



Data and Microdata Dissemination Policy for The Gambia

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Accronyms

DDI	: Data Documentation Initiative
GBoS	: Gambia Bureau of Statistics
ICT	: Information Communication Technology
MDAs	: Ministries, Departments and Agencies
MIS	: Management Information System
MoFEA	: Ministry of Finance and Economic Affairs
Mol	: Ministry of Interior
NADA	: National Data Archive
NSDS	: National Strategy for the Development of Statistics
NSS	: National Statistical System
PUFs	: Public Use Files
SDGs	: Sustainable Development Goals
UN	: United Nations
UNDP	: United Nations Development Programme
UNFPA	: United Nations Funds for Population Activities
US\$: United States dollars
WFP	: World Food Programme

Foreword

The Gambia Bureau of Statistics (GBoS) is the government agency responsible for the production and dissemination of statistics in the country. GBoS oversees the production and dissemination of official statistics in the entire National Statistical System.

Statistics is important for informing government policies, decision making and also guiding private sector decisions. The production and dissemination of high quality statistics to facilitate the policy formulation, planning function and support the monitoring and evaluation of government programmes cannot be over emphasized. The GBoS mandate is to produce and disseminate various types of official statistics, and guide other Ministries, Departments and Agencies (MDAs) that produce, disseminate and use a variety of statistics for their work on how best to disseminate their statistics in a coordinated and harmonized manner. The absence of data dissemination policy has made data access and data sharing a bit difficult.

Within the context of the NSDSII, GBoS has some critical roles to play in ensuring that data dissemination policy is developed and implemented to guide the NSS on best practices of data and microdata dissemination to facilitate data users to easily access data in open and machine readable formats and in user a friendly manner with the help of technology. GBoS is committed to continuously producing and disseminating consistent, accurate, reliable and timely statistics and spearheading the best practice in data and microdata dissemination in the Gambia through partnerships with key data producers, users and other stakeholders, including development partners. The GBoS hereby provides Data and Microdata Dissemination Policy for the Gambia National Statistical System as a framework to guide on how data and microdata should be disseminated, accessed and used to support decision making in the country.

Baboucar Sarr

Chairman of the Statistics Council

Acknowledgments

The Government of The Gambia has developed Data and Microdata Dissemination Policy for the Gambia National Statistical System as a framework to guide data producers, data users, stakeholders and development partners on how data and microdata should be disseminated, accessed and used to support decision making process.

In this regard, the Gambia Bureau of Statistics (GBoS) has the great honour to present to the Government of The Gambia, to our development partners and to all our stakeholders, the Data and Microdata Dissemination Policy.

The GBoS appreciates the efforts of all GBoS and MDAs members who supported the development of the policy. Our sincere gratitude has been extended to the members of National Statistics Council for their inspiration, Sector Committee members and the Core Technical Team who exerted all their efforts in putting this document together.

We profoundly appreciate the contribution and technical advice from development partners throughout the policy development process, especially, the United Nations Coordination Office, the United Nations Development Programme (UNDP), the United Nations Funds for Population Activities (UNFPA), the World Bank, and the World Food Programme (WFP). We also appreciate the inputs and support from Civil Society Organizations (CSOs), especially TANGO and the University of The Gambia for their valuable contributions. We deeply value our development partners' partnership and commitment to supporting the development of statistics in The Gambia, especially the enthusiasm to continue supporting the implementation of the data and microdata dissemination policy.

Special thanks go to the International Consultant from the Ministry of Finance and Economic Affairs of The Gambia, Mr Dominique HABIMANA, who developed the current Data and Microdata Dissemination Policy for the Gambia National Statistical System and provided the general orientation on how the policy should be implemented.

We highly commend the Government of The Gambia for its continuous commitment to supporting the development of statistics.

Finally, we would also like to thank the Data dissemination Core Technical Team and the entire staff of GBoS and MDAs for their relentless effort throughout the development process of the policy.

Nyakassi M.B. Sanyang
Statistician General, GBoS

1. Introduction

The Gambia Bureau of Statistics (GBoS) is mandated to produce quality, consistent, accurate, timely, and accessible official statistics.

This policy document is one of the efforts being developed for data dissemination guidelines on how data and microdata should be disseminated. The main objective of this policy is to achieve excellence in disseminating official statistics to inform decision-making and planning processes and evidence-based monitoring and evaluation of various socio-economic development programs in the country. This will be achieved through perfect continuous data collection, analysis of censuses, surveys and use of administrative data from different organizations.

The existing legal frameworks give the public the right to access statistical information from different institutions including GBoS. However, GBoS is the prime statistics authority mandated to coordinate the processes of data production, data management, analysis and dissemination of data and microdata in the public domain following the UN fundamental principles of official statistics, the African Charter on Statistics, and other internationally accepted guidelines.

This document is the first of its kind since the establishment of the Central Statistics Department and may be revised according to new demands that may arise from time to time. This data and microdata dissemination policy comes from the demand of users and is based on the following factors among others:

- Official statistics is a common property of the society, so it should be disseminated autonomously, transparent and without interference from political navigation;
- Dissemination formats and channels to be user friendly and made it easy with a help of the latest technology and innovation;
- Data file structures that ensure confidentiality of respondents should be used all the time and released according to the advance release calendar.

1.1 Objectives

To provide a framework for which data users will be able to access reliable data from The Gambia National Statistical System (NSS), including GBoS for evidence-based policy formulation by using the integrated macro and micro data, administrative data and GIS related information.

1.2 Specific objectives

The specific objectives of the policy are, but not limited to:

- i. Promote the data dissemination systems and scope.
- ii. Adoption of new technology application used for data dissemination.
- iii. Promote the standard for timely and quality data provision to all users.
- iv. Promote openness of data and in machine readable formats.

1.3 Policy scope

The policy describes the mechanisms towards access of statistical products and outputs, principles of dissemination and distribution of official statistics. The policy document is expected to guide users and indeed suppliers of statistical data and information on how GBoS and the Gambia NSS handle data and microdata and the dissemination mechanisms to be used.

2. Law governing statistical dissemination

Statistic Act 2005, article thirteen (1) mandates GBoS to collect, compile, analyze present and disseminate the statistical figures/information to outreach the public to use.

This policy is consistent with the United Nations Fundamental Principles of Official Statistics¹ and the *African Charter on Statistics*² (with which all producers of official statistics in Africa are expected to comply).

In addition, the second National Strategy for the Development of Statistics (2018-2022) Goal four: "*Improved data production and dissemination*" These obligations shall be the foundation of this policy document.

3. Principles of data dissemination

Official statistics are a public good whose production is financed through government budget and funds from international organizations, therefore most official statistics generated by GBoS and the Gambia NSS will be disseminated free of charge.

In addition, the following principles will govern data dissemination:

- a. Official statistics shall be relevant, user friendly, comprehensive, and comply with requirements regarding legislation, confidentiality and quality;

¹ In January 2014, the United Nations General Assembly formally endorsed the Fundamental Principles of Official Statistics. Developed in the early 1990s and revised in 2006 by the UN Statistical Commission, these principles guide the management, production and dissemination of government official statistics around the world.

² The African Charter on Statistics was adopted by African Union in February 2009 and came into force in February 2015.

- b. Official statistics shall be available and accessible in a convenient and modifiable format, accurate, consistent, and comparable, transparent and it shall be provided using a variety format and channels to meet user needs;
- c. Data shall be provided under terms that permit re-use and redistribution including the intermixing with other datasets;
- d. Data security and privacy shall be safeguarded. This will be achieved through strict confidentiality with ethical guidelines and archiving for storage in secure servers;
- e. Statistical releases shall be announced ahead of time through the advanced release calendar and made available to the public via GBoS and MDAs websites;
- f. To ensure quality of produced and disseminated data, GBoS shall be responsible of:
 - Developing and sharing standard methodology and manuals with MDAs to be used from data production to release of statistics stages;
 - Quality assurance of data produced by MDAs;
 - Advising and guiding MDAs on best practices to be followed in the production of official statistics;
 - GBoS shall not be responsible of statistics published by MDAs in terms of quality and issues that maybe associated with it as long as it was not involved in the production and dissemination process;
 - GBoS shall develop a calendar of when different data categories should be revised and communicate that with stakeholders, either through the advance release calendar or any other means of communication that are appropriate.

On the other hand,

- MDAs will be required to produce and disseminate data using standard methodology and manuals provided and advised by GBoS;
- MDAs will be responsible of producing and disseminating their own statistics, and all associated practices;
- MDAs will be responsible of updating their websites regularly and comply with GBoS guidelines;
- MDAs shall develop a calendar of when different data categories should be revised and communicate that with stakeholders, either through the advance release calendar or any other means of communication that are appropriate;

- MDAs will be required to cooperate with GBoS and collaborate on various statistical programmes.
- g. Official statistics will be made available under the terms of the national and international frameworks that guide production and dissemination of data.

4. Target groups

All types of data are intended to target customers or users. Target groups are typically different and further with different purposes. When legally disseminating the data sets by the GBoS and MDAs, it should be made available to all potential users at the same time, with comprehensive metadata. The data users are the following:

(i) Government agencies (ministries, government autonomous agencies & Municipalities)

The Government Ministries, Departments and Agencies are frequent users of the data published on the GBoS and MDAs website. They need data for planning and decision making, such as socio-economic, geopolitics and biodiversity indicators to know the situation of the country in different outlook of social and economic development.

(ii) International agencies (UN-agencies, International institutions, regional agencies)

The International Agencies need data for planning and decision making such as socio-economic data in order to assist the country to implement its development programs. They also need the data for cross-country comparisons, and to monitor the country's progress towards attainment of 2030 Sustainable Development Goals (SDGs), Africa Agenda 2063 and other international commitments.

(iii) Research and academic institutions

The researchers and academic institutions are interested in doing further analysis using the primary data or raw datasets. This complements the descriptive analysis done by GBoS or MDAs to support policy formulation and decision making in the country. These users' help to find out the effective solution for a socio-economic problem.

(iv) Private enterprises sector organizations

The business companies are interested in population, geographic information and economic data to better understand the dynamics of business environment that affects their work. Some of these data include inflation rate, exchange rate, etc.

(v) Civil society organizations

Given the role of the civil society in country's development, they use data to better understand the situation of communities to be able to enhance their living standard.

(vi) Media (Radios, local TVs and Newspapers)

Mass-media is interested in various types of statistics from census and survey and other data sources to publicly avail evidence based news to the general public. This helps GBoS and MDAs becoming much more visible, improving public statistical literacy and raising awareness.

(vii) Public users

The general public is interested in the social and demographic statistics that describes their living standards and conditions where they live. This helps to know if their condition is improving or not.

5. GBoS dissemination channels

The channels used to release statistical data are many. The modern technology has made statistical data dissemination easier. This technology includes the on-line data dissemination tools, website, and data archive systems. All these tools are used to disseminate both data and archive data. However, the following channels will be used for dissemination of official statistics in Gambia.

(i) Websites

The GBoS has a website in which all statistical data are presented in the form of summary reports, tables, charts, graphs and maps and easily accessible to the public, even if some of them are not in machine readable formats; the website is <http://www.data.gbos.gov.gm/>.

In addition, other data can be found and accessible on the websites of various line Ministries, Departments and Agencies (MDAs). However, given that some of these websites are not regularly updated and often inaccessible pages, MDAs should have staff or unit in charge of statistics which will be responsible of updating the websites and maintaining them so that data users can also be able to access up-to-date data.

(ii) Printing Publications

Hard copies are another widely used dissemination channel. Under this channel hard copies of statistical reports are printed and distributed to various data users. For example, the statistical abstract, surveys' reports, etc.

(iii) Electronic media

These comprise data files like metadata, Data Documentation Initiative (DDI), softcopies of reports and web based database cataloging system shall be linked to the GBoS or MDAs website online data base such as National Data Archive (NADA) and Management Information Systems (MIs) for administrative data by MDAs.

(iv) Social media

Social-media is another emerging data dissemination channels that GBoS and MDAs will capitalize on especially for young people. These include facebook, twitter, E-mail etc.

(v) The mass media

Radios, TVs and newspapers are good data dissemination platforms specially when targeting the general public. The GBoS and MDAs will engage the Media industry to access and use data in their work.

(vi) The GBoS library

Library is an important channel to reach by the public and its stored different documents and collections of books. The resource Center (GBoS Library) is the permanent repository of the GBoS products and preserves published information for current use and future generation references. The resource center shall work to ensure that information is available and accessible to all decision makers, planners, researchers and the public as a whole. Therefore:

- a. The resource center shall provide an access to all suitable information updates of official statistics reports and other relevant collections of assessment, project, programs and survey reports. Subject matter book collection of statistics, planning, monitoring/evaluation, development studies and research methodology.
- b. GBoS shall maintain regulations that guide the users on how to use and benefit the facilities in addition to keeping them properly. Some of these materials include: Routine Collection of documents, books, CDs and journals.
- c. GBoS shall maintain a comprehensive, well-structured identification or classification system that provides effective means for organizing, cataloguing and locating information as required by the users.
- d. The GBoS shall keep shelves clean, arrangement of documents in a systematic order, binding books, photo copying of documents and scanning documents.

MDAs that have resources centres shall use them as well as one of the means to disseminate their statistics.

(vii) Promotion of the use of statistical information

In addition to the periodical publication of the statistical data that it produces, GBoS and MDAs will perform the following promotional activities in order to improve usage, access, recognition, direct contact with users of official statistics:

- a. press releases and conferences
- b. workshops and meetings with stakeholders
- c. lectures for students
- d. special publications on important events such as the annual Africa statistics day
- e. promotion brochures
- f. references on the Internet
- g. participation in conferences and international fairs
- h. cooperation with other institutions and
- i. Book shows etc.

6. Process and procedures for data access

GBoS shall make official statistics available under the terms of the National Statistics System (NSS). The Statistician General of GBoS shall approve release of all official statistics produced and compiled by GBoS before dissemination and ensure simultaneous release to all users. A Statistics Release Calendar shall be availed to users and updated when there are changes. On the NSS side, MDAs shall also produce and disseminate their statistics following the same principles mentioned above, and be responsible of all the requirements for data access, updating and use of data. In this case, the head of concerned MDA will be responsible of the approval of data before it is published. It is important that data be disseminated together with the associated metadata to allow data users understand what the data mean.

Principally, the Gambia Statistics Act gives citizen the right of information but the confidentiality of statistical units must be kept according to the UN-fundamental principal 6 *“Individual data collected by statistical agencies for statistical compilation, whether or not they refer to natural or legal persons, are to be strictly confidential and used exclusively for statistical purposes”*. Thus, data users must submit all data requests by writing official letter or via an institutional email not private to the Statistician General or the head of MDA requesting for information that is not published due to their sensitivity of the data. Each request must have a contact person name, institution, phone number and an email. The Statistician General or the head of MDA will nominate a focal point person to handle the request. The request will be evaluated to determine if the data is available and meets the minimum dissemination standards. Then the requester will be given or informed how to get the data.

6.1 Obligations of GBoS and MDAs

In disseminating data, the GBoS and MDAs must observe the following obligations for confidentiality purposes:

- (i) The Statistician General of GBoS and the head of MDAs shall authorize overall dissemination process in their agencies through the use of this data dissemination policy;
- (ii) GBoS and MDAs shall release data or grant access to data when satisfied that reasonable steps have been taken into account to safeguard confidential and security issues in the data;
- (iii) GBoS and MDAs shall classify data by levels of sensitivity and risk, taking into account the country's legal framework on freedom of information and data protection;
- (iv) GBoS and MDAs shall consider all ethical and confidential steps in statistical disclosure control before sharing data/information to individuals or institutions and before official dissemination releases;
- (v) All users shall have equal access to official statistics;
- (vi) All publications shall be published on the websites of GBoS or MDAs;
- (vii) Statistical releases shall be announced in advance through the release calendar and published on the website;
- (viii) GBoS and MDAs shall comment on the misinterpretation and misuse of their official statistics.

6.2 Obligations of data users

Users' obligation shall include the following:

- (i) Any individual or entity may submit a request for data as collected and archived in the GBoS or MDAs database if not published online. Other than for published data, researchers shall disclose the nature and objective of their intended use;
- (ii) Data users shall utilize it in a manner consistent with the GBoS and MDAs requirements for security and confidentiality, as well as the provisions of the Statistics Act;
- (iii) Users shall comply with all requirements as provided by GBoS and MDAs from time to time;
- (iv) Data and metadata provided by GBoS and MDAs could be redistributed or used for any purpose without any other approval as long as it is done professionally;
- (v) A copy of publication/product emanating from the data must be submitted to GBoS or MDAs for documentation purposes;
- (vi) Request for microdata shall be met upon completion and submission of the data request agreement form, if not published online.

7. Process and procedures for microdata and metadata access

This policy aims to support the needs of specialized researchers and students by providing anonymized microdata files and the associated metadata to be used strictly for research purposes. The outputs from such research form the basis for decision-making about policies and programs. The release of the data for research purposes substantially enhances the analytic value of the data that have been collected through various censuses and surveys conducted by the organization being GBoS or MDAs.

7.1 Anonymisation of Micro Data Files

Direct and indirect identifiers shall be removed from files prior to dissemination through various anonymization procedures. Two main types of anonymized files will be produced under the terms of this policy. The major differences among these files are the levels of geographic and characteristic details.

- (i) **Public Use Files (PUFs):** Microdata files are disseminated by GBoS or MDAs for general public use. These files shall be made available for downloading, from the GBoS or MDAs website through NADA, to individuals who identify themselves by name, provide their email addresses and other detail information as per request form and agree to abide by the set terms and conditions defined by GBoS or MDAs. Such data files shall be made available to users free of charge.
- (ii) **Licensed files:** To permit users to access data files that are less highly anonymized and/or more sensitive than PUFs, the users shall have a signed agreement with GBoS or MDAs. For these files, all individual identifiers shall be removed and some characteristic details may be collapsed or removed. Licensing agreements shall only be entered into with users working for registered organizations, and unidentified individuals. The primary and secondary data researchers shall be identified by name and the institution. Such files shall be available free of charge.
- (iii) **Data Enclave Files:** are used for particularly sensitive data or for more detailed data for which sufficient anonymization to release them outside the GBoS or MDAs premises is impossible.

7.2 Micro data Access

- (i) **Public Use Files (PUFs):** These can be accessed freely through the GBoS or MDAs website once the users have registered online and agreed to the terms and conditions of use of the data sets provided in the registration form provided in annex 2.

- (ii) **Licensed files:** These require an agreement between users and GBoS or MDAs to permit them to access data that is more detailed through a request form provided in annex 2. The files may be transferred to user's online methods or through DVDs, hard-drive, etc.

- (iii) **Data Enclave Files:** GBoS or MDAs shall, in some cases, permit users to work on-site within GBoS or MDAs premises to access sensitive data which could not be adequately anonymized for release outside of the organization.

All data to be shared, shall be reviewed by an officer of GBoS or MDAs to ensure that confidentiality is not breached. When requesting for this data, researchers shall be asked to outline their research objectives, for permission to be accorded.

8 Access to nontraditional data sources (Big data)

Big data represents the information assets characterized by high volume (the quantity of generated and stored data), velocity (the speed at which the data is generated and processed to meet the demands and challenges that lie in the path of growth and development) and variety (the type and nature of the data), and big data requires specific technology and analytical methods for its transformation into value.

Big data sources and the kind of insights that can be drawn from for decision making purposes include, but limited to:

Satellite imagery data: this contains information about sources of earth observation data, methodologies for producing crop and other statistics using satellite imagery data can help in extracting insights that can be used in agriculture and other areas of economic development.

Mobile phone data: by applying appropriate big data analytics techniques, mobile data can be used in developing applications to model population movement, migration patterns, mobility, displacement due to diseases, tourism and real-time crowd mapping. Data related to these areas can be collected very quickly, in some cases in real time, from the mobile phone operators. Access to the data varies from country to country based on different legal and political frameworks.

Social media data: this includes data from various social media data sources (such as Twitter, Facebook, etc). These data can be used for mobility analyses, sentiment analyses and subjective poverty measurement using mostly Twitter and Facebook data. However, they required special expertise related to social media data processing and web scraping data through application programming interfaces.

Scanner data: scanner data can be used for example in the calculation of consumer price indices, and statistical offices can experiment scan data and test their potential use in the statistical production process, along with web-scraped and survey data.

Etc.

This area of big data is new in the field of official statistics, and does not have standard procedures and methodology of evaluating the accuracy, coverage, quality and reliability of data generated by big data sources compared to the traditional official statistics sources (surveys, censuses and administrative records).

As mentioned above, this big data are mostly coming from business community which might not necessarily be able to share them if their business interest are taken into consideration. This immediately create a challenge to the National Statistics Office as a coordinator of National Statistical System (NSS) in terms of balancing the interest of general public as well as protecting the ones of business community when it comes to data sharing data reuse.

Most of the time the countries' statistical legal framework does not necessary take into account the business interest, property right of someone who might use the data for business purposes, which is the current challenge of data revolution.

Therefore, it is recommended that big data environment in Gambia be given a special attention by developing Data Revolution Policy endorsed at the highest leadership level in the country that should guide all required legal framework reforms that will facilitate the Gambian community to use big data and big data analytics for economic development.

9 Open data

Open data is the concept that some data should be freely available to everyone to use and republish as they wish, without restrictions from copyright, patents or other mechanisms of control. Therefore, this policy addresses the openness of data through the principles mentioned in section 3.

10 Advance Release Calendar

The GBoS and MDAs shall publish and release data of various statistical reports on the website according to advance release calendar. The advanced release calendar will show the dates of major statistical outputs to be released in a particular year. This calendar will be published at beginning of each year. The template to be used is added in the annex 3.

Electronic versions of the publications shall be posted on the website on the announced day. Printed publications shall be distributed to some stakeholders and made available in the GBoS Library or MDAs resource centres as soon as they are printed.

If a change occurs in a release time, the relevant revised release time shall be displayed in the release calendar on the website. Users shall be notified of the changes in the release times.

11 Prices of complimentary statistical information and services

The dissemination of results shall be carried out through the GBoS or MDAs website free of charge for all users.

Complementary services, such as customized requests, the acquisition of printed publications or access to specific services that entail associated expenses shall be paid by users, according to the prices in force at any moment in time, which shall be established by GBoS or MDAs and published on GBoS or MDAs website.

12 Catalogue of Publications

All available publications will appear in the Publications Catalogue on the website, which shall be updated continuously.

13 Correction of data errors

If the data users detect the data errors that have national impact, they shall report directly to the Statistician General of GBoS or the head of the concerned MDA, who will be responsible to address them and provide feedback on the website. In this case the steps below will be followed:

- a. Writing an explanatory note with revised statistics and publishing it through different dissemination channels.
- b. If the error that had major impact on the country's economy, then the Statistician General or the head of concerned MDA will give a public apology.

The errors with major impact on the country's economy shall be recorded in a special register for subsequent analysis. This will include the description, the dissemination product affected, the date of publication, the date that the error was detected, the correction date, and the notification actions carried out.

14 Confidentiality of Information

All statistical information is collected in accordance with the Statistics Act which puts emphasis on aggregation of published data. Therefore, all statistical data shall be anonymized before sharing with users to protect the data providers. In a similar manner, all tables, reports, extracts etc. of publications shall be prepared such that the confidentiality of any data provider is not violated before data is disseminated.

15 Regular monitoring and evaluation of the policy

The Directorate of Coordination, Methods, Quality Assurance and Dissemination will be responsible for the implementation, monitoring and evaluation of this policy. The M&E from (see annex 4) will be used to get opinions of various data users regarding different aspects of data production, quality, dissemination practices, etc., for the GBoS and MDAs to know where the improvements are needed.

16 Revision of the policy

This policy shall be revised on a five-year basis to be able to align it with NSDS development process. However, if need arises the Statistician General of GBoS in consultations with head of MDAs shall authorize its revision. Changes necessitating revision shall include changes in technology, statutory regulations and any other reasons as may be determined from time to time.

17 Implementation plan

The policy is expected to be effective from 1 June 2018 onwards as shown in annex 5 and will be implemented together with NSDS2, and it will be monitored using the regularly customer satisfaction survey and the short form shown in annex 4. This regular monitoring will allow the GBoS and MDAs to know what users' needs and how and adjust the statistical products accordingly.

Annexes:

Annex 1: Definitions of key concepts

Official Statistics: Data compiled and produced by GBoS and MDAs and based on the scope of UN- fundamental principles of official statistics.

Dissemination: Data dissemination is the release of data obtained from a statistical activity to users through various media. It includes sharing, releasing, accessing, distributing and publishing of such data and statistical information.

Micro-data: In conducting surveys or censuses or collecting administrative data, the gathered information for each individual unit. Such units can be persons, households, firms or enterprises, agricultural holdings or other service delivery units. In the context of this Policy refers the electronic data files containing the information about each unit of observation.

Macro data: Macro data or aggregated data provides a summarized version of this statistical information in the form of means, ratios, frequencies or other summary statistics.

Metadata: Data about data or structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource. This is a data that serves to provide context or additional information about other data. It may also describe the conditions under which data stored in a database was acquired, its accuracy, date, time, method of compilation and processing, etc.

Dissemination channels: Are channels used to release official statistics. Here, the office uses the Website, Printing Publications, mass-media and Social media as dissemination channels.

Anonymization: The process of removing any information that uniquely identifies a data collection entity such as a person, household and establishment.

Direct identification: Identification of the respondent variables (statistical unit) that clearly points from their formal identifiers (name, address, ID number and phone numbers etc).

Indirect identification: These are variables that may be used to identify the respondent's identity by a combination of variables or characteristics (e.g. age, gender, date of births and detailed occupational titles etc.).

Shape files: A specific format used to store data consisting of a single feature geometry type and it is referred to as a feature class or dataset.

Annex 2: Standard request forms for accessing microdata

A2.1 Application for Access to a Public Use Dataset

*Fields marked with * are mandatory.*

The information provided on this page will be kept confidential and will be used for internal purposes only.

First name

Last name

Organization

E-mail

Dataset requested

*** Intended use of the data:**

Please provide a short description of your research project (project question, objectives, methods, expected outputs, partners)

Terms and conditions

1. The data and other materials provided by the National Data Archive will not be redistributed or sold to other individuals, institutions, or organizations without the written agreement of the National Data Archive.
2. The data will be used for statistical and scientific research purposes only. They will be used solely for reporting of aggregated information, and not for investigation of specific individuals or organizations.
3. No attempt will be made to re-identify respondents, and no use will be made of the identity of any person or establishment discovered inadvertently. Any such discovery would immediately be reported to the National Data Archive.
4. No attempt will be made to produce links among datasets provided by the National Data Archive, or among data from the National Data Archive and other datasets that could identify individuals or organizations.
5. Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the National Data Archive will cite the source of data in accordance with the Citation Requirement provided with each dataset.
6. An electronic copy of all reports and publications based on the requested data will be sent to the National Data Archive.

7. The original collector of the data, the National Data Archive, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.

By continuing past this point to the data retrieval process, you signify your agreement to comply with the above-stated terms and conditions and give your assurance that the use of statistical data obtained from the National Data Archive will conform to widely-accepted standards of practice and legal restrictions that are intended to protect the confidentiality of respondents.

I agree

A2.2 Application for Access to a Licensed Dataset

Mandatory *

The information provided on this page will be kept confidential and will be used for internal purposes only.

First Name:

Last Name:

Organization:

Email:

Dataset requested:

This form must be filled and submitted by the Lead Researcher. Lead Researcher refers to the person who serves as the main point of contact for all communications involving this agreement. Access to licensed datasets will only be granted when the Lead Researcher is an employee of a legally registered receiving agency (university, company, research centre, national or international organization, etc.) on behalf of which access to the data is requested. The Lead Researcher assumes all responsibility for compliance with all terms of this Data Access Agreement by employees of the receiving organization.

This request will be reviewed by a data release committee, who may decide to approve the request, to deny access to the data, or to request additional information from the Lead Researcher. A signed copy of this request form may also be requested.

This request is submitted on behalf of:

*** Receiving organization name**

*** Telephone (with country code)**

*** Intended use of the data:**

Please provide a short description of your research project (project question, objectives, methods, expected outputs, partners)

*** List of expected output(s) and dissemination policy**

*** Expected completion date (DD-MM-YYYY) of the research project:**

*** Research team members (other than the Lead Researcher)**

Provide names, titles, and affiliations of any other members of the research team who will have access to the restricted data.

*** Identification of data files and variables needed**

The Data Archive provides detailed metadata on its website, including a description of data files and variables for each dataset. Researchers who do not need access to the whole dataset may indicate which subset of variables or cases they are interested in. As this reduces the disclosure risk, providing us with such information may increase the probability that the data will be provided.

*** This request if submitted to access:**

- The whole dataset (all files, all cases)
- A subset of variables and/or cases as described below (note that variables such as the sample weighting coefficients and records identifiers will always be included in subsets):

Data access agreement

The representative of the Receiving Organization agrees to comply with the following conditions:

1. Access to the restricted data will be limited to the Lead Researcher and other members of the research team listed in this request.
2. Copies of the restricted data or any data created on the basis of the original data will not be copied or made available to anyone other than those mentioned in this Data Access Agreement, unless formally authorized by the Data Archive.
3. The data will only be processed for the stated statistical and research purpose. They will be used for solely for reporting of aggregated information, and not for investigation of specific individuals or organizations. Data will not in any way be used for any administrative, proprietary or law enforcement purposes.
4. The Lead Researcher must state if it is their intention to match the restricted microdata with any other micro-dataset. If any matching is to take place, details must be provided of the datasets to be matched and of the reasons for the matching. Any datasets created as a result of matching will be considered to be restricted and must comply with the terms of this Data Access Agreement.
5. The Lead Researcher undertakes that no attempt will be made to identify any individual person, family, business, enterprise or organization. If such a unique disclosure is made inadvertently, no use will be made of the identity of any person or establishment discovered and full details will be reported to the Data Archive. The identification will not be revealed to any other person not included in the Data Access Agreement.
6. The Lead Researcher will implement security measures to prevent unauthorized access to licensed microdata acquired from the Data Archive. The microdata must be destroyed upon the completion of this research, unless the Data Archive obtains satisfactory guarantee that the data can be secured and provides written authorization to the Receiving Organization to retain them. Destruction of the microdata will be confirmed in writing by the Lead Researcher to the Data Archive.
7. Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the Data Archive will cite the source of data in accordance with the citation requirement provided with the dataset.
8. An electronic copy of all reports and publications based on the requested data will be sent to the Data Archive.
9. The original collector of the data, the Data Archive, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.
10. This agreement will come into force on the date that approval is given for access to the restricted dataset and remain in force until the completion date of the project or an earlier date if the project is completed ahead of time.
11. If there are any changes to the project specification, security arrangements, personnel or organization detailed in this application form, it is the responsibility of the Lead Researcher to seek the agreement of the Data Archive to these changes. Where there is

a change to the employer organization of the Lead Researcher this will involve a new application being made and termination of the original project.

12. Breaches of the agreement will be taken seriously and the Data Archive will take action against those responsible for the lapse if willful or accidental. Failure to comply with the directions of the Data Archive will be deemed to be a major breach of the agreement and may involve recourse to legal proceedings. The Data Archive will maintain and share with partner data archives a register of those individuals and organizations which are responsible for breaching the terms of the Data Access Agreement and will impose sanctions on release of future data to these parties.

I have read and agree with the conditions

Submit

Annex 3: Standard template of Advance Release Calendar

Type of statistics	Frequency	Time											
		Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
Economic statistics													
Consumer Price Index	Monthly	15	15	15	15	15	15	15	15	15	15	15	15
GDP	Annual												
Social Statistics													
Surveys													
Demographic Statistics													

Annex 4: Standard template for the policy monitoring and evaluation

Key questions	Very Poor	Poor	Moderate	Good	Very good
How do you see the methodology used by GBoS in data production?					
How do you see the methodology used by MDAs in data production?					
How do you assess the quality available data?					
How do you judge the timelines of data release?					
How do you appreciate the format of statistical publication?					
How easy is for you to access the data?					
How easy is for you to access the Micro-data?					

Annex 5: Implementation plan of the policy and budget 2018-2022 (US\$)

Goals	Strategies	Activities	Implementer	Total	2018	2019	2020	2021	2022
Total: Goal 1				372,000	80,000	80,000	70,000	72,000	70,000
Goal 1: An efficient and well-coordinated NSS	1. Improve institutional coordination and communication mechanisms within NSS	1. Establish and operationalize a User – producer committee to meet twice yearly with clear terms of reference	GBoS	102,000	20,000	20,000	20,000	22,000	20,000
		2. Establish and Operationalise a representative statistics- providers forum with clear terms of reference to meet once a year	GBoS	50,000	10,000	10,000	10,000	10,000	10,000
		3. Establish technical working committees on specific areas to meet quarterly	GBoS	50,000	10,000	10,000	10,000	10,000	10,000
	2. Review legal framework to provide legal basis for NSS	1. Working sessions on revised statistics law	GBoS	20,000	10,000	10,000	-	-	-
	3. Strengthen capacity of NSS Coordination	1. Set up and operationalize NSS coordination committees and strengthen their capacity	GBoS	50,000	10,000	10,000	10,000	10,000	10,000
	4. Coordinate setting up of statistical units in some MDAs	1. Coordinate setting up of statistical units in the MDAs and regions	GBoS/MDAs	100,000	20,000	20,000	20,000	20,000	20,000
Total: Goal 2				1,380,000	320,000	270,000	265,000	265,000	260,000
Goal 2: Quality and sustainable human resources across the NSS	1. Develop and implement a sustainable training policy and programme	1. Recruit consultant to prepare a curriculum for the national statistical training centre	GBoS	50,000	50,000	-	-	-	-
		2. Conduct short courses for GBoS staff (all cadres) and NSS statistical staff in-country	GBoS	1,250,000	250,000	250,000	250,000	250,000	250,000
		3. Conduct statistical literacy training for users twice yearly	GBoS	80,000	20,000	20,000	15,000	15,000	10,000
Total: Goal 3				676,000	221,000	342,000	38,000	47,000	28,000

Goals	Strategies	Activities	Implementer	Total	2018	2019	2020	2021	2022
Goal 3: Enhanced physical, ICT and statistical infrastructure	1. Improve ICT infrastructure	1. Develop and maintain databases/Management information Systems within the NSS and link them to GBoS	GBoS / MDAs	330,000	50,000	250,000	10,000	10,000	10,000
		2. Improve and modernize GBoS website	GBoS	50,000	25,000	-	25,000	-	
		3. Improve LAN and WIFI internet connection in GBoS;	GBoS	40,000	20,000	5,000	5,000	5,000	5,000
		4. Install adequate data backup system (internal and external) to ensure data security	GBoS	50,000	50,000	-	-	-	
		5. Procure computer hardware, printers and peripherals for GBoS and MDAs	GBoS	50,000	-	50,000	-	-	-
		6. Strengthen the information sharing network through print and electronic channels	MoI	30,000	10,000	5,000	5,000	5,000	5,000
		7. Review data management tools	MoI	3,000	1,000	-	1,000	-	1,000
		8. Enhance the MDAs Web for statistics dissemination and updates	MoI	38,000	30,000	2,000	2,000	2,000	2,000
	3. Improve Statistical Infrastructure	1. Customize to country context international classifications, nomenclatures, manuals and other international standards	GBoS	45,000	15,000	15,000	15,000	-	-
		2. Develop compendium of concepts, definitions, standards and methodologies	GBoS	40,000	20,000	15,000	-	-	5,000
Total: Goal 4				275,000	45,000	70,000	70,000	45,000	45,000
Goal 4: Improved data production and dissemination	1. Develop and improve the system of administrative statistics in the NSS	1. Development, strengthening and updating of administrative statistics as a management information system (MIS)	GBoS/MDAs	175,000	25,000	50,000	50,000	25,000	25,000
		2. Develop new innovation techniques for data presentation and dissemination	GBoS/MDAs	100,000	20,000	20,000	20,000	20,000	20,000
Total: Goal 5				120,000	65,000	40,000	5,000	5,000	5,000

Goals	Strategies	Activities	Implementer	Total	2018	2019	2020	2021	2022
Goal 5: Assured quality of data	1. Develop statistical standards and frameworks to guide the production of quality statistics	1. Recruit consultant on Big data	GBoS	75,000	45,000	30,000			
		2. Sensitizing data producers on Big data	GBoS	30,000	10,000	5,000	5,000	5,000	5,000
	2. Develop policies governing statistical operations across the NSS and the wider statistical community	1. Develop Data Dissemination Policy incorporating aspects of Big Data including release of micro data	GBoS	15,000	10,000	5,000			
Total: Goal 6				45,000	25,000	5,000	5,000	5,000	5,000
Goal 6: Sustainable Funding arrangements and Partnerships	1. Develop an adequate financing strategy to mobilise funds both from government and development partners	1. Hold donors conference towards mobilisation of funds	MoFEA/GBoS	20,000	20,000				
		2. Develop mutually beneficial relationships with local & international bodies	1. Establish local networks and partnerships	GBoS	25,000	5,000	5,000	5,000	5,000
Total all Goals				2,868,000	756,000	807,000	453,000	439,000	413,000