

Availability and Needs of Statistical Training
- in the National Statistical Systems of the ESCAP Member Countries

QUESTIONNAIRE
(for the NSOs)

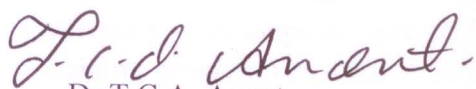
The survey aims to gather information on training of statisticians at country level, including training institutes, their training programmes and other activities, frequency of training, target group of trainees, etc. The questionnaire is expected to be filled by the head of national statistical organization (NSO).

The questionnaire seeks information only on the training institutes of the NSOs and institutions closely associated to NSOs imparting training on official statistics. Academic institutions solely devoted to conducting degree courses on statistics are not covered in this survey. However, if an academic institution also provides training on official statistics for the personnel of the national statistical system (NSS), its activities may please be included while filling in the questionnaire.

Please complete the survey below and submit by **30th November 2011**. You may send your responses and return by fax to (81-43)299-2521; attention Ms. Noriko Ebihara. You may also access and submit this survey online at staff@unsiap.or.jp.

If you have any questions, please contact Ms. Noriko Ebihara at (81) 43 299 9796.

We value your input and feedback and appreciate you taking the time to complete this survey.



Dr.T.C.A. Anant

Chair, ESCAP Working Group on the Coordination of Statistical Training,
Chief Statistician and Secretary
Ministry of Statistics & Programme Implementation
Government of India

Guidelines for filling the Questionnaire

1. Filling the questionnaire may require more than one session. After each session, save the file and do not click on the 'submit form' button until the questionnaire is completed.
2. Some of the questions require descriptive answers. Please use as much space as required for the text for such questions.
3. Parts B, C2, G, H & I require use of codes for levels of trainees / personnel. The list of skills-level of the statistical officials is given in Appendix-1 along with the respective codes. The Core Skills Framework, on which it is based, is also provided as background material.
4. Parts C1, C2, E, G, H & I need either use of the codes or reference to the list of subjects given in Appendix-2 along with the respective codes.
5. The questionnaire after completion may be submitted either online, by e-mail or fax.
 - a. For online: Please click the 'submit form' button on the upper right corner of the form.
 - b. By e-mail: Please save the completed form in a pdf format and send it to **staff@unsiap.or.jp** as attachment.
 - c. By Fax: Please fax the completed form to: +81-43-299-2521.

Definition of statistical training:

Courses and workshops that are organised to consist of sessions for

- class-room lectures,
- practical exercises,
- group discussions & case studies
- project work and
- presentations by the participants

in various different combinations, with possibly a component of study tour; and are

- conducted by or under supervision or guidance of instructors / resource persons
- meant for improving the skills level of the trainees / participants
- organised for a specified duration with a well-laid down schedule and
- with a well-specified curriculum, consisting mainly of topics of relevance to official statistics. (Please refer to list of subjects in Appendix 2)

For the purpose of the present survey, the term 'statistical training' includes:

- Training courses conducted by national / regional/ international Statistical Training Institutes for the officials of the Government
- Advocacy workshops on specific international recommendations
- Training programmes conducted by divisions / units / departments and line ministries of the governments that are of relevance to the work of the statistical personnel and are aimed at enhancing their skills level.

and excludes:

- on-the-job trainings
- training workshops/ conferences / programmes for conducting a specific statistical exercise like survey or census
- training courses with curricula consisting mainly of topics not directly relevant for official statistics (i.e. not included in the list of subjects in Appendix-2)

NAME OF THE COUNTRY:

PART – A

A. CONTACT DETAILS

A.I NSO DETAILS:

1. Name of the Head:

2. Postal Address:

3. Contact No. ISD code
Office ()

FAX ()

Mobile No., if any ()

Email Address:

A.II TRAINING CONTACT:

1. Name of the Head:

2. Postal Address:

3. Contact No. ()
Office

FAX ()

Mobile No., if any ()

Email Address:

A III Webpage of NSO:

AIV Does your organization offer formal training programmes on official statistics? Yes No

PART – B: Training Policy/Training Calendar

Yes No

- B.1 Whether NSO has an official training policy/ strategy for NSO Staff:
- B.2 Whether NSO has an official training policy/ strategy for Statistical Personnel outside NSO within the National Statistical System:
- B.3 Does the policy pertain to matters relating to:
- i) Official Statistics
 - ii) Official Statistics & Related Disciplines
 - iii) Other (Non-statistical matters)
 - iv) Induction Course (for new entrants at entry level)
 - v) Refresher Course/Training (for serving employees)
 - vi) Does the policy identify mandatory Courses/Trainings

If yes, the minimum period of mandatory training specified for personnel at various levels:

Level 1	Level 2	Level 3	Level 4	Level 5

[For 'Level of officials', please refer to the **Statistical Personnel Classification by Skills Level** given in Appendix-1.]

Yes No

- vii) Is there provision of optional courses in the policy
 - viii) Does the policy also talk about distance/ e-learning Courses:
- B.4. Whether any training calendar for imparting training at various levels is drawn up:
If 'yes', whether the calendar consists of courses for the statistical personnel of:
- i. National Level - NSO
 - ii. National level – other than NSO
 - iii. Sub-national/ provincial Level
- B.5. When are the training programmes finalised for the entire year:
- i. Finalised in the beginning of the year
 - ii. From time to time (need based)
- B.5. Whether evaluations of the training programmes carried out:
- If 'yes',
- i. whether evaluation is made during the course
 - ii. whether evaluation is made as a follow-up

PART – C

C.1 Training Institutes Involved in Imparting Training on Official Statistics (Maximum Ten in order of priority):

SERIAL NUMBER	NAME OF INSTITUTE	TYPE OF INSTITUTE (Codes)	MAIN TARGET GROUP OF TRAINEES (Codes)	SUBJECTS COVERED <i>(Please use the codes given in Appendix-2, separated by 'commas' when more than one applicable)</i>	FACILITIES AVAILABLE <i>(Please use codes given below)</i>	
					LOGISTICS FOR TRAINEES	FOR TRAINING <i>(separate the codes by 'commas' for multiple entries)</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Codes lists:

Type of Institute [col.(3)]:

- | | |
|----------------------------------|--------------------|
| Government 1 | Private 2 |
| NGO 3 | University 4 |
| Others (please specify) 5 | |

Target Group of Trainees [col.(4)]:

- | | |
|--|---|
| NSO statistical staff 1 | Line ministries' statistical staff 2 |
| Statistical staff of provincial / States Govt. ... 3 | Non-statistical staff of the government ... 4 |
| Others (please specify) 5 | |

Logistics for trainees [col.(6)]:

- | | | |
|-------------------|------------------|------------|
| boarding 1 | lodging 2 | both ... 3 |
|-------------------|------------------|------------|

Facilities 'for Training' [col.(7)]::

- | | |
|--|-----------------------|
| Class room(s) 1 | Projector(s) 2 |
| Individual computers for trainees 3 | photocopying 4 |
| Library 5 | |

C.2 Trainings Conducted by the Institutes (mentioned in C1) during the Calendar Years 2010 & 2011:

[Please note that for the columns 4, 5 & 6, entries are required to be made in codes, separated by 'commas' when more than one are applicable.]

(Use as many rows as required)

SERIAL NUMBER	NAME OF THE TRAINING COURSE <i>(in brief)</i>	CONDUCTED BY <i>(Please enter serial number of the institute, as provided in C.1)</i>	SUBJECTS COVERED <i>(Please use codes given in Appendix-2)</i>	FUNDING <i>(codes)</i>	TRAINEES' SKILL LEVEL <i>(Please use codes given in Appendix-1)</i>	NO. OF PERSONS TRAINED DURING 2010- and 2011		
						NSO	outside NSO	foreign
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Codes for Funding (agencies providing financial support):

- Institutional funds 1
- National Government 2
- International agency *(please specify in the space below)* 3
- Foreign Government 4
- Others *(please specify in the space below)* 5

C2 Continued.....

SERIAL NUMBER	NAME OF THE TRAINING COURSE <i>(in brief)</i>	CONDUCTED BY <i>(Please enter serial number of the institute, as provided in C.1)</i>	SUBJECTS COVERED <i>(Please use codes given in Appendix-2)</i>	FUNDING <i>(codes)</i>	TRAINEES' SKILL LEVEL <i>(Please use codes given in Appendix-1)</i>	NO. OF PERSONS TRAINED DURING 2010- and 2011		
						NSO	outside NSO	foreign
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

- Codes for Funding (agencies providing financial support):
- Institutional funds 1
 - National Government 2
 - International agency *(please specify in the space below)* 3
 - Foreign Government 4
 - Others *(please specify in the space below)* 5

C2 Continued.....

SERIAL NUMBER	NAME OF THE TRAINING COURSE (in brief)	CONDUCTED BY (Please enter serial number of the institute, as provided in C.1)	SUBJECTS COVERED (Please use codes given in Appendix-2)	FUNDING (codes)	TRAINEES' SKILL LEVEL (Please use codes given in Appendix-1)	NO. OF PERSONS TRAINED DURING 2010- and 2011		
						NSO	outside NSO	foreign
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

- Codes for Funding (agencies providing financial support):
- Institutional funds 1
 - National Government 2
 - International agency (please specify in the space below) 3
 - Foreign Government 4
 - Others (please specify in the space below) 5

PART – D: Training Needs Assessment

- | | | |
|--|-----|----|
| 1. Whether the Training Needs/Requirements of the Statistical Personnel of the national statistical system of your country have been assessed: | Yes | No |
|--|-----|----|

If Yes, answer the following

2. When was the last assessment made (mm/yyyy):

3. Who made the assessment:

4. How the assessment was made:

5. The main results of the assessment:

- | | | |
|--|-----|----|
| 6. Whether the results of the assessment were used in prioritising training needs: | Yes | No |
|--|-----|----|

- | | | |
|--|-----|----|
| 7. Whether the results of the assessment were used in imparting training to Statistical Personnel: | Yes | No |
|--|-----|----|

PART – E: Training Manuals and Training Materials Available with the Institutes

SERIAL NUMBER	NAME (of the manual / materials or brief description of materials)	SUBJECTS COVERED <i>(Please use the codes given in Appendix-2, separated by 'commas')</i>	LANGUAGE	DEVELOPED BY		HOW DISTRIBUTED (please put '√' in all the applicable places)				
				INSTITUTE SL. NO <i>(as given in C.1)</i>	RESOURCES PERSONS <i>(codes)</i>	Hard copies		Soft copy		
						free	priced	Free through the Internet	by contact	by contact
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
MANUALS										

- Codes for 'Resource Persons':
- In-house faculty 1
 - Outsourcing 2
 - Both 3
 - Others (specify) 4

PART – E: Training Manuals and Training Materials Available with the Institutes

SERIAL NUMBER	NAME (of the manual / materials or brief description of materials)	SUBJECTS COVERED <i>(Please use the codes given in Appendix-2, separated by 'commas')</i>	LANGUAGE	DEVELOPED BY		HOW DISTRIBUTED (please put '√' in all the applicable places)				
				INSTITUTE SL. NO <i>(as given in C.1)</i>	RESOURCES PERSONS <i>(codes)</i>	Hard copies		Soft copy		
						free	priced	Free through the Internet	by contact	by contact
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
MATERIALS										

- Codes for 'Resource Persons':
- In-house faculty 1
 - Outsourcing 2
 - Both 3
 - Others (specify) 4

PART – F: Mechanism for Imparting Training

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------|------------------|
| 1. Through Government established Institutes at National Level | | |
| 2. Through Government established Institutes at Regional Level | | |
| 3. Through Universities/other Institutes of Repute | | |
| 4. Through Outsourcing | | |
| 5. Any Other | | |

PART – G: Manpower Details

Number Of Statistical Personnel (Total/Trained) in official statistics:

LEVEL OF OFFICIALS	TOTAL	TRAINED DURING CALENDAR YEARS 2010 & 2011 IN OFFICIAL STATISTICS		
		In 1 Subject	In 2 Subjects	More than 2 Subjects
(1)	(2)	(3)	(4)	(5)
PRIMARY				
JUNIOR				
MIDDLE				
SENIOR				
SENIOR MANAGEMENT				
TOTAL				

For 'Level of officials', please refer to the **Statistical Personnel Classification by Skills Level** given in Appendix-1.

PART – H: Number of Statistical Personnel – Level-wise - Required to be Trained in a Year

Please specify at the most five groups of subjects in order of priority. A group of subjects may consist of one or more related subjects listed in Appendix-2. If a subject-group consists of more than one subject, please enter the respective codes, separated by ‘commas’.

Only estimated numbers are expected in col. (3).

SR. NO.	SUBJECT(S) <i>(codes, separated by ‘commas’)</i>	NUMBER OF PERSONNEL REQUIRED TO BE TRAINED
(1)	(2)	(3)
PRIMARY LEVEL		
1		
2		
3		
4		
5		
JUNIOR LEVEL		
1		
2		
3		
4		
5		
MIDDLE LEVEL		
1		
2		
3		
4		
5		
SENIOR LEVEL		
1		
2		
3		
4		
5		
SENIOR MANAGEMENT LEVEL		
1		
2		
3		
4		
5		

For ‘Level of officials’, please refer to the **Statistical Personnel Classification by Skills Level** given in Appendix-1.

PART I - Courses at the Country Level by International Organisations during Calendar Years 2010 and 2011

Sr. No.	Subject(s) <i>(codes, as in Appendix-2, separated by 'commas')</i>	Name of the International Agency which conducted training	Duration (in number of days)	Number of Participants			Number of participants by LEVEL					Funding Agency <i>(please specify)</i>
				Total	Domes- tic	Interna- tional	primary	junior	middle	senior	Senior manage- ment	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

For 'Level of officials', please refer to the **Statistical Personnel Classification by Skills Level** given in Appendix-1.

Part I - Continued

Sr. No.	Subject(s) <i>(codes, as in Appendix-2, separated by 'commas')</i>	Name of the International Agency which conducted training	Duration <i>(in number of days)</i>	Number of Participants			Number of participants by LEVEL					Funding Agency <i>(please specify)</i>
				Total	Domes- tic	Interna- tional	primary	junior	middle	senior	Senior manage- ment	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

For 'Level of officials', please refer to the **Statistical Personnel Classification by Skills Level** given in Appendix-1.

PART – J

- J.1 Is there any mechanism for partnership with other countries/ international organisations in the area of statistical training
- J.2 Is your country in a position to organise customised training for participants from other countries -
- J.3 If yes, specify the areas/subjects and mechanism for funding
- J.4 Please indicate the subjects (maximum of five) where you need technical assistance from other countries/international organisation in the area of training:

Sr. No.	SUBJECT(S) <i>(codes, as in Appendix-2, separated by 'commas')</i>	SKILLS LEVEL <i>(Please use codes given in Appendix-1)</i>	NATURE OF TECHNICAL ASSISTANCE <i>(Please use the codes given below. Separate by comma, if more than one applicable)</i>
(1)	(2)	(3)	(3)
1			
2			
3			
4			
5			

Codes for Technical Assistance:

Training	1	Development of Training Material	2
Development of Training Manual	3	Training of trainers	4
Others (please specify)	5					

PART – K

SUGGESTIONS FOR IMPROVEMENT /STRENGTHENING OF COORDINATION OF STATISTICAL TRAINING IN THE ESCAP REGION:

Appendix-1
STATISTICAL PERSONNEL CLASSIFICATION BY SKILLS LEVEL

Category of Statistical Personnel		Type of Personnel	Type of Job/ Responsibility	Corresponding level in the Core Skills Framework (CSF)
Level	code			
Primary Level	1	(Field/ Primary workers; Investigators; Data Entry Operator; Support Staff and equivalent)	<ul style="list-style-type: none"> • Arranging the collection & capture of data, editing data, • Preparing data for publication, • Answering questions from respondents, Dealing with routine requests for statistical information.	Level-2 in the CSF
Junior Level	2	(Supervisory Staff; Superintendents; ADO, Jr. Statisticians and equivalent)	<ul style="list-style-type: none"> • Contributing to the development of processes, procedures, methodologies & systems relevant to a work area, including the preparation of documentation. • Undertaking the operational and technical aspects of processing information and data analysis relevant to a work area. • Understanding the requirements of all users of data from the work area and where applicable, liaise, communicate & provide assistance. • Researching conceptual & methodological issues • Recommending implementing improvements. 	Level-3 in CSF
Middle Level	3	(District Statistical Officers; Assistant Directors; Research Officer; and equivalent)	A self managed employee who: -Can apply their Skills & knowledge across several related work areas & apply it to all phases of the statistical process. -Has a good understanding of conceptual and statistical frameworks & is able to help others with their understanding of them.	Level-4 in the CSF (part of)
Senior Level	4	Officers -Head of Unit/Cell under a Division in NSO and equivalent	A self managed employee who: -Begin to develop leadership skills: think strategically & solve problems. -Communicates research reports, statistical output and concepts to a wide range of statistical literacy (e.g. statisticians, policy makers, media, the general public)	Level-4 in the CSF (part of) Begin to develop leadership & management skills.
Senior Management Level	5	Officers- Head of the Division in NSO like National Accounts Division in NSO and equivalent	Undertakes a range of roles focused on managing the achievement of outputs. These outputs vary from large development projects, to producing regular statistics.	As for Level-5 of the CSF.

Appendix-2
List of Subjects and their codes (to be used for filling in Parts: C1, C2 and J)

Code	Topics
Domain 1: Demographic and social statistics	
1.1	Population and migration
1.2	Labour
1.3	Education
1.4	Health
1.5	Income and consumption
1.6	Social protection
1.7	Human settlements and housing
1.8	Justice and crime
1.9	Culture
1.10	Political and other community activities
1.11	Time use
Domain 2: Economic statistics	
2.1	Macroeconomic statistics
2.2	Economic accounts
2.3	Business statistics
<i>Sectoral statistics</i>	
2.4.1	Agriculture, forestry, fisheries
2.4.2	Energy
2.4.3	Mining, manufacturing, construction
2.4.4	Transport
2.4.5	Tourism
2.4.6	Banking, insurance, financial statistics
2.5	Government finance, fiscal & public sector
2.6	International trade and balance of payments
2.7	Prices
2.8	Labour cost
2.9	Science, technology and innovation

Code	Topics
Domain 3: Environment and multi-domain statistics	
3.1	Environment
3.2	Regional and small area statistics
<i>Multi-domain statistics and indicators</i>	
3.3.1	Living conditions, poverty and cross-cutting social issues
3.3.2	Gender and special population groups
3.3.3	Information society
3.3.4	Globalisation
3.3.5	Indicators related to the Millennium Development Goals
3.3.6	Sustainable development
3.3.7	Entrepreneurship
3.4	Yearbooks and similar compendia
Domain 4: Methodology of data collection, processing, dissemination and analysis	
4.1	Metadata
4.2	Classifications
<i>Data sources</i>	
4.3.1	Population and housing censuses; registers of population, dwellings and buildings
4.3.2	Business surveys and registers
4.3.3	Household surveys
4.3.4	Agricultural surveys and censuses
4.3.5	Other administrative sources
4.4	Data editing and data linkage
4.5	Dissemination, data warehousing
4.6	Statistical confidentiality and disclosure protection
4.7	Data analysis

Appendix-2 (Contd.)

List of Subjects and their codes (to be used for filling in Parts: C1, C2 and J)

Code	Topics
Domain 5: Strategic and managerial issues of official statistics	
5.1	Institutional frameworks and principles; role and organization of official statistics
5.2	Statistical programmes; coordination within statistical systems
5.3	Quality frameworks and measurement of performance of statistical systems & offices
5.4	Management and development of human resources
5.5	Management and development of technological resources
5.6	Coordination of international statistical work
5.7	Technical cooperation and capacity building
Domain 6: Statistical Methods for application and Basic Training & Presentation Techniques	
6.1	Basic statistics - Descriptive statistics, regression analysis, time series etc.
6.2	Sample Survey – methods and estimation
6.3	Index numbers
6.4	Basic inferential statistics
6.5	Training techniques and capacity building
6.6	Presentation techniques – use of audio-visual aids
6.7	Report writing
Domain 7 : Others (Not specified above)	
7.1	Others (please specify)

This list of topics are based on the “Classification of Statistical Activities” proposed by the UNECE secretariat in agreement with the SDMX secretariat for the meeting of the Expert Group meeting on International economic and social classifications, New York, 18-20 May 2011. The classification and the explanatory notes are available on the UNECE Statistical Division’s website at:

www1.unece.org/stat/platform/display/disaarchive/Classification+of+Statistical+Activities

Please refer to the explanatory notes of the classification while filing in the parts C1, C2, I & J of the questionnaire.

Also please note that the list has been modified at a few places and augmented to include topics (under Domain 6) that are relevant for statistical training but are not covered in the list of the Expert Group.