TEMPLATE FOR FILLING IN MAIN STATISTICAL BUSINESS PROCESSES
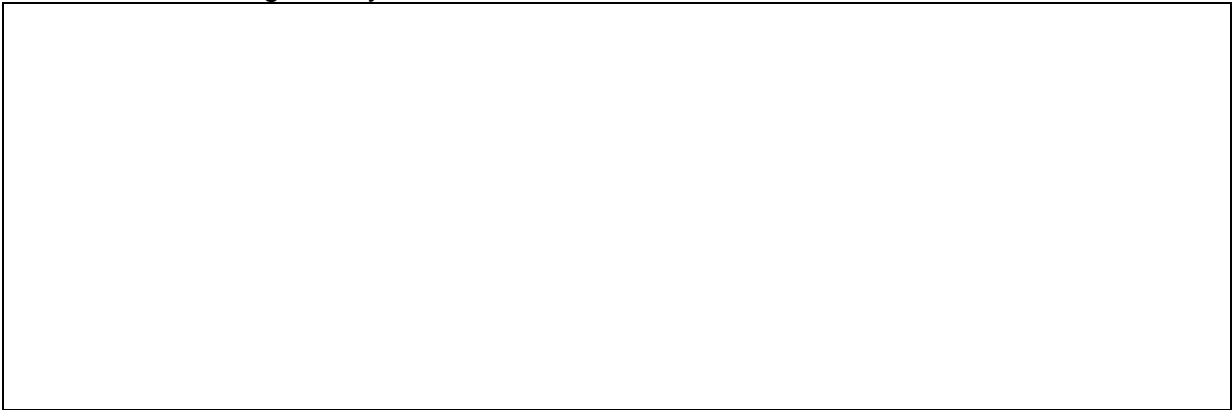
1. Specify Needs

1.1 Determine needs for information and necessary results
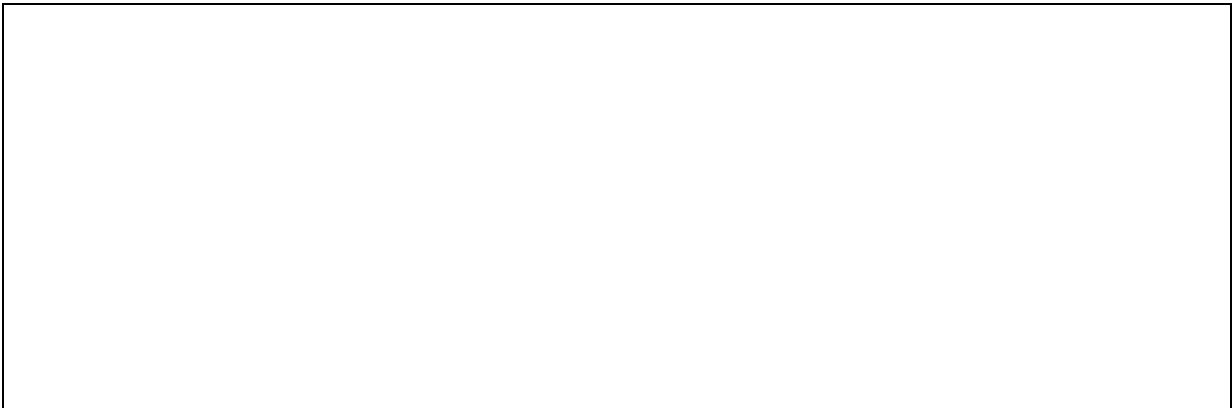
1.2 Consult & confirm needs

1.3 Establish output objective, analysis and testing possibilities

2. Preparation and development of statistical methodologies

2.1 Definition and development of the methodology for collecting data and conducting survey

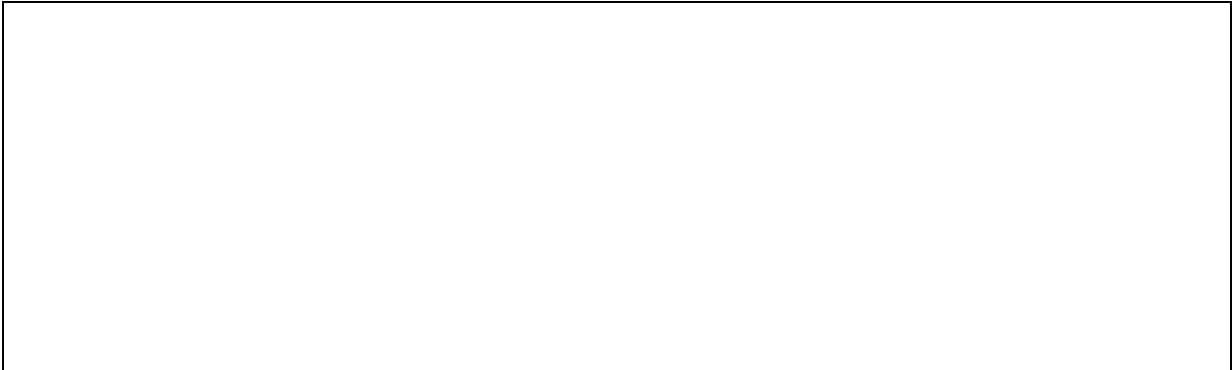2.2 Defining a framework and methodology for the sample selection

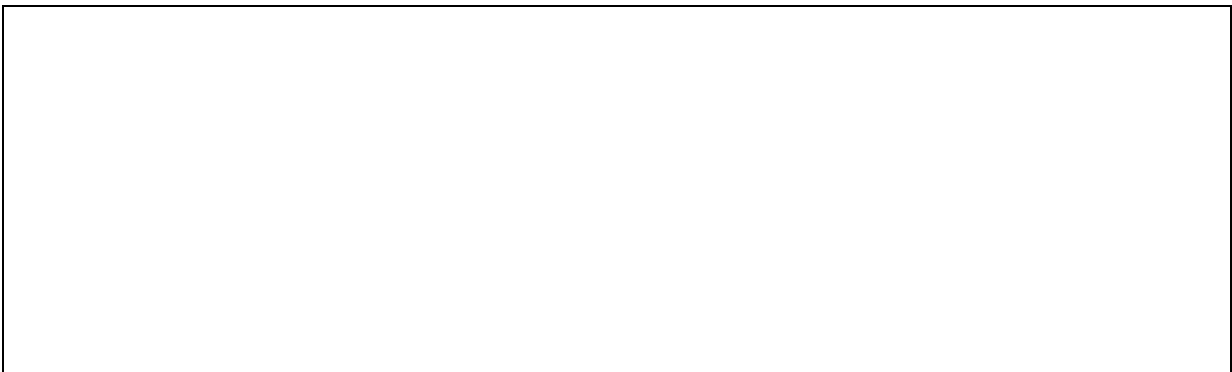2.3 Development of methodology for data processing

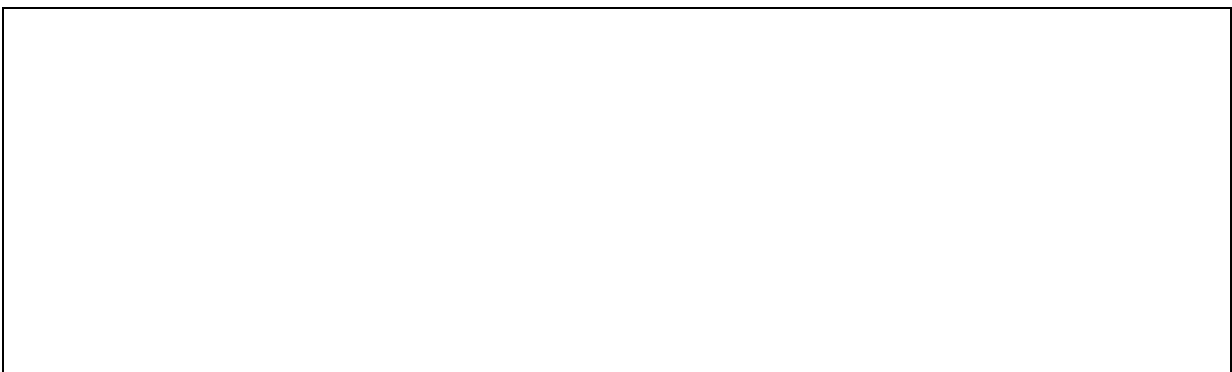**3.   Build necessary instruments for enforcement**
3.1   Build data collection instrument

3.2   Build instruments for data collection

3.3   Configure workflows

3.4   Testing instruments for data collection and data processing

3.5   Test statistical business process

4.   Data collection
4.1   Selection of final population/sample

4.2   Preparation of data collection

4.3   Primary data collection

4.4   Overtaking data from administrative and other secondary sources

4.5   Entering of data collection

5.   Data Processing
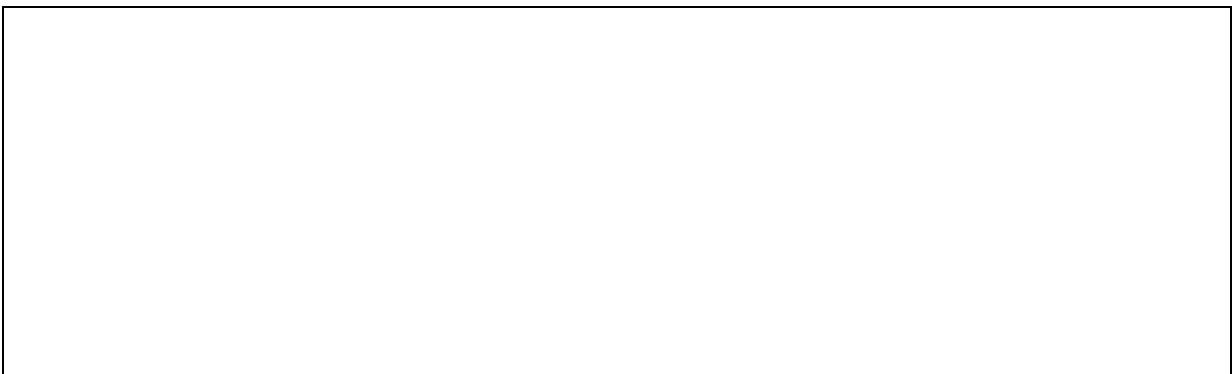5.1   Integration of data collection

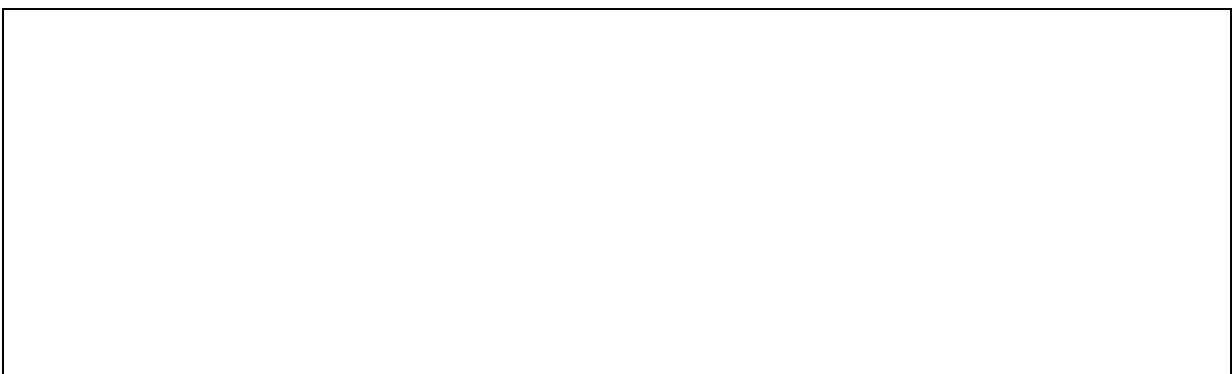5.2   Control, editing and data correction
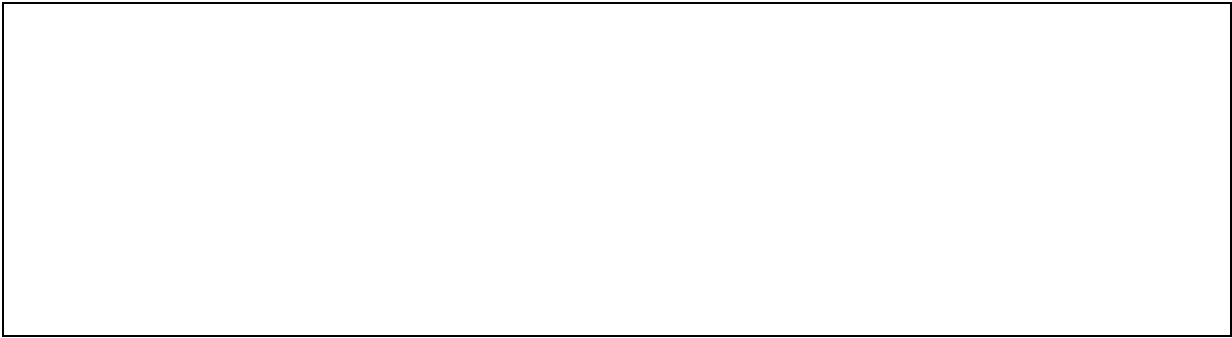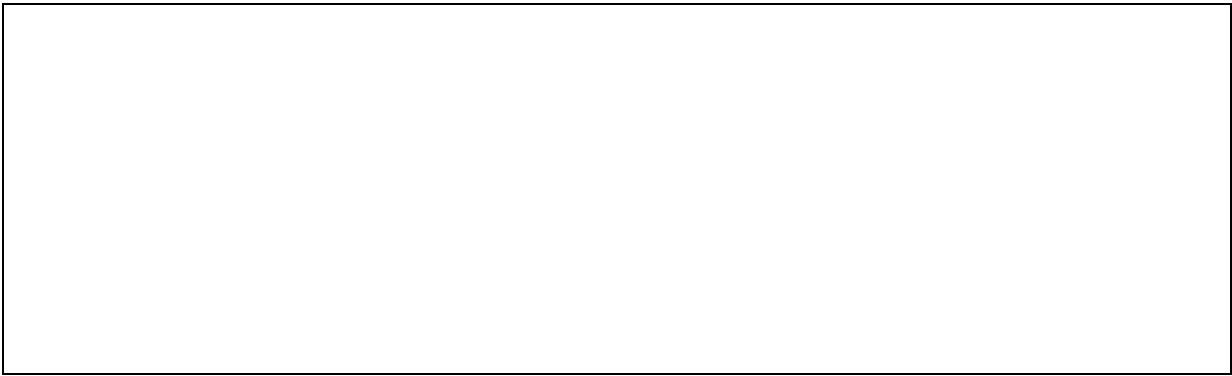
5.3   Imputation and weightening

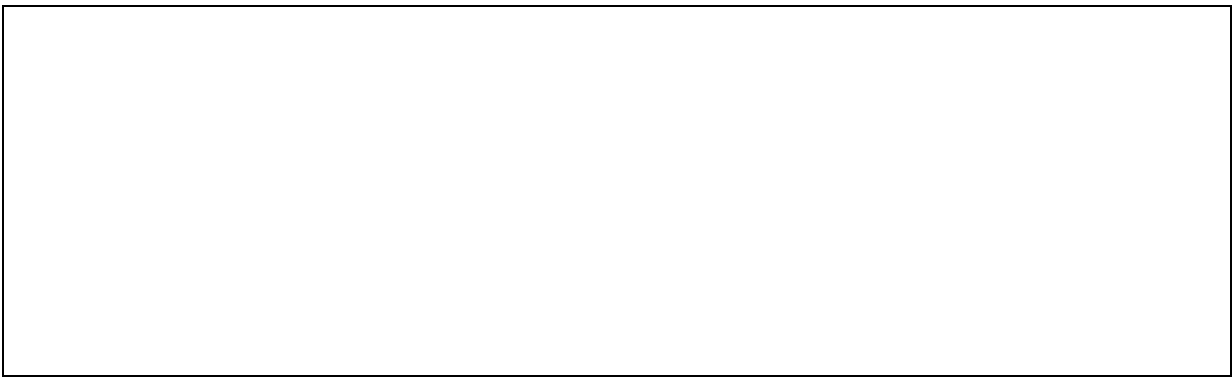5.4   Production of derived variables

5.5   Calculating the aggregate

5.6   Calculation of final data files

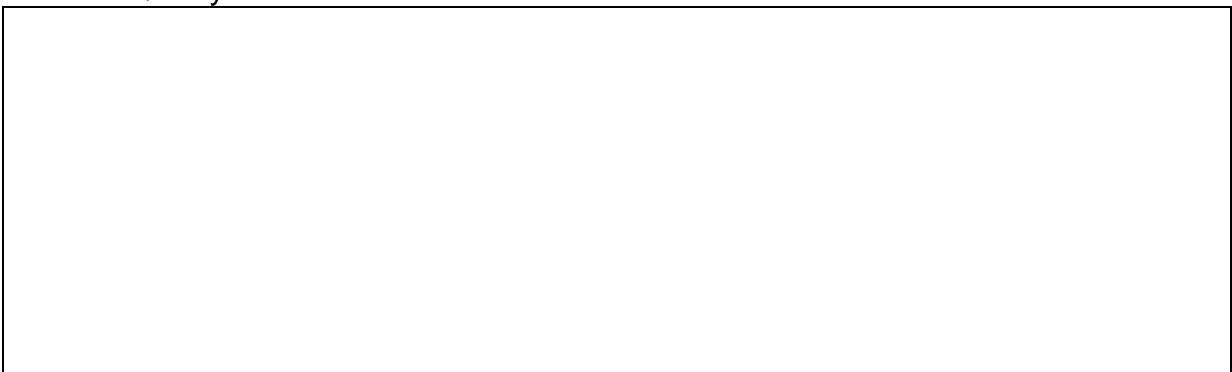5.7   Production and updating registers and database
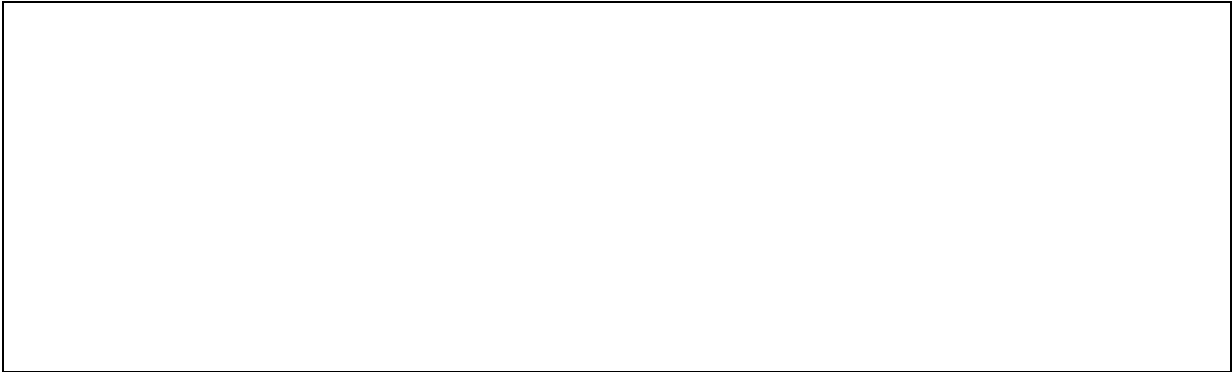
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6.   Analyse
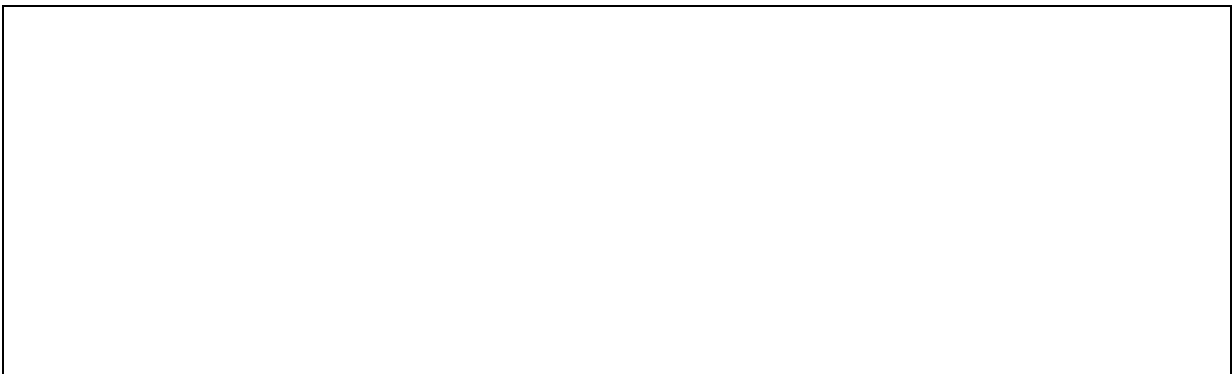6.1   Statistical analysis of results

6.2   Quality control results

6.3   Detailed analysis and interpretation of data publishing
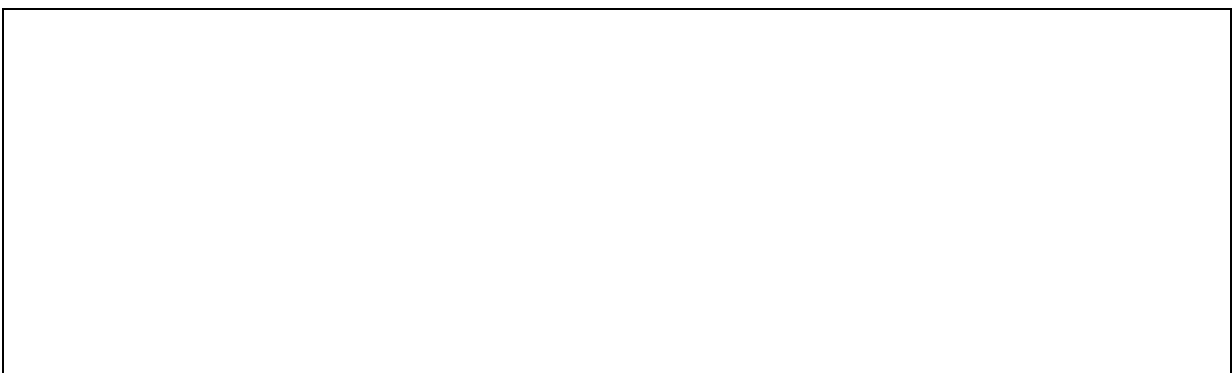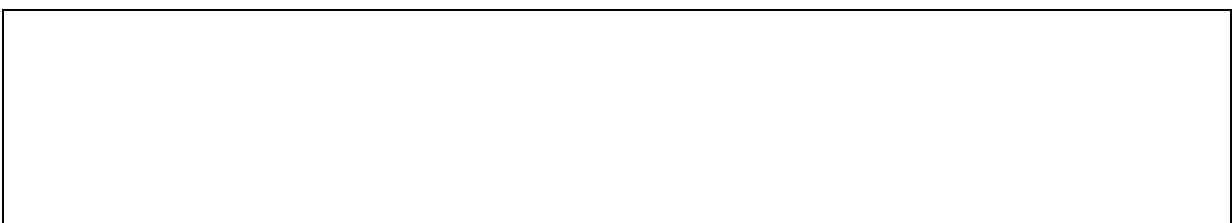

6.4   Protection of confidential data

7.   Dissemination
7.1   Design and production of dissemination products

7.2   Management of published disseminated products

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7.3 Promote dissemination products

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7.4 Manage user support

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8. Evaluate
8.1 Gather evaluation inputs

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8.2 Conduct evaluation

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8.3   Agree action plan