

## Vietnam Statistical Quality Framework (VSQF)

### A. Coordinate the implementation of statistical activities and management of statistical standards

Criterion	ON	Contents criterion
1. Coordinate the implementation of statistical activities	1.1	There is a document regulating coordination in the implementation of statistical activities
	1.2	Monitoring, evaluation and reporting on the coordination of statistical activities
2. Managing relationships with stakeholders	2.1	There is a list of entities providing, using statistical information
	2.2	There is a guideline on consultation with the subjects providing and using statistical information
	2.3	A written agreement with the management agency administrative records on the use of administrative data for statistical activities
	2.4	A written agreement with the media about cooperation in dissemination of statistical information
	2.5	Share statistical work plans and budget estimates with development partners
3. Managing statistical standards	3.1	Organized or individual fit to perform the tasks of construction, finishing and guide the application of statistical standards
	3.2	Have a plan to develop, improve and promote the uniform application of statistical standards
	3.3	Carrying out consultations with the subjects to supply and use statistical information in the course of formulating and finalizing statistical standards
	3.4	Statistical standards conform to standards, good statistical practice of international, regional
	3.5	Dissemination of statistical standards and changes in statistical standards
	3.6	Previous statistical standards (old version) are available to provide as needed
	3.7	Store the initial statistical information at the most detailed level according to each statistical classification
	3.8	Statistical products accompany or directed to the references of the relevant statistical standards

### B. Management of institutional environment for statistical activities

Criterion	ON	Contents criterion
4. Assuring professional independence	4.1	Statistical organizations are established by decisions of competent authorities
	4.2	The heads of statistical organizations shall meet the standards on training and retraining levels according to the regulations of competent authorities
	4.3	Disclosure of statistical work plans and reports on implementation results
	4.4	Provide written regulations on the feedback of professional opinions and statistics
5. Assuring impartiality and objectivity	5.1	Written regulations on standards of professional ethics of statisticians
	5.2	There is a process of selecting data sources, methods, production processes and the form of dissemination of statistical information in an objective manner
	5.3	To publicize the regulations on publication and dissemination of statistical information
	5.4	Calendar of dissemination of statistical information stating the time of dissemination, if any changes compared with the published calendar, must be notified in advance, including reasons for change.
	5.5	A solution to ensure that all subjects using statistical information are equal in accessing statistical information
	5.6	The errors in the published statistical information are corrected as soon as possible, the cause of the cause and the results of error correction
6. Assuring transparency	6.1	Control and disclosure of access to statistical information prior to disclosure
	6.2	Written regulations on notifying statistical surveyed organizations and individuals of their rights and obligations
	6.3	Written regulations for notifying the owners of statistical information that the security process has been implemented, which may affect the adequacy of statistical information.
	6.4	Distinguish statistical products from other products by coding the product; Use logos, badges, logos ...
	6.5	Prior notification and explanation of modifications or changes in methodology, statistical techniques and source data
7. Assuring statistical	7.1	Public disclosure of the confidentiality and security of statistical information is publicly available

confidentiality and security	7.2	There is a process of securing the identity information of the information subject
	7.3	Commitment in writing on the performance of obligations of confidentiality and statistical security
	7.4	Implement security measures based on information technology and in a physical form to protect information obtained from information providers.
8. Assuring the quality commitment	8.1	Written statement of commitment to statistical quality
	8.2	There are organizations or individuals performing quality management tasks
	8.3	A manual for statistical quality management
	8.4	The civil servants are trained and fostered in statistical quality
	8.5	Have a plan to ensure the quality of each statistical program before implementation to prevent errors
	8.6	Monitor and report on feedback from stakeholders using statistical information
	8.7	Monitoring, evaluation and reporting of statistical quality
9. Assuring adequacy of resources	8.8	Develop and implement action plans to overcome the limitations of statistical quality
	9.1	Quantify and ensure the quality of human resources for statistical activities
	9.2	Sufficient quantity and ensure the progress of funding for statistical activities
	9.3	To assure information technology infrastructure and other resources for statistical activities

### C. Managing statistical process

Criterion	ON	Contents criterion
10. Assuring methodological soundness	10.1	The statistical methodologies being used are consistent with standards and good statistical practices of the world and regional statistics.
	10.2	Written regulation on the consistent application of statistical methodologies
	10.3	Cooperated with experts and scientists to improve and enhance the effectiveness of statistical methodologies
	10.4	Periodically assessment relevance of the statistical survey method, the use of administrative data for statistical operation, the statistic reporting regulation
	10.5	Use appropriate methods to revise data, label missing data

	10.6	To recruit civil servants with speciality and appropriate training levels
	10.7	The civil servants are regularly fostered and trained in statistical methodology
11. Assuring cost-effectiveness	11.1	Implement measures to monitor the use of resources for statistical operation
	11.2	Implement measures to standardize statistical standards and production process statistical information
	11.3	Review existing data sources to use before preparing to undertake a new data collection
	11.4	Engage with administrative data management agencies in the design of administrative forms and records to improve the administrative data potential for statistical work.
	11.5	Maximum applied of information technology and communication in production of statistical information
12. Assuring soundness of implementation	12.1	To take measures to control the quality of data collection and data processing
	12.2	Propagandize and diffuse statistical surveys to raise the awareness and confidence of information provider subjects
	12.3	Designing info collection instruments, selection and training of investigators suitable for each information provide subjects
	12.4	Testing questionnaires and data entry software before official use
	12.5	Integrate data entry with collecting information, automatic input instead of manual input to increase the accuracy and timeliness of statistical information
	12.6	To format statistical database compatible with the agency's statistical software
	12.7	Have a plan to collect additional information to correct inconsistent information or non-response cases
	12.8	Have a information on the activities and costs of the statistical programme
	12.9	Evaluate the effectiveness of the statistical programme after the end of the programme
13. Managing the respondent burden	13.1	There is a guid on managing the burden of information provide subjects
	13.2	Apply different forms and methods of collecting information to reduce the burden of responding to the information provide subjects
	13.3	Apply statistical criteria in statistical surveys so that the

		subject can provide easy-to-answer information
	13.4	Ascertain and document responses to the requests and complaints of information provide subjects
	13.5	Assess questionnaires and report forms to determine their limitations

#### D. Managing statistical outputs

Criterion	ON	Contents criterion
14. Assuring relevance	14.1	Update and analyze data on the subject using statistical information
	14.2	Survey needs and satisfaction of subjects using statistical information
	14.3	Identify and reflect the priority needs of the subject using statistical information in strategic goals and work plans
	14.4	Providing specification data or related information allowing the subject to use statistical information to know the differences (if any) over the particular concepts they are interested in.
	14.5	Develop and implement a program of action to improve the relevance of statistical information
	14.6	Determine the full rate of statistics
15. Assuring accuracy and reliability	15.1	Evaluate and validate the source data, intermediate results and final results
	15.2	Systematically evaluates the sampling error (coefficient of variation, confidence interval)
	15.3	Systematic review of non-sampling error
	15.4	Determine the percentage that exceeds the range
	15.5	Determining the percentage of non-respondents in the survey unit
	15.6	Determine the non-response rate according to the items in the questionnaire
	15.7	Regulate in writing the adjustment of statistical data, which stipulates the principles, process, time and causes for adjustment.
	15.8	Determine the average value of the adjusted statistics
	15.9	Determine the rate at which data is missing
16. Assuring timeliness and punctuality	16.1	To provide guidance on the monitoring and evaluation of timeliness and timeliness of statistical information
	16.2	Regularly monitor and evaluate activities of publication and dissemination of statistical information

	16.3	Determining the time lag of preliminary results of statistical surveys
	16.4	Determining the time lag of publication of official results of statistical surveys
	16.5	Determine the timeliness of statistical information
	16.6	Develop and implement an action plan to improve the timeliness and timeliness of statistical information
17. Assuring accessibility and clarity	17.1	There is an organization or individual performing the task of assisting the subject using statistical information
	17.2	There is a written regulation on the presentation, storage of statistical data, statistical specification data and statistical publications for easy understanding, easy comparison and reproduction.
	17.3	Widely disseminated the list of publications and statistical services
	17.4	Maximize application of information technology and communication in dissemination of statistical information
	17.5	Provide written access to the micro-statistics database for research purposes
	17.6	The civil servants are trained in the skills of writing reports on statistical analysis, explanations of statistics and press releases.
18. Assuring coherence and comparability	18.1	There is a guideline for monitoring the coherence and consistency of statistics
	18.2	There is a common statistical standards database to promote the coherence and consistency of statistics
	18.3	Identify and measure changes in statistical methods to facilitate the interpretation of statistical differences.
	18.4	Statistics compiled from different sources and cycles are based on common criteria for scope, definition, unit and statistical classification; If there is a difference, then explain
	18.5	Length of time series
	18.6	Clearly explain the interruptions in the time series
19. Managing metadata	19.1	There is a metadata framework and a compilation of metadata
	19.2	Publication and dissemination of statistics accompanied by corresponding metadata or indications of metadata
	19.3	Build and update metadata regularly
	19.4	The civil servants and officials are regularly trained in the management and use of metadata
	19.5	Full rate of metadata

