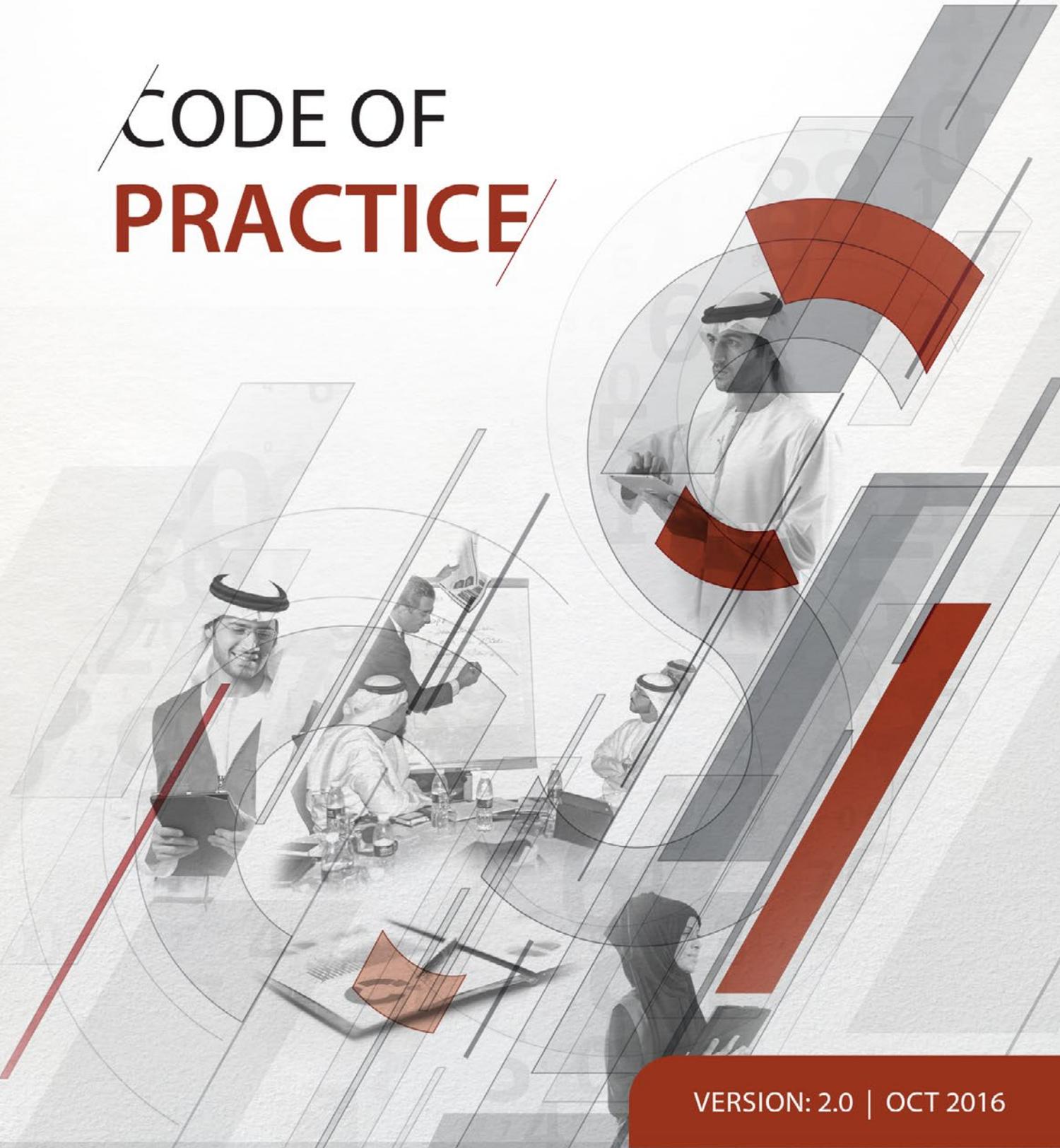




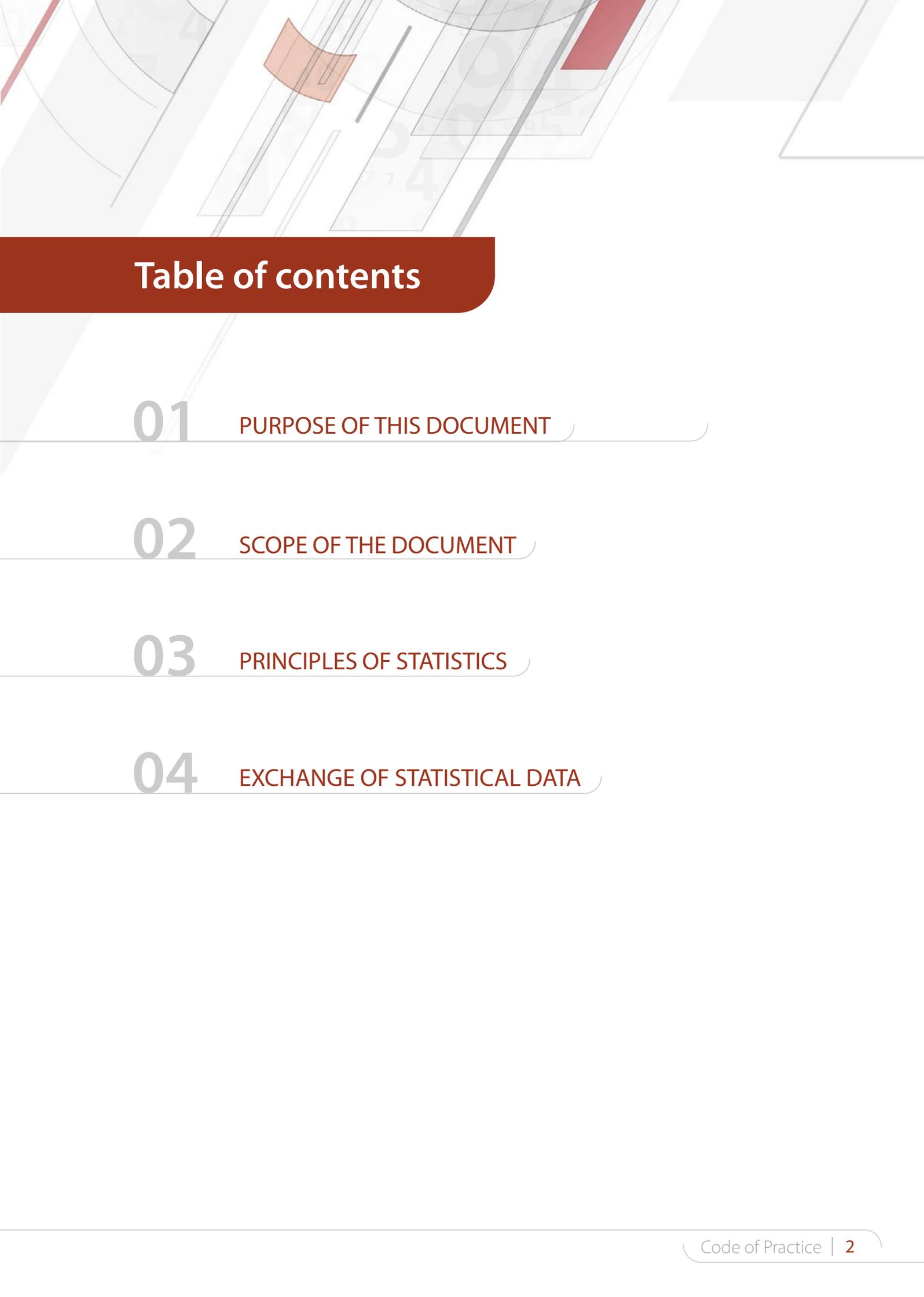
# CODE OF PRACTICE



VERSION: 2.0 | OCT 2016

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# 01

## **Purpose of this Document**

Statistics Centre – Abu Dhabi (SCAD), as the competent government entity in charge of organizing statistical activities in the emirate, plays a pivotal role in supporting decision-makers, and policy-makers in Abu Dhabi. The statistical activities in the emirate are organised by SCAD, with its strategic partners in the Statistical System of Abu Dhabi (SSAD). This Code of Practice provides communicative standards for SCAD and statistically certified Abu Dhabi Government Entities (ADGEs). The purpose of the Code of Practice is to provide guidance to develop the statistical competences and capacities in Abu Dhabi.

For the purposes of this document, Statistics Providers represent SCAD and statistically certified ADGEs within the SSAD. The Code of Practice should be implemented by all these strategic partners.

# 02

## **Scope of the Document**

This Code of Practice is to be implemented by SCAD and other Abu Dhabi Government Statistics Providers within the SSAD.

## Principles of Statistics

### 1 Professional Independence

Professional independence of the SCAD from other policy, regulatory or administrative departments and bodies, as well as from private sector operators, ensures the credibility of Statistics.

- 1.1 The independence of the SCAD from political and other external interference in developing, producing and disseminating statistics is specified in law and assured for SCAD.
- 1.2 The Director General of SCAD has the sole responsibility for deciding on statistical methods, standards and procedures.

### 2 Mandate for Data Collection

SCAD has a clear legal mandate to collect information for statistical purposes. entities, enterprises and households and the public at large may be compelled by law to allow access to or deliver data for statistical purposes at the request of SCAD.

- 2.1 The mandate of the SCAD to collect information for the development, production and dissemination of Statistics is specified in law.
- 2.2 The SCAD are allowed by law to use administrative data for statistical purposes.

### 3 Develop and Maintain Appropriate Statistical Capabilities

The resources available to Statistics Providers are sufficient to meet Statistics requirements.

- 3.1 Staff, financial, and computing resources, adequate both in magnitude and in quality, are available to meet current statistical needs.

### 4 Commitment to Quality

Statistics Providers are committed to quality. They systematically and regularly identify strengths and weaknesses to continuously improve process and product quality.

- 4.1 Procedures are in place to plan and monitor the quality of the statistical production process.
- 4.2 Product quality is regularly monitored, assessed with regard to possible trade-offs, and reported according to the quality criteria for statistics.

## 5 Statistical Confidentiality

The privacy of data providers (households, enterprises, administrations and other respondents), the confidentiality of the information they provide and their uses only for statistical purposes are absolutely guaranteed.

5.1 Statistical confidentiality is guaranteed in law.

5.2 Staff of Statistics Providers, and consultants and contractors working on behalf of Statistics Providers, sign legal confidentiality commitments on appointment.

5.3 Physical, technological and organizational provisions are in place to protect the security and integrity of statistical databases.

## 6 Impartiality and Objectivity

Statistics Providers develop, produce and disseminate statistics respecting scientific independence and in an objective, professional and transparent manner in which all users are treated equitably.

6.1 Statistics and statistical releases are compiled on an objective basis determined by statistical considerations.

6.2 Information on the methods and procedures used is publicly available.

6.3 A release calendar is made publicly available.

## 7 Sound Methodology & Appropriate Statistical Procedures

Sound methodology underpins quality statistics. This requires adequate tools, procedures and expertise. Appropriate statistical procedures, implemented from data collection to data validation, underpin quality statistics.

7.1 The overall methodological framework used for Statistics follows international standards, guidelines, and good practices.

7.2 Procedures are in place to ensure that standard concepts, definitions and classifications are consistently applied throughout the relevant statistical entity.

7.3 Statistics Providers are involved in the design of administrative data in order to make administrative data more suitable for statistical purposes.

7.4 Agreements are made with owners of administrative data, which set out their shared commitment to the use of these data for statistical purposes.

7.5 Statistics Providers co-operate with owners of administrative data in assuring data quality.

The reporting burden is proportionate to the needs of the users, and it is not excessive for respondents. The Statistics Providers monitor the response burden and set targets for its reduction over time.

8.1 The information sought from businesses is, as far as possible, readily available from their accounts, and electronic means are used where possible to facilitate its return.

8.2 Administrative sources are used whenever possible to avoid duplicating requests for information.

8.3 Statistics Providers promote measures that enable the linking of data sources in order to reduce reporting burden.

### 9.1 Relevance

Statistics meet the needs of users.

9.1.1 Processes are in place to consult users, monitor the relevance and utility of existing statistics in meeting their needs, and consider their emerging needs and priorities.

### 9.2 Accuracy and Reliability

Statistics accurately and reliably portray reality.

9.2.1 Source data, intermediate results and statistical outputs are regularly assessed and validated.

9.2.2 Sampling errors and non-sampling errors are measured and systematically documented according to the standards. Sampling errors occur because inferences about the entire population are based on information obtained from only a sample of that population. Non-sampling errors can be further divided into coverage errors, measurement errors, (respondent, interviewer, questionnaire and collection method), non-response errors and processing errors.

### 9.3 Timeliness and Punctuality

Statistics are released in a timely and punctual manner.

9.3.1: Timeliness meets international release standards.

9.3.2: The periodicity of statistics takes into account user requirements as much as possible.

## 9.4 Coherence and Comparability

Statistics are consistent internally, over time and comparable between regions and countries; it is possible to combine and make joint use of related data from different sources.

9.4.1 Statistics are internally coherent, consistent and comparable over a reasonable period of time.

9.4.2 Statistics are compiled on the basis of common standards with respect to scope, definitions, units and classifications in the different surveys and sources.

## 9.5 Accessibility and Clarity

Statistics are presented in a clear and understandable form, released in a suitable and convenient manner, available and accessible on an impartial basis with supporting metadata and guidance.

9.5.1 Statistics and the corresponding metadata are presented, and archived, in a form that facilitates proper interpretation and meaningful comparisons.

9.5.2 Metadata are documented according to standardized metadata systems.

9.5.3 Users are kept informed about the quality of statistical outputs with respect to the quality criteria.

# 10 Cooperation & Coordination

Cooperation & Coordination in statistics at the national and international levels contribute to the improvement of the quality of official statistics.

10.1 Mechanisms exist for coordinating the development, production and dissemination of official statistics by the Statistics Providers, and for ensuring their quality, and guaranteeing their comparability with international practices.

10.2 International cooperation initiatives support the development and sharing of expertise and knowledge within the Statistics Providers and improve the quality of official statistics.

# 11 Customer Service

A professional, consistent and coordinated service must be provided to the valued clients of the Statistics Providers in government, semi-government, private sector and the public.

11.1 Consult Statistics Provider clients to assess if official statistics and related services are meeting their expectations.

11.2 Priority needs are being met and reflected in the work programme.

11.3 Requests for official statistics are centrally managed by a customer relations management team in SCAD and recorded according to the approved procedures.

11.4 Statistics Providers in the SSAD provide recorded requests for data and official statistics to SCAD and SSAD stakeholders for review on a quarterly basis.

## Exchange of Statistical Data

SCAD is the sole entity responsible for collecting data, and setting development-oriented statistical plans and programmes for Abu Dhabi Emirate, besides overseeing the implementation of statistical surveys across the emirate, without prejudice to the interests of statistical work at the federal level. SCAD is also responsible for the classification, storage, analysis and dissemination of official statistics, and the release of the results of social, demographic, economic, environmental and cultural surveys. To achieve this mandate, SCAD is committed to fully cooperate with the local and federal government entities in conducting statistical surveys and in the development of the SSDA.

Statistics Centre Abu Dhabi seeks to develop a comprehensive and sustainable statistical system for the Emirate, the SSAD, which meets the needs of policy makers, the business community and the public, through the provision of relevant and reliable statistics. Implementing the initiatives of this system requires statistical cooperation with other Statistics Providers.

In fulfilment of the directives set forth in the Executive Council's circular No. 1/2011 on the organisation of statistical work in the Emirate of Abu Dhabi, Statistics Providers act together with SCAD in the collection and compilation of statistical data, without prejudice to the inherent competences of SCAD and other Statistics Providers, as determined by their respective laws. Closer statistical cooperation between the Statistics Providers helps to avoid duplication of statistical work, while enabling compliance with local and international methodologies and standards, improve data quality, support statistical integration across the Emirate and provide optimum utilisation of administrative records in the Emirate, in order to reduce reliance on expensive and time-consuming surveys.

Exchange and reproduction of data, including schedules and procedures for the supply of data, between SCAD and other Statistics Providers, includes the following practices:

1. Exchange of data and metadata are according to specific time frames.
2. Issuing of annual reports with relevant statistics are coordinated.
3. Statistics Providers assist each other with their data needs through the cooperation of SCAD.
4. Development of statistical standards and methodologies, relating to the compilation and processing of data, in conformity with statistical definitions, concepts, classifications and other criteria, are coordinated with SCAD.
5. SCAD's guidelines represent the main official source of statistical standards and methodologies in the Emirate of Abu Dhabi.
6. SCAD provides necessary technical support in any of the statistical areas of relevance.

7. Statistics Providers make available to SCAD listings of, and data from, administrative records of relevance to statistical work in the Emirate.
8. SCAD do not breach any obligation of confidentiality, owed to any third party, as requested by other Statistics Providers.
9. Statistics Providers cooperate with SCAD in the statistical quality evaluation of administrative records in line with the quality standards agreed upon with SCAD.
10. Statistics Providers cooperate in conducting surveys and opinion polls.
11. Statistics Providers cooperate with SCAD in the development of its statistical capacity and skills, through the assessment of training needs and adoption of the training program prepared by SCAD's Institute of Statistical Training (STI).
12. If possible, Statistics Providers establish a statistical unit in order to build the organisation's statistical capacity.
13. Data is, generally, exchanged between Statistics Providers and SCAD through the Abu Dhabi Government Network (ADNET) in accordance with the standards and regulations determined by Systems and Information Centre (ADSIC).
14. Data are checked for consistency, correctness and plausibility before they are being transmitted.
15. Both the sender and the receiver of data will inform one another about any edits made to the data supplied earlier, including the extent and impact of such edits.
16. Statistics Providers adhere to all regulations and procedures that protect the confidentiality of individual data.
17. The data provided by a Statistics Provider to another are deemed confidential information, and the data are treated by the receiving party with the same care and diligence as if it were its own internal information. However, data that has been made public through a website (or any other means) are not considered as confidential. Prior to publication or disclosure of received data, the receiving party notifies the sending party to obtain its permission in writing thereto.
18. The released data are protected by copyright. Statistics Providers do not, fully or partially, reproduce such data without permission from the source provider.
19. Statistics Providers always provide acknowledgement of the data source.
20. Statistics Providers respect the flagging system of data transmitted to each other. For example, when data are flagged as non-publishable, the data are not reproduced and published; instead the data are used exclusively for internal purposes.
21. Whenever allowed, Statistics Providers reproduce, in electronic or in hard copy publications data for which another Statistics Provider is the primary source. Statistics Providers reproduce the most recent data from the primary source.

22. When one Statistics Providers uses the data provided by another to produce an indicator (with a data item as numerator, denominator, or through any other calculations), the source of the newly created indicator is the Statistics Provider that produced the indicator.
23. Statistics Providers have the ambition to resolve any data exchange issues through the technical coordinators in each Statistics Provider organisation. Only if a resolution is not found the issues are escalated.
24. Notifications about the release of data from another Statistics Provider and notifications about data exchange issues are provided in writing and in Arabic addressed to the technical coordinator.

