

**Second Meeting of the UN Committee of Experts on
Business and Trade Statistics
New York, 11-13 June 2019**

Draft Terms of reference of the
Task Team on Capacity Building

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21 May 2019

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Mandate

1. Given the strategic importance of Statistical Business Registers (SBRs) within the statistical system, and the real gap between countries in utilizing the administrative registers in producing business statistics and integration, the task team aims to develop and examine the best ways to reduce the gap towards ensuring that there is no one behind.
2. Not far away from the other activities that are being done by working group and international institutions, the task team aims to integrate their related efforts in conducting assessments, developing guidelines or training materials in addition to their efforts in development and implementation of sound methodologies and good practices in national statistical offices for the establishment, maintenance and improvement of the SBR.

Identification of relevant and emerging topics in the area

3. By using the needs assessment of all countries, the task team will be able to list the relevant and emerging topics in using the administrative records and modernizing the methodologies in producing business statistics will be identify. The list of topics will be prepared and prioritized through the needs assessment analysis in raising the awareness in using the administrative records and integrated data resources.

New conceptual and classification schemes

4. Wiesbaden Group on Business register efforts and the guidelines on SBR are solve the most topics specially for the ideal practices. But most of countries do not meet the minimum requirements to start using the available administrative records in integration with the other statistical resources. This status will open new needs to develop methodologies to meet the particularities of the different countries. The task team will use the assessment in developing new innovation tools to answer the needs of the rest of the countries that are still unable to move forward to reach the best practices.

The task team will try to identify the special needs for those countries and propose a list of activities to build the capacities of human resources.

5. There are several scenarios that can be found, some of countries have weak legal legislation, others have a good environment to start but they lack of qualified human resources, and so on. The task team will try to find several tools to meet the needs of all countries.

Main measurement challenges

6. There is no standard situation in all countries, as there are different resources, concepts and classification, legislations, human capacities, awareness to modernize the statistics and cooperation, languages....etc; all those discrepancies will lead to find common tools to be adapted with all different situations. The needs assessment and the best practices in developing or fragile countries may help to find innovative tools.

Description of timing and deliverables

7. To achieve the main goal of the task team within two years, the following preliminary work plan is proposed:

A. An assessment of the current situation of countries with regard to the SBRs implementation, this assessment will include the following activities:

Conduct a global assessment on the status of implementation on SBRs in countries. This will be based also on the review of available assessments of countries progress reports, such as those done by the Wiesbaden Group for 53 countries in 2016 and 2018, and multilateral banks reports on SBR.

The assessment will focus on the following aspects:

- Organization, population and usage of the Statistical Business Register
- Progress made and developments in the past year
- Future plans, if any
- Main challenges
- Using quality assurance framework
- Raising awareness of using SBR and its importance
- *Analysis of capacity building needs.*

This phase will produce a comprehensive report that covers all the countries in terms of SBR implementation with specific classification for all countries according to the several criteria including the available legislations, awareness of SBR importance, available administrative records that can be used in producing business statistics, qualified human resources and the gap between countries.

B. Identifying priority areas for capacity building based on the assessment

The comprehensive assessment and its classification of the countries, will support the task team to identify the priority areas for capacity building; for example, the countries that are still conducting establishments censuses and have administrative records, and they cannot utilize the available resources, their priorities will more focus on matching between all those resources to develop an administrative business register to be able to maintain the SBR.

Selecting some countries from different cases to be as a pilot phase through visiting them, subject to availability of funds, and assessing their priorities for capacity building according to their situation. The following activities will be included to be able to classify the priorities:

- Developing a questionnaire to be the basis for assessing the priorities of all countries that still have a gap according to the best practices in the same class.
- Distributing the questionnaires online, emails, or in cooperation with international institution to fill it by countries when we describe their situation according to the best practices.
- Analyzing the results, and identifying the common needs for capacity building.

C. Identifying available tools (IT, training material, e-learning ... etc.) and making them available.

Selecting some countries to be part of a pilot phase to develop case studies practically. This pilot will focus on some countries that they have different situations to implement some training activities to build their capacities within one year to be a basis for developing the training tools and materials in cooperation with other international institutions. The results of the pilot will provide some of relative training models and technical assistance ToRs that take care of developing and fragile countries. The following activities will be included in the work plan to strengthen the final outputs of the task team:

- Selecting some countries with different cases,
- Developing a plan for covering the gap in their knowledge
- Designing some e-learning, technical assistance missions, training courses, and other activities within one year,
- The output of those activities such as: reports, training materials, plans, evaluation report...etc, will be as reference materials and tools to be distributed among the rest countries.
- Developing new concepts, classifications, methodologies to be suitable for all countries that they are still under construction of SBR

Deliverables and Timing

1. A comprehensive assessment for all countries on the SBR implementation, mid of 2019
2. A list of priorities for capacity building by each pilot country, end of 2019
3. Case studies of some countries that apply the capacity building, mid of 2020
4. Capacity building materials and tools, end of 2020
5. A strategy to promote the benefits of SBR that can be used as advocacy in countries, mid of 2020
6. Quality assurance framework with regard to the SBR to be used by countries for self assessments, end of 2020