<p>Future activities</p> <p>Introduction of the User Satisfaction Survey.</p>

3. Quality of statistical products and services is assessed for most statistical surveys and it is published in a manner understandable to users

Sub-goals within this goal are:

1. Commitment to quality
2. Accuracy and reliability
3. Timeliness and punctuality
4. Coherence and comparability
5. Accessibility and clarity

3.1. Commitment to quality ⁷

Statistical authorities are committed to quality. They systematically and regularly identify strengths and weaknesses to continuously improve process and product quality.

Indicator	Activity
1. Quality policy is defined and made available to the public. An organizational structure and tools are in place to deal with quality management.	<p>The document entitled “Implementation of the European Statistics Code of Practice at the Republika Srpska Institute of Statistics – self-assessment and future activities” is being prepared. This document shall represent the quality framework.</p> <p>Future activities:</p> <p>Preparation of quality policy and guidelines for the quality management in statistical business processes.</p> <p>The existing organizational structure does not correspond to the quality management needs. It is necessary to select a certain number of persons who will be trained in the basic concepts of quality and quality management and who will function as “quality pilots”, i.e. project/process trainers/advisors.</p>
2. Procedures are in place to plan and monitor the quality of the statistical production process.	<p>Employees and management monitor the quality of processes through all survey phases. Compliance with deadlines for the submission of data, data coverage, non-response rate, timeliness of data processing and dissemination are all monitored.</p> <p>Future activities</p> <p>Quality reports shall provide indicators of the quality of the statistical production process.</p> <p>Preparation of quality policy and guidelines for the quality management in statistical business processes.</p>
3. Product quality is regularly monitored, assessed with regard to possible trade-offs, and reported according to the quality criteria for European Statistics.	<p>For certain statistical surveys, drafting of quality reports was initiated in 2012, in accordance with harmonised Methodological guidelines for reporting on quality of statistical surveys.</p>

⁷ In accordance with Principle 4 of the European Statistics Code of Practice

	These reports also include indicators of quality, in accordance with the quality criteria for European Statistics.
4. There is a regular and thorough review of the key statistical outputs using also external experts where appropriate.	<p>The Institute regularly participates in activities related to the assessment of quality of statistical surveys, carried out by international experts.</p> <p>When analyzing the results, benchmarking with results and methods used in the European Statistical System is carried out regularly.</p> <p>The continuous process of harmonisation with the EU standards and cooperation between statistical institutions in Bosnia and Herzegovina and other statistical institutions also have an important role in this process.</p>

3.2. Accuracy and reliability ⁸

Statistics of Republika Srpska accurately and reliably portray reality.

Indicator	Activity
1. Source data, intermediate results and statistical outputs are regularly assessed and validated.	<p>The document “Methodological guidelines for reporting on quality of statistical surveys”, which includes quality indicators for statistical outputs, has been agreed on.</p> <p>Future activities</p> <p>Preparation of guidelines which shall define internal procedures for assessing the quality of statistical outputs (questionnaires for self-assessment).</p>
2. Sampling errors and non-sampling errors are measured and systematically documented according to the European standards.	<p>In current practice, sampling errors and non-sampling errors are measured and published in methodological explanations.</p> <p>Preparation of the quality report in accordance with the Methodological guidelines for reporting on quality of statistical surveys, planned for 2012, shall enable a systematic documentation of errors according to the European standards.</p>
3. Revisions are regularly analysed in order to improve statistical processes.	<p>Future activities</p> <p>A revision policy, which is harmonised with the European requirements and which defines revision principles and procedures, has been defined. It is available to the public, in written form.</p>

⁸ In accordance with Principle 12 of the European Statistics Code of Practice

3.3. Timeliness and punctuality ⁹

Statistics of Republika Srpska are released in a timely and punctual manner.

Indicator	Activity
1. Timeliness meets European and other international release standards.	<p>The periodicity of statistical activities in Republika Srpska is determined by the Statistical Programme of Republika Srpska. Deadlines for processing and publishing of data, which represent the outputs of statistical activities carried out by the Institute, are defined in the annual Work Plan.</p> <p>Release calendar for the following year is published at the website, before the end of the current year.</p> <p>Future activities</p> <p>Presenting the indicators of timeliness and punctuality of publishing in reports on quality of statistical surveys.</p> <p>Adoption and implementation of the ESMS structure of reference metadata at the Institute.</p>
2. A standard daily time for the release of statistics is made public.	<p>The Institute prepares and publishes the Release calendar, which defines dates of the release of statistical data.</p> <p>Future activities</p> <p>Defining a standard daily time for the release of statistics and incorporating it in the Publishing rules for publications of the Institute of Statistics (for internal use) and in the Release calendar which is available at the website.</p>
3. The periodicity of statistics takes into account user requirements as much as possible.	<p>The periodicity of statistical activities is determined by the Statistical Programme of Republika Srpska and in the annual Work Plan. These documents are prepared in consultation with users and with professional and advisory assistance of the Board of authorised producers of statistics.</p> <p>Future activities</p> <p>Organisation of regular consultations with representatives of main user groups (board of users).</p> <p>Further implementation of the recommendations of the European legislation regarding the periodicity of statistical surveys.</p>
4. Divergence from the dissemination time schedule is publicised in advance, explained and a new release date set.	<p>Publishing rules for publications of the Institute of Statistics establishes the Institute's obligation to publicise any divergence from the release calendar in advance and to set a new release date. Reasons for the divergence are not published.</p> <p>As part of the internal work reports, the punctuality of all releases and publications is monitored, together with the reasons for the divergence from the previously announced time of publication.</p> <p>Future activities</p> <p>Modify the Rules in order to allow for the publishing of reasons for the divergence from the dissemination time</p>

⁹ In accordance with Principle 13 of the European Statistics Code of Practice

	schedule.
5. Preliminary results of acceptable aggregate accuracy can be released when considered useful.	In order to achieve the timeliness of statistics and to meet user needs, the Institute regularly assesses the possibility to publish preliminary results and their quality. For a number of surveys, preliminary results of satisfactory quality are published.

3.4. Coherence and comparability ¹⁰

Statistics of Republika Srpska are consistent internally, over time and comparable between regions and countries; it is possible to combine and make joint use of related data from different sources.

Indicator	Activity
1. Statistics are internally coherent and consistent (i.e. arithmetic and accounting identities observed).	The Institute regularly tests the internal coherence of statistics. Future activities Development of procedures and guidelines for the monitoring of internal coherence. Development of a base of concepts in order to improve the coherence and consistency.
2. Statistics are comparable over a reasonable period of time.	Methodological explanations, which accompany the results of statistical surveys, explain the changes in methods, definitions, classifications and target population, while also providing explanations for breaks in time series.
3. Statistics are compiled on the basis of common standards with respect to scope, definitions, units and classifications in the different surveys and sources.	Continuation of the current practice of evaluation of the compliance with recommended international and European standards, concepts and classifications in statistical surveys and sources. Future activities Evaluation of the compliance with standards shall be published in quality reports.
4. Statistics from the different sources and of different periodicity are compared and reconciled.	The Institute regularly compares statistical outputs with other statistical or administrative sources that provide the same or similar information about the same occurrence. The compilation of statistics involves maximum efforts to reconcile the observed differences (for example, between data on physical scope and financial data).
5. Cross-national comparability of the data is ensured within the European Statistical System through periodical exchanges between the European Statistical System and other statistical systems. Methodological studies are carried out in close cooperation between the Member States and Eurostat.	In the production of statistics, the Institute adheres to international and European recommendations. The Institute applies international standards in the field of national accounts – System of National Accounts SNA 93 and European System of National Accounts ESA 95. The classifications applied, as well as most concepts and definitions, comply with international standards. Future activities Continuation of the harmonisation with international and European standards.

¹⁰ In accordance with Principle 14 of the European Statistics Code of Practice

3.5. Accessibility and clarity ¹¹

Statistics of Republika Srpska are presented in a clear and understandable form, released in a suitable and convenient manner, available and accessible on an impartial basis with supporting metadata and guidance.

Indicator	Activity
<p>1. Statistics and the corresponding metadata are presented, and archived, in a form that facilitates proper interpretation and meaningful comparisons.</p>	<p>All publications can be accessed at the website of the Institute, free of charge. These include:</p> <ul style="list-style-type: none"> - statistical releases (pdf and xls), - thematic bulletins (pdf), - complex publications – „This is Republika Srpska“, Statistical Yearbook (pdf and xls), - special releases on the occasion of international/world days (html and/or pdf), - press releases (doc). <p>All publications are also published in English.</p> <p>The website also provides all legal documents relevant for the production of statistics in Republika Srpska (Law on Statistics, Statistical Programme, Work Plan, Work Report, agreements on the use of administrative sources), methodological explanations (as separate documents and as part of publications), classifications and nomenclatures, and survey instruments (forms, manuals, public notifications).</p> <p>Users can also access the Dev-Info data base, with a selected set of indicators.</p> <p>Future activities</p> <p>A new website will be launched in 2012. This website will allow users to access the dissemination database, metadata for each survey, quality reports, user satisfaction survey, etc.</p> <p>It is also planned to develop the system of metadata, in accordance with international standards.</p>
<p>2. Dissemination services use modern information and communication technology and, if appropriate, traditional hard copy.</p>	<p>All editions of the Institute are published in electronic form at the Institute's website (pdf, xls, html, doc).</p> <p>Thematic bulletins, complex publications and methodological documents are still published in printed form, but their print run is very limited and revised each year.</p> <p>Future activities</p> <p>Further improvement of web dissemination tools.</p> <p>Establishment of an electronic library.</p> <p>Launching of a new website, with the dissemination database.</p>
<p>3. Custom-designed analyses are provided when feasible and the public is informed.</p>	<p>The Institute and other authorised producers of statistics can also provide users with data prepared in a way that differs from the established programme of processing and</p>

¹¹ In accordance with Principle 15 of the European Statistics Code of Practice

	<p>publishing, while protecting the confidentiality of data (Article 24 of the Law on Statistics of Republika Srpska). In this regard, appropriate analyses are provided at user requests. If these are analyses of significance, they are published.</p> <p>The Institute may fix a price for the preparation of data and custom-designed analyses (Article 19 of the Law on Statistics of Republika Srpska), but in practice these activities are performed free of charge, in order to promote the wider use of statistics.</p>
<p>4. Access to microdata is allowed for research purposes and is subject to specific rules or protocols.</p>	<p>Interest of users in the access to microdata was very limited in the past.</p> <p>As it is regulated in the Rules of protection of confidential data, access to microdata is allowed for research purposes only to registered research institutions and registered researchers that are engaged in science as their main activity.</p> <p>Future activities</p> <p>Amendments to the Law on Statistics of Republika Srpska shall provide for the access to microdata for research purposes.</p> <p>Information on possibilities and conditions of accessing microdata published at the website.</p>
<p>5. Metadata are documented according to standardized metadata systems.</p>	<p>Currently, metadata are not systematically documented for all surveys at the Institute. In order to improve this situation, it is necessary to fully implement international standards related to metadata and this is one of the important objectives of the Institute.</p> <p>Future activities</p> <p>The plan is to develop a strategy to establish the system of metadata, based on which procedures to ensure the application of unique standards, concepts and classifications would be defined.</p>
<p>6. Users are kept informed about the methodology of statistical processes including the use of administrative data.</p>	<p>All statistical releases of the Institute include brief methodological explanations. Full description of sources of data, applied methods, definitions and explanations of statistical indicators, statisticsl units and classifications is published as a separate methodological document or as part of thematic publications.</p> <p>Future activities</p> <p>The new website of the Institute (2012) should provide the link between results and methodological explanations.</p> <p>Further improvement of the understanding of statistics through the introduction of e-statistics – a part of the Institute’s website dedicated to the improvement of users’ knowledge.</p>
<p>7. Users are kept informed about the quality of statistical outputs with respect to the quality criteria for European Statistics.</p>	<p>Future activities</p> <p>Reports on the quality of statistical surveys shall be published at the website, as part of the standard documentation. These reports shall include the evaluation of the quality of outputs with the respect to the quality criteria for European Statistics.</p>

4. Improving the procedures of statistical data processing to achieve quality and efficiency

Sub-goals within this goal are:

1. Adequacy of resources
2. Sound methodology
3. Appropriate statistical procedures
4. Cost effectiveness

4.1. Adequacy of resources ¹²

The resources available to statistical authorities are sufficient to meet European Statistics requirements.

Indicator	Activity
1. Staff, financial, and computing resources, adequate both in magnitude and in quality, are available to meet current statistical needs.	<p>It is necessary to significantly increase human resources of appropriate educational structure. It is also necessary to improve the mobility of the staff at the Institute, in order to create conditions for the full implementation of the EU regulations, standards and recommendations.</p> <p>More training should be organised in the field of use of basic and advanced information technologies and in the field of statistical analysis using software packages.</p> <p>The existing financial resources are not sufficient to meet all requirements in the field of harmonization with European requirements.</p> <p>The existing resources are not sufficient to carry out the necessary modernization and renewal of the IT infrastructure, including software tools for the improvement and modernization of statistical production and dissemination.</p> <p>The activity of establishment of a WAN/VPN network between statistical institutions has been implemented and carried out. This provides a basis for improved exchange of data, communication and use of IT resources.</p>
2. The scope, detail and cost of statistics are commensurate with needs.	<p>The Institute makes every effort to make the resources available for the realization of statistical activities commensurate with users' needs for statistics.</p> <p>Resources for the realization of the Work Plan of the Institute are provided for in the Budget of Republika Srpska.</p> <p>Pursuant to the Law on the Budget System of Republika Srpska, planning of required resources is set out through the Request for budget resources for the existing priority activities of expenditure, in accordance with the upper limit of expenditure and constraints of budget resources.</p>

¹² In accordance with Principle 3 of the European Statistics Code of Practice

3. Procedures exist to assess and justify demands for new statistics against their cost.	<p>Future activities</p> <p>Improvement of the procedure of planning to introduce new surveys, in terms of prioritization and alignment of user needs with the available resources.</p>
4. Procedures exist to assess the continuing need for all statistics, to see if any can be discontinued or curtailed to free up resources.	<p>Future activities</p> <p>Introduction to the Eurostat's methodology of the system for monitoring negative priorities.</p>

4.2. Sound methodology¹³

Sound methodology underpins quality statistics. This requires adequate tools, procedures and expertise.

Indicator	Activity
1. The overall methodological framework used for European Statistics follows European and other international standards, guidelines, and good practices.	Further activities related to the harmonisation of methodology of statistical activities with international and European standards, guidelines and good practices.
2. Procedures are in place to ensure that standard concepts, definitions and classifications are consistently applied throughout the statistical authority.	<p>Future activities</p> <p>Permanent human resources strengthening and professional development of the staff responsible for the establishment and implementation of statistical standards.</p> <p>The plan is to develop a strategy to establish the system of metadata, based on which procedures to ensure the application of unique standards, concepts and classifications would be defined.</p>
3. The business register and the frame for population surveys are regularly evaluated and adjusted if necessary in order to ensure high quality.	<p>During 2012 a research was carried out to improve the quality in the statistical business register.</p> <p>Future activities</p> <p>Plan to produce the Report on quality of the statistical business register and sample framework.</p>
4. Detailed concordance exists between national classifications systems and the corresponding European systems.	<p>The degree of concordance between the national classifications and the corresponding European classifications is very high.</p> <p>Future activities</p> <p>Further harmonization of the national classifications and the corresponding European classifications, introduction of new classifications and nomenclatures (Nomenclature of Territorial Units for Statistics – NUTS, Classification of Institutional Sectors).</p>
5. Graduates in the relevant academic disciplines are recruited.	Recruitment of new staff in the Institute is carried out in accordance with the conditions of employment established by the Rulebook on Internal Organisation and Systematisation of Workplaces in the Republika Srpska Institute of Statistics.

¹³ In accordance with Principle 7 of the European Statistics Code of Practice

6. Statistical authorities implement a policy of continuous vocational training for their staff.	Development and implementation of the training programme are defined in the annual Work Plan of the Institute. Training is continually carried out in the field of statistics (sample, methodology and analysis, time series, imputation methods, dissemination plan, etc.) and in the field of information technology (security policy, security procedures, use of databases, training in the use of statistical software, software used to create and design publications and other types of software). Training is also organised as part of international cooperation.
7. Co-operation with the scientific community is organised to improve methodology, the effectiveness of the methods implemented and to promote better tools when feasible.	Further improvement of the cooperation with the scientific community. Future activities Formalisation of the cooperation.

4.3. Appropriate statistical procedures ¹⁴

Appropriate statistical procedures, implemented from data collection to data validation, underpin quality statistics.

Indicator	Activity
1. When European Statistics are based on administrative data, the definitions and concepts used for administrative purposes are a good approximation to those required for statistical purposes.	Article 5, paragraph 2 of the Law on Statistics of Republika Srpska stipulates that authorised bodies and organisations prepare regulations and acts that, based on the authority stipulated by the law, prescribe the introduction and maintenance of records and registers and serve as a source of data for the production of statistics, with the Institute's approval of the methodological basis of these records and registers. Future activities Amendments to the Law on Statistics of Republika Srpska shall enact an article which stipulates that the Institute participates in all activities related to the establishment of new administrative sources of data or changes in the existing ones, or in activities related to sources whose data are based on constant monitoring and observation and which are also relevant to the official statistics.
2. In the case of statistical surveys, questionnaires are systematically tested prior to the data collection.	New questionnaires at the Institute are designed and evaluated by experienced statisticians. Questionnaires are tested through pilot surveys or detailed interviews prior to the collection of data, where applicable. Results of the questionnaire testing are taken into account in the implementation of the final questionnaire.
3. Survey designs, sample selections and estimation methods are well based and regularly reviewed and revised as required.	Survey design and sample selection are carried out in accordance with standard methods. Sample design is updated periodically for repeated surveys, in accordance with users' needs and changes in methodology. Estimation of sampling precision is measured and

¹⁴ In accordance with Principle 8 of the European Statistics Code of Practice

	<p>published in publications available to users.</p> <p>Methodological documents describe estimation methods, non-response corrections and data calibration.</p>
<p>4. Data collection, data entry, and coding are routinely monitored and revised as required.</p>	<p>All survey instruments (questionnaires, manuals, instructions, examples) are available to reporting units in business surveys and to interviewers in population surveys. These survey instruments are revised as required.</p> <p>Continuous support to interviewers and reporting units is provided.</p> <p>Training in the field of coding and data entry is organised regularly.</p> <p>Data collection, coding and data entry are controlled regularly for all surveys.</p> <p>There are constant efforts to modernize the data collection techniques.</p>
<p>5. Appropriate editing and imputation methods are used and regularly reviewed, revised or updated as required.</p>	<p>Future activities</p> <p>Reports on quality of statistical surveys shall document editing and imputation methods and related quality indicators shall be published.</p>
<p>6. Revisions follow standard, well-established and transparent procedures.</p>	<p>See activity 2.6.6.</p>
<p>7. Statistical authorities are involved in the design of administrative data in order to make administrative data more suitable for statistical purposes.</p>	<p>See activity 4.3.1.</p>
<p>8. Agreements are made with owners of administrative data which set out their shared commitment to the use of these data for statistical purposes.</p>	<p>In agreements the Institute signs with owners of administrative data, the parties are obliged to respect the legal regulations which ensure the protection of data, that is, the used of these data for statistical purposes only.</p>
<p>9. Statistical authorities co-operate with owners of administrative data in assuring data quality.</p>	<p>See activity 4.3.1.</p>

4.4. Cost effectiveness ¹⁵

Resources are used effectively.

Indicator	Activity
<p>1. Internal and independent external measures monitor the statistical authority's use of resources.</p>	<p>In the preparation of drafts of required budget resources, the Institute annually develops and prepares human resources plans through the preparation of personnel plans.</p> <p>Pursuant to the Law on the Budget System of Republika Srpska, planning of required resources is set out through the Request for budget resources for the existing priority activities of expenditure, in accordance with the upper limit of expenditure and constraints of budget resources.</p> <p>The state, allocation and use of human, financial and IT resources are regularly monitored through reports of relevant departments to the management of the Institute.</p> <p>Detailed description of the use of these resources is a part of the annual work report, which is available to the public at the website of the Institute.</p> <p>Procedures of the allocation and use of resources are monitored through internal control and external audit.</p>
<p>2. The productivity potential of information and communications technology is being optimised for data collection, processing and dissemination.</p>	<p>IT sector, in cooperation with methodologists, continuously works on the modernization of data collection, processing and dissemination. Interactive electronic forms are being developed. In 2012, a new website of the Institute, based on the WCMS, will be launched.</p>
<p>3. Proactive efforts are made to improve the statistical potential of administrative data and to limit recourse to direct surveys.</p>	<p>Prior to the introduction of a new survey, the possibility to use administrative sources of data is always examined. Agreements on the use of data are signed with owners of administrative data.</p> <p>Proactive efforts are made to involve the Institute in activities related to the establishment of administrative records and registers which could serve as potential sources of data.</p>
<p>4. Statistical authorities promote and implement standardized solutions that increase effectiveness and efficiency.</p>	<p>See activity 4.4.1.</p>

¹⁵ In accordance with Principle 10 of the European Statistics Code of Practice

5. Commitment of entire staff to the values of quality, life-long learning and further education.

Sub-goals within this goal are:

1. Promotion of the concept of quality and significance of the Code involves entire staff.
2. Staff are systematically educated in their area of work or for eventual change of the workplace, in order to achieve higher quality in all phases of the statistical survey.
3. Monitoring of the development in the field of statistical methodology and the exchange of good practices are provided to entire staff in a simple way.

5.1. Promotion of the concept of quality and significance of the Code involves entire staff

Indicator	Activity
1. Staff are familiar with the basic concepts of quality according to the European definition.	<p>In 2008, the Institute prepared and published the publication entitled "Fundamental Principles of Official Statistics, European Statistics Code of Practice". This publication provides translation of these international documents, with the aim of promoting the principles defined in them. It was also published at the Institute's website and it is available to the public.</p> <p>Future activities</p> <p>It is necessary to organize training for the staff on the concepts of quality in the ESS and on the model of statistical business processes.</p>
2. Staff are aware of the importance of the Code of Practice in their daily work.	<p>As part of the implementation of continuous activities of harmonization with recommended standards, the Institute is committed to continuous promotion and application of the principles of the European Statistics Code of Practice, which are, to some extent, applied by the staff of the Institute.</p> <p>Future activities</p> <p>The staff need to familiarize themselves with the methods that will be used in the process of quality assurance at the Institute, both at the institutional level and at the level of research/products.</p>

5.2. Staff are systematically educated in their area of work or for eventual change of the workplace, in order to achieve higher quality in all phases of the statistical survey.

Indicator	Activity
1. Staff attend relevant international seminars and conferences and associate with fellow statisticians at international level with a view to learning from the best and improving their own skills and knowledge.	<p>As part of the annual planning of internal training at the Institute, the staff's needs and suggestions are taken into account.</p> <p>The Institute shall continue the current practice of its staff attending relevant international seminars, workshops and conferences and encouraging cooperation and exchange of experiences with fellow statisticians from other countries.</p>
2. Systematic self-education in the field of statistics is enabled and stimulated at the workplace.	<p>At the intranet website of the Institute, the staff can access the literature and manuals.</p> <p>Self-education of the staff is also stimulated through the employee performance evaluation.</p>

5.3. Monitoring of the development in the field of statistical methodology and the exchange of good practices are provided to entire staff in a simple way.

Indicator	Activity
1. Introduction of best practices within statistical services is enabled in a simple way.	Innovative approaches to the work and initiatives to improve the statistical production and processes are highly appreciated at the Institute. The possibility to introduce best practices is created through the plan of future activities, which represents an integral part of monthly work reports.
2. Staff attend relevant international seminars and conferences and associate with fellow statisticians at international level with a view to learning from the best and improving their own skills and knowledge.	Further involvement of the staff in relevant international seminars, workshops and conferences and encouragement of cooperation and exchange of experiences with fellow statisticians from other countries.

ANNEX 1**EUROPEAN STATISTICS CODE OF PRACTICE**

**For the National and Community Statistical Authorities
Adopted by the European Statistical System Committee
28th September 2011**

PREAMBLE**The vision of the European Statistical System¹⁶**

“The European Statistical System will be a world leader in statistical information services and the most important information provider for the European Union and its Member States. Based on scientific principles and methods, the European Statistical System will offer and continuously improve a programme of harmonised European statistics that constitutes an essential basis for democratic processes and progress in society.”

The mission of the European Statistical System

“We provide the European Union, the world and the public with independent high quality information on the economy and society on European, national and regional levels and make the information available to everyone for decision-making purposes, research and debate.”

To realize this mission and vision, the members of the European Statistical System strive for joint cooperation and continuous interaction with users according to the Principles of the European Statistics Code of Practice and general quality management principles including commitment of leadership, partnership, staff satisfaction and continuous improvement, in addition to integration and harmonization.

The European Statistics Code of Practice

The European Statistics Code of Practice is based on 15 Principles covering the institutional environment, the statistical production processes and the output of statistics. A set of indicators of good practice for each of the Principles provides a reference for reviewing the implementation of the Code. The quality criteria for European Statistics are defined in European Statistical Law.¹⁷

Statistical authorities¹⁸, comprising the Commission (Eurostat), National Statistical Institutes and other national authorities responsible for the development, production and dissemination of European Statistics¹⁹, together with governments, ministries and the European Council, commit themselves to adhere to the Code.

The Principles of the Code of Practice together with the general quality management principles represent a common quality framework in the European Statistical System.

¹⁶ Regulation (EC) 223/2009, Article 4

¹⁷ Regulation (EC) 223/2009, Article 12

¹⁸ Regulation (EC) 223/2009, Article 4 and 5

¹⁹ Regulation (EC) 223/2009, Article 1. In the Code of Practice, „other national authorities responsible for the development, production and dissemination of European Statistics« are referred to as »other statistical authorities«.

INSTITUTIONAL ENVIRONMENT

Institutional and organisational factors have a significant influence on the effectiveness and creditability of a statistical authority developing, producing and disseminating European Statistics. The relevant issues are professional independence, mandate for data collection, adequacy of resources, quality commitment, statistical confidentiality, impartiality and objectivity.

PRINCIPLE 1 – PROFESSIONAL INDEPENDENCE

Professional independence of statistical authorities from other policy, regulatory or administrative departments and bodies, as well as from private sector operators, ensures the credibility of European Statistics.

INDICATORS

1.1: The independence of the National Statistical Institutes and Eurostat from political and other external interference in developing, producing and disseminating statistics is specified in law and assured for other statistical authorities.

1.2: The heads of the National Statistical Institutes and of Eurostat and, where appropriate, the heads of other statistical authorities have sufficiently high hierarchical standing to ensure senior level access to policy authorities and administrative public bodies. They are of the highest professional calibre.

1.3: The heads of the National Statistical Institutes and of Eurostat and, where appropriate, the heads of other statistical authorities have responsibility for ensuring that statistics are developed, produced and disseminated in an independent manner.

1.4: The heads of the National Statistical Institutes and of Eurostat and, where appropriate, the heads of other statistical authorities have the sole responsibility for deciding on statistical methods, standards and procedures, and on the content and timing of statistical releases.

1.5: The statistical work programmes are published and periodic reports describe progress made.

1.6: Statistical releases are clearly distinguished and issued separately from political/policy statements.

1.7: The National Statistical Institute and Eurostat and, where appropriate, other statistical authorities, comment publicly on statistical issues, including criticisms and misuses of statistics as far as considered suitable.

1.8: The appointment of the heads of the National Statistical Institutes and Eurostat and, where appropriate, of other statistical authorities, is based on professional competence only. The reasons on the basis of which the incumbency can be terminated are specified in the legal framework. These cannot include reasons compromising professional or scientific independence.

PRINCIPLE 2 – MANDATE FOR DATA COLLECTION

Statistical authorities have a clear legal mandate to collect information for European statistical purposes. Administrations, enterprises and households, and the public at large may be compelled by law to allow access to or deliver data for European statistical purposes at the request of statistical authorities.

INDICATORS

2.1: The mandate of the statistical authorities to collect information for the development, production and dissemination of European Statistics is specified in law.

2.2: The statistical authorities are allowed by law to use administrative data for statistical purposes.

2.3: On the basis of a legal act, the statistical authorities may compel response to statistical surveys.

PRINCIPLE 3 – ADEQUACY OF RESOURCES

The resources available to statistical authorities are sufficient to meet European Statistics requirements.

INDICATORS

3.1: Staff, financial, and computing resources, adequate both in magnitude and in quality, are available to meet current statistical needs.

3.2: The scope, detail and cost of statistics are commensurate with needs.

3.3: Procedures exist to assess and justify demands for new statistics against their cost.

3.4: Procedures exist to assess the continuing need for all statistics, to see if any can be discontinued or curtailed to free up resources.

PRINCIPLE 4 – COMMITMENT TO QUALITY

Statistical authorities are committed to quality. They systematically and regularly identify strengths and weaknesses to continuously improve process and product quality.

INDICATORS

4.1: Quality policy is defined and made available to the public. An organizational structure and tools are in place to deal with quality management.

4.2: Procedures are in place to plan and monitor the quality of the statistical production process.

4.3: Product quality is regularly monitored, assessed with regard to possible trade-offs, and reported according to the quality criteria for European Statistics.

4.4: There is a regular and thorough review of the key statistical outputs using also external experts where appropriate.

PRINCIPLE 5 – STATISTICAL CONFIDENTIALITY

The privacy of data providers (households, enterprises, administrations and other respondents), the confidentiality of the information they provide and its use only for statistical purposes are absolutely guaranteed.

INDICATORS

- 5.1: Statistical confidentiality is guaranteed in law.
- 5.2: Staff sign legal confidentiality commitments on appointment.
- 5.3: Penalties are prescribed for any willful breaches of statistical confidentiality.
- 5.4: Guidelines and instructions are provided to staff on the protection of statistical confidentiality in the production and dissemination processes. The confidentiality policy is made known to the public.
- 5.5: Physical, technological and organisational provisions are in place to protect the security and integrity of statistical databases.
- 5.6: Strict protocols apply to external users accessing statistical microdata for research purposes.

PRINCIPLE 6 – IMPARTIALITY AND OBJECTIVITY

Statistical authorities develop, produce and disseminate European Statistics respecting scientific independence and in an objective, professional and transparent manner in which all users are treated equitably.

INDICATORS

- 6.1: Statistics are compiled on an objective basis determined by statistical considerations.
- 6.2: Choices of sources and statistical methods as well as decisions about the dissemination of statistics are informed by statistical considerations.
- 6.3: Errors discovered in published statistics are corrected at the earliest possible date and publicised.
- 6.4: Information on the methods and procedures used is publicly available.
- 6.5: Statistical release dates and times are pre-announced.
- 6.6: Advance notice is given on major revisions or changes in methodologies.
- 6.7: All users have equal access to statistical releases at the same time. Any privileged pre-release access to any outside user is limited, controlled and publicised. In the event that leaks occur, pre-release arrangements are revised so as to ensure impartiality.
- 6.8: Statistical releases and statements made in press conferences are objective and non-partisan.

STATISTICAL PROCESSES

European and other international standards, guidelines and good practices are fully observed in the processes used by the statistical authorities to organise, collect, process and disseminate European Statistics. The credibility of the statistics is enhanced by a reputation for good management and efficiency. The relevant aspects are sound methodology, appropriate statistical procedures, non-excessive burden on respondents and cost effectiveness.

PRINCIPLE 7 – SOUND METHODOLOGY

Sound methodology underpins quality statistics. This requires adequate tools, procedures and expertise.

INDICATORS

7.1: The overall methodological framework used for European Statistics follows European and other international standards, guidelines, and good practices.

7.2: Procedures are in place to ensure that standard concepts, definitions and classifications are consistently applied throughout the statistical authority.

7.3: The business register and the frame for population surveys are regularly evaluated and adjusted if necessary in order to ensure high quality.

7.4: Detailed concordance exists between national classifications systems and the corresponding European systems.

7.5: Graduates in the relevant academic disciplines are recruited.

7.6: Statistical authorities implement a policy of continuous vocational training for their staff.

7.7: Co-operation with the scientific community is organised to improve methodology, the effectiveness of the methods implemented and to promote better tools when feasible.

PRINCIPLE 8 – APPROPRIATE STATISTICAL PROCEDURES

Appropriate statistical procedures, implemented from data collection to data validation, underpin quality statistics.

INDICATORS

8.1: When European Statistics are based on administrative data, the definitions and concepts used for administrative purposes are a good approximation to those required for statistical purposes.

8.2: In the case of statistical surveys, questionnaires are systematically tested prior to the data collection.

8.3: Survey designs, sample selections and estimation methods are well based and regularly reviewed and revised as required.

8.4: Data collection, data entry, and coding are routinely monitored and revised as required.

8.5: Appropriate editing and imputation methods are used and regularly reviewed, revised or updated as required.

8.6: Revisions follow standard, well-established and transparent procedures.

8.7: Statistical authorities are involved in the design of administrative data in order to make administrative data more suitable for statistical purposes.

8.8: Agreements are made with owners of administrative data which set out their shared commitment to the use of these data for statistical purposes.

8.9: Statistical authorities co-operate with owners of administrative data in assuring data quality.

PRINCIPLE 9 – NON-EXCESSIVE BURDEN ON RESPONDENTS

The reporting burden is proportionate to the needs of the users and is not excessive for respondents. The statistical authorities monitor the response burden and set targets for its reduction over time.

INDICATORS

9.1: The range and detail of European Statistics demands is limited to what is absolutely necessary.

9.2: The reporting burden is spread as widely as possible over survey populations.

9.3: The information sought from businesses is, as far as possible, readily available from their accounts and electronic means are used where possible to facilitate its return.

9.4: Administrative sources are used whenever possible to avoid duplicating requests for information.

9.5: Data sharing within statistical authorities is generalised in order to avoid multiplication of surveys.

9.6: Statistical authorities promote measures that enable the linking of data sources in order to reduce reporting burden.

PRINCIPLE 10 – COST EFFECTIVENESS

Resources are used effectively.

INDICATORS

10.1: Internal and independent external measures monitor the statistical authority's use of resources.

10.2: The productivity potential of information and communications technology is being optimised for data collection, processing and dissemination.

10.3: Proactive efforts are made to improve the statistical potential of administrative data and to limit recourse to direct surveys.

10.4: Statistical authorities promote and implement standardized solutions that increase effectiveness and efficiency.

STATISTICAL OUTPUT

Available statistics meet users' needs. Statistics comply with the European quality standards and serve the needs of European institutions, governments, research institutions, business concerns and the public generally. The important issues concern the extent to which the statistics are relevant, accurate and reliable, timely, coherent, comparable across regions and countries, and readily accessible by users.

PRINCIPLE 11 - RELEVANCE

European Statistics meet the needs of users.

INDICATORS

- 11.1: Processes are in place to consult users, monitor the relevance and utility of existing statistics in meeting their needs, and consider their emerging needs and priorities.
- 11.2: Priority needs are being met and reflected in the work programme.
- 11.3: User satisfaction is monitored on a regular basis and is systematically followed up.

PRINCIPLE 12 – ACCURACY AND RELIABILITY

European Statistics accurately and reliably portray reality.

INDICATORS

- 12.1: Source data, intermediate results and statistical outputs are regularly assessed and validated.
- 12.2: Sampling errors and non-sampling errors are measured and systematically documented according to the European standards.
- 12.3: Revisions are regularly analysed in order to improve statistical processes.

PRINCIPLE 13 – TIMELINESS AND PUNCTUALITY

European Statistics are released in a timely and punctual manner.

INDICATORS

- 13.1: Timeliness meets European and other international release standards.
- 13.2: A standard daily time for the release of statistics is made public.
- 13.3: The periodicity of statistics takes into account user requirements as much as possible.
- 13.4: Divergence from the dissemination time schedule is publicised in advance, explained and a new release date set.
- 13.5: Preliminary results of acceptable aggregate accuracy can be released when considered useful.

PRINCIPLE 14 – COHERENCE AND COMPARABILITY

European Statistics are consistent internally, over time and comparable between regions and countries; it is possible to combine and make joint use of related data from different sources.

INDICATORS

14.1: Statistics are internally coherent and consistent (i.e. arithmetic and accounting identities observed).

14.2: Statistics are comparable over a reasonable period of time.

14.3: Statistics are compiled on the basis of common standards with respect to scope, definitions, units and classifications in the different surveys and sources.

14.4: Statistics from the different sources and of different periodicity are compared and reconciled.

14.5: Cross-national comparability of the data is ensured within the European Statistical System through periodical exchanges between the European Statistical System and other statistical systems. Methodological studies are carried out in close co-operation between the Member States and Eurostat.

PRINCIPLE 15 – ACCESSIBILITY AND CLARITY

European Statistics are presented in a clear and understandable form, released in a suitable and convenient manner, available and accessible on an impartial basis with supporting metadata and guidance.

INDICATORS

15.1: Statistics and the corresponding metadata are presented, and archived, in a form that facilitates proper interpretation and meaningful comparisons.

15.2: Dissemination services use modern information and communication technology and, if appropriate, traditional hard copy.

15.3: Custom-designed analyses are provided when feasible and the public is informed.

15.4: Access to microdata is allowed for research purposes and is subject to specific rules or protocols.

15.5: Metadata are documented according to standardised metadata systems.

15.6: Users are kept informed about the methodology of statistical processes including the use of administrative data.

15.7: Users are kept informed about the quality of statistical outputs with respect to the quality criteria for European Statistics.

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