

**STATISTICAL OFFICE**

**PLAN ON THE INTRODUCTION OF GSBPM MODEL  
IN THE STATISTICAL OFFICE**

Podgorica, September 2018

## INTRODUCTION

The plan for the introduction of the GSBPM model in the Statistical Office aims to indicate the prerequisites that need to be met in order to implement the model in the official statistics system.

In November 2017, the Statistical Office adopted the Quality Management Strategy and the Quality Management Implementation Guide, which proposed the introduction of the Generic Statistical Business Process Model (GSBPM).

Generic Statistical Business Model Model - GSBPM is a model that defines and describes statistical processes in a coherent way. By applying this model, processes within and between institutions (producers of official statistics) can be compared and labeled, thus making better decisions about production processes and organization of resources. It can be applied to all research, independently from data sources (survey surveys, population censuses, administrative records, compilations and other combined data sources) for describing and evaluating the quality of statistical production.

The GSBPM model is not designed as a strictly defined framework in which all steps must be applied in the same order but as a model that identifies the steps in statistical production as well as the interdependencies between them.

An analysis of the current situation in the previous period has shown that for the implementation of the GSBPM model in the Statistical Office it is necessary to fulfill the following prerequisites:

- Defines the project task on the implementation of the GSBPM model in the Statistical Office;
- to establish a working team for the introduction of the GSBPM model at the Statistical Office;
- Prepare the Handbook for implementation of the GSBPM model at the Statistical Office;
- develop tools for implementing the GSBPM model (application solution and application usage guide);
- th training calendar for implementation of the GSBPM model.

The source was used to create this information:

1. Generic Statistical Bussiness Process Model, verzija 5.0, Joint UNECE/EUROSTAT/OECD Work of the High-level Group for the Modernization of Statistical Production and Services.

## **I. INFORMATION ON THE ESTABLISHMENT OF THE GSBPM MODEL IN THE STATISTICAL OFFICE**

The information below on the introduction of the GSBPM model in the Statistical Office indicates the prerequisites that need to be fulfilled in order to implement the model.

## **II. DEFINING PROJECT TASKS FOR THE IMPLEMENTATION OF THE GSBPM MODEL IN THE STATISTICAL OFFICE**

### **1.1. Project task for the implementation of the GSBPM model in the Statistical Office**

Basic components of the project task:

1. • Basic information on the GSBPM model;
2. • The purpose of establishing a GSBPM model;
3. • Competence in establishing the GSBPM model;
4. • Timetable of the implementation of activities;
5. • Trainings and training time for employees;
6. • Report on realized activities.

### **Basic information about the GSBPM model in the Statistical Office**

Based on international standards, recommendations and best practices, the Statistical Office has adopted the Total Quality Management / Quality Management model, which is a common framework for the quality of the European Statistical System. The model has been defined through five elements, one of which refers to "Quality Statistical Processes and Products". This element refers to the standardization of statistical processes and therefore the Statistical Office decided to implement the Generic Statistical Business Model - GSBPM. It is a standard view of a statistical business process that identifies activities, responsibilities, resources, documents statistical processes in a standardized way. Using the model, a system for monitoring, documenting and controlling all phases in producing the results of official statistics is being developed, but not only that, but also the staff who is trained and perfected for the application of the GSBPM model on a daily basis.

### **The model has three levels:**

- Level 1 - Statistical business process;
- Level 2 - Eight stages of the statistical business process;
- Level 3 - Sub-phases within each phase.

**The basic stages of the process are:**

1. Identification of user needs and requests;
2. Planning and preparation;
3. Production and testing of the production system;
4. Data collection;
5. Data processing;
6. Analysis of results;
7. Dissemination of results;
8. Evaluation of the process.

Implementation of the model will create preconditions for significant organizational changes in the Statistical Office and transition to the process approach in the planning and production of official statistics.

**Competence in establishing the GSBPM model in the Statistical Office**

All employees of the Statistical Office have competence in establishing the GSBPM model in the Statistical Office. The activities will be coordinated by the Department for Quality Management and Methodology Development, ie a working team for the introduction of the GSBPM model at the Statistical Office.

**The purpose of establishing a GSBPM model at the Statistical Office**

The purpose of establishing the GSBPM model is standardization of the process within the Bureau of Statistics and harmonization with international standards. Implementation of the model provides a documented description of the production system of the results of official statistics, establishes a common and uniform terminology, which facilitates communication, training and integration of employees and facilitates rotation from one workplace to another.

**Timetable for the implementation of activities;**

The time estimate for the establishment of the GSBPM model at the Statistical Office in the period from May 2018 to May 2019, during the IPA 2015 project „Quality management“.

Naziv	Maj 2018	Jun 2018	Jul 2018	August 2018	Sept 2018	Okt 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mart 2019	April 2019	Maj 2019
Project	x												
Create working team		x											
Manual								x					

Aplication								x					
Instruments and educations									x	x	x	x	x
Test													x

### **Training and training time for the establishment of the GSBPM model**

Define the Training Calendar for the implementation of the GSBPM model. Training for employees is held by the members of the working team, after the defined project task, manual, instrument, IT solution and prepared Instructions for documenting the description of the statistical business process.

### **Instructions for documenting the description of the statistical business process**

Bearing in mind that this is a project that requires the engagement of all statisticians, in order to reduce the burden on employees it is necessary to prepare an application solution for documenting the description of the statistical business process.

In addition to the application solution, it is necessary to define a Documentation Guide to the description of a statistical business process that will help employees fill in the phases and sub-phases of a stagnant business process.

## **II. FORMING THE WORKING TEAM FOR THE IMPLEMENTATION OF THE GSBPM MODEL IN THE STATISTICAL OFFICE**

All statisticians in the Statistical Office are responsible for the establishment of the GSBPM model in the Statistical Office. The activities will be coordinated by the Quality Management Department and the methodology development, that is, the working team for the introduction of the GSBPM model at the Statistical Office.

The model is so designed to be applied to all activities performed by producers of official statistics, that is, to any statistical survey. It is independent from the data source, so it is used to describe the process in a sample-based survey, inventory, research using data from administrative sources, or in surveys that combine several methods or models.

The working team for the introduction of the GSBPM model at the Statistical Office will, in the first phase, work on a sample of five statistical surveys, different in the manner of collecting and using data sources, and at a later stage it will be implemented on all statistical surveys defined by the Annual Plan of Official Statistics.

### **III. THE GUIDE FOR ESTABLISHING THE GSBPM MODEL IN THE STATISTICAL OFFICE**

The Manual for the Establishment of the GSBPM Model at the Statistical Office will be used in describing, documenting each statistical survey and determining the quality level. The Manual will be prepared according to the Generic Model of the Business Process Process - GSBPM and will be intended for all activities carried out by producers of official statistics. It will include a review of the phases and sub-phases of the Generic Model of the Statistical Business Process - GSBPM developed to provide a standard framework for all activities needed to produce official statistics. The manual will be reviewed and amended in the medium term, and it will serve as a basis for the development of action plans in the field of quality assurance (short-term, mid-term and long-term).

### **IV. INSTRUMENTS FOR IMPLEMENTATION OF GSBPM MODEL IN THE STATISTICAL OFFICE**

Under the instruments for implementation of the GSBPM model in the Statistical Office, preparation of an application solution and an application for the use of the application by the statisticians is meant.

The application solution is prepared by the IST ICT Department, since IST has been developed on the basis of the GSBPM model, and each IST module represents a single phase from the GSBPM model. The elements that the application must contain are:

- The name of the statistical area;
- The name of the statistical survey;
- Responsible person / statistician;
- GSBPM model phases;
- GSBPM model subphases.

The application usage guide will provide guidelines to the statistician (application user) to properly document the description of the production process system of the official statistics.

### **V. TRAINING CALENDAR**

In accordance with the defined timeframes in the project task, the Training Calendar for employees is prepared, ie, statistics. The trainings are held after all the elements and tools for implementation of the GSBPM model (Manuals, Applicable Solutions and Instructions) have been prepared.

## **VI. TESTING**

The GSBPM model will be tested on 5 selected statistical surveys with different methods of data collection, by May 2019 at the latest. By testing, the grade and instructions for the application of the model, level and phase of the GSBPM are to be carried out.

## **VII. APPLICATION OF GSBPM MODEL**

The application of the GSBPM model in all statistical surveys is planned for 2019/2020 years and is supported by the IPA 2017 project.