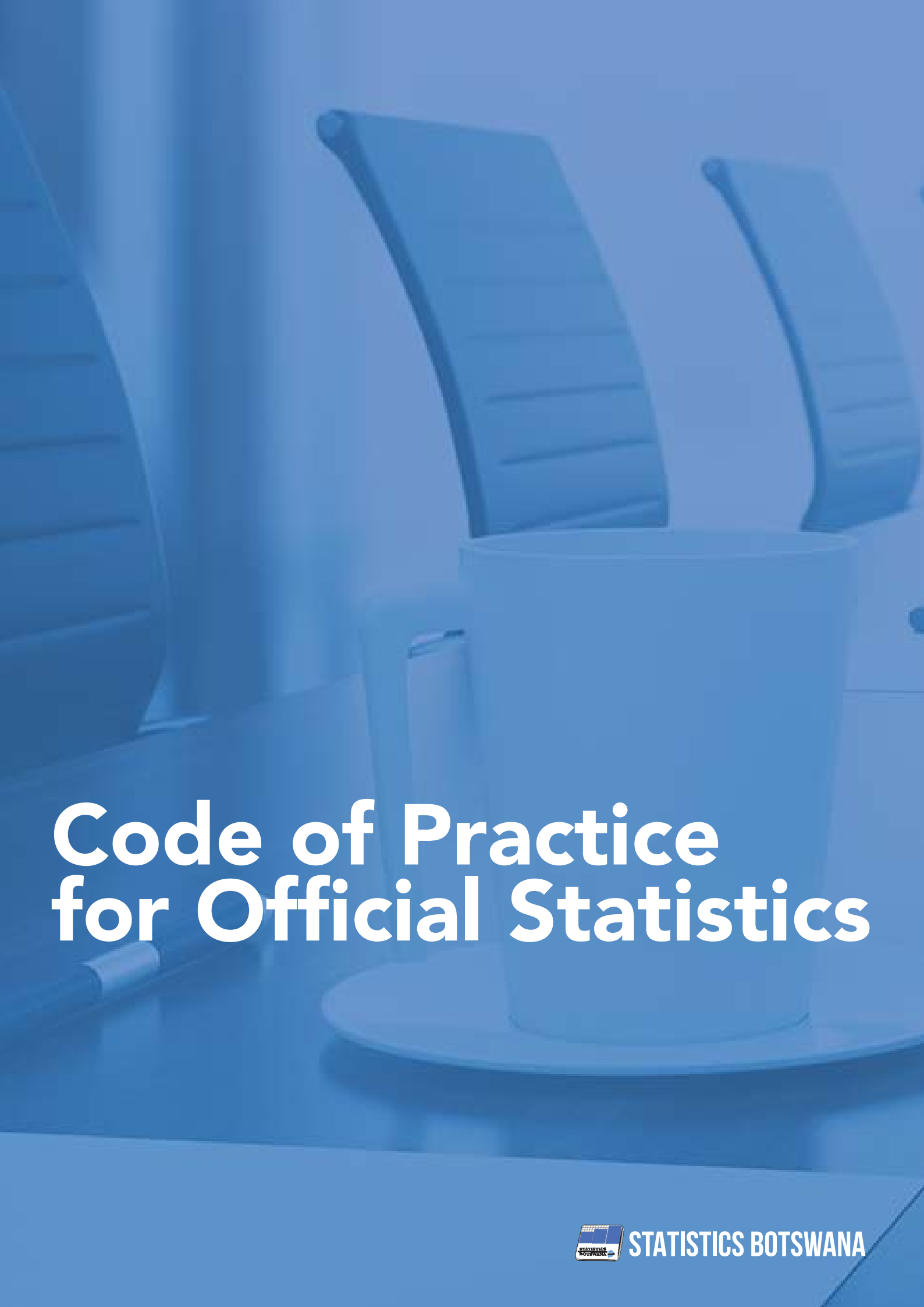

Code of Practice for Official Statistics

STATISTICS BOTSWANA

Code of Practice for Official Statistics

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PREFACE

The Code of Practice is developed to establish common statistical standards within the National Statistical System (NSS). It serves as a guide to producers of statistics and ensures conformity to the necessary principles and practices set out to promote production and dissemination of trustworthy statistics, of high quality and of public value. Most importantly, the Code of Practice will be used as a tool to operationalize the Botswana Data Quality Assurance Framework.

Compliance with the Code of Practice allows official figures and statistical publications to be designated as official documents. The goal is to have an official statistics seal which is a stamp of assurance that the statistics have been produced and explained to high standards and that they serve the public good.

The Code of Practice draws on international best practice and will apply to all data producers within the National Statistics System responsible for producing statistics.

I encourage all producers of statistics within the larger NSS to comply with the requirements of the Code of Practice as it encourages and supports maintenance of independence and ensures adequate resourcing for statistics production processes.

Statistics Botswana as the coordinating agency will update it as required.

Dr B.S. Mguni
Statistician General
November 2020

CONTENTS

Preface....3
Contents....4
1.0 Introduction and Purpose....5
2.0 Scope....5
3.0 Applicability....5
4.0 Code of Practice and Designation of "Official" Statistics....5
5.0 Relationship to the DQAF....5
6.0 The Code of Practice Principles....7
- A. Institutional and Organizational Environment....7
  - Principle 1: Pre- requisites of quality....7
  - Principle 2: Credibility....9
- B. Statistical Processes....10
  - Principle 3: Comparability and Coherence 10
  - Principle 4: Methodological Soundness....11
- C. Statistical Output....12
  - Principle 5: Relevance....12
  - Principle 6: Accuracy....13
  - Principle 7: Timeliness and Punctuality....15
  - Principle 8: Accessibility....16
  - Principle 9: Interpretability....17

7.0 List of References....18

1.0 Introduction and Purpose

The Code of Practice is a document which sets out professional and ethical standards for the production and dissemination of official statistics within the National Statistical System. It serves as a guide to producers of statistics and ensures conformity to the necessary principles and practices set out to promote production and dissemination of trustworthy statistics, of high quality and of public value. The Code of Practice also promotes the production of official statistics that inform decision making as well as supports the continuous improvement of these statistics. Most importantly, the Code of Practice will be used as a tool to operationalise the Botswana Data Quality Assurance Framework.

The Code of Practice for official statistics provides a guide on statistical production processes within the National Statistical System. It represents the set of principles and standards of good practice intended to improve the quality and credibility of the statistical products, hence meet the user's needs.

2.0 Scope

The Code of Practice covers the principles and standards for the production, management and dissemination of Official Statistics.

3.0 Applicability

The Code of Practice for Official statistics is applicable to all data producers within the NSS. This Code shall be implemented together with the quality assessment framework which determines the quality of the data produced. As a result it covers various stages of the statistical processes, source data and methodology. The observance of this Code of Practice by producers of official statistics is central in maintaining a professional and independent statistical service.

4.0 Code of Practice and Designation of "Official" Statistics

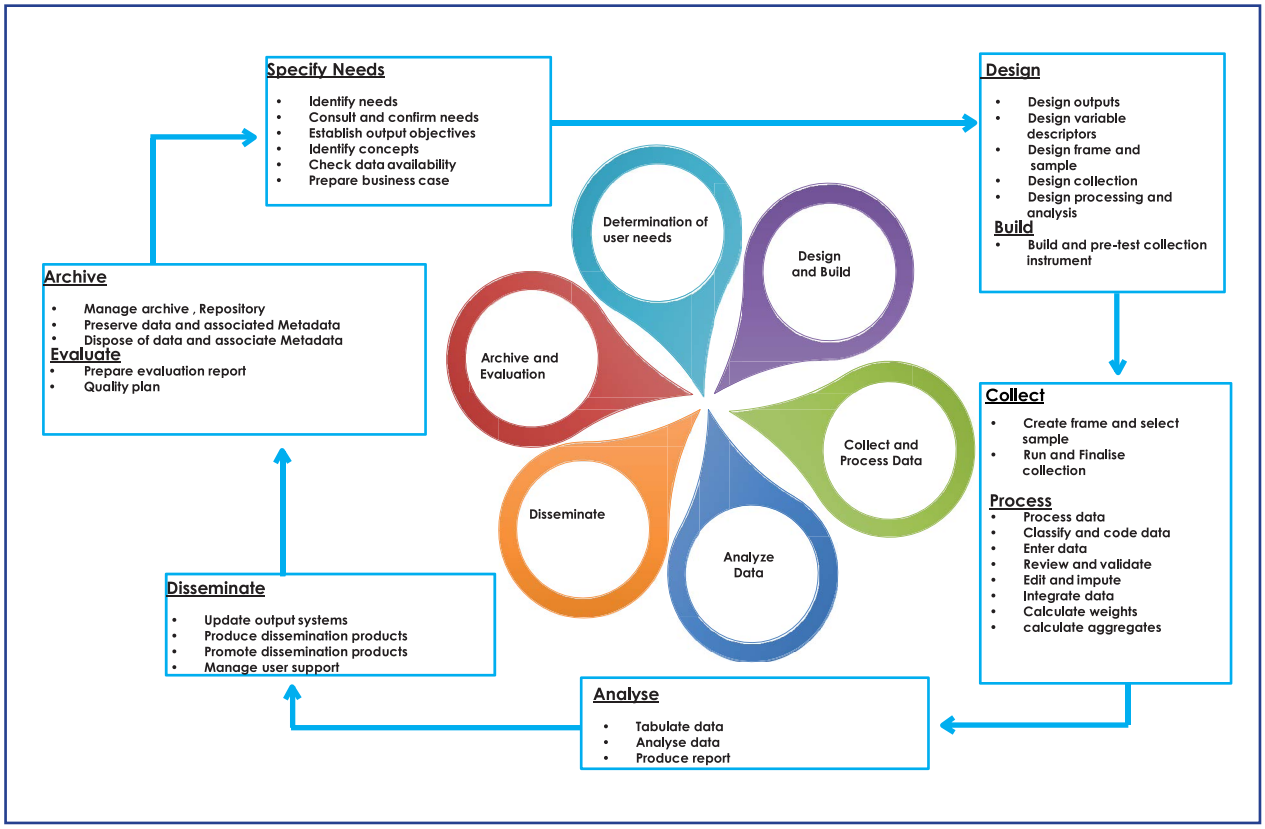
The Code is consistent with the United Nations Fundamental Principles of Official Statistics and the African Charter on Statistics. According to the Statistics Act (2009) section 29(2), statistics is designated as "official" if it adheres to the principles of official statistics which include the following;

a) Practical utility,the relevance of, and equal access to, statistics produced;
b) Credibility through the exercise of professional independence, accountability and transparency in data production and dissemination;
c) Legitimacy through a clear mandate for data access, production and dissemination;
d) Data quality covering relevance, accuracy, reliability, coherence, comparability, timeliness and use of international standards;
e) Right of statistical agencies to comment on misleading interpretation and misuse of statistics;
f) Cost-effectiveness through the maximum use of data from various sources provided that quality, cost and burden on respondents are considered;
g) Confidentiality protection of individual data collected for statistical purposes;
h) National coordination for consistency and the efficiency of the System; and
i) Cooperation with agencies of the System, bilateral and multilateral organizations in order to share best practices and improve standards.

5.0 Relationship to the BDQAF

The BDQAF and its Key Components incorporate the characteristics that are required for statistics to be designated as "official" statistics. The Code of Practice when implemented by producers will support the production of statistics that may gain the "official" statistics designation. In essence, the Code of Practice derives its components, practices or standards from the BDQAF and hence plays a crucial role in operationalizing the BDQAF.

The Code of Practice principles take into account factors influencing the production of quality, relevant and timely statistical information. These factors are clearly defined in the Statistical Value Chain for all the sectors within the NSS.



6.0 The Code of Practice Principles

The Code contains nine (9) principles divided into three (3) sets; the first set refers to the Institutional environment, the second one to statistical processes and the third to statistical outputs.

A. Institutional and Organizational Environment

- Principle 1: Prerequisites of quality
- Principle 2: Credibility

B. Statistical Processes

- Principle 3: Comparability and Coherence
- Principle 4: Methodological soundness

C. Statistical Outputs

- Principle 5: Relevance
- Principle 6: Accuracy
- Principle 7: Timeliness and Punctuality
- Principle 8: Accessibility
- Principle 9: Interpretability

The principles are intended to ensure that the range of official statistics meets the needs of users; that the statistics are produced, managed and disseminated to high standards; and that the statistics are well explained

A. Institutional and Organizational Environment

Principle 1: Pre- requisites of quality

The prerequisites of quality refer to the institutional and organizational conditions that have an impact on data quality. It defines the minimum set of necessary conditions that have to be met in order to produce quality statistics. It therefore serves as the foundation on which all other dimensions of data quality should be premised.

1.1 Legal and institutional environment –A legal arrangement or any agreement that explicitly mandates the production of statistics and the conditions under which they are produced must exist. The arrangements should cover measures on respondent's obligation to provide information and any sanctions which may apply if they fail to do so. Relevant policies and standards which allow for the timely and efficient dissemination and sharing of data between the producing agency and the user, as well as all aspects of the statistical value chain must exist. Regular meetings must occur between the two to discuss and resolve statistical issues and structured minutes must be signed and documented.

The following practices must be adhered to;

- Availability of;
  - Statistics Act e.g. Statistics Act of 2009, and/or
  - An MOU's and/or
  - Service level agreements and/or
  - Peer agreed standards etc.
  - Documented minutes for meetings between the producing agency and user

- UN Fundamental Principles of Official statistics

- Obligation to provide information: Section 33 (1) and Penalty Section 49 (6a) from the Statistics Act of 2009.

- Availability of relevant policies, strategies and guidelines;
  - Data sharing policy
  - Data pricing policy
  - Dissemination policy
  - Data Quality policy
  - Data collection and management strategies
  - Communication strategy...

1.2 Confidentiality- Measures must be in place to ensure that the privacy of individual data provided is guaranteed. Thus, a law or policy that ensures information collected is kept confidential and used for statistical or administrative purposes only exists.

The following practice must be adhered to;
- Availability of
  - a clause on confidentiality within the Act e.g. section 37 in the Statistics Act of 2009
  - Confidentiality standard

1.3 Commensurate resources - Resources should commensurate with the needs of statistical programmes in terms of staff, facilities, computer resources and financing. Relevant policies, strategies and guidelines must exist to support statistics production processes.

The following practices must be adhered to;
- Availability of;
  - Adequate facilities in terms of office space and furniture
  - Adequate skilled personnel with an aligned skills profile
  - Adequate connectivity, computer software and hardware resources
  - Adequate budget, reviewed and audited financials
  - Business Continuity and recovery plan
  - General Conditions of Service
  - Statistics unit or component within MDA's
  - Code of Conduct
  - Employment Act
  - Public Service Act
  - Records Management Policy
  - Recruitment Policy
  - Training and Development Policy
  - ICT Policy
  - Asset Management Policy
  - Transfer Policy
  - Transport guidelines
  - Performance Management System and Guidelines

1.4 Quality as the cornerstone of statistical work - Processes should be in place to focus on, monitor and check quality. The producing agency should ensure that all staff members in producing areas have a data quality management requirement as part of their performance agreements and /or job descriptions with clear sanctions for failure to comply. The producing agency should also have in place systems and processes to manage and audit quality.

The following practices must be adhered to;
- Availability of ;
    - A Quality Management System (QMS)
    - Quality Assessment/Audit Framework (DQAF)
- Data quality management requirements as part of staff performance agreements or job descriptions

1.5 Risk Management - Policies and frameworks should be in place to manage risk in the statistical value chain e.g. availability of an Enterprise Risk Management Framework (ERM) within the organization.

The following practices must be adhered to;
- Availability of;
    - Enterprise Risk Management Framework
    - Risk Policy
    - Risk register at Agency and Directorates/Department levels
    - Signed and documented audit review reports.

Principle 2: Credibility

The Credibility of statistical information refers to values and related practices that maintain users' confidence in the agency producing statistics and ultimately in the statistical product.

2.1 Professionalism and ethical standards that guide policies and practices - The terms and conditions, including confidentiality, under which statistics are collected, processed and disseminated should be made available to the public. This also covers conditions under which users have access to data. These should be done in accordance with international best practices. Any major changes in the statistical production process should be availed to the public well on time.

The following practices must be adhered to;
- Availability of;
    - Data Dissemination Policy
    - Service Charter
    - Advance notice of at least 6 months on major changes in methodology.

- UN fundamental principles of official statistics and /or peer agreed to standards

2.2 Assurances that statistics are produced on an impartial basis – Statistics authorities should produce, analyze, disseminate, and comment on statistics in line with the principle of scientific independence, and in an objective, professional and transparent manner. Thus,a decision regarding the choice of techniques, methods, definitions and source data that are to be used must be left to the data producers. Government commentary, when data are released, must be identified as such, and not be seen as part of the official statistics

The following practices must be adhered to;
- UN fundamental principles of official statistics and/or peer agreed standards
- African Charter on Statistics

2.3 Ethical standards are guided by policies and procedures – Ethical guidelines for staff behavior and addressing conflict of interest situations should be in place and should also be well known to staff.

The following practices must be adhered to;

- Availability of;
  - Code of conduct
  - General Conditions of Service

B. Statistical Processes

Principle 3: Comparability and Coherence

Comparability of statistical information is the ability to compare statistics on the same characteristic between different points in time, geographical areas or statistical domains; while coherence of statistical information reflects the degree to which it can be successfully brought together with other similar statistical information from different sources within a broad analytic framework and over time. It is the extent to which differences between two sets of statistics are attributable to differences between the estimates and the true value of the statistics.

3.1 The use of common concepts and definitions within and between series - Concepts and definitions must be consistent in all data comprising of source data, frame data and related survey data, within and between series. These data must be consistent and follow an expected trend established over time. Departures from these should be identified, documented in the metadata and archived.

The following practice must be adhered to;

- Availability of a Compendium of Concepts and Definitions

3.2 The use of common variables and classifications within and between series –The use of variables and classifications must be consistent in all data comprising of source data, frame data and related survey data, within and between series. These data must reflect the same meaning over time. Departures from these should be identified, documented in the metadata and archived.

The following practices must be adhered to;

- The use of classifications such as;
  International Standard Industry Classification Rev. 4 (ISIC)
  International Standard Classification of Occupation (ISCO)
  International Standard Classification of Education (ISCED)...

- The use of common variables – Household Coding classification scheme

3.3 The use of common methodology and systems for data collection and processing within and between series - These include the development and use of common: frames, identifiers, sampling techniques, frameworks, data collection and processing methodologies. The common identifier must be agreed upon by data producers; they must be unique in every dataset; also rules and practices must be agreed upon to ensure uniqueness. The statistics should also be checked for consistency with a comparable dataset, i.e. reconciliation of survey data using administrative sources. Any inconsistencies from these should be identified, reconciled, documented in the metadata and archived.

The following practices must be adhered to;

- The use of common;
  - Frames e.g. Statistical Business Register and household sampling frames
  - Identifier (unique) e.g. Tax Identification Number (TIN), Value Added Tax (VAT) registration number, Omang number....for registers.
  - Methodology; Seasonal Adjustment, Data collection and processing e.g. Paper Assisted - Personal Interview (PAPI), Computer Assisted Personal Interview (CAPI), mailing, Web based interview, etc.
  - Frameworks e.g. System of National Accounts (SNA), Data Quality Framework
  - Seasonal Adjustment standard

Principle 4: Methodological Soundness

It refers to the application of international, regional and national standards, guidelines, and good practice to produce statistical outputs. Application of such standards fosters national and international comparability. Deviations from the standard must be formally approved, and be fully documented.

4.1 Application of International, regional, national standards and methods - Concepts, definitions, and classifications must satisfy accepted standards, guidelines or good practice in line with international, regional, national standards to enhance comparability and integration of data by users. These must be documented. International classifications should be revised, adopted or adapted as and when the new revisions are available.

The following practices must be adhered to;

- Classifications, Concepts & definitions such as;
    - Botswana Standard Industry Classification Rev. 4 (BSIC Rev 4)
    - Botswana Standard Classification of Occupation (BSCO)
    - Classification of Individual Consumption according to Purpose (COICOP)
    - Harmonized Commodity Description and Coding System (HCDS)
    - International Classification of Crime (ICC)
    - Central Product Classification (CPC)
    - Broad Economic Classification (BEC)
    - International Standard Classification of Education (ISCED)...
    - Compendium of Concepts and Definitions...

4.2 Data compilation methods employ acceptable procedures - Data compilation methods must be consistent with accepted standards, guidelines or good practice. Furthermore, the scope of the study must be appropriate for the intended topic and consistent with accepted standards, guidelines or good practice in line with the survey constraints, i.e. it must be sufficiently comprehensive in scope and in terms of the conceptual development of concepts to adequately describe the subject area in question.

Questionnaire design should follow international good practice and take into account user requirements, administrative requirements of the organization, processing requirements, as well as the nature and characteristics of the respondent population.

The following practices must be adhered to;

- Availability of;
    - Questionnaire Design Standard and /or Guidelines.
    - Piloting guidelines
    - Data collection standards
    - Data processing standard
    - Data imputation and analysis standard /guidelines
    - Data collection and management strategies
    - Operations manual
    - Compliance guidelines

4.3 Statistical procedures employ sound statistical techniques - Statistical procedures follow the accepted standards, guidelines or good practice (international, regional, national standards). The sampling and frame maintenance methods must follow accepted standard, sets of guidelines or good practice.

The following practices must be adhered to;

- Availability of
    - Application of scientific methods' standard
    - A frame maintenance standard and/or guideline e.g. UN guidelines on the maintenance of Statistical Business Register (SBR).
    - A frame maintenance schedule

4.4 Transparent revision policy and studies of revisions are done and made public – A clear and concise revision policy for all published data must be produced and made available to users. Revision methods used must follow accepted standards, sets of guidelines or good practices. The revisions schedule must also exist, publicly available, and accessible.

Furthermore, preliminary and revised data must be identified in the metadata containing an explanation of the changes made. In addition, regular studies of revisions or upcoming revisions must be done and their findings must be documented and made public.
The following practices must be adhered to;

- Availability of;
    - Revision policy and /or guidelines
    - A revisions schedule
    - Metadata development standard and/ or guidelines

C. Statistical Output

Principle 5: Relevance

The Relevance of statistical information reflects the degree to which the statistical product meets the needs of users.

5.1 Identify the need to conduct the survey or collect data - Changes are made as a result of user needs assessments. The results of the user needs assessment must influence decisions on the statistical value chain of the survey or on administrative data collection systems, where feasible. Documented reasons for not implementing user needs must be provided as feedback to users

The following practices must be adhered to;

- Availability of;
    - Customer User Needs and Satisfaction Survey.
    - Survey Review Report

5.2 Identify users of statistics and their needs – The internal and external users of the data and their needs must be identified. International statistical bodies help to identify information needs and emerging reporting obligations, i.e. meetings such as SADC Statistics Committee, UN Statistics Commission, Strategy for the Harmonisation of Statistics in Africa (SHaSA) , African Agenda 2063 …

The following practices must be adhered to;

- Availability of;
    - An up-to-date user database e.g. Customer Relationship Management System (CRMS).
    - User-producer committees,
    - Stakeholder engagement forums
    - User Information Services or Suggestion Box

5.3 Determine whether users are satisfied with statistics produced - There must be a process to determine the satisfaction of users with the statistical information provided. The results of the process (survey) must be shared with the users.

The following practice must be adhered to;

- Conduct Customer Satisfaction Survey
- Availability and dissemination of Customer Satisfaction Survey Report

5.4 Monitor user needs and incorporate their feedback into the design process - User needs and the usage of statistical information must be analyzed and feedback incorporated into the design process.

The following practices must be adhered to;

- Availability of a report on usage of statistical information, i.e. generated report from CRMS or relevant systems.
- Calculation of User Satisfaction Index

Principle 6: Accuracy

The accuracy of statistical information is the degree to which the product correctly describes and or estimates the phenomena it was designed to measure. Accuracy also refers to the closeness of the values provided to the (unknown) true values.

6.1 Assessment of sampling errors where sampling was used - Measures of sampling errors for key variables must be calculated for every survey conducted; must fall within acceptable standards and be published. The low accuracy of variables (if these exist), must be explained. The type of Scientific Sampling techniques used must also be identified. Measures for other variables should be availed on request

The following practices must be adhered to;
- Calculation of;
  - Standard error (SE),
  - Coefficient of Variation (CV),
  - Mean Square Errors (MSE),
  - Confidence Interval (CI),
  - Design effect (Deff)
  - Intra-Cluster Correlation (ICC)
- Availability of;
  - calculation of Sampling errors standard/guidelines
  - Methodology review report for every survey conducted

6.2 Assessment of non-sampling errors viz frames coverage errors, measurement errors, processing errors, non-responses, etc.). Non-sampling errors are errors in the sample estimates which cannot be attributed to sampling fluctuations. They may arise from many different sources such as defects in the sampling frame, faulty demarcation of sampling units, defects in the selection of sample units, mistakes in the collection of data due to personal variations, misunderstanding, bias, negligence or dishonesty on the part of the investigator or of the interviewer, mistakes at the stage of the processing of the data, etc.

The extent of these errors must be assessed, kept to an acceptable level, and corrected (where possible) to enhance the quality of the data.

A. Frame coverage errors: These are errors that occur as a result of imperfections in the frame (business register, household based frame...) from which units are selected for inclusion in surveys or censuses.

The newly-registered and de-registered administrative units (births and deaths) and the corresponding statistical units must be known to update/maintain and correct for misclassifications, duplications and scope on regular basis. The impact of the frame maintenance must be measured or calculated, monitored, report produced on regular basis and documented. These must be kept within the acceptable level.

The following practices must be adhered to;
- Availability of;
  - -Guidelines on procedures for updating/maintaining administrative units (births and deaths)
  - -Frames Standard Operation Procedures.
  - -Frame maintenance schedule

- Calculation of;
  - -Births rate
  - -Death rate
  - -Duplication rates
  - -Proportion of units out of scope
  - -Proportion of units misclassified

B. Measurement errors: The measurement error is the difference between a measured value of a quantity and its true value. It occurs from failing to collect the true value from the respondents during the data collection phase.

Data collection error rates, effects of data collection instruments (manuals, questionnaires, systems...), mode, interviewers, respondents as well as proxy responses must be determined, calculated, reported and corrective measures are taken. The data collection system must also be sufficiently open and flexible to cater for new developments. Quality control reports and survey report (fieldwork) for every survey conducted, must be detailed and submitted for audits.
Occasionally, statistical units should be double collected to check for completeness and accuracy. Where there are discrepancies, corrective actions should be taken and documented.

The following practices must be adhered to;
- Availability of;
  - - Data collection standard/ guidelines
  - - Data collection Standard Operating Procedures (SOPs)
  - - Operations Manual
  - - Quality Control Report detailing effects of data collection instruments, mode, interviewer and respondent
  - - Fieldwork Review Report
- Calculation of;
  - - Data collection error rate
  - - Proxy Response rate

C. Processing errors: These are errors that occur during data processing (entry, coding, editing and imputation), and cause the recorded values to be different from the true ones. The extent of these errors for every survey conducted, must be reviewed, calculated and kept at an acceptable level. Where assumptions are made, they must be documented.

The following practices must be adhered to;
- Calculation of;
  - - Data entry error rate
  - - Coding error rate
  - - Editing error rate
  - - Editing failure rate
- Availability of;
  - - Data Processing review report.
  - - Data Processing standard/guidelines
  - - Data Processing Standard Operating Procedures (SOPs)
  - - Operations Manual

D. Non-response errors; A non-response rate is the failure of a survey to collect the data on all survey variables, from all the units designated for data collection in a sample and/or a complete enumeration. The errors in terms of Item and unit non-response must be within acceptable levels.

The following practices must be adhered to;

- Calculation of Item and unit non- response rates
- Availability of;
    - Data collection standard/guidelines
    - Data collection Standard Operating Procedures (SOP's)
    - Operations Manual
    - Quality Control Report component detailing non-response errors
    - Survey Review Report

6.3 Assessment of the impact of imputation- Imputation is a way of compensating for missing data by assigning a value. The imputation rate is the percentage of values which have been imputed. Imputation can be applied to statistics units, e.g. households/businesses/individuals that did not respond to certain questions or certain items that were not answered in the questionnaire. The imputation rate for item and unit non-response must average an acceptable level.

The following practices must be adhered to;
- Availability of;
    - Imputation guidelines
    - Data Analysis Standard Operation Procedures.
    - Operations Manual
    - Survey review report detailing issues resulting in imputation as well as methods and processes applied
    - Model Assumptions report
    - Data analysis standard/guidelines.
- Calculation of
    - Item (questionnaire) and unit (household) imputation rates.
    - Imputation rate

6.4 Assessment of source data accuracy or consistency problems with register based statistics – The data from primary source must be quality assured and accompanied by a quality assessment report to provide an adequate basis to compile statistics. It must be consistent with the scope, definitions, and classifications of the statistical product produced.

The following practices must be adhered to;
- Availability of;
    - Standard/guidelines for updating frames/registers e.g. Guidelines for building Statistical Business Registers in Africa
    - Operations manuals
    - Service Level Agreement (SLA)
    - Data Sharing Policy
    - Quality assessment report on source data.

Principle 7: Timeliness and Punctuality

Timeliness of statistical information refers to the time lag between the reference point to which the information pertains and the date on which the information becomes available. Timeliness also addresses aspects of periodicity and punctuality of production activities within the statistical value chain. The Punctuality of statistical product is the time difference between the date the data are released and the target date on which they were scheduled for release, as announced in an official release calendar, laid down by regulations or previously agreed with users.

7.1 Statistics production time- Production activities within the statistical value chain must be within the planned timelines. A well thought survey plan is necessary and requires the use of project management tools and techniques such as Gantt charts to plan/schedule and monitor project timelines. In terms of administrative data, there must be a protocol guiding their timely delivery. Plans for updating registers must also be in place and updates made within specified timeframe.

The following practices must be adhered to;

- Availability of;
  - Project plan/schedule (Gantt chart) detailing activities within the statistical value chain (data collection, processing, analysis, dissemination and archiving) with specified deadlines must exist.
  - A detailed Frame Maintenance schedule or plan for updating registers
  - An MoU, SLA, Data Sharing Policy and/or guidelines with regards to administrative data
  - Achieving standard/guidelines
  - Archiving Standard Operating Procedures (SOPs)
  - Dissemination standard/guidelines.
  - Dissemination standard/guidelines
  - Operations Manual (dissemination and archiving)

7.2 Periodicity and punctuality of statistical release – This refers to the average time between the end of the reference period and the date of the preliminary and final results. The preliminary and final results must be released according to the prescribed standards.

The following practices must be adhered to;

- Availability of;
  - A periodicity (e.g. monthly, quarterly, annual etc.) of release that conforms to a data dissemination standard.
  - An inter-censal household survey program.
  - Dissemination policy and/or standards e.g. GDDS, SDDS...
  - A Service Charter.

Principle 8: Accessibility

The accessibility of statistical information and metadata refers to the ease with which it can be obtained from the agency. This includes the ease with which the existence of information can be ascertained, as well as the suitability of the form or medium through which the information can be accessed. The cost of the information may also be an aspect of accessibility for some users.

8.1 Catalogue systems are available - Catalogue of publications and other services must be available to users of statistics.

The following practices must be adhered to;

- Availability of a catalogue of publications and other services.

8.2 Delivery systems to access information - Types of media and/or channels or formats used for sharing data amongst users and producers must be adequate, and must preserve confidentiality. Relevant policies must exist and be accessible to the public in a user friendly manner. That is, data should be presented in different file formats such as SPSS, STATA, Microsoft Access and Excel or ASCII format.

The following practices must be adhered to;

- Availability of;
  - Media channels commonly used to share data with users and producers; website, social media, portals, print outs, CDROMs, etc.
  - Data Sharing Policy
  - Memorandum of Understanding (MoU)
  - Service Level Agreements (SLA) for administrative records
  - Pricing policy
  - Metadata Dictionary

8.3 Measure of Release Calendar and delivery systems performance – Statistical products must be released according to Release Calendar and must be made available to all users. The statistical release must be made available to users at the same time. Relevant policies must exist and be accessible to the public.

The following practices must be adhered to;

- Availability of;
  - The Release Calendar
  - A Data Dissemination Policy
  - An effective User Support Services (USS)

- The Press release conferences and posting in the website should be done at the same time (embargo time).

Principle 9: Interpretability

Interpretability of statistical information refers to the ease with which users understand statistical information through the provision of supplementary information (metadata and relevant supporting documents).

9.1 Metadata on concepts and definitions, classifications and methodology used within the statistical value chain - Documented metadata (definitional, operational, methodological, system and dataset) must be sufficient to understand data

The following practice must be adhered to;

- Availability of documented metadata according to the accepted standards, guidelines or good practice.

9.2 Key findings giving the summary of the results - Statistical releases must contain a summary of the key findings as defined in the major objectives

The following practice must be adhered to;

- Availability of a summary of key findings normally referred to as Executive Summary.

9.3 Presentation of statistics in a meaningful way- Statistics must be presented in a simple and understandable manner e.g. use of graphs and pictures in the reports to present results

The following practices must be adhered to;

- Availability of;
  - Editorial guidelines
  - Editorial Policy
  - Editorial committee

7.0 List of References

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Botswana Quality Assurance Framework (BQAF), 2017
Service Charter (Statistics Botswana) 2016
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Code of Practice for Official Statistics, Mauritius, 2013
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Code of Practice for Official Statistics