



## ESSnet on Standardisation

### SGA-2

Riga, Latvia

28<sup>th</sup> February, 2014

**FINAL**

**Minutes**

#### List of Participants

Name	Organisation
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Zoltán Vereczkei	HCSO, Hungary
Anne-Claire Laurent-Zuani (as consultant)	INSEE, France



### **Administrative points**

- ESSnet partners voted on the new logo for the SGA-2 action, prepared by Ms. Nadia Mignolli from ISTAT.

### **Framework of the SGA-2 action**

- Brief summary on the timing and the content of the SGA-2 action was given and ESSnet partners discussed the framework of the SGA-2 action.
- Close cooperation between WP2 and WP3 is clear: it concerns both the test cases and the process of ESS standardisation.

### ***Work Package 1 – Inventory of normative documents and conceptual development (WP leader: ONS)***

- **General comments**
  - Final work plan for WP1 should be ready till the end of March, 2014
- **Deliverable 1: Vocabulary of standardisation-related concepts**
  - ESSnet partners agreed that the scope of this action should not be too broad. We should identify the essential concepts, using the STAND-PREP deliverables, the documents produced by the Sponsorship on Standardisation and ISO as basic sources of information for the vocabulary. We should also give priority to concepts with relevance to the work of the ESSnet on Standardisation.
  - It is foreseen that the vocabulary and any future related work will be taken over by the permanent body.
  - The work should focus on key definitions. Not all potential definitions have to be defined in the vocabulary but as a first step, we should aim at identifying as many related concepts as possible.
  - The most suitable platform for discussions among partners regarding the vocabulary is also to be found (WIKI, Google Drive or something else).
- **Deliverable 2: List of additional normative documents for the extension of the inventory**
  - This deliverable is clearly focusing on providing a list of normative documents. There are no resources to add additional description to the inventory in the framework of the SGA-2 action.
  - First step should be the development of principles on how to choose additional normative documents.
  - ESSnet partners agreed that the aim is to go forward (add current documents) and not backward (add history)..



- Priority should be given first to the most recent versions of ESS normative documents which have been published since SGA 1 produced Deliverable 1 and then to international normative documents.
  - SGA-2 action will get debrief from SGA-1 and define the scope.
  - The results of previous discussions on what should be included in the inventory are to be taken into account (check Budapest and Paris minutes of the SGA-1 action).
- **Deliverable 3. Final recommendation on the platform and the organisation of the inventory**
- This task is a follow-up of Deliverable 3 of Work Package 1 of the SGA-1 action.
  - ESSnet partners agreed to take the user perspective; take a public approach and consider this deliverable as a “prototype”. Many aspects of the inventory management have to be clarified, such as reporting features (on whatever complexity); bodies in charge to fill in the inventory; figures required; when is information expected to be recorded in the inventory according to what requirements; etc.
  - Current solutions (such as the Global Inventory of Statistical Standards) should also be investigated; do not start from scratch.
  - There is also a clear potential connection with WP2 – the inventory also has to be linked to the process of ESS standardisation.
- **Deliverable 4. Proposals for the permanent body [Business case for the maintenance of the inventory]**
- Given the recent developments for the joint meeting with DIME/ITDG Plenary Meeting on 26<sup>th</sup>-27<sup>th</sup> March, 2014, ESSnet partners agreed to change the focus of this deliverable to practical proposals for the permanent body.
  - This means that a change to the planned deliverable is necessary. This should be discussed with Eurostat.
  - ESSnet partners agreed that this deliverable should put emphasis on competences needed for the staff of the permanent body to perform its task, based on experience gathered so far.
- **Deliverable 5. Refined templates and user guides for the assessment of all types of normative documents**
- Deliverable 3 of Work Package 1 of the SGA-1 action will be used as input for this deliverable.
  - ESSnet partners agreed that guidelines on the template completion should be provided as part of this deliverable.
  - ESSnet partners also highlighted that one or two tweaks to the current template might be needed. This also means that the current Excel sheets should be further developed into a more user friendly solution.



- ESSnet partners also briefly discussed the “missing” information on the use of the concerned normative documents in the Members States. It is agreed that the most convenient approach to gather this information would be to invite them to fill in the corresponding fields.

– **Timeline:** see to-do list.

### **Work Package 2 – Standardisation process (WP leader: HCSO)**

#### – **General comments**

- Final work plan for WP2 should be ready in March, 2014
- A telephone conference dedicated to the discussion of the standardisation process (the life cycle) is necessary to have a common view on the process and the tasks.

#### – **Deliverable 1: Detailed description and final refinement of the whole standardisation process**

- The main goal of this deliverable is to describe the optimal future standardisation process, taking into account what is currently happening in practice, compared to the model of the process of ESS standardisation as described by the Sponsorship. The “default” procedure is in focus, meaning that the full life cycle of ESS standardisation is described in detail (no “fast track” solutions built in yet).
- It is reasonable to divide the process into 3 parts, given the 3 strategic ESSC decision points (start the development; adoption; revision/withdrawal). The actual division of work will be included in the work plan.
- The description will focus on the information flow (how the information flows during the whole process) and also on providing a decision tree-like description, using flow chart or a similar user-friendly method. The goal is to provide transparency to the process of ESS standardisation and to arrange that the right information is provided for decision making.
- The SGA-1 action concluded that there were no differences in the variants of standardisation process; therefore one process (the “default procedure) is sufficient for all types of standards.

#### – **Deliverable 2: Summary of testing experiences**

- It is desirable to use the same test cases for WP2 and WP3.
- ESSnet partners highlighted that it is not the purpose to analyse the content a normative document used as case studies but it is more about analysing the process and testing the principles of standardisation.
- It is preferable to choose those normative documents for test cases that are at a critical stage of their development (such as doing stakeholder analysis; ensuring consensus; etc.) or are about to start to be further developed.

– **Timeline:** see to-do list.



### **Work Package 3 – Cost-benefit assessment (WP leader: CBS)**

#### **– General comments**

- The main purpose of this Work Package is to propose a final checklist with scoring mechanism. It would be desirable to also develop a user guide for data providers with information on the purpose of the checklist and recommendations on how to provide the data as well as a guide for organising the data collection; how to carry out data analysis and reporting; etc.
- ONS is participating in this action; however no resources have been allocated to the ONS regarding WP3 in the SGA-2 action documentation. HCSO will investigate the possible changes necessary to the SGA-2 document.

#### **– Deliverable 1: Lessons learnt with the testing of different scoring mechanisms**

- It is proposed to test at least one case study from the perspective of different types of users (data providers, data analysts [the permanent body], and users of information) and take a stepwise approach (plan ahead as much as we can but at some certain point see what we have and plan again).
- The applicability of the checklist has to be put to the test for all the 3 main stages/processes of the life cycle (start the development; development and adoption; implementation and revision/withdrawal). However, we will not have resources to conduct an intensive test for stages.
- After an intensive test for one case study, we will decide on if and how feedback will be collected on an improved version of the tool and/or the applicability of the tool for other stages of the process / other cases. This may be in the form of a short survey or an expert review.

#### **– Deliverable 2: Final detailed recommendation on the cost-benefit assessment model, its scope and the scoring mechanism**

- ESSnet partners agreed that for the interviews, likely being carried out in testing, interview guides are needed.
- It is important to stress the purpose of the scoring mechanism. ESSnet partners concluded that scoring is probably more important for strategic decisions.
- It is also important to cooperate with other bodies in the ESS working on cost-benefit assessment. The use of the instrument outside of ESS standardisation is a desirable approach. This depends on the position DIME takes on this subject.
- It is probably best to organise the local data collection via international contact officers and methodology units.
- ESSnet partners also agreed that adding comments and interpretation to the checklist to foster common understanding is of high importance and should be given priority.



- Connection between WP2 and WP3: in WP2 we need to clarify the process where cost-benefit will be applied and then use WP3 to test the applicability of the cost-benefit model in the given context.
  - Connection between WP1 and WP3: user guide for the inventory and cost-benefit: we should have a common way of looking at the exercise, even though they might not be used by the same people but they are used for the same purpose (ESS standardisation).
  - It is also important to highlight that the cost-benefit analysis (no business case) and the business case (have a comparison to doing nothing) are two different elements. This is to be kept in mind for the process description for WP2 as well.
- **Timeline:** see to-do list.

#### **Work Package 4 – Communication (WP leader: HCSO)**

– **General comments**

- HCSO will provide the infrastructure for telephone conferences during the SGA-2 action.
- ESSnet partners are kindly requested to put the e-mail addresses of Csaba and Zoltán (csaba.abry@ksh.hu and zoltan.vereczeki@ksh.hu) in copy for all all e-mails regarding the ESSnet project.

– **Deliverable 1: Updated communication plan in close cooperation with the DIME Steering Group**

- External communication capabilities are limited due to very low budget allocated in SGA-2.
- Changes made to the SGA-2 project description: close cooperation with the DIME/ITDG and the standardisation steering group is foreseen instead of the DIME Steering Group. Continuous consultation with DIME or the standardisation steering group is planned (depends on the decision of the DIME/ITDG Plenary Meeting on 26th-27th March).

– **Deliverable 2: Guideline for the interpretation of the business architecture model from standardisation point of view**

- CBS will cooperate with ISTAT on this deliverable.
- ESSnet partners agreed that only minor changes can be done to the business architecture model elaborated in SGA-1 as SGA-2 is focusing on communication and interpretation of the model.
- The ESSnet will communicate the new version of the business architecture model elaborated in SGA-1 to the Task Force on Enterprise Architecture.
- ESSnet partners agreed that we need two approaches for this deliverable. First, to define the role of architecture in the system of ESS standardisation (focusing on the business architecture: how to use the business architecture model to foster



standardisation at national and European levels). Second, the role of ESS standardisation on the business architecture also needs to be defined.

- **Deliverable 3: Final plans for an updated and animated website to communicate standardisation-related information to the wider audience**
  - No extra budget is available to cover the costs for this action; therefore free solutions are to be considered only.
  - Possible solutions are to be found early; therefore priority is given – at the beginning of WP4 – to find a suitable solution.
  - Some deliverables of the SGA-2 action will be disseminated using this channel.
- **Deliverable 4: Updated, animated website content with attractive presentation of ESS standardisation-related information**
  - The animated website is to be ready by the end of the SGA-2 action and is to be implemented according to the specifications laid down in deliverable 3.
- **Timeline:** see to-do list.

#### ***Work Package 5 – Management (WP leader: HCSO)***

- **General comments**
  - This Work Package covers actions necessary for overall management and coordination, for the interim and final reports and it also refers to the managerial tasks done by the Work Package leaders.
  - ONS is participating in this action; however no resources have been allocated to the ONS regarding WP5 in the SGA-2 action documentation. HCSO will investigate the possible changes necessary to the SGA-2 document.
- **Timeline:** see to-do list.

#### **Meeting conclusions**

- A telephone conference will be organised in March, 2014 by HCSO with the aim to discuss the workplan proposals submitted by the Work Package leaders. A telephone conference on the discussion of the process of standardisation (Work Package 2) is also needed. The integration of these two actions in one telephone conference is desired but the feasibility of this solution will be tested in practice in March.
- HCSO will send proposals for the date of the telephone conference in March (in Doodle Poll) and provide additional background documentation for the process of ESS standardisation (for Work Package 2).
- All telephone conferences should be between 09.00-17.00, UK local time.

#### **To-Do list**



What	Who	When
<b>Project meeting administration</b>		
Send draft meeting minutes and to-do-list to ESSnet partners	HCSO	2014-03-04
HCSO will investigate the necessary changes in the SGA-2 document due to the lack of allocation of resources to ONS for Work Package 5	HCSO	ASAP
HCSO will discuss with Eurostat the changes of the scope of Deliverable 4 for Work Package 1 and inform ESSnet partners	HCSO	ASAP
Send feedback on the draft minutes and to-do-list to HCSO	All partners	2014-03-11
Send final minutes and to-do-list to ESSnet partners	HCSO	2014-03-12
Upload all presentations and documents of the project meeting in Riga to the CROS portal and notify ESSnet partners	HCSO	2014-03-12
Update the dedicated workspace on CROS portal for the SGA-2 action after the finish date of SGA-1	HCSO	2014-03-18
<b>Tasks regarding information sharing</b>		
Work Package leaders send the proposed workplans (with proposals on the division of work for the deliverables) to all ESSnet partners	Work Package leaders	2014-03-12
Send additional documentation regarding the process of ESS standardisation to all ESSnet partners	HCSO	2014-03-13
HCSO will propose possible dates for the telephone conference to all ESSnet partners	HCSO	2014-03-13
Telephone conference to discuss the proposed workplans for the Work Package deliverable, agreed on next steps and also discuss the process of ESS standardisation	All partners	2014-03
<b>Milestones of the SGA-2 action</b>		
Intermediate report	All partners	2014-06
Coordination meeting "Titchfield"	All partners	2014-09-04 2014-09-05 (2 days)
Coordination meeting "Budapest"	All partners	2015-02
Final report	All partners	2015-03