Food and Agriculture Organization of the United Nations

Office of Chief Statistician (OCS)

Quality Assessment and Planning Survey (QAPS)

Year 2018

QAPS1

Questionnaire on DATA OUTPUT (Data Collection, Data Processing, Data Dissemination and Statistical Publications)

PART I – Identification and other information

A) Identify your activity

1.	**Title of the statistical activity (or of the statistical component within a broader non-statistical activity): [free text]**
2.	**Please provide the name of the responsible technical officer: [free text]**
3.	**Please provide the name of the team leader, if different from the responsible technical officer:** [free text]
4.	**Which is the FAO leading Division**: [single choice] 1. AGA 2. AGE 3. AGF 4. AGP 5. CBC 6. CBL 7. CIO 8. DDN 9. DDO 10. DDP 11. DPS 12. ESA 13. ESN 14. ESP 15. ESS 16. EST 17. FIA 18. FOA 19. OCS 20. OSP 21. RAF 22. RAP 23. REU 24. RLC 25. RNE 26. Other, please specify: [free text]
5.	**Please briefly describe the activities 'objectives, its structure, duration and how it is articulated (around 100 words):** [free text, 500 words max]
6.	**What is the status of the activity:** [single choice] 1. New (still to be started) [→ question 7] 2. Ongoing [→ question 9]

If Q6="1. New (still to be started)"

7.	**What is the new activity about:** [single choice] 1. New data collection 2. New calculation of indicators 3. New statistical data analysis of data already available 4. Other, please specify: [free text]
8.	**Why are proposing this new activity? What is its value added, especially from a users' perspective?** [multiple choices] 1. The activity covers a new statistical domain previously uncovered at FAO and/or at the international level 2. It provides an additional piece of information currently missing from within the statistical domain 3. It aims to produce more timely statistics 4. It aims to produce more accurate/reliable statistics 5. It aims to improve the accessibility of the outputs 6. It aims to improve coherence with other sources of similar data 7. Other, please specify: [free text]

If Q6="2. Ongoing"

9.	**Has the activity (or this specific component) been reported in the FAO Corporate Statistical Programme of Work 2016-17?** [single choice] 1. Yes [→ question 9.1] 2. No, this is reported for the first time [→ question 11]
9.1	**Please provide the identifying code of the activity in 2016-17 ("IdActivity" column in the following MS Excel file http://intranet.fao.org/fileadmin/user_upload/scp/FAO_s_Statistics_Activities/ListAllWithCode.xlsx):** [free text]
10.	**Please provide the CSA code associated to your activity in the SPW 2016-17 (the SPW can be consulted at the following link http://www.fao.org/3/a-br622e.pdf):** [free text]

All

11.	**What is the geographical focus of your activity** [single choice] 1. Global [→ question 13] 2. Regional (supra-national) 3. Selected countries 4. Single country 5. Sub-national (e.g. province) 6. Other, please specify the focus [free text]
12.	**Please specify which one(s):** [free text]
13.	**Source of funding:** [single choice] 1. FAO regular budget [→ question 16] 2. Extra budgetary resources 3. Both

14.	**Please specify the project title and symbol (ex. TCP/ANG/0000):** [free text]
15.	**Please specify the donor(s) name:** [free text]
16.	**This activity contributes to strategic objective:** [multiple choice] 1. SO1 2. SO2 3. SO3 4. SO4 5. SO5 6. O6
17.	**Please provide the Outcome/Output/Product code:** [free text]
18.	**Is documentation describing the objectives and the main characteristics of the activity available?** (this is a self-assessment; documentation will be requested at later stage in order to develop a corporate inventory of methodologies used in FAO) [single choice] 1. Yes, complete documentation is available 2. Yes, partial documentation is available 3. No

B) Staff

19.	**Are statistical skills involved in the activity?** 1. Yes [→ question20] 2. No [→ question 23]
20.	**At what level?** [multiple choices] 1. D 2. P 3. G 4. Consultants/PSA
21.	**Have TORs and vacancies been cleared by OCS?** 1. Yes, TORs 2. Yes, vacancy 3. Yes, both 4. No
22.	**Do you plan to hire additional staff to perform statistical activities this year?** [multiple choices] 1. Yes, P staff 2. Yes, G staff 3. Yes, consultants/PSA 4. No

C) Mandate

23.	**Who has mandated the activity?** [multiple choices] 1. I'm not aware 2. FAO Governing Bodies 3. FAO Statutory Bodies 4. UN Statistical Commission 5. Other Intergovernmental Bodies 6. MoUs with other organizations 7. Other international meetings 8. Donors 9. Chief Statistician/IDWG 10. My Department 11. My Division 12. Other [free text]

D) Users

24.	**Can you identify the top three beneficiaries/users of the activity output/product?** [multiple choices] 1. Donors 2. International organizations 3. Media 4. National Statistical Offices (NSO) 5. NGOs and other civil society organizations 6. Policy makers (incl. ministries and other government agencies) 7. Private sector and investors 8. University and research centres 9. Other, please specify: [free text]
25.	**Have you ever conducted user/beneficiary consultation?** [single choices] 1. Yes 2. No [→ question 27]

If Q25='1. Yes'

26.	**Please specify:** [multiple choice] 1. Focus groups 2. Exploratory survey on users' needs ("ex-ante") 3. User satisfaction surveys ("ex-post") 4. Ad hoc bilateral or multilateral meetings 5. Participation in user conferences 6. Other

If Q25='2. No'

27.	**If user/beneficiary consultation was not conducted, please specify:** [single choice] 1. Consultation is not planned 2. Consultation is not planned but discussion is underway on how to carry this out 3. Consultation is planned

E) Cooperation with other FAO Divisions and other international organizations

28.	**Is this activity carried out in cooperation with other FAO Divisions?** [single choice] 1. Yes 2. No [→ question 31]
29.	**Which one(s)?** [multiple choices] 1. AGA 2. AGE 3. AGF 4. AGP 5. CBC 6. CBL 7. CIO 8. DDN 9. DDO 10. DDP 11. DPS 12. ESA 13. ESN 14. ESP 15. ESS 16. EST 17. FIA 18. FOA 19. OCS 20. OSP 21. RAF 22. RAP 23. REU 24. RLC 25. RNE 26. Other, please specify: [free text]
30.	**How would you describe the type of inter-divisional cooperation?** [multiple choices] 1. We designed the questionnaire together 2. We collect data together 3. We exchange data 4. We reconcile (or correct) statistical output thus ensuring consistency 5. We share the same concepts/classifications/definitions 6. We share the same methods for data treatment/processing 7. Other, please specify: [free text]
31.	**Is this activity carried out in cooperation with other organizations?** [single choice] 1. Yes 2. No [→ question 35]
32.	**Which one(s)**? [multiple choices] 1. International organizations 2. Regional (supra-national) organizations 3. National organizations 4. Other, please specify: [free text]

33.	**Please provide the full name of the organization(s) you cooperate with (and acronym if available):** [free text] 1) [free text in predesigned field] 2) [free text in predesigned field] 3) [free text in predesigned field] 4) [free text in predesigned field] 5) [free text in predesigned field]
34.	**How would you describe the type of inter-organizational cooperation??** [multiple choices] 1. We collect data together 2. We exchange data 3. We reconcile (or correct) statistical output thus ensuring consistency 4. We share the same concepts/classifications/definitions 5. We share the same methods for data treatment/processing 6. Financial support (rather than technical cooperation) 7. Other [free text]

PART II – Data Collection/data sources

35.	**Does the activity involve the collection of input data at country level?** [single choice] 1. Yes, data are collected using one or more questionnaires [→ question **36**] 2. Yes, national data are collected but not using a questionnaire [→ question **44**] 3. Yes, both the above [→ question **36**] 4. Yes, but collection has still to be started (new activity) [→ question **44**] 5. No [→ question **44**]

F) Data collection at country level

If Q35="1. Yes, data …" OR Q35="3. Yes, both…"

36.	**What type of questionnaire?** [multiple choices] 1. Web based questionnaire 2. Files (e.g. .xls; .csv, .doc) are sent by email 3. Paper questionnaire (sent by mail) 4. Mobile apps via phone/tablet 5. Other [free text]
37.	**Has the questionnaire been submitted to OCS for clearance?** 1. Yes 2. No
38.	**How was the data collection instrument tested?** [multiple choices] 1. Informal test or expert review 2. Pilot survey 3. Feedback from data providers 4. Functionality/usability/stress test 5. Test on the IT security of data transmission 6. No test was undertaken 7. Other, please explain: [free text]
39.	**How often is the questionnaire dispatched?** [single choice] 1. Regular, annual 2. Regular, more frequent than annual 3. Regular, less frequent than annual 4. Ad hoc 5. Continuous process 6. Other, please specify: [free text]

40.	**By whom is it filled out?** [multiple choices] 1. Ministry of Agriculture 2. Ministry of Forestry 3. Ministry of Fisheries 4. Ministry of the Environment 5. Statistical Department within other Ministries 6. National Statistical Offices (NSO) 7. Other public institutions 8. Sectoral association or other private sector organizations 9. FAO representative 10. Other, please specify: [free text]
41.	**Has the response burden on data providers been evaluated?** [single choice] 1. No but we would be interested in learning more about methods for response burden evaluation 2. No, burden is assumed to be negligible 3. Yes [→ question **41.1**]
41.1	**How has the response burden been evaluated?** [multiple choices] 1. By counting the number of questions to be filled in the questionnaire 2. By measuring the average time needed for completing a questionnaire 3. By assessing the average time needed to retrieve the required data 4. By estimating the Total Respondent Burden by means of a Cost Model 5. By evaluating how many FAO statistical activities ask for data to the same data providers 6. Other, please specify: [free text]
42.	**What is the periodicity of the data collected?** [multiple choices] 1. Daily 2. Weekly 3. Monthly 4. Quarterly 5. Twice a year 6. Annual 7. Every two years 8. Quinquennial 9. Decennial 10. Other, please specify: [free text]
43.	**What actions are in place to prevent or correct possible problems in data collection?** [multiple choices] 1. Support countries in implementing or improving primary data collection 2. Reduce detail in the information requested to the data providers 3. Set up a system for follow up with data providers 4. Test the data collection system in advance 5. Set up multiple ways to collect the data (e.g. web questionnaire, transmission via SDMX…) 6. Monitor data collection (e.g. through quality indicators) in order to undertake prompt corrective actions 7. Design and implement a strategy for checking and correcting the collected data (e.g. set up an editing and imputation procedure) 8. Other, please specify [free text]

G) Data sources

44.	**Do you use FAO and/or non-FAO data sources (or do you plan to use for NEW activities) in the activity?** 1. Yes 2. No [→ question 49]
45.	**What FAO data sources are used (or do you plan to use for NEW activities) in the activity?** [multiple choices] 1. None 2. Aquastat 3. Faostat 4. FishStat 5. other FAO sources, please specify: [free text]
46.	**What non-FAO data sources are used (or do you plan to use, for NEW activities)?** [multiple choices] 1. None 2. data directly inputted by countries 3. country reports 4. national statistical offices/other governmental agencies: data harvest from databases 5. national statistical offices/other governmental agencies: reports, bulletins, publications 6. other international organizations: data harvest from databases 7. other international organizations: reports, bulletins, publications 8. sectoral association or other private sector organizations: data harvest from databases 9. sectoral association or other private sector organizations: reports , bulletins, publications 10. all of the above 11. other: [free text]
47.	**The sources that you identified in the previous question do also include "microdata"? (Meaning e.g. data collected at farm/agricultural holding level)?** [single choice] 1. Yes 2. No 3. Not applicable
48.	**Is documentation available on the data sources used?** [single choice] 1. Yes, complete documentation is available 2. Yes, partial documentation is available 3. No

H) Statistical Classifications

49.	**Which classification do you use for geographical areas?** [multiple choice] 1. UN M49 2. FAO Major Fishing Areas for Statistical Purposes 3. FAOSTAT country classification[1] 4. ISO 5. Other, please specify [free text]
50.	**What type of statistical classification (also called list, coding list or nomenclature) do you use?** [single choice] 1. International statistical classification [→ question 51] 2. FAO standard [→ question 52] 3. We developed our own classification/list [→ question 53] 4. We use a combination of some or all of the above [→ question 54] 5. No classification is used, please explain why: [free text] [→ next section]
51.	**International statistical classification being used** [multiple choices] 1. International Standard Industrial Classification of All Economic Activities (ISIC) 2. Central Product Classification and FAO expansion for agriculture (CPC and CPC expanded) 3. Standard International Trade Classification (SITC) 4. The Harmonized Commodity Description and Coding System (HS) 5. Classification of Individual Consumption According to Purpose (COICOP) 6. Classification of the Function of Government (COFOG) 7. International Standard Classification of Occupations (ISCO) 8. International Classification by Status in Employment (ICSE) 9. Land Use Classification in the UN System of Environmental-Economic Accounting (SEEA) 10. Land Cover Classification in the SEEA 11. Other [free text] [→ next section]
52.	**FAO standards** [multiple choices] 1. FAO classification and definitions of forest products 2. FAOSTAT commodity list (FCL) 3. Land Cover Classification System (LCCS) 4. The International Standard Statistical Classification of Fishery Commodities (ISSCFC) 5. The International Standard Statistical Classification of Fishery Vessels (ISSCFV) 6. The International Standard Statistical Classification of Fishing Gear (ISSCFG) 7. The List of Species for Fishery Statistics Purposes (ASFIS) 8. WCA classification of livestock 9. World Programme for the Census of Agriculture (WCA) classification of machinery & equipment 10. World Programme for the Census of Agriculture (WCA) crop classification 11. Other [free text] [→ question 55]
53.	**Please specify the name and purpose of the classification/list you developed** [free text] [→ question 55]

[1] http://faostat.fao.org/site/371/default.aspx

54.	**Please specify the name of the classifications you use:** [free text] [→ next section]
55.	**Why aren't international classifications used?** [multiple choices] 1. the FAO classification used represents the international reference standard in this specific domain 2. this is the classification traditionally used for this activity in FAO 3. International classifications are not available in this specific domain 4. Existing international classifications are not currently used by data providers 5. Existing international classifications are in use but the data providers do not communicate such information 6. Existing international classifications do not satisfy the users' needs 7. Other, please explain: [free text]

Part III – Data treatment and data processing

I) Data conversion according to different statistical classifications

56.	**Are input data submitted to a conversion of classification?** [single choice] 1. Yes, data are converted from national classifications format to FAO or other international standards 2. Yes, data from different sources are converted from a variety of formats to FAO or other international standards 3. No, data are collected in the same format as they are processed/compiled and disseminated [→ next Section] 4. No, other. Please explain [free text] [→ next section] 5. Not applicable [→ next section]
57.	**What are the methods used for conversion of classifications?** [single choice] 1. Automatic coding 2. Interactive coding 3. Manual coding
58.	**Were the coding methods tested before their use?** [single choice] 1. Yes 2. No
59.	**Is the conversion process appropriately documented?** [single choice] 1. Yes, all conversion tables and other supporting documentation are available 2. Yes, but conversion tables and supporting documentation are partially available 3. No

J) Units of Measurement

60.	**Are input data submitted to a conversion of Unit of Measurement (UoM)?** [single choice] 1. Yes, data are converted from national UoM to standard ones 2. Yes, data from different sources are converted from a variety of UoM to standard ones 3. No, data are collected in the same format as they are processed/compiled and disseminated [→ next section] 4. No, other. Please explain [free text] [→ next section] 5. Not applicable [→ next section]
61.	**What are the methods used for conversion of unit of measurement?** [single choice] 1. Automatic conversion 2. Interactive conversion 3. Manual conversion
62.	**Is the conversion process appropriately documented?** [single choice] 1. Yes, all conversion tables and other supporting documentation are available 2. Yes, but conversion tables and supporting documentation are partially available 3. No

K) Validation of the Input data

63.	**Do you check input data for the presence of errors?** 1. Yes [→ question 65] 2. No [→ question 64]
64.	**Please explain why you don't check input data for the presence of errors:** [multiple choice] 1. Because countries provide error-free data 2. Because we acquire data from another organization that checks and corrects data before providing them to us 3. Because data have few errors that do not affect final statistical outputs 4. Because there are no methods for checking our data 5. Other, please explain [free text] [→ next section]
65.	**Please specify the type of errors you check:** [multiple choice] 1. Out of range errors (values out of the admissible range) 2. Incoherent values (values in the same record which are not coherent; values not coherent with the corresponding past values; etc.) 3. Outliers (extreme data values) 4. Other. Please explain: [free text]
66.	**What are the methods used for to *detect* errors/incoherent values/outliers in collected data?** [single choice] 1. Automatic checks 2. Manual checks 3. Both
67.	**What are the methods used for to *correct* errors/incoherent values/outliers in collected data?** [multiple choice] 1. Manual corrections based on expert judgment 2. Corrections based on follow-up with data providers 3. Automatic corrections 4. Other, please explain [free text]
68.	**Were the procedures for validation of input data defined in accordance to international standards, guidelines, or good practices?** [single choice] 1. Yes, completely 2. Yes, partly 3. No
69.	**Were the procedures for validation of input data reviewed by experts?** [multiple choice] 1. Yes, by FAO subject matter experts 2. Yes, by non-FAO subject matter experts 3. Yes, by FAO statistician 4. Yes, by non-FAO statistician 5. Yes, other. Please explain [free text]: 6. No

70.	**Were the procedures for validation of input data tested before their usage?** [single choice] 1. Yes 2. No
71.	**Are the procedures for validation of input data documented?** [single choice] 1. Yes, complete documentation is available 2. Yes, partial documentation is available 3. No

L) Imputation

72.	**Are missing values in input data imputed?** 1. Yes [→ question 74] 2. No [→ question 73]
73.	**Please explain why you don't perform imputation of missing values:** [multiple choice] 1. Because the data we use do not contain missing values 2. Because we acquire data from another organization that imputes missing values before providing them to us 3. Because there are few missing values and do not affect the final statistical output 4. Because there no methods are available to impute missing values 5. Because we don't publish aggregates that would be based on missing values 6. Other, please explain [free text] [→ next section]
74.	**What are the methods used for the imputation of missing values in your input data?** [multiple choices] 1. Manual imputation based on expert judgment 2. Automatic deductive imputation (e.g.: "if-then") 3. Automatic imputation based on statistical models (e.g. averages, regressions, time series models, etc.) 4. Other, please specify: [free text]
75.	**Were the imputation procedures defined in accordance to international standards, guidelines, or good practices?** [single choice] 1. Yes, completely 2. Yes, partly 3. No
76.	**Were imputation procedures reviewed by experts?** [multiple choice] 1. Yes, by FAO subject matter experts 2. Yes, by non-FAO subject matter experts 3. Yes, by FAO statistician 4. Yes, by non-FAO statistician 5. Yes, other. Please explain [free text]: 6. No

77.	**Were the imputation methods tested before their usage?** [single choice] 1. Yes 2. No
78.	**Do you assess the influence of imputed values on the final estimates?** [single choice] 1. Yes, for all the estimates 2. Yes, for the key estimates 3. No, not relevant 4. No, please explain: [free text]
79.	**Are imputation procedures documented?** [single choice] 1. Yes, complete documentation is available 2. Yes, partial documentation is available 3. No

If Q63="1. Yes" OR Q72="1. Yes"

80.	**Are corrected and imputed values submitted to data providers for their validation?** [single choice] 1. Yes, and we wait for their validation before using/disseminating them 2. Yes, we disseminate only validated corrected/imputed values but for out analyses we use corrected/imputed even if they were not validated 3. Yes, but we use/disseminate corrected/imputed data even without data providers validation 4. Yes, other. Please explain: [free text] 5. No, please explain: [free text] 6. Not Applicable

Part IV - Final statistical outputs

M) Final statistical product/output

(for Divisions working on analysis: "final" in the QAPS may actually represent an "input" to econometric models)

81.	**You *produce* statistics on the following variables/indicators:** [multiple choices] 1. Commodity balances (e.g. commodity balances) 2. Consumption 3. Credit 4. Deflators 5. Economically active population 6. Emissions 7. Employment 8. Exchange rates 9. Expenditures, by the household 10. Expenditures, by the government 11. Export 12. GDP 13. Import 14. Income per capita 15. Inflation rates 16. Investment and capital stock 17. Land cover (including water) 18. Land use (including water) 19. Loss/waste 20. Population 21. Poverty rates 22. Prices, consumer 23. Prices, producer 24. Prices, import/export 25. Price indices 26. Production 27. Stocks 28. Value added 29. Other variables and indicators, please specify which ones: [free text]
82.	**Does the statistical activity include the calculation of index numbers?** [single choice] 1. Yes 2. No [→ question 85]
83.	**Do you use standard methods for deriving index numbers?** [single choice] 1. Yes 2. No

84.	**Are the methods for calculating index numbers documented?** [single choice] 1. Yes, complete documentation is available 2. Yes, but the documentation is not complete 3. No
85.	**Does the statistical activity include the compilation of time series and/or data sets?** [single choice] 1. Time series 2. Data sets 3. Both 4. No
86.	**Does the statistical activity include the calculation of indicators?** [single choice] 1. Yes 2. No [→ question 96]
87.	**Is the indicator definition in accordance with international agreed concepts and definitions? [**single choice] 1. Yes 2. No
88.	**Is the method of computation (formula and procedures) based on international standards, guidelines, and good practices?** [single choice] 1. Yes 2. No
89.	**Over the last three years (or five) have you experienced changes in concepts, definitions, method of computation that led to a break in indicator's time series?** [single choice] 1. Yes, definitions/concepts 2. Yes, method of computation 3. Yes, both definitions/concepts and method of computation 4. No 5. N/A the indicator is calculated for the first time
90.	**Is (are) the indicator(s) part of the SDGs indicators?** [single choice] 1. Yes 2. No [→ question 96]
91.	**Please indicate the SDGs indicator's number:** [free text]
92.	**Are SDGs indicators already calculated?** 1. Yes, they are already calculated and disseminated externally 2. Yes, they are already calculated but not disseminated 3. No, they will be calculated and disseminated in future [→ question 95]

93.	**How are SDGs calculated?** 1. Directly calculated by countries 2. Calculated at FAO level [→ question 95] 3. Mix of the above
94.	**Which is the percentage of countries that calculate the SDGs indicators by themselves?** 1. 0-25% 2. 26%-50% 3. 51%-75% 4. 76%-100% 5. Don't know
95.	**What are the areas that require the most urgent need for improving in ensuring regular collection and reporting of the SDGs indicator for a majority of countries?** [multiple choice] 1. None 2. Technical staff for data collection and analysis 3. Administrative/clerical support 4. IT infrastructure 5. Delivery of in-remote and direct technical assistance 6. Organization of additional training workshops 7. Delivery of the e-learning course in all UN languages 8. Other, please specify:
96.	**Have you in place methods/procedures to compute sex-disaggregated and gender-relevant (e.g. time use, decision making, empowerment, etc.) statistical outputs?** 1. Yes, sex-disaggregated statistics are already computed 2. No, we are implementing procedures to compute them in the future 3. No, but it will be possible to collect data and compute them in the future 4. No, the type of underlying data do not allow to compute them (e.g. data only at macro level) 5. Don't know (further data assessment would be needed)
97.	**What actions are implemented to prevent or correct possible problems in data processing and compilation?** [multiple choices] 1. N/A 2. No action is taken 3. Training for personnel dedicated to manual steps of data processing and analysis 4. Development of written instructions for personnel dedicated to manual steps of data processing and analysis 5. Supervising personnel dedicated to data processing and analysis 6. Computation and analysis of quality and performance indicators on the different steps of data processing and analysis 7. Other, please specify: [free text]
98.	**Are the methods for calculating the final statistical outputs documented? (including information on the data sources; mathematical formulas and descriptive information of computations made on the source data (including adjustments and weighting); treatment of discontinuities in the series)** [single choice] 1. Yes, complete documentation is available 2. Yes, partial documentation is available 3. No

N) Information system & Archiving

99	**Do you have an automated information system to manage data collection, data storage and the main processing steps?** [single choice] 1. Yes, we are in the FAO Statistical Working System (SWS) [→ question 101] 2. Yes, a fully integrated information system other than SWS is used (including data collection and processing) [→ question 101] 3. Yes, an automated information system is used but for data collection only [→ question 101] 4. Yes, an automated information system is used but for data processing only [→ question 101] 5. No, an automated information system is not used
100	**If no, how do you manage data collection and processing steps?** [single choice] 1. Specific procedures are in place to handle the different file formats 2. Procedures are developed each time depending on the data 3. Other, please specify: [free text]
101	**Are procedures in place for archiving data and ensure their protection and restoration in case of failure?** [single choice] 1. Yes, at the end of each phase 2. Yes, after the most important phases 3. Yes, but only at the end of the whole process 4. No, please explain [free text]

O) Validation of the final statistical outputs

102	**What are the methods used to validate statistical outputs before dissemination?** [multiple choices] 1. No validation is undertaken 2. Comparison with outputs from previous editions of the same process 3. Comparison with similar outputs produced by other FAO processes 4. Comparison with similar outputs from external agencies 5. Other, please specify [free text]

PART V – Dissemination of statistical outputs

P) Dissemination

103	**Does your activity include data dissemination?** [single choice] 1. Yes 2. No, data are not disseminated externally, they are only available internally [→ question 124] 3. This is a new activity: data will be disseminated in future [→ **END of survey**]
104	**Does the dissemination involve:** [single choice] 1. Database and/or statistical yearbook [→ question 106] 2. Publication (e.g. flagship publications SOFI, SOFO, SOFIA and similar; bulletin/report; Digital publication, etc.) [→ question **105**] 3. Both [→ question **105**]
105	**Has the publication been submitted/approved by the Publications Workflow System[2] (PWS)?** [single choice] 1. Yes 2. No
106	**Level of dissemination:** [single choice] 1. Full data are public and disseminated 2. Partial data are public and disseminated, additional data are available internally for FAO purposes (possibly available to external users upon request)
107	**Years covered:** [multiple choice] 1. data since '1960s 2. data since '1970s 3. data since '1980s 4. data since '1990s 5. data since 2000 6. data since 2010 7. later than 2010 8. future projections 9. other [free text]
108	**Type of final statistical output disseminated:** [multiple choices] 1. Time series 2. Indicators 3. Index numbers 4. Long term projections 5. Other, please specify: [free text]

[2] https://workspace.fao.org/form/pws/SitePages/Home.aspx

109	**Means of dissemination**: [multiple choices] 1. Database 2. Statistical yearbook 3. Webpage (only/mainly including data~~, not analysis~~) 4. Statistical bulletins/reports (only/mainly including data~~, not analysis~~) 5. Other, please specify: [free text]
110	**Are data disseminated in electronic format (online data bases, PDF publications, webpages, etc.):** [free text] 1. Yes, please provide the link: [free text] 2. No, they are available only in paper
111	**Software used for data dissemination:** [single choice] 1. Commercial software 2. Open source software 3. Software developed by FAO 4. All of the above 5. Other
111.2	**Please specify the name of the software you use:** [free text]
112	**Are the validated data regularly disseminated?** [single choice] 1. Yes, once a year 2. Yes, more frequent than once a year 3. Yes, less frequent than once a year 4. No, data are disseminated on a non-regular basis 5. Other [free text]
113	**Do you analyze accessibility indicators of the data disseminated (e.g. number of web hits, download rates, publications sold)?** [single choice] 1. Yes, regularly 2. Yes, but not regularly 3. No, please explain [free text] [→ question 115]
114	**Please indicate the number of average visits per month in the last year:** [single choice] 1. Less than 500 2. 501-1,000 3. 1,001-5,000 4. 5,001-10,000 5. 10,001-20,000 6. 20,001-50,000 7. 50,001-100,000 8. More than 100,000
115	**Do you disseminate sex-disaggregated and gender-relevant statistical outputs?** 1. Yes, we disseminate whatever is possible 2. Yes, but additional data can be disseminated 3. No, but we will/could disseminate them in the future 4. No, it is not possible 5. Don't know (further data assessment would be needed)

116	**Do you disseminate Metadata?** 1. Yes 2. No, metadata are not disseminated. Please explain why? [free text] [→ question 119]
117	**What kind of metadata are disseminated?** [multiple choice] 1. Structural metadata - identifiers and qualifiers of the data 2. Reference metadata - process related metadata 3. Reference metadata - quality related metadata 4. Other, please specify: [free text]
118	**Do you follow any standards for metadata?** [multiple choice] 1. SDMX for structural metadata (DSD, code-lists…) 2. SDDS template for reference metadata 3. ESMS template for reference metadata 4. Other, please specify: [free text]

Q) Data revision of already disseminated data

119	**Does the statistical activity involve <u>planned</u> revisions of the published data?** [single choice] 1. Yes, the revision policy foresees at least three revisions of the published data 2. Yes, the revision policy foresees less than three revisions of the published data 3. No
120	**Does the statistical activity involve <u>unplanned</u> revisions of the published data (e.g. to correct errors in published figures)?** [single choice] 1. Yes, and we always inform external users 2. Yes, and occasionally we inform external users 3. Yes, but we do not inform external users. Please explain: [free text] 4. No

If (Q119='Yes, …' OR Q120='Yes, …')

121	**What are the reasons for revising the data?** [multiple choice] 1. incorporate more complete data or data from a better source 2. improve data based on consultation with countries 3. correct errors in data sources and computations 4. routine recalculation (incorporate updated seasonal factors; update the base period) 5. enhance coherence with data provided by other organizations (benchmarking) 6. improvements in methodology (changes in statistical methods; concepts, definitions, classifications) 7. other, please explain: [free text]
122	**Do you undertake analysis of the revisions?** [single choice] 1. Yes, every time the revision occurs 2. Yes, occasionally 3. no, please explain [free text]
123	**Are the revisions adequately documented?** [single choice] 1. Yes, complete documentation is available 2. Yes, partial documentation is available 3. No

PART V – Quality

R) Quality of the statistical outputs

124	**This question only applies to data set owners: do you assess the completeness of the final data?** [single choice] 1. N/A, not a data set owner 2. Yes, on a regular basis by computing specific indicators 3. Yes, but not on a regular basis 4. No, the disseminated data sets cover all/almost all the needs 5. No, please explain: [free text]
125	**Do you compute measures of accuracy or reliability of the final statistics? (e.g. confidence intervals; coefficients of variations; revision indicators)** [single choice] 1. Yes and they are disseminated externally 2. Yes and some of them are disseminated externally 3. Yes but they are not disseminated externally 4. No
126	**Please indicate the timeliness of the key statistics, i.e. what is the time lag?** [single choice] 1. < 1 month old 2. 1 - 6 months old 3. 7 months - 1 year old 4. 1 year old 5. 2 years old 6. 3 years old 7. > 3 years old
127	**How would you assess the trade-off between timeliness and accuracy of the final statistical outputs?** [single choice] 1. Timeliness is given higher priority than accuracy 2. Accuracy is given higher priority than timeliness 3. There is a good balance between timeliness and accuracy
128	**Do you disseminate quality related indicators of the final statistical outputs?** [single choice] 1. Yes, regularly 2. Yes, occasionally 3. No, quality indicators are not calculated 4. No, quality indicators are calculated but not disseminated externally because (please explain briefly): [free text]

S) Improvement of the process and its statistical outputs

129	**Please choose <u>three</u> areas where you see the most urgent need for improving the process for the production of the key statistics** [multiple choice] 1. ☐ Dialog with the users 2. ☐ Dialog with data providers 3. ☐ Availability of data at country level 4. ☐ Accuracy of data at country level 5. ☐ Timeliness of data at country level 6. ☐ Availability of metadata accompanying the collected data 7. ☐ Coding/classification of data 8. ☐ Methods and procedures for data editing 9. ☐ Methods and procedures for imputation 10. ☐ Methods and procedures for deriving the final aggregates/indices 11. ☐ Methods and procedures for carrying out data revision 12. ☐ Methods and procedures for validation of key statistics before dissemination 13. ☐ Methods and procedures for preserving confidentiality of disseminated statistics 14. ☐ Dissemination of final statistical outputs 15. ☐ Dissemination of metadata 16. ☐ Other, please specify:
130	**Please choose <u>three</u> areas where you see the most urgent need for improving the quality of the key statistics** [multiple choice] 1. ☐ Relevance 2. ☐ Completeness 3. ☐ Accuracy 4. ☐ Reliability 5. ☐ Timeliness 6. ☐ Punctuality 7. ☐ Coherence 8. ☐ Comparability 9. ☐ Accessibility 10. ☐ Clarity 11. ☐ Other, <u>please specify</u>: