

Using administrative data to produce official statistics

(e-Learning course)

20 January-21 February 2025

Guideline

I. OVERVIEW OF THE COURSE

National statistical systems are increasingly using administrative data to compile official statistics. Such data can be utilized to better meet the increasing demands for new statistics and indicators that are highly disaggregated. Administrative data is not collected for the primary purpose of compiling official statistics, and statisticians need to ensure that the data meets certain criteria before using it to produce official statistics. This course provides an overview of administrative data, a discussion of data quality issues and institutional mechanisms to ensure that administrative data can be used in the production of official statistics. The course builds upon content developed for in-person training courses conducted by UNSD and to which members of the Collaborative on Administrative Data have provided valuable input.

II. TARGET PARTICIPANTS

The target audience for this course is staff from institutions involved in the collection, processing and storage of administrative data and in the production of official statistics using administrative data. This includes staff that work with data collection and statistics production at NSOs and at various Ministries, Departments and Agencies. The course is also relevant to managers in the national statistical system as well as other interested stakeholders such as staff of research and academic institutions and non-government entities working with administrative data.

III. LEARNING OUTCOMES

By the end of the course, participants will be expected to:

- Appreciate key aspects of using administrative data for official statistics such as data quality, metadata and data sharing agreements
- Be aware of the benefits and challenges of using administrative data to compile official statistics
- Consider new approaches to improve the collaboration between the national statistical office and various ministries/agencies that collect administrative data

IV. COURSE DESIGN AND CONTENT

There are 6 mandatory modules in this course. Each module consists of interactive slides with cases studies, real-life like situations, definitions and explanations. All modules and related content for this course will be hosted on the SIAP Learning Management System (LMS). Participants must access and complete the modules synchronously through the LMS. After all modules have been completed, participants will be required to complete a final test that will cover all modules. The modules are expected to take a maximum of 6 hours to complete. Participants are also expected to attend regularly scheduled live webinars. The webinars complement the e-learning modules and will provide an overview of the course topics and allow participants to ask questions. More details on how to access the SIAP LMS as well as the dates and times of the webinars will be provided at the beginning of the course. Furthermore, participants are encouraged to actively participate in the online forum of the course. In total, the course is expected to take a maximum of 20 hours. Topics for discussion will be posted on a regular basis and participants are invited to share their views/comments/questions. This course will be delivered in English (materials, communication, exercises).

Outline

Module and activities	Week	Coverage
1. What are administrative data and why are they useful?	1	<ul style="list-style-type: none">• Introduction and learning objectives.• Key concepts related to administrative data• Cooperation to improve use of administrative data
2. How can we map data sources and why is it useful?	1	<ul style="list-style-type: none">• Mapping of administrative data
3. Quality of statistics and quality management	2	<ul style="list-style-type: none">• UN Quality Assurance Framework for Official Statistics• Dimensions of quality to consider when working with administrative data
4. Metadata and the feedback loop	2	<ul style="list-style-type: none">• Metadata, standards and definitions• The feedback loop
5. Data sharing arrangements and formalities	3	<ul style="list-style-type: none">• Legal frameworks• Data sharing arrangements
6. Data sharing - privacy and interoperability	3	<ul style="list-style-type: none">• Data confidentiality and data security• Data sharing and data interoperability
Review and exam	4 and 5	

V. EVALUATION

Participants' understanding of the course material will be reinforced through integrated mini assessments in each interactive module as well as a final assessment upon completion of all modules.

Participants will be eligible to receive certificates of completion upon (i) attaining a minimum grade of 70% in the final assessment; and (ii) completing the course evaluation (feedback) questionnaire.

More details on the final assessment will be provided at the beginning of the course.

VI. SOURCE MATERIAL

This course draws upon various sources, including international statistical standards and case studies from national statistical offices.