

Description of the national model for activity of the State Statistics Service of Ukraine

Level 1. Strategic management

Process 1.1. "Identification of mission (purpose of activity) and strategic targets"

This process identifies the mission of the State Statistics Service of Ukraine (further referred to as the SSSU), the vision of its role, it establishes the priorities for values which are further reflected in strategic documents.

The process is aimed at exploring the environment where the state statistics bodies (further referred to as the SSBs) carry out their activity and it also identifies the relevant problems in order to understand what information can be produced by the SSBs, what standards and infrastructure can be developed to properly implement the activity plans and development programs. This area also includes the informing of internal and external environment about the mission, values and expected results with a view to strengthening the confidence of the society and other parties concerned to the state statistics bodies in particular and official statistics in broad terms.

Sub-process	Activities performed according to the process
1.1.1 Explore the national and international tendencies and factors of statistical activity development	1.1.1.1 Explore and identify the needs for making changes in laws and regulations taking into account international standards and methodology as well as changes occurring in legislation of Ukraine and the EU. External and internal environment, etc.
1.1.2 Identify the SSSU mission, the vision of its role	1.1.2.1 Identify the mission (purpose of activity), the vision of role in specifying the value orientations and establishing the strategic areas for activities.
	1.1.2.2 Identify the strategic areas for cooperation at the national and international levels.
1.1.3 Describe the expected results of strategic areas implementation	1.1.3.1 Describe the expected results of implementation of strategic areas of activity
1.1.4 Inform about strategic areas and expected results of activity	1.1.4.1 Measures to be taken by administration with staff, public authorities, institutions, public organizations, mass media and other parties concerned on issues related to presentation of strategic areas of activity and expected results, promotion of activity.

Process 1.2. "Management and administration "

This process develops the actions to achieve strategic targets specified in the previous process 1.1 "Identification of mission (purpose of activity) and strategic targets". This includes the identification of possibilities and priorities in the framework of statistical activity, the distribution of financial, staff-related and other resources to implement the adopted activity plans and development programs. It specifies the specific areas for introducing the changes and the possibility of their resourcing as well as the needs for actions to expand the possibilities and their priority ranking.

Sub-process	Activities performed according to the process
1.2.1 Develop the strategy to achieve the targets, specify the priority areas for development	1.2.1.1 Specify the priority areas for development
1.2.2 Material and financial support to priority areas for development	1.2.2.1 Specify the needs and planning the financial resources to implement the priority areas for development
1.2.3 Develop and support the statistical competence of staff	1.2.3.1 Specify the needs for training and upgrading the staff qualifications
1.2.4 Activity coordination	1.2.4.1 Develop and register the drafts of organizational and administrative documents to coordinate activity and their release

Process 1.3. "Strategic cooperation management"

The process covers the SSBs cooperation with other producers of official statistics, the coordination of actions in the framework of the national statistical system, knowledge exchange among co-producers of statistical information, international organizations, administrative data providers and other providers, the actions taken by the SSBs to identify the new possibilities for data exchange or their integration, the improvements to statistical infrastructure, usage of statistical standards. The actions to be taken according to this process facilitate the formation and expansion of common statistical possibilities which are used by members of the national statistical system. This results in improving the understanding and usage of statistical information.

Sub-process	Activities performed according to the process
1.3.1 Develop and support strategic relations at the national and international levels	1.3.1.1. Develop the common strategic areas for activity of the SSBs and co-producers of official statistics at the national and international levels
1.3.2 Knowledge exchange, common standards implementation. Establish the inter-departmental and international cooperation	1.3.2.1. Run seminars, meetings with co-producers of official statistics to ensure the implementation of common standards into the state statistical activity
	1.3.2.2. Participate in inter-departmental and international groups
1.3.3 Reconcile the drafts of laws and regulations (part from those that deal with the conduct of the state statistical observations)	1.3.3.1 Elaborate laws and regulations (apart from those that deal with the conduct of the state statistical observations)

Level 2. "Development of capabilities"

Process 2.1. Identification of projects/measures for statistical activity development

This process chooses the most effective way for implementing changes to the improvement and development of the new areas of activity specified at level 1 "Strategic management".

Under this process, the detailed analysis of the proposed priority changes is made; the requirements put forward by other entities are explored; the most optimal solution to the problematic issues is specified; the risks that can hamper the successful projects/measures implementation are analyzed. The process covers the compilation and analysis of information to be used for further projects/measures development; as well as explores the possibility to carry out the work on improving the SSBs activity in line with the available resources. Also, this process explores the capability to implement measures on monitoring projects/measures performance in order to inform all parties concerned about the planned progress of work.

Sub-process	Activities performed according to the process
2.1.1 Implement projects/measures for statistical activity development	2.1.1.1 Prepare the propositions for the necessity to implement projects/measures according to the specified priority areas
2.1.2 Identify risks that can emerge in the process of implementing projects/measures for statistical activity development	2.1.2.1 Identify and assess the risks that can negatively impact project activity/implementation
2.1.3 Organize the conduct of preparation work on developing project/action plan for implementing the measures for statistical activity development	2.1.3.1 Run meetings, consultations with parties concerned on development of project/action plan for measures implementation

Process 2.2. "Planning and organization of measures for statistical activity development"

Under this process, the action plan on project/measures implementation for statistical activity development is produced. For the sound documentation development, the research is made; measures are specified to ensure the coordination of activity of participants; consultations are held to explore the requirements; different aspects aimed at risks elimination are finalized. If needed, the pilot research is launched to identify factors that can have negative impact from the time the project/measures for statistical activity development are introduced and up to their finish and the achievement of results.

This process includes activity that is relevant to a lot of processes of statistical activity and the activity that is implemented with the participation of external organizations. If the measures for statistical activity development refer to only one of processes of statistical production, the activity on improvement is reflected according to this process.

Sub-process	Activity performed according to the process
2.2.1 Prepare plans on implementing projects/measures for statistical activity development	2.2.1.1 Develop action plan on implementing project/measures for statistical activity development (identification of list and dates for work performance, responsible executives)
2.2.2 Conduct pilot projects/measures for statistical activity development, projects approbation	2.2.2.1 Conduct pilot project/measures for statistical activity development, projects approbation
2.2.3 Organize the performance of work on implementing the results of projects/measures for statistical activity development	2.2.3.1 Finalize action plan on implementing projects/measures on improving the activity based on results of their approbation, pilot projects implementation
	2.2.3.2 Organize the performance and implementation of projects on information support/digitalization

Process 2.3. "Monitor measures for statistical activity development"

This process monitors the performance of plans on implementing projects/measures developed under process 2.2 "Planning and organization of measures for statistical activity development". Monitoring is aimed at identifying the tendencies and ensuring the possibility for timely reaction to the detected shortcomings as well as identifying the compliance of the obtained results with the expected ones.

Sub-process	Activity performed according to the process
2.3.1 Ensure timely performance of action plan on implementing projects/measures for statistical activity development	2.3.1.1 Monitor the performance of action plan on implementing project/measures for statistical activity development
2.3.2 Analyze the situation with performance of action plan on implementing projects/measures for statistical activity development	2.3.2.1 Make corrections to action plan on implementing project/measures for statistical activity development based on the monitoring results and analysis of impact upon the result of the identified deviations
2.3.3 Asses the compliance of the expected and obtained results of implementing the projects/measures for statistical activity development	2.3.3.1 Analyze and assess the performance of work on statistical activity development, the compliance of the obtained results with the expectations, the performance of action plan regarding risks elimination and reducing their impact upon activity

Process 2.4. "Promote the implementation of measures for statistical activity development"

Under this process, the activity includes the support to implementing the results obtained through realization of development projects/measures and achieving the guarantees for their proper usage by the state statistics bodies. When the development measures will be fully integrated into statistical production, the further support to such activity is reflected in the corresponding process 3 of level "Corporative support".

Sub-process	Activity performed according to the process
2.4.1 Activity on implementing the results obtained through realization of projects/measures for statistical activity development	2.4.1.1 Implement the result of realization of project/measures for statistical activity development
2.4.2 Train staff who use the results of implementation of project/measures for statistical activity development	2.4.2.1 Conduct training, consultations to ensure effective usage of the result of project/measures for statistical activity development

Level 3. Corporate support

Process 3.1. "Management of production efficiency and issues related to observance of current legislative norms"

Within this process, the SSSU production modes are managed in order to achieve the planned results, namely: preparation of the SSO technological program based on the SSO plan, its updating and monitoring; analysis of activity related to risks identification and working out measures to eliminate them and reduce their impact upon activity; accomplishment of measures to adapt Ukraine's legislation in the sphere of statistics to the EU legislation.

Sub-process	Activity performed according to the process
3.1.1 Production efficiency management	3.1.1.1 Develop the SSO plan (further referred to as the SSOP)
	3.1.1.2 Develop annual plans according to the relevant areas
	3.1.1.3 Develop plan for activity of the State Statistics Service of Ukraine
	3.1.1.4 Develop and update the SSO technological program (further referred to as the SSOTP)
	3.1.1.5 Monitor the SSOP performance
	3.1.1.6 Monitor the SSOTP performance and other annual plans
	3.1.1.7 Account and summarize the work time spent by employees
3.1.2 Changes and risks management	3.1.2.1 Identify and assess risks and develop the measures to eliminate them and reduce their impact upon the activity
	3.1.2.2 Take measures to prevent and detect corruption
3.1.3 Management of legal work organization aimed at correct usage, persistent observation and prevention of failure to comply with legislation requirements, other normative acts	3.1.3.1 Check the legislation and international treaties of Ukraine for compliance with draft orders and other acts, treaties submitted to be signed by the head
	3.1.3.2 Perform legal expertise of draft laws and regulations prepared by the structural units of executive authority; based on its results, prepare the conclusions according to the form approved by the Ministry of Justice, reconcile/sign them upon the availability of signs of heads of structural units concerned
	3.1.3.3 Organize the claim and lawsuit work according to the norms of substantive law and provisions on procedural legislation, control its performance

Process 3.2. "Statistical methodology management"

This process manages statistical methodology to develop, improve and implement common methodological; approaches to undertaking the SSOs using standard methods to identify statistical populations; systemize, process, analyze statistical data including the application of sample method; make seasonal adjustment, retrospective calculations; create, maintain and employ statistical metainformation, prepare reports of the SSO quality; create methodological frameworks to ensure statistical confidentiality and evade the disclosure of the confidentiality of statistical data.

Sub-process	Activity performed according to the process
3.2.1 Identify the common approaches to developing statistical methodology and sample surveys implementation	3.2.1.1 Develop, improve and implement the common approaches to preparing the methodological provisions on organizing the SSOs and technique to employ sample methods for surveys, make calculations of indicators based on the results of scientific research, international standards and recommendations taking into account the national statistical practice
	3.2.1.2 Develop the new and update the current classifications, nomenclatures, lists of codes, manuals for the SSOs, correspondence tables (apart from classifications and manuals mentioned under item 4.3.1.10)
	3.2.1.3 Prepare metadata classifications, nomenclatures, lists of codes, the SSOs manuals, correspondence tables (apart from metadata sector classifications and manuals mentioned under item 4.3.1.11)
	3.2.1.4 Implement classifications, nomenclatures, lists of codes, the SSOs manuals, correspondence tables (apart from sector classifications and manuals mentioned under item 4.3.1.10) and changes to them
	3.2.1.5 Coordinate the actions of independent structural units related to development, improvement and implementation of classifications, nomenclatures, lists of codes, the SSOs manuals, correspondence tables, changes to them to be used to undertake the SSO
3.2.2 Manage statistical methodology for editing and imputing weights coefficients, preserve time series and make seasonal adjustment	3.2.2.1 Develop, improve and implement standard statistical methods to explore statistical populations; systemize, process, analyze statistical data including seasonal adjustment of statistical data and retrospective analysis
3.2.3 Manage statistical methodology for assessment	3.2.3.1 Develop, improve and implement the common provisions on preparing the reports on the SSO quality
3.2.4 Manage metainformation	3.2.4.1 Develop, improve and implement the common provisions on creation, maintenance and usage of statistical metainformation including metainformation about statistical indicators; introduce the common integrated structure for metadata. Prepare and disseminate metainformation about the SSOs
3.2.5 Manage statistical methodology in order to ensure statistical confidentiality	3.2.5.1 Develop, improve and implement the common provisions on ensuring statistical confidentiality; evade the disclosure of statistical data confidentiality

Process 3.3. "Quality management"

This process covers the quality of statistical activity organization both the whole and its selected processes, the development: system for monitoring the quality of statistical production processes, documentation in line with the requirements of the national standard DSTU ISO 9001:2015 "Quality management system. Requirements" and the relevant documents to obtain the quality certificate. Within this process, the documenting of quality deals with exclusively organizational level and covers the formulation of quality policy and guidelines and instructions on ensuring the quality of activity.

Sub-process	Activity performed according to the process
3.3.1 Manage the system for the activity quality	3.3.1.1 Organize the monitoring of activity quality
3.3.2 Manage the tools to ensure activity quality	3.3.2.1 Assess the quality of the work performed according to the activity processes
3.3.3 Document the system for managing activity quality	3.3.3.1 Develop the documentation of the system for quality management in line with the requirement of the national standard DSTU ISO 9001:2015 "Quality management system. Requirements".

Process 3.4. "Information management"

This process covers the issues related to owning and storing the records, documents, information and other intellectual assets of the state statistics bodies as well as management of information collection, alignment, storage, support, search, dissemination, archiving and elimination. The process covers the activity on developing the guidelines and standards on information owning, usage and protection.

Sub-process	Activity performed according to the process
3.4.1 Manage the documents and records including their archiving and elimination	3.4.1.1 Develop, implement and improve the common procedure for documenting the management information and the work with documents
	3.4.1.2 Ensure the documenting of management information and the work with documents
	3.4.1.3 Control the observance of requirements to instructions, regulations, national standards and other laws and regulations regulating the work with documents
	3.4.1.4 Literary edit the draft laws and regulations and organization and executive directives, letters, methodological and reporting and statistical documentation, other documents
	3.4.1.5 Ensure information interactions with executive authorities and other government institutions through the system of electronic interaction of executive authorities (further referred to as the SEI EA)
3.4.2 Manage information systems (resources), archive	3.4.2.1 Organize the archive documents usage, provision of archive information, copies, extracts from documents for legal and natural persons
3.4.3 Manage information standards and rights to access	3.4.3.1 Organize and coordinate the performance of work on creating, implementing and ensuring the functioning of information systems of the state statistics bodies (SSBs)
	3.4.3.2 Ensure the continuous functioning of center for the SSSU keys certification, the keys generation and certificates production within the complex system for information protection (further referred to as the CSIP) in the information and telecommunications system of the state statistics bodies
	3.4.3.3 Organize and coordinate the performance of work on creating, implementing and ensuring the functioning of internal information resources of the SSSU HQs
	3.4.3.4 Perform the work on creating, implementing and ensuring the functioning of internal information resources of the territorial statistics bodies
3.4.4 Manage metadata and data	3.4.4.1 Implement international statistical standards and recommendations including the ones dealing with the common integrated structure for metadata
	3.4.4.2 Ensure the functioning and development of integrated information and analytical system of the state statistics bodies

Process 3.5. "Interaction with users"

This process covers the activity related to management of connections and exchange of information with the government and international organizations, the public and other stakeholders including mass media. Within this process, the general types of activity connected with satisfaction of users' needs and the work with enquiries and different feedback from users are considered. Also, the process includes the measures on training and informing users to ensure their correct understanding of statistical information, development and upgrading the level of statistical literacy in the society.

Sub-process	Activity performed according to the process
3.5.1 Interact with the public and mass media	3.5.1.1 Public actions and information support to mass media and the public
	3.5.1.2 Monitor mass media and social media on activity of the state statistics bodies (further referred to as the SSBs)
	3.5.1.3 Inform about the SSBs activity using the SSSU official web site and sites of the territorial statistics bodies and social media
	3.5.1.4 Coordinate the activity of public council and expert council of users at the SSSU HQs
3.5.2 Conduct consultations with stakeholders	3.5.2.1 Organize and conduct communications actions for users of statistical information
	3.5.2.2 Conduct the questionnaire surveys for users of statistical information
3.5.3 Support users of statistical information	3.5.3.1 Provide information at the requests in line with Ukraine's law on access to public information
	3.5.3.2 Provide information at users' requests (apart from request according to Ukraine's law on access to public information)
	3.5.3.3 Prepare and release the visual materials and image products
	3.5.3.4 Maintain the SSBs official pages in social media
	3.5.3.5 Provide information messages for users on issues related to the SSO conduct

Process 3.6 "Interaction with data providers"

This process considers the relationships with the SSO respondents, administrative data providers and other institutions, organizations supplying data for statistical activity.

The process covers the activity related to coordination of methodology and reporting documentation connected with administrative data collection and usage, monitoring administrative data sources, the agreements on mutual exchange of information resources to be prepared and made, identification of reporting burden per respondents, connections and communications with data providers.

Sub-process	Activity performed according to the process
3.6.1 Make agreements on mutual exchange of information resources	3.6.1.1 Search information sources that can be used as statistical information source
	3.6.1.2 Make and update agreements on mutual exchange of information resources
3.6.2 Govern data providers	3.6.2.1 Identify reporting burden per the SSO respondents
	3.6.2.2 Coordinate methodology and reporting documentation connected with administrative data collection and usage
	3.6.2.3 Prepare documentation regulating the coordination, formation and updating of units populations and the SSO respondents populations

Sub-process	Activity performed according to the process
	3.6.2.4 Organize work on forming and updating units populations and the SSSO respondents populations
	3.6.2.5 Ensure the coordination of the SSO units populations to be directly studied
	3.6.2.6 Monitor the participation of respondents in the SSOs
	3.6.2.7 Ensure the functioning of software to organize work on forming and updating units populations and the SSO respondents populations and monitor the participation of respondents in the SSOs
3.6.3 Govern data submission	3.6.3.1 Ensure the functioning of "Respondent's room" on the SSSU web site and timely update its contents
	3.6.3.2 Prepare the calendar for the SSO forms submission, the common time sheet/list for forms and album of the SSO forms. Create the common list of the SSO forms (for year T+2)
	3.6.3.3 Other general work with respondents (which cannot be ascribed to selected SSO)
	3.6.3.4 Prepare the list of the SSO forms which are planned to be collected as e-forms and update the lists of controls, classifications/manuals, examples used to fill in the SSO forms

Process 3.7 "Financial management"

This process covers the continuous usage of financial and bookkeeping information for measuring, managing and forecasting the effectiveness and efficiency of the SSSU activity including the procurement and contracts/agreements and taking into account the targets and tasks of the state statistics bodies.

Sub-process	Activity performed according to the process
3.7.1 Maintain bookkeeping accounting	3.7.1.1 Form and account wages
	3.7.1.2 Account the cash, capital assets and stocks, calculations (borrowers and creditors, providers and contractors, customers, accountable persons)
	3.7.1.3 Register and account budget commitments within the system for distant servicing "Treasury client- Treasury" Bank transactions within the systems iFOBS Win32-client and World Bank Client
	3.7.1.4 Provide information at requests, prepare background information, explanations, recommendations, review letters
	3.7.1.5 Conduct inventory
3.7.2 Compile financial and budget-related reporting as well as state electronic statistical aggregated and other reporting	3.7.2.1 Entry data into the system for electronic reporting submission by owners and receivers of budget funds and state special-purpose funds automatized system "E-Reporting"
	3.7.2.2 Accept, check, form reporting from the SSSU territorial bodies and from enterprises that belong to the SSSU management sphere
	3.7.2.3 Give consultation support, run seminars with bookkeeping services of the territorial statistics bodies
3.7.3 Manage procurements and contracts/agreements	3.7.3.1 Prepare documents used during procedures for purchasing goods, work and services for budget funds and public procurements, the necessity of which is specified by legislation on public procurements, prepare bidding documentation
	3.7.3.2 Compile indicators for draft plan of procurements for budget year
	3.7.3.3 Prepare and make agreements on procurements
	3.7.3.4 Contract work
3.7.4 Manage providers of goods, work and services	3.7.4.1 Monitor the performance of annual plan for procurements
	3.7.4.2 Accept and distribute material and technical means
3.7.5 Plan the financial and economic activity	3.7.5.1 Compile indicators of financial resources needed to implement the state statistical activity and monitor their usage
3.7.6 Perform the tasks on managing the state-owned assets	3.7.6.1 Take measures on effective managing the state-owned assets that belong to the SSSU management sphere
	3.7.6.2 Account the state-owned assets that belong to the SSSU management sphere in the Unified Register of the State-Owned Assets

Process 3.8 "Human resources management"

This process covers the issues related to effective work of the employees from the state statistics bodies, staff recruitment, training, specialization and upgrading, identification of future needs and continuity planning.

Sub-process	Activity performed according to the process
3.8.1 Assess the effective work of employees	3.8.1.1 Organize and provide methodic support to assessing the results of service activity of the state employees from the state statistics bodies
3.8.2 Upgrade the professional competence of employees	3.8.2.1 Ensure the upgrading of professional competence of employees
	3.8.2.2 Organize work related to probation of state employees and the youth
	3.8.2.3 Organize the conduct of internal training for the state employees
	3.8.2.4 Implement the procedure for mentoring the new employees from the state statistics bodies
3.8.3 Staff capacity management	3.8.3.1 Analytical and organizational work on staff management
	3.8.3.2 Organize the competitive selection to the state service positions of "B" and "C" categories in the state statistics bodies
	3.8.3.3 Ensure the state service and labor relationship performance by employees from the state statistics bodies in line with the legislation requirements

Process 3.9 "Information technologies management"

This process coordinates and manages information and technological resources, ensures the functioning and development of the integrated information and analytical system of the state statistics bodies, data safety and technological changes management.

Sub-process	Activity performed according to the process
3.9.1 Manage resources and services in the sphere of information technologies	3.9.1.1 Connect the SSSU HQs work places to the system of electronic document flow for the state statistics bodies (further referred to as the SSB SEDF)
	3.9.1.2 Connect the SSB SEDF to System of electronic exchange of executive bodies and ensure their efficiency
	3.9.1.3 Ensure the smooth functioning and systematic administration of the Internet node, e-mail system, corporative network
	3.9.1.4 Ensure the smooth functioning of computer and telecommunication equipment, telephone network, departmental telephone station
	3.9.1.5 Ensure the functioning and development of the system for e-reporting in the state statistics bodies
	3.9.1.6 Administer the e-reporting gateway
	3.9.1.7 Administer and provide technical support to data collection platform
	3.9.1.8 Archive and backup data collection system
	3.9.1.9 Organize the usage of the qualified electronic trust-based services
	3.9.1.10 Ensure the functioning and development of the automated systems for reporting collection from the territorial statistics bodies
	3.9.1.11 Install software and hardware tools that cannot be referred to specific SSO
	3.9.1.12 Create/improve software for data collection
	3.9.1.13 Develop/improve technical documentation for data collection platforms (if needed)
	3.9.1.14 Create templates for Software e-reporting forms "Respondent room"
	3.9.1.15 Customize and maintain software tools for the SSO forms collection in e-format
3.9.1.16 Provide consultative support to respondents on the work of e-reporting system and Software "Respondent room"	
3.9.2 Safety management in the sphere of information technologies	3.9.2.1 Ensure the cyber-safety, cyber-protection and the SSSU information technologies safety and protection of information resources from destruction, damages, blocking, leakages, unsanctioned access, virus infections, etc.
	3.9.2.2 Identify and form the requirements to creating complex systems for information protection in Information and communication system of state statistics bodies, their servicing, etc.
	3.9.2.3 Prepare the proposals and recommendations on preventing information leakage through technical channels and prevention of attempts to have unsanctioned access to information
3.9.3 Technological changes management	3.9.3.1 Prepare the proposals on draft SSSU informatization

Process 3.10 "Property maintenance"

The process covers the activity related to maintaining buildings and premises that belong to organization in good condition, their proper arrangement and servicing as well as the distribution of premises according to the activity needs and sanitary standards.

Sub-process	Activity performed according to the process
3.10.1 Activity related to maintaining buildings and structures and adjacent territories; communications functioning	3.10.1.1 Organizational, documentation and technical support to current and capital repair of premises
3.10.2 Create good conditions for labor	3.10.2.1 Observe the requirements of legislation on labor protection, fire safety, civil defense, energy security and gas supply safety

Level 4. "Production"

Process 4.1. "Needs identification"

Under this process, the state statistics bodies identify whether there are unsatisfied needs of users (external and/or internal) for specific statistical information and whether the state statistics bodies have the possibility to satisfy them.

Sub-process	Activity performed according to the process
4.1.1 Identify needs	4.1.1.1 Explore Ukraine's legislation, the European, international and normative documents, the government's decisions in the sphere of statistics
	4.1.1.2 Benefit from experiences of international organizations and statistical services of EU countries
	4.1.1.3 Identify users' needs for statistical information
	4.1.1.4 Identify needs of respondents, statistical information co-producers and administrative data suppliers
	4.1.1.5 Identify needs for resource support to implement the identified needs
4.1.2 Hold consultations and confirm the needs	4.1.2.1 Carry out activities related to confirming the need of users of statistical information identified in sub-process 4.1.1
	4.1.2.2 Carry out activities related to confirming the needs of the SSO respondents, statistical information co-producers and administrative data suppliers identified in sub-process 4.1.1
4.1.3 Identify the targets for producing output statistical information	4.1.3.1 Prepare the proposals for the list of statistical products according to users' needs
4.1.4 Check data availability	4.1.4.1 Check data availability, the need for which has been identified, in existing sets of statistical and administrative data, data from other sources
	4.1.4.2 Identify conditions according to which it is possible to obtain administrative and other data, according to indicators, the need for which has been identified
4.1.5 Prepare proposals for plans	4.1.5.1 Prepare a package of documents to be considered at the meeting of work group on conducting the SSO inventory

Process 4.2. "Design"

This process implements the activity connected with the SSO design as well as any practical research work related to it and needed to identify statistical information to be obtained based on the SSO results and all design elements needed to revise it and also concepts, methodologies, mechanisms, collection and the work processes.

The process exactly identifies all relevant metadata that are ready to be used during the SSO conduct as well as procedures for quality assurance. At the same time, international and national standards are widely used to reduce the duration and costs of design process and ensure the comparability of the obtained statistical information. For statistical information produced on a permanent basis, this process usually occurs every time when activities on improvements detected in the process "Assess" are identified.

Sub-process	Activity performed according to the process
4.2.1 Design results	4.2.1.1 Identify the list of statistical information to be obtained based on the SSO results and its composition
	4.2.1.2 Create/update metadata about statistical information
	4.2.1.3 Design the method to control confidentiality and procedure to access statistical information

Sub-process	Activity performed according to the process
	4.2.1.4 Identify ways and formats to provide statistical information to users
4.2.2 Design indicators descriptions	4.2.2.1 Consider the concepts, list and definitions of indicators and characteristics, list of classifications and manuals needed to undertake the SSO
	4.2.2.2 Prepare metadata of indicators
4.2.3 Design methods for data collection	4.2.3.1 Consider methods and mechanisms for data collection for the SSO needs including data needed to produce the SSO statistical units population
	4.2.3.2 Consider the list of indicators/issues to undertake the SSO
	4.2.3.3 Prepare proposals about the need for making/updating agreements on mutual exchange of information resources
4.2.4 Design the total population and sample	4.2.4.1 Consider the issues to define the SSO units and the SSO respondents
	4.2.4.2 Identify the boundary of the total population and analyze the issue regarding its coverage of population that is of interest and volumes of populations to be directly surveyed
	4.2.4.3 Design the methodology to produce the SSO populations to be directly surveyed including the methodology for producing sample populations
4.2.5 Design processing and analysis	4.2.5.1 Define the methods for processing, analyzing and aggregating statistical information (coding, editing, imputation, estimation, integration, data sets compilation). Define the methods to calculate and analyze the aggregated statistical indicators
	4.2.5.2 Design the methodological provisions/technique to process data and obtain the SSO results
4.2.6 Design systems for production and technologies	4.2.6.1 Consider the issues of connection and continuity for all stages of work process/production system starting from data collection and up to dissemination of statistical information and staff relations and distribution of responsibility for the SSO conduct at every level
	4.2.6.2 Prepare the description of task/TR for the production system and statistical information dissemination

Process 4.3. "Create"

This process forms and tests the systems for production and technologies until they are ready to be directly used for production of statistical data. The results of the "Create" process are the defined decisions, the selected mechanisms, technologies and information being compiled during this process to produce the work environment for data production, the compilation of which is made on the permanent basis

Sub-process	Activity performed according to the process
4.3.1 Create tool for data collection	4.3.1.1 Create reporting and statistical documentation
	4.3.1.2 Test reporting and statistical documentation with the participation of respondents
	4.3.1.3 Prepare the proposals for the list of the SSO forms which it is planned to be collected in e-format and update the list of controls, classifications/manuals, examples on how to fill in the SSO forms
	4.3.1.4 Create/improve software for data collection (by selected SSO)
	4.3.1.5 Develop/improve technical documentation for data collection system (by selected SSO)
	4.3.1.6 Create templates for e-reporting forms (by selected SSO)
	4.3.1.7 Compile information about ways to collect information/paradata for the SSO
	4.3.1.8 Check the direct connection of mechanisms for data collection to the statistical metadata system
	4.3.1.9 Produce a set of representative consumer goods/services, select goods/services to observe changes in prices
	4.3.1.10 Prepare and update sector classifications, nomenclatures, manuals of the SSO
	4.3.1.11 Prepare metadata of sector classifications, nomenclatures, manuals of the SSO
	4.3.1.12 Prepare orders for producing the total populations of the SSO units
4.3.2 Create/improve tools for data processing and analyzing	4.3.2.1 Develop/improve software complexes to process and analyze data
	4.3.2.2 Create/update metadata objects
	4.3.2.3 Develop/improve the operational documents
4.3.3 Create and improve the dissemination components	4.3.3.1 Create/change the layout of statistical products and their selected components
	4.3.3.2 Develop open data file structure and micro-data files and their descriptions
	4.3.3.3 Develop the templates of tables, graphs, diagrams, infographics, etc.
4.3.4 Customize the work processes	4.3.4.1 Prepare proposals for Technological Program of the State Statistics Service and Plan of state statistical observations
	4.3.4.2 Develop the organizational documents, training programs on how to undertake the SSO
4.3.5 Test the production system	4.3.5.1 Install software and hardware tools for (Complex of electronic information processing)
	4.3.5.2 Test the software complexes for data collection, processing, analyzing and disseminating as well as metadata objects by producers of software
	4.3.5.3 Make changes to software and operational documentation based on testing results
	4.3.5.4 Test the updated versions of software and/or metadata objects and the installation, technical (technological) documentation

Sub-process	Activity performed according to the process
	4.3.5.5 Document the results of testing and their consideration at advisory bodies meetings
4.3.6 Test the state statistical observation	4.3.6.1 Deliver software complexes for data collection, processing, analysis and dissemination for research operation
	4.3.6.2 Research operation of software complexes for data collection, processing, analysis and dissemination, prepare and approve the results of research operation
	4.3.6.3 Make changes to software and operational documentation based on the results of research operation
	4.3.6.4 Test reporting and statistical tools to collect data in e-formats
4.3.7 Finalize the creation of production system	4.3.7.1 Prepare software complexes for industrial operation
	4.3.7.2 Deliver the production system and put it into industrial operation
	4.3.7.3 Technical support to software complexes for data collection, processing, analysis and dissemination

Process 4.4. "Collect"

In this process, all necessary data are collected using different collection methods (including extracts from administrative and statistical registers and databases) and their loading into the relevant information environment.

Sub-process	Activity performed according to the process
4.4.1 Produce the total populations and samples	4.4.1.1 Produce the total populations (sample frame) of units for the SSO
	4.4.1.2 Produce the populations of units to be directly surveyed/sample populations for the SSO
	4.4.1.3 Produce the territorial placement of respondents network to undertake sample surveys of population/households
4.4.2 Organize data collection	4.4.2.1 Train staff in data collection
	4.4.2.2 Prepare tools for data collection
	4.4.2.3 Customize and support software tools to collect data according to the SSO form in e-format
	4.4.2.4 Take measures to observe safety of data being collected
	4.4.2.5 Produce composition, territorial placement of experts in interviewing and organize their activity
	4.4.2.6 Prepare work schedules for experts in interviewing
	4.4.2.7 Prepare schedules for prices registration
	4.4.2.8 Run meetings, seminars with respondents and employees from the territorial statistics bodies
4.4.3 Collect data	4.4.3.1 Provide consultative support to respondents on how to fill in the SSO form
	4.4.3.2 Give messages/reminders to respondents about their participation in the SSO
	4.4.3.3 Accept the SSO forms from respondents and obtain administrative and other data for the needs of statistical production
	4.4.3.4 Obtain data needed for the SSO and compiled based on the results of other SSO conducted

Sub-process	Activity performed according to the process
	4.4.3.5 Conduct the polling of respondents selected to participate in sample surveys of population/households
	4.4.3.6 Register prices/tariffs for consumer goods/services
	4.4.3.7 Control the quality of work of experts in interviewing and price registrars
	4.4.3.8 Establish the reasons for data non-submission or their absence in the SSO forms
	4.4.3.9 Prepare documentation related to paying funds to households who participate in households living conditions survey
4.4.4 Finalize collection	4.4.4.1 Entry data and statistical metadata into relevant electronic environment to be further processes
	4.4.4.2 Detect, correct and summarize errors
	4.4.4.3 Archive the SSO paper forms
	4.4.4.4 Create electronic archive of databases
	4.4.4.5 Monitor the participation of respondents in the SSO
	4.4.4.6 Conduct, summarize and analyze all areas for work controls of experts in interviewing and prices registrars
	4.4.4.7 Prepare para-data according to the process "Collect"

Process 4.5 "Process data"

This process cleanses data and prepares them for analysis. The process is composed of areas of activity which check, cleanse and transform the collected data and which can be repeated several times. As to output statistical information produced on the regular basis, this process occurs during every repetition of production. The areas of activity under this process can be employed for data both from statistical and other sources. Processes "Process data" and "Analyze" can be both interactive and parallel. "Analyze" can unfold the broader understanding of data and can identify the necessity for their additional processing. The activity under the processes "Process data" and "Analyze" can start before the end of the process "Collect". This allows making calculation of the previous results when timeliness is critical for users of statistical information and it gives more time for analysis. The key difference between these processes is that "Process data" deals with micro-data transformations while "Analyze" stipulates aggregated data processing.

Sub-process	Activity performed according to the process
4.5.1 Integrate data	4.5.1.1 Integrate data from different information sources
	4.5.1.2 Depersonalize data according to the requirements to their protection
4.5.2 Classify and code	4.5.2.1 Classify and code indicators, attributes, statistical units and other metadata objects
4.5.3 Revise and validate	4.5.3.1 Control/check the completeness, integrity, reconciliation, correctness and coding of data; detect inconsistencies in data micro- and macro-editing
4.5.4 Edit and impute	4.5.4.1 Identify inaccurate/unreliable and missing data and their clarification with respondent
	4.5.4.2 Select the method for calculating the new data values instead of inaccurate/unreliable and missing data; calculate and record the imputed (estimated) data into data set
	4.5.4.3 Produce metadata based on the results of editing and imputing
4.5.5 Obtain the new estimated indicators and statistical units	4.5.5.1 Calculate the values of estimated indicators; obtain information about the new statistical unit
4.5.6 Calculate weights	4.5.6.1 Calculate weights coefficients
4.5.7 Calculate indicators aggregated data	4.5.7.1 Calculate aggregated data. Disseminate the sample SSO data over the total population
	4.5.7.2 Calculate standard and boundary errors and variation coefficient

Sub-process	Activity performed according to the process
4.5.8 Finalize data sets production	4.5.8.1 Produce data sets, output files, statistical registers, databases according to the SSO results. Prepare micro-data files. Archive information
	4.5.8.2 Document the problematic issues emerged during the process "Process data" and compile para-data according to the process

Process 4.6 "Analyze"

This process implements direct compilation of output statistical information, its detailed checks and preparation for dissemination. This stage includes the preparation of contents for output statistical products including comments, technical footnotes, etc. as well as it also ensures that the products meet users' expectations before their dissemination. The process includes measures that permit analysts in the area of statistics to form an opinion about the quality of statistical information produced. As to statistical information produced on the regular basis, this process occurs at every repetition. "Analyze" and its areas of activity are typical for all output statistical information regardless of the sources to obtain it.

Sub-process	Activity performed according to the process
4.6.1 Prepare preliminary materials	4.6.1.1 Calculate derivative indicators
	4.6.1.2 Form additional (apart from those automatically produced in program complex for information processing) output tables, infographics for analysis
	4.6.1.3 Make seasonal data adjustment
	4.6.1.4 Revise time series of data and make retrospective calculations
	4.6.1.5 Produce indicators of quality of data/results of the SSO
4.6.2 Confirm output statistical information	4.6.2.1 Confirm output statistical information taking into account the expectations
	4.6.2.2 Check the compliance of population coverage indicators and coefficients for providing responses with the established requirements
	4.6.2.3 Compare statistical information with the previous cycles, clarify inaccurate/unreliable data with respondents
	4.6.2.4 Compare statistical information with other information (both internal and external)
	4.6.2.5 Explore doubtful aggregates/consolidated data, inconsistencies in statistical information, make macro-editing
4.6.3 Interpret and explain	4.6.3.1 Analyze compliance of output statistical information with initial expectations in detailed manner
	4.6.3.2 Interpret and explain statistical information according to objective, methodology and ways to apply it
	4.6.3.3 Prepare meta-data of output information
4.6.4 Control the possibility of statistical information disclosure	4.6.4.1 Apply methods to ensure statistical confidentiality for output statistical information, escape confidential statistical data disclosure and control the confidentiality rules observance
4.6.5 Finalize the compilation of output information	4.6.5.1 Check the completeness, details and reconciliation of output statistical information

Process 4.7. "Dissemination"

This process implements the provision of statistical products to users. For statistical information that is regularly produced and based on the SSO results, this process occurs at every repetition of its production.

Sub-process	Activity performed according to the process
4.7.1 Update the system for statistical information dissemination	4.7.1.1 Compile data and download data and metadata into output databases. Ensure data binding to the relevant metadata
4.7.2 Produce products for dissemination	4.7.2.1 Compose and proof statistical products, fill in tables
	4.7.2.2 Literary edit
	4.7.2.3 Translate
	4.7.2.4 Check the compliance of statistical products with standards for publishing
	4.7.2.5 Prepare the printed and electronic versions of statistical products
	4.7.2.6 Prepare micro-data files
	4.7.2.7 Prepare/update files in open data format
4.7.3 Manage dissemination	4.7.3.1 Ensure the sending out of statistical products to users
	4.7.3.2 Disseminate statistical products
	4.7.3.3 Monitor the errors in statistical products, make corrections and inform users about corrections made
4.7.4 Promote products for dissemination	4.7.4.1 Define the channels and ways to disseminate statistical products
	4.7.4.2 Inform about the procedure and terms for access to statistical products
	4.7.4.3 Promote, announce statistical products
4.7.5 Support users	4.7.5.1 Provide statistical products at users' requests
	4.7.5.2. Prepare the calendar for statistical information release and event calendar

Process 4.8. "Assessment"

This process assesses the results of the performance of processes and sub-processes for statistical production, the assessment is based on input data of quantitative and qualitative nature in order to establish priorities for potential improvements collected from different processes.

Sub-process	Activity performed according to the process
4.8.1 Collect information for assessment	4.8.1.1 Provide proposals to be considered at the meetings of work group on inventory
	4.8.1.2 Monitor reports on testing reporting and statistical documentation
	4.8.1.3 Analyze proposals obtained from users of statistical information
	4.8.1.4 Analyze proposals obtained from respondents
4.8.2 Make assessment	4.8.2.1 Consider the issues related to the SSO improving at the meetings of work group on the SSO inventory and at meetings of the SSSU advisory bodies
	4.8.2.2 Reconcile and approve documents on statistical methodology, standard reports on the SSO quality
4.8.3 Reconcile action plan	4.8.3.1 Produce action plan on SSO improving/SSO implementation plan to be considered by the SSSU advisory body
	4.8.3.2 Monitor action plan performance/measures to improve/implement the SSO