GSBPM on Census of Agriculture in the State Statistical Committee of the Republic of Azerbaijan

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
1	**Specify needs**	Determine the need on census of agriculture	International methodology, questionnaire, presentation, users request, orders, decrees	FAO, CIS STAT	Improved official statistical questionnaires about agriculture
1.1	Determine need for information	Identification of need on census of agriculture	International requirements and recommendations orders, decrees, reports, presentations	FAO, CIS STAT	Study needs of data users
1.1.1	Review the decisions on implementation of the country's policy	Review decrees on census of agriculture adopted by higher and central executive government bodies	"The State Program on Improvement of the Official Statistics in the Republic of Azerbaijan in 2013 - 2017" Confirmed by decree of the President of the Republic of Azerbaijan dated 21 December 2012, No 2621	Policy makers	Determine new proposals and improvement
1.1.2	Requirements of the Committee's order and decrees	Review order and decrees of the SSC regarding to record of agriculture census	Orders of the SSC, decisions of Board of the SSC	SSC	Preparing for the Census of Agriculture
1.1.3	Study and analysis of surveys, international experiences and countries' experiences	Review documents of FAO, CIS STAT and other organizations on agriculture census	"World Programme for the Census of Agriculture in 2010", FAO and "Recommendations for the improvement of the Programme of the agricultural census taking into account the experience of CIS"	Publications of the FAO, CIS STAT and other data sources	Draft proposals on improvement of agriculture census
1.1.4	Organization and analysis of the meetings with users	Organization of meetings with users of agriculture census and its analysis	Minutes of meetings	SSC	Determine new proposals of users and improvement
1.1.4	Organization and analysis of the meetings with users	TV and radio broadcast about the process of census preparation, its importance and purpose, publication of related materials in the press for the purpose to enlighten population	Copy of the press material and speech	SSC	Public awareness about Census of Agriculture
1.2	Consult and confirm needs	Implementation of discussion with MEI, MA, MD, MJ, MENR, SCLC, ANAS , ASEU, and its harmonization and confirmation of the agriculture census	Offers from MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASEU, and ASAU, minutes of meetings, written agreements	MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE, ASAU, SSC	Definition of information and demand for agricultural census

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
1.2.1	Consult with stakeholders	Organization of written and oral discussions with parties submitting the questionnaires (survey)	Minutes of meetings, written agreements	SSC	Discussion and analysis of proposals
1.2.2	Explore the existence of information	Explore the existence of information	Work division of the department of Agriculture and Environment Statistics	SSC	Updating
1.2.3	Representation of the issue in the Methodological Council of SSC	Presentation of draft questionnaires (surveys)/methodological materials for discussion to the Methodological Council	Letters of agreement with MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU	MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE, ASAU, SSC	Minutes or decrees of methodological council
1.2.4	Acceptance of the official consent	Coordination of questionnaires (surveys)/ methodology materials approved by Methodological Council	Coordination with MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU the project approved by Methodological Council	MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE, ASAU, SSC	Letters of agreement of MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU
1.2.5	Confirmation of need	Presentation of questionnaires (surveys)/methodology materials for approval to the Methodological Council	Letters of agreement of MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU and view of the Methodological Council	MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE, ASAU, SSC	Decrees and orders of the SSC
1.2.5	Confirmation of need	Placement of questionnaires (surveys) in the State Register of Legal Acts	Letters of agreement of MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU and view of the Methodological Council	MJ, SSC	Decrees and orders of the SSC
1.3	Establish output objectives	Create viable definitions of the variables	Decrees and orders of the SSC	SSC	Conceptual definitions of variable, table outlines
1.4	Identify concepts	Improvement of concepts	Standards, control checking concepts	SSC	Improved concepts
1.4.1	Indicator of compliance required by the legislation	Indicator of compliance required by the legislation	Laws	SSC, MJ	Improved indicators system
1.4.2	Compliance indicators with other branches	Provide of compliance indicators with other branches	Materials other branches	SSC	Improved indicators system
1.4.3	Ensuring international comparability of indicators	Ensuring international comparability of indicators	"World Programme for the Census of Agriculture in 2010", FAO and "Recommendations for the improvement of the Programme of agricultural census taking into account the experience of CIS-STAT"	SSC	Improved concepts and indicators system

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
1.5	Check data and metadata availability	Determine internal and external sources	Issues with MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU the project approved by Methodological Council, decrees and orders of the SSC	SSC	Agreements, strategy, analysis
1.5.1	Identification of statistical units, with stakeholders	Identification of statistical units, with stakeholders	Registry data, analysis, agreements	SSC	Determine statistical units
1.5.2	The study of administrative data sources	Studying of administrative data sources, register books	Administrative data sources, register books, analysis, decrees	SSC	Definition of data to be collected from administrative sources, register books
1.5.3	Methodology analysis of administrative sources	Analysis of administrative sources, register books	Methodology, analysis, agreements	SSC	Methodology on using administrative sources
1.5.4	Check metadata availability	Check metadata availability	Analysis	SSC	Strategy missing data and metadata
1.5.5	Determine legal framework	Preparation legal comments, letters, finding solution to collect information	Analysis, agreements	SSC	Legal comments, remarks, letters, finding solutions
1.5.6	Proposals related to the legislation	Offers on the draft decision of the Cabinet of Ministers	Analysis, draft decision	SSC	Offers
1.6	Prepare business case	Make a project of the Cabinet of Ministers draft decision, determine the budget	Projects, estimations	SSC	Work plan, budget
1.6.1	Risk analysis	Estimation of risks and benefits	Analysis	SSC	Parameters of risks and rewards
1.6.2	Cost estimate	Calculation and determine of costs	Analysis, finance documents and decrees	SSC	Expenditure documents
1.6.2	Cost estimate	Preparation of estimations about needs in financial means for 2014-2015, its submission to and agreement with the Ministry of Finance for the purpose to provide conduction of agricultural census	Financial documents and decrees	SSC	Expenditure documents
1.6.2	Cost estimate	Amounts paid to employees to be involved in conduction of agricultural census and preparation of its rules and agreement with the Ministry of Labour and Social Protection of Population and the Ministry of Finance	Financial documents and decrees	SSC	Expenditure documents

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
1.6.2	Cost estimate	Purchasing of inventory and equipment for additional staff units to be assigned to Administration for conduction of agricultural census	Financial documents and decrees	SSC	Expenditure documents
1.6.3	Approval and kick off	Approval budget	Cost items, project of financial documents	SSC	Approved budget

Results Phase 1. Approved projects and plans

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
2	**Design**	Preparation of business case for program of processing of instructions and forms on filling in of the questionnaires (surveys) in PCs	Questionnaires, output tables, set of indicators	SSC	Layout of the output tables
2.1	Design outputs	Design outputs and products	Questionnaires, output tables, set of indicators	SSC	Layout of the output tables
2.1.1	Research and develop available output options	Define and set goals product quality	Questionnaires, output tables, set of indicators	SSC	Layout of the output tables
2.1.2	Defining information array	Defining information array	Questionnaires, output tables, set of indicators	SSC	Layout of the output tables
2.1.3	Develop metadata	Develop instruction on filling questionnaires, metadata	Metadata	SSC	Developed metadata
2.2	Design variable descriptions	Draft instructions and directions on agricultural census indicators	Letters of agreement, resolution, register	SSC	Harmonization of clarification
2.2.1	Preparation and harmonization of clarification	Preparation and harmonization of clarification	Letters of agreement	SSC	Prepared instructions
2.2.2	Explanatory statement	Specification of register	Resolutions	SSC	Approved instructions
2.2.3	Integration of clarification	-	-	-	-
2.3	Design data collection methodology	Definition report coverage	Metadata	MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE, ASAU, SSC	Draft metadata
2.3.1	Methodology design and endorsement	Written request regarding to coordination of methodology on implementation of Agricultural census with MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU of the	Draft metadata	MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE, ASAU, SSC	Written agreement (letter) with MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
2.3.2	Discussion of the methodology in the methodological council	Presentation of draft methodology on implementation of agriculture census to the Methodological Council	Letters of agreement of MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU	MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE, ASAU, SSC	Minutes or decrees of methodological council
2.3.3	Confirm methodology	Confirmation of methodology on implementation of agricultural census	Review of letters of agreement from MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE and ASAU in Methodological Council	MEI, MA, MD, MJ, MENR, SCLC, ANAS, ASUE, ASAU, SSC	Decision on improvement of methodology
2.3.4	Execution of methodology	Execution of methodology	Letters, journal of outgoing documents	SSC	Methodology
2.4	Design frame and sample methodology	-	-	-	-
2.4.1	Design frame	-	-	-	-
2.4.2	Design sample methodology	-	-	-	-
2.5	Design statistical processing methodology	Design statistical processing methodology	Letters of agreement , Methodological Council s resolution	SSC	Statistical processing methodology
2.5.1	Preparation methodology of the project and the agreement	Preparation methodology of the project and the agreement	Reports	SSC	Methodology
2.5.2	Discussion of the methodology in scientific and methodological council	Discussion of the methodology in scientific and methodological council	Agreement, Methodological Council s resolution	SSC	Methodology
2.5.3	Approval of the methodology	Approval of the methodology	Methodology for approval	SSC	Approved methodology
2.5.4	Acceptance of methodology for execution	Acceptance of methodology for execution	Decision	SSC	Methodology
2.6	Design production systems and workflow	Preparation of plan of actions reflecting data on implementation of agricultural census	Plan of actions on implementation of agricultural census	SSC	Preparation of work plan
2.6.1	Preparation user demand classification	Preparation of draft plan of actions on implementation of agricultural census	Draft plan of actions on implementation of agricultural census	SSC	Preparation of draft plan of action
2.6.2	Project review	Review of work plan, timetables	Plan	SSC	Developed plan
2.6.3	Confirm working plan	Approval of plan of actions on implementation of agricultural census	Decision of the Board	SSC	Approved plan

Results Phase 2. All designs approved

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
3	**Build**	Create process components	Instruments	SSC	Production system
3.1	Construct components of data collection issues	Build system	Issues, instruments	SSC	Production system
3.2	Build or enhance process components	Build process components	Instruments	SSC	Created components
3.2.1	Create technical assistance	Technical assistance issues	Technical issues	SSC	Technical assistance
3.2.2	Software develop	Preparation of software for saving questionnaires (surveys) on CDs	Technical issues	SSC	Software
3.3	Configure workflow	Preparation of questionnaires (surveys)	Raise the issue	SSC (MAC)	Reports
3.4	Test production system	Test production system	Raise the issue	SSC	Take over
3.4.1	Conduction of pilot agricultural census	Review of decrees of the SSC and decisions of the Board on conduction of pilot agricultural census	Methodology and questionnaire of agricultural census	SSC	Preparation for agricultural census
	"_____"	Selection of trainers and enumerators for conduction of pilot census, carrying out of seminars for employees	"_____"	"_____"	"_____"
	"_____"	Conduction of pilot census	"_____"	"_____"	"_____"
	"_____"	Testing of technology of processing of main census materials in computers based on pilot census materials	"_____"	"_____"	"_____"
	"_____"	Preparation of the program and methodology of common agricultural census taking into account the results of pilot census	"_____"	"_____"	"_____"
3.5	Test statistical business process	Test statistical business process	Raise the issue	SSC	Take over
3.6	Finalize production system	Finalize production system	Staffs, production system	SSC	Skills, production system
3.6.1	Train users	Raising the level of staff's skill	Order of the SSC	SSC	Raising the level of staff's skill
3.6.2	Production system application	Production system application	Documenting the process	SSC	Application of production system

Results Phase 3. System in production

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
4	**Collect**	Data collection	Data	SSC	Data
4.1	Select sample	-	-	-	-
4.2	Set up collection	Set up collection	Questionnaires data	SSC	Statistical data
4.2.1	Preparation for data collection	Preparation for data collection	Supply of rooms intended for processing of agricultural census	SSC	Normal working conditions

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
			materials with tables, chairs, computers and other equipment, their installation and preparation for work		
4.2.2	Staff selection and train	Increasing the level of staff	Order of SSC, training journal	SSC	Increasing the level of staff
4.2.3	Issue and dissemination of questionnaires (report forms) and related documents; access to e-versions	Provision of access to reports in the web-page of the SSC for all statistical units engaged in agricultural census and use	Register of statistical units intended for each questionnaire	SSC	Data
4.2.4	Program download	Posting in the web-page of the SSC a software for saving agricultural census data on CDs, provision of local statistical bodies with software	Raise the issue	SSC	Loaded software
4.2.5	Adoption of the agricultural census materials	Acceptance of agricultural census materials from: - enumerators; - instructors-supervisors; - local statistical bodies	Adopted materials	SSC	Materials
4.2.6	Control visits on agricultural census	Realization of control visits on agricultural census	Control visits	SSC	Control of the progress of work
4.3	Run collection	Input of census materials in computers	Raise the issue	SSC	Data
4.3.1	Compilation of the plans of action for local statistical bodies and Main Accounting Centre	Compilation of the plans of action for local statistical bodies and Main Accounting Centre	Program of Statistical works for local statistical bodies	SSC	Timetable
4.3.2	Receiving of interim reports from local statistical bodies and Main Accounting Centre	-	-	-	-
4.4	Finalize collection	Finalize collection	Data	SSC	Data
Results Phase 4. Data ready for processing					
5	**Process**	Classify and mode, micro edit, control, imputation, calculate weights	Data	SSC	Statistical data
5.1	Integrate data	Link data sources and statistical registers	Data and registers	SSC	Integration of data
5.2	Classify & coding	Classification and coding	Units data, classifications	SSC	Data
5.3	Review, validate & edit	Review, validity check and editing	Data	SSC	Validation data
5.3.1	First verification	Checking questionnaires (surveys)	Data	SSC	Quality data

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
5.3.2	Analysis of quality control tables and detection of errors	Checking the correctness of agricultural census data	Discrepancies' registration log	SSC	Quality data
5.4	Analysis of quality control tables and detection of errors	-	-	-	-
5.4.1	Impute	-	-	-	-
5.4.2	Identify elements of imputation	-	-	-	-
5.4.3	Conducting imputation	-	-	-	-
5.5	Derive new variables & statistical units	Derive new variables & statistical units	Results of monitoring	SSC	Variable
5.6	Calculate weights	-	-	-	-
5.7	Calculate aggregates	-	-	-	-
5.8	Finalize data files	Finalize data files	Data	SSC (MAC)	Store micro-data

Results Phase 5. Data ready for analysis

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
6	**Analysis**	Produce statistics, quality of data, preparation of data, finalize	Data	SSC	Ready data
6.1	Prepare draft outputs	Preparing the primary results of the agricultural census	Primary output	SSC	Output
6.1.1	Initial results	Initial results	Data	SSC	Output, dynamic sequence
6.1.2	Implementation of seasonal adjustments	-	-	-	-
6.2	Validate outputs	Validate outputs	Primary output	SSC	Validated output
6.2.1	Monitoring of discipline	-	-	-	-
6.2.2	Discrepancy and error detection	Detection of errors and discrepancies in primary data	Statistical work program	SSC	Detection of statistical units presented report with mistakes
6.2.3	Editing the results	Editing the results	Editing	SSC	Ready data
6.3	Scrutinize & explain	Explanation of results based on output data	The results of the agricultural census	SSC	Data
6.4	Apply disclosure control	Preserve confidentially of primary data	The results of the agricultural census	SSC (MAC)	Control of preserve confidentially of primary data

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
6.5	Finalize outputs	Prepare final result	The results of the agricultural census	SSC	Final outputs for user
Results Phase 6. Analysis ready to dissemination					
7	**Disseminate**	Dissemination of agricultural census data	Analysis and data	SSC	Analysis and data
7.1	Update output system	Preparations for the dissemination of information on the agricultural census	Register on dissemination of the issues	SSC	Analysis and data
7.2	Produce dissemination products	Agricultural census data production	Register on dissemination of the issues	SSC	Analysis and data
7.2.1	Prepare product components	Prepare product components	Register on dissemination of the issues	SSC	Analysis and data
7.2.2	Produce yearbook and other issues	Census of Agriculture in 2015	SSC	SSC	Preparation of a statistical yearbook "Agricultural census in 2015"
7.2.3	Add data to database	Posting of annual information on agricultural census indicators on the web base	Final information on common agricultural census	SSC	Posting of agricultural census data on the web base
7.2.4	Prepare express - information and analytical report	-	-	-	-
7.3	Manage release of dissemination products	Manage Agricultural census release products	Working plan on statistical analysis, catalogue of statistical publications	SSC (DDD)	Notify users of release
7.3.1	Prepare working plan on analysis	-	-	-	-
7.3.2	Data release calendar	Preparation of the data release calendar	Calendar	SSC (DDD)	Released statistics
7.3.3	Manage of release product	Manage of release product	Products	SSC (DDD)	User satisfaction
7.4	Promote dissemination products	Promote dissemination products	Dissemination products	SSC	Manage of products
7.5	Manage users' inquiries	Reply to inquiries regarding to agricultural census	The assignment of chairman or deputy chairman of the Committee	SSC	Meet requirements of users
Results Phase 7. Statistics disseminated					
8	**Archive**	Archive	Procedural nomenclature, data and metadata	SSC	Archive

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
8.1	Determine archiving rules	Determine archiving rules	Procedural nomenclature	SSC	Documents
8.2	Manage archive repository	Determine archiving rules	Procedural nomenclature	SSC	Documents
8.3	Preserve data and associated metadata	Preserve data and associated metadata	Data and metadata	SSC	Archive
8.4	Dispose of data & associated metadata	Dispose of data & associated metadata	Data and metadata	SSC	Archive
Results Phase 8. Statistics archived					
9	**Evaluation**	Evaluate of processes	Evaluation materials	SSC	Evaluation
9.1	Gather evaluation inputs	Gather evaluation inputs	Gather evaluation inputs	SSC	Evaluation
9.2	Conduct evaluation	Conduct evaluation	Conduct evaluation	SSC	Evaluation
9.3	Agree action plan	Agree action plan	Agree action plan	SSC	Evaluation
Results Phase 9. Evaluate					

Note:

- *Adapted with GSBPM (Azerbaijan version, first edition);*

- *Additions to GSBPM depending on agricultural census characteristics;*

- *Not applied depending on agricultural census characteristics.*

Acronyms

GSBPM - Generic Statistical Business Process Model
SSC – State Statistical Committee of the Republic of Azerbaijan
MA – Ministry of Agriculture
MEI - Ministry of Economy and Industry
MD – Ministry of Defence
MJ – Ministry of Justice
MENR – Ministry of Ecology and Natural Resources
SCLC – State Committee of Land and Cartography
ANAS – Azerbaijan National Academy of Sciences
ASUE – Azerbaijan State University of Economics
ASAU – Azerbaijan State Agricultural University
MAC - Main Accounting Centre
DDD - Department of Data Dissemination
FAO - Food and Agriculture Organization of the United Nations
CIS STAT – Interstate Statistical Committee of the Commonwealth of Independent States