



# European Statistical System Peer Reviews

**Third round: 2021-2023**

**Guides' Annex I: Information and core documents to be provided by the NSI and ONAs participating in the peer review**

Endorsed by the ESS Committee in October 2020

# TEMPLATE TO BE COMPLETED BY THE NSI/ONAs<sup>1</sup>

[Country]

*Link to the website of the NSI (hyperlink to the EN version)*

## A) Detailed description of the National Statistical System

### 1. Description of the NSI:

- 1.1. Legal status of the NSI
- 1.2. Strategy, mission and vision
- 1.3. General description of the procedure for the appointment of the Head of the NSI
- 1.4. Location of seat(s) of the NSI and, if applicable, of the regional offices or its equivalent
- 1.5. Organisational structure of the NSI
- 1.6. Main characteristics of the statistical work programmes, annual and multi-annual
- 1.7. Dissemination of statistical products
- 1.8. General description of the quality management system
- 1.9. Overview of the way the global crisis (COVID-19 pandemic) has affected the data collection, transmission and dissemination and how the MS have been/are dealing with this situation (optional).

### 2. Main legal acts with a short description (these main legal acts should also be included in Part B and numbered according to the labelling convention)

Please list the main national legal acts regulating statistical and related activities in the country and provide a short description of the legal acts that are not available in English.

### 3. Description of the National Statistical System including the following elements. (This description should be included as a separate document and numbered as C5 according to the labelling convention)

- 3.1. Role of the NSI in the NSS.
- 3.2. Governance, chairmanship, composition and working arrangements. Decision making process. Coordinating body, its composition, functioning and main tasks (if applicable).
- 3.3. Description of legislative process for regulating statistical tasks (if applicable).
- 3.4. List and brief description of all the ONAs producing European statistics, including the European statistics they produce, legislation for producing these statistics, main characteristics of the statistical

---

<sup>1</sup> This document is to be completed by the NSI. Participating ONAs are only requested to provide the completed SAQs and the documentation as mentioned under point B.5.

work programmes (annual, multiannual), procedure for the appointment of the head of the statistical entity, organisational structure, dissemination practices, website, separation of the statistical functions from the administrative ones.

3.5. Summary description of the National Statistical System of maximum 2,5 pages covering main legislation and purpose/objectives, organisation, appointment procedures for the head of the NSI, statistical programmes, resources, advisory body/ies, coordination of the NSS (including at least a 0,5 page text on the ONAs invited in the peer review visit), data access, relations with users/dissemination of statistical products and services. This constitutes a summary of all the information in part A) and will be integrated as such into the peer review report in chapter 3.

#### 4. List of Other National Authorities (ONAs) participating in the peer review:

*In order to have an overview of the ONAs participating in the peer review, please provide details in the summary table below.*

Name	Legal status	European Statistics produced, e.g. Accidents at work	SAQ for ONA or adjusted SAQ for NSI	Comments

#### 5. Advisory body/Statistical council/committee (or its equivalent)

- 5.1. Composition and structure
- 5.2. Functioning and main tasks
- 5.3. Decision making process

## B) Core documents<sup>2</sup>

The following documentation should be provided in English. In the list of documents, the link to the place on the website could be added to ease the work of the peer review experts. When indicated with an (\*), instead of the complete version of the document, a summary in English can be provided. However, NSIs and participating ONAs should be ready to present the full version in the national language if needed. The labelling convention should be respected (C1, C2, C3, C3a, C3b, etc.):

### 1. Filled in questionnaires

---

<sup>2</sup> In addition to this list of Core documents, the peer review expert team may ask for other documents supporting the answers in the questionnaire (see page 3 of the SAQ for NSIs and page 3 of the SAQ for ONAs). In order to take account of the resources burden needed to translate documents, the NSI/ONAs have the possibility to prepare a summary of the content of the document in English.

- C1: Self-assessment questionnaire for the National Statistical Institute (SAQ for NSI)
- C2: Self-assessment questionnaires for Other National Authorities (SAQ for ONA) (Use numbering C2a, C2b etc. if more than one ONA)

## 2. Legal framework

- C3a: Statistical Law
- C3b: Public Act
- C3c: Statute
- C3d: Decree
- C3e: ....
- C4: Other main legal acts (C4a, C4b, C4c etc.)

## 3. Description of NSS

- C5: Description of the NSS in accordance with the template provided in A) (NB: listed here so the description also gets a document number)
- C6: Most recent version of a) statistical work programmes, b) Annual Reports, c) Strategic plans (\*)
- C7: Last report of the national ESGAB-like body (if applicable).

## 4. Additional documents from the NSI

- C8: Training and recruitment plan, if any (\*).
- C9: Report of the most recent NSI's user satisfaction surveys if any.
- C10: Results of the most recent summary of the improvement actions to implement the Code (Excel table status 31.12.2019 or earlier if the country completed all actions before the end of 2019).
- C11: National Code of Practice if any.
- C12: NSI Resource structure (human and financial) – *please complete the table on the following page*

		2018*	2019	2020	Comments, including developments since last peer review if relevant
<b>N° of employees</b>					
<b>Gender</b>	<b>Male</b>				
	<b>Female</b>				
<b>Age</b>	<b>39 and below</b>				
	<b>40-59</b>				
	<b>60 and above</b>				
<b>Education</b>	<b>PhD</b>				
	<b>Higher education</b>				
	<b>other</b>				
<b>Category (optional)</b>	<b>Permanent</b>				
	<b>Temporary</b>				
	<b>Officials</b>				

	<b>Non-officials</b>				
<b>Budget</b>	<b>Staff</b>				
	<b>IT (hard and software)</b>				
	<b>Running costs (amount of money spent regularly: salaries, rent, overheads such as electricity, etc.)</b>				
	<b>Other costs (not mentioned above)</b>				

*\*For countries reviewed in 2021, please provide figures for 2018, 2019, 2020.*

*For countries reviewed in 2022, please provide figures for 2019, 2020, 2021.*

*For countries reviewed in 2023, please provide figures for 2020, 2021, 2022.*

**5. Additional documents from the ONAs participating in the peer review (information concerns only the statistical department/entity of the ONA)**

- C13: Training and recruitment plan, if any (\*);
- C14. Report of the most recent ONA's user satisfaction surveys if any (\*).
- C15: ONA Resource structure (human and financial) – *please complete the table on the following page*

		2018*	2019	2020	Comments
<b>N° of employees</b>					
<b>Gender</b>	Male				
	Female				
<b>Age</b>	39 and below				
	40-59				
	60 and above				
<b>Education</b>	PhD				
	Higher education				
	other				
<b>Category (optional)</b>	Permanent				
	Temporary				
	Officials				
	Non-officials				
<b>Budget</b>	Staff				
	IT (hard and software)				
	Running costs (amount of money spent regularly: salaries, rent, overheads such as electricity, etc.)				
	Other costs (not mentioned above)				

*\*For countries reviewed in 2021, please provide figures for 2018, 2019, 2020.*

*For countries reviewed in 2022, please provide figures for 2019, 2020, 2021.*

*For countries reviewed in 2023, please provide figures for 2020, 2021, 2022.*