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Nineteenth meeting of the Executive Committee of the
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FIRST REPORT ON THE IMPLEMENTATION OF THE BIENNIAL PROGRAMME OF REGIONAL AND INTERNATIONAL COOPERATION ACTIVITIES, 2020–2021, OF THE STATISTICAL CONFERENCE OF THE AMERICAS OF THE ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

CONTENTS

INTRODUCTION

This report presents the planned structure and content of the documents that are being prepared by the working groups of the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean (ECLAC) for the 2020–2021 biennium. If the necessary details have been furnished by the relevant working group, descriptions are provided of the purpose of each document and the structure and content of the chapters or sections.

This report, which is an input for discussion at the nineteenth meeting of the Executive Committee, is intended to detail the characteristics and contents of the outputs that the respective working groups for the current biennium have undertaken to produce. It also provides an opportunity for national statistical offices and other national and international institutions participating in the activities of the Conference to provide their comments and suggestions on the outputs under development.

This progress report differs from those presented at previous meetings of the Executive Committee, which estimated progress with various activities and compliance with the corresponding deadlines. As the working groups for the 2020–2021 biennium are geared towards key outputs, this format allows for a more detailed understanding of their substantive elements.

For the 2020–2021 biennium, there are 11 Conference working groups, covering the following topics: statistical quality, censuses, disasters, environment, gender, children and adolescents, migration, administrative records, the service sector, security and criminal justice, and labour.

I. GUIDE TO THE IMPLEMENTATION OF A QUALITY ASSURANCE FRAMEWORK FOR THE PRODUCTION OF OFFICIAL STATISTICS IN LATIN AMERICA AND THE CARIBBEAN

Coordinating countries: Colombia and Mexico

A. DESCRIPTION

This document will be a road map for Latin America and the Caribbean to adopt and adapt the international recommendations of the United Nations to implement a quality assurance framework for the production of official statistics, so that the countries of the region have inputs, tools and interactions to formulate and operationalize their own national quality frameworks or to further improve existing ones.

The purpose of this document is to provide regional guidelines for implementation of a quality assurance framework to produce official statistics in the region, and a questionnaire adapted to the regional context for self-assessment of implementation of the framework, taking into account the visions of the countries of the region. The results, opportunities, challenges and experiences of the countries of the region in the implementation will also be presented. It is hoped that the document will support implementation in countries and provide a reference point in the event of difficulties.

The proposed methodology for consolidating the guide draws on the Spanish translations of the United Nations national quality assurance frameworks manual for official statistics and its diagnostic tools. Subsequently, a discussion on these inputs with the countries of the region and their dissemination is proposed, to gather recommendations for adaptation to the context of the region, and to perform checks on the diagnostic instruments (the questionnaire). This will provide key information for consolidation of adjusted, shared and collaborative implementation guidelines document.

B. ANNOTATED CONTENTS OF THE DOCUMENT

Chapter I. Summary of the United Nations national quality assurance frameworks manual for official statistics

First, the quality assurance framework implementation guide will identify the key points of the United Nations national quality assurance frameworks manual for official statistics, as well as its recommendations and principles, to provide a context for readers interested in applying or using the guide.[1]

Chapter II. Feedback on the manual from countries in the region

In chapter II there will be an overview of the main considerations and factors to take into account when adapting and implementing the manual in the region.

[1] See https://unstats.un.org/unsd/methodology/dataquality/un-nqaf-manual/.

The role of information users is particularly important with regard to the recommendations, since they are the ones who assess the quality of the information provided by the national statistical offices (NSO) and national statistical systems (NSS) of their countries.

Chapter III. Experiences of the countries of the region in formulating and using quality assurance frameworks for the production of official statistics

The guide may contain a section on systemization of the different experiences of countries in the region when formulating and consolidating quality assurance frameworks, and the benefits and outcomes of implementation. To this end, a document repository can be created, compiling all experiences, both of countries that are beginning to establish a framework, and those that are preparing to improve on prior work. This repository must allow countries to consult shared information whenever they wish.

Chapter IV. Adaptation and specification of the questionnaire for assessing quality of statistical processes and outputs

The self-assessment questionnaire is a diagnostic tool to evaluate the maturity of countries' quality assurance systems. General recommendations will be provided for adaptation of the questionnaire to the regional context.

This chapter will focus on defining the concepts for correct compliance with the different aspects evaluated.

Chapter V. Actions to develop, implement and strengthen national quality assurance frameworks in the region

This chapter will describe the range of activities and tasks national statistical offices in the region can perform to establish a quality assurance framework or to reinforce and validate an existing framework and strengthen its processes and operations.

Based on a review of practices and the self-assessment questionnaire, a quality assurance framework may be proposed with methods and instruments for evaluating processes and results, with levels from basic to the most advanced certification practices.

Chapter VI. Guidelines for implementing the quality assurance framework in relation to the Sustainable Development Goals (SDGs) and alternative sources of information

To create added value, this chapter will examine the challenges, obstacles and possible solutions for including the themes of SDGs and new sources of information in the quality assurance frameworks of the countries of the region.

A proposal to apply the quality assurance framework and its tools to SDG indicators and alternative sources is expected to be reached by consensus in the working group after considering the key issues in this area.

II. GENERAL GUIDELINES FOR CENSUS DATA CAPTURE: A REVIEW OF DATA CAPTURE METHODS WITH A VIEW TO THE 2020 CENSUS ROUND

Coordinating country: Chile

A. DESCRIPTION

The purpose of this document is to strengthen the technical capacities of national statistical offices in the census data capture stage, with a view to preparation of the 2020 census round, and to promote coordination and cooperation between the countries of the region in this area.

It will include considerations on data capture methods in the management and planning of census projects, background on census data capture in Latin America, different data capture methods, as well as monitoring and tracking systems during data capture.

B. ANNOTATED CONTENTS OF THE DOCUMENT

Chapter I. Considerations on data capture methods in census project management and planning

Four areas will be addressed in this chapter:

i) Census formats: the types of census that countries perform and how they influence the choice of data capture method, paying particular attention to traditional censuses.

ii) Planning and budgeting: the impacts of data capture method choices on the time required to prepare and conduct a census, and on census planning and budgeting.

iii) Strategy to determine the capture method: a summary of the elements to be considered when selecting the capture method.

iv) Test plan: the importance of including tests of the different data capture methods in a census project plan —including integrated tests, in the case of mixed models— and of carrying tests out.

Chapter II. Background on census data capture in Latin America

Based on the regional survey on technological infrastructure carried out in the preceding biennium by the working group on censuses, an overview will be given of the data capture methods used by the countries of the region in the 2010 census round and the 2020 round (completed and to be performed shortly). This section will focus on the transition of countries to the use of mixed data capture methodologies and the importance of discussing these methods.

Chapter III. Data capture methods

This chapter will address five areas:

i) Digitization: the most traditional digitization method will be presented, although it is used less and less frequently. The main difficulties posed by this method and the main reasons why some countries are still implementing it will also be discussed.

ii) Optical character recognition (scanner): this section will examine the basic requirements, both technical and operational, that must be met by any country using this method, whether employed by national statistics offices or outsourced.

iii) Mobile capture device: this section will systematize the guidelines for the use of mobile capture devices in the data capture stage and will address both technical and operational considerations.

iv) Web form: this section will systematize the guidelines for the use of web forms in the data capture stage, examining both technical and operational considerations.

v) Mixed data capture method: this section will address mixed data capture methods, in particular the linkage between paper, web forms, mobile capture devices and telephone interviews. The mixed method of data capture is one of the experiences best suited to the region.

Chapter IV. Monitoring and tracking systems used during data capture

This chapter will address the implementation of tracking and monitoring systems during data capture, and to ensure good coverage and quality. The following themes will be addressed:

i) Advantages of monitoring systems according to data capture method.

ii) Design and implementation of the coverage monitoring system.

iii) Design and implementation of the demographic monitoring system to assure quality.

iv) Importance of such systems for making decisions on analysis of coverage and quality indicators during surveying.

v) Implementation of a situation room for monitoring and tracking the census operation.

III. A HARMONIZED METHODOLOGICAL FRAMEWORK FOR MEASURING DISASTER-RELATED INDICATORS PERTAINING TO THE SUSTAINABLE DEVELOPMENT GOALS AND THE SENDAI FRAMEWORK FOR DISASTER RISK REDUCTION 2015–2030

Coordinating countries: Paraguay and Peru

A. DESCRIPTION

According to the latest statistical report on loss and damage caused by disasters in 22 Latin American and Caribbean countries,[2] around 100,000 disaster events have been recorded in the region over the past 30 years. Almost 50% of these events have been small-scale disasters (known as “extensive events”), which are often not reflected in economic estimates, and mainly affect small communities and cities. Of the recorded disasters, nearly 90% have been hydrometeorological in nature and therefore preventable, highlighting the importance of climate change adaptation actions in the region.

In that regard, the goal is to develop a framework document that facilitates the systematic and regular generation of data and statistical information on disaster risks and dangerous events, in relation to their economic, social and environmental impacts. It would be based on best practice codes for the validation of data and information in official statistics, contributing to disaster risk management in Latin America and the Caribbean.

B. DOCUMENT CONTENTS

Chapter I. Introduction

- About this document
  - Target audience
  - Vision, purpose, objectives and scope
- Working group for the creation of a document on a harmonized methodological framework for measuring disaster-related indicators pertaining to the sustainable development goals and the Sendai Framework for Disaster Risk Reduction 2015–2030
  - Background, purpose and members
- The regional context
  - Disasters and disaster risk management and reduction in Latin America and the Caribbean

[2] See United Nations Office for Disaster Risk Reduction (UNDRR), *Impacto de los desastres en América Latina y el Caribe 1990-2013: tendencias y estadísticas para 22 países*, 2016 [online]https://www.unisdr.org/files/48578_impactodesastresamericalatinacaribe.pdf.

Chapter II. Contextualization and harmonization

- Concepts and terminology
  - Based on the theoretical framework of the Group in 2019, with updates
- Consistency between frameworks and global agendas by 2030
  - Sendai Framework for Disaster Risk Reduction 2015–2030
  - Sustainable Development Goals
- Indicators to measure the global targets of the Sendai Framework
  - Compendium of bibliographic references (Sendai Framework monitor, technical guidance on calculations, tools, guidance for sectors such as agriculture and health)
- Regional experiences
  - Europe, Asia, Latin America and the Caribbean

Chapter III. The role of national statistical offices in disaster risk reduction, management and monitoring

- Public policies, regulatory frameworks, legislative considerations.
- Inter- and multisector coordination.
- List of parameters to use administrative records for statistical purposes.
- Production of geospatial statistical information.
- Standardization, quality control and data validation.
- Possible contributions to disaster and emergency preparedness.

Chapter IV. Existing tools in the region

- Self-assessment tool for statistics for national statistical construction of Sendai Framework indicators.
- Data collection: post-disaster needs assessment (PDNA) and damage and loss assessment (DaLA).
- Databases of damages and losses (DesInventar Sendai).
- Reporting system and online platform for the Sendai Framework monitor.
- Guide for integration of hydrometeorological data to strengthen statistics related to disasters and climate change (to be confirmed).

Chapter V. Good practices of member countries regarding statistics for disaster risk reduction and management

- Coordination of statistical and geospatial information for disaster risk reduction and management.
- Use of geospatial information.
- Statistical classification.

Chapter VI. Challenges, opportunities and priorities

- Analysis of common or predominant factors in the region in terms of statistics for disaster risk reduction.

Chapter VII. Conclusions and recommendations

Bibliographic references

Annexes

IV. RECOMMENDATIONS FOR GENERATING ENVIRONMENTAL STATISTICS AND INDICATORS WITH GEOSPATIAL INFORMATION AND NON-CONVENTIONAL SOURCES

Coordinating country: Mexico

A. DESCRIPTION

The goal is to produce a document of recommendations for generating environmental statistics and indicators for the Sustainable Development Goals (SDGs), based on the integration of non-traditional sources and the use of Earth observations that enable the countries of the region to create new methodologies or improve existing ones.

Experiences in the region will be examined, focusing on best practices, to determine which geospatial information and non-conventional sources the countries of the region use, the possibilities they offer, and the desired output.

B. WORKPLAN

1. Assessment of availability of geospatial information and use of non-conventional sources in the countries of the region

The assessment of availability of geospatial information and use of non-conventional sources in the countries of the region shall be performed for the countries that have documentation to consult, which provides insight into the status of these two areas. To standardize terminology, a glossary will be compiled with the concepts and definitions that will be used in the resulting document, taking into account, for example, terms established by the Economic Commission for Latin America and the Caribbean (ECLAC) and the United Nations.

To perform the assessment, information will be gathered through a collection instrument (that has been pilot tested), which will cover components such as legal frameworks, conceptual designs and information and communications technologies (ICT). Each of these components will have required specifications for data capture, with a filling out guide.

Prior to the gathering process, training will be provided. This will consist of an explanation of the project, including how to answer questions in the instrument and what is expected of each of the questions.

To complete the assessment stage, the received information will be processed, analysing and validating the collected data. If certain responses do not meet expectations there will be a consultation period, to obtain the desired information and to be able to present it based on the results scheme of an optimal model for evaluation of geospatial information and the use of non-conventional sources.

2. Workshops for development of statistics from geospatial information and non-conventional sources

The workshop for presentation of the results of the assessment will have two general goals: (i) to present the results of the research to evaluate the availability of geospatial information and the use of non-conventional sources in the countries of the region; (ii) to present practical strategies and processes to construct indicators or statistics from geospatial information and non-conventional sources, enabling attendees to construct their own indicators or statistics.

For the activity concerning the evaluation, a presentation will be made including background information and a review of the conceptual framework of environmental dynamics, environmental impact, biodiversity and environmental statistics, including an outline of the aims of the project and the results obtained in the participating countries. The purpose of the activities to select environmental statistics or indicators is for attendees to build the capacity to select more appropriate geospatial information and use better suited non-conventional sources to construct the environmental statistics or indicators their countries need.

To strengthen selection, several activities will be carried out, taking into account the characteristics that geospatial information and non-conventional sources must have to be statistically usable: the variables related to the goal of the exercise will be established; geospatial information and non-conventional sources will be evaluated to determine which meet the minimum requirements for use and also have the variables required to measure the objective; a presentation will be given on the different types of indicators and statistics (such as descriptive measures, rates, ratios, proportions and confidence intervals) and the type that is best suited to completing the procedure will be determined.

International methodological guidelines, such as the Framework for the Development of Environmental Statistics (FDES) and the Manual on the Production of Environmental Statistics of the United Nations Statistics Division, will be considered in the definition of the calculation. The purpose of these activities is to have attendees identify the procedures that will allow them to design indicators or statistics based on geospatial information and non-conventional sources and decide which is most appropriate. To this end, the relationship between geospatial information variables and the use of non-conventional sources related to the goal will be examined. Once there is an understanding of how the variables interact with each other, a practice exercise will be performed using the data gathered from the geospatial information and non-conventional sources that are of interest for development of indicators or statistics.

Having defined the calculation of the environmental indicator or statistics, a practical exercise will be carried out to apply the method to the data obtained. The goal is for participants to perform the necessary calculations to generate the value for the devised calculation and interpret the result. For this activity, several individual tasks will be carried out using data with the required characteristics for application of the calculations in a common knowledge tool; an exercise will be performed to apply the calculations to generate the value; and the results will be analysed, using the theoretical framework applicable to the topic addressed in the chosen goal.

3. Methodology for calculation or production of environmental statistical series

The recommendations and methodological guidelines for generating environmental statistics and indicators using geospatial information and non-conventional information sources will be based on evaluation of the effectiveness of the information. Effectiveness must be assessed according to certain criteria defined in this project; the continuous supply of information provided by these sources must be ensured and guaranteed. Mechanisms have been established to achieve this evaluation, starting with the diagnosis.

The know-how accumulated by each country in terms of georeferenced statistical use of information could help to guide other countries that have made less progress in speeding up development, and could even serve as a reference for reorienting actions or aims of countries that are one step ahead. Indicators or statistics and their method of calculation should be selected based on the feasibility of all countries producing them; if this is not workable, it must be possible to establish steps and identify all facets for subsequent implementation.

The recommendations document shall contain the lines of action originating from analysis of the best practices of the countries of the region, the assessment and the workshop on calculation of the environmental indicators or statistics.

V. METHODOLOGICAL GUIDE ON TIME-USE MEASUREMENTS IN LATIN AMERICA AND THE CARIBBEAN

Coordinating country: Mexico

A. DESCRIPTION

The general aim of the document is to systematize time-use measurement experiences in Latin America and the Caribbean and to develop guidelines for conducting surveys and calculating indicators on time use and unpaid work in the region.

The specific objectives are:

- To systematize the different methodologies used in the region to measure time use and unpaid work and to analyse the different approaches to time-use measurement.
- To examine the different time-use classifications used by the countries of the region and their links with the Classification of Time-Use Activities for Latin America and the Caribbean (CAUTAL), as a regional classifier, and the International Classification of Activities for Time-Use Statistics.
- To determine a minimum list of activities to be included in time-use surveys so that the main time-use indicators are comparable, and particularly the one relating to indicator 5.4.1 of the Sustainable Development Goals (SDGs) (regarding the proportion of time spent on unpaid domestic and care work).

B. ANNOTATED CONTENTS OF THE DOCUMENT

Chapter I. Time use from a gender perspective in Latin America and the Caribbean

This chapter is divided into two sections. In the first section, an overview is given of the notion of time use and the sexual division of labour as a vector for reproduction of inequalities. The second section describes the main regional and international policy frameworks governing time-use surveys and the origin of time-use studies. It also gives an account of the main characteristics and potential uses of information obtained from time-use surveys and the background of existing methodological guides, with recommendations for harmonization. The following aspects will be addressed:

- Time distribution and reproduction of inequalities
- Background on time-use surveys in Latin America and the Caribbean
  - Regulatory frameworks and international and regional mandates
  - Time-use surveys
  - The origin of time-use surveys
  - Background on methodological guides

Chapter II. Conceptual definitions

This chapter will address the theoretical and conceptual frame of reference for time-use surveys, focusing on the division into productive and non-productive activities. There will also be an explanation of the need to measure all forms of work in order to make households' unpaid work visible, dividing it into care and unpaid domestic work and emphasizing the relationship between households' unpaid work and the System of National Accounts (SNA), and the reasons why SNA excludes domestic services performed in households. The chapter will contain the core concepts of time-use activities performed by women and men and detail systematization of daily activities through the Classification of Time-Use Activities for Latin America and the Caribbean (CAUTAL) and its relationship with the International Classification of Activities for Time-Use Statistics (ICATUS). The following aspects will be addressed:

- Analytical frameworks on production and work
- Extended production accounts and satellite accounts
- Definition of all forms of work
- Complementary basic definitions
- The Classification of Time-Use Activities for Latin America and the Caribbean (CAUTAL)

Chapter III. Methodological aspects of time-use surveys

The main purpose of this chapter is to review the methodological aspects of time-use measurements. In addition, emphasis will be placed on the main methodological considerations in at least seven fields: conceptual framework (labour, System of National Accounts), type of information collection (module or independent survey), data collection instrument (daily or list of activities), reference period (day, week), activity classifier (CAUTAL, ICATUS, other), mode of information collection (online mobile devices or paper) and target population (for example, people above a certain age). This section must centre around a scheme that classifies these elements based on the Generic Statistical Business Process Model (GSBPM), so it will focus on design aspects. The following aspects will be addressed:

- Phases in the generation of information and considerations for conducting time-use surveys
  - Specification of needs
  - The design of time-use surveys
  - The construction of time-use surveys
  - Data collection
  - Data processing
  - Data analysis and dissemination of results
  - Process evaluation and lessons learned
- Minimum list of activities to ensure international comparability

In this section, a list of activities will be presented that is aligned with CAUTAL, favouring comparability between countries. This list will provide minimum criteria for collection of time-use information to enable construction of indicators with a common methodology, in particular SDG indicator 5.4.1.

Chapter IV. Time-use measurements in Latin American and Caribbean countries

This chapter will systematize time-use measurements taken in the countries of Latin America and the Caribbean and address their main methodological considerations. The analysis will focus on conceptual frameworks, objectives, measurement methods and instruments, number of measurements made in each country, type of activity classifier, reference period and the modules and questions that have been applied in the countries of the region.

Chapter V. Time-use information for public policy design

This chapter will explore the importance and potential of time-use information in the design of public policies for equality in various areas related to economic conditions and production structures, social policies on matters such as poverty alleviation and health, and care policies. The second section will examine the utilization of time-use information in the region, providing specific examples of when decision makers have used this tool as a source for development of public policy. The relationship between users and producers of the information will also be addressed. In the last section there will be a discussion of challenges in the production and utilization of time-use information. The following aspects will be addressed:

- The contribution of time-use information to equality policies
  - Care policies
  - Labour market policies
  - Policies to overcome poverty
  - Policies on natural resources and rural development
  - Urban development and transport policies
  - Health policies
- Time-use information in public policy in Latin America and the Caribbean
- Challenges for the production and utilization of time-use information

Annexes

- Glossary

  The working group to prepare a methodological guide on time-use measurements in Latin America and the Caribbean will review some definitions used in the process of developing time-use surveys and the production of related indicators and agree on definitions of key terms to facilitate discussions and understanding among group members, and to promote the use of shared harmonized time-use terminology.

- Construction of indicators for comparability

  In order to promote international comparability, the working group will propose basic indicators, including the basis of calculation and standardization considerations.

VI. PROTOCOL FOR THE COLLECTION AND DISSEMINATION OF DATA FROM STUDIES INVOLVING CHILDREN AND ADOLESCENTS

Coordinating countries: El Salvador and Panama

A. PRESENTATION

The objective of this document is to improve the capacities of national statistical offices to address the ethical challenges related to the collection and dissemination of data from studies involving children and adolescents.

It is expected to serve as a step-by-step guide for statistical offices to carry out surveys involving children and adolescents, and to make recommendations for the dissemination of data from studies involving children and adolescents.

B. ANNOTATED INDEX OF THE DOCUMENT

Chapter I. Guiding principles based on the Convention on the Rights of the Child

This chapter sets forth the principles of the Convention on the Rights of the Child and the importance of treating children and adolescents as individuals and social stakeholders and not just as research subjects. It provides definitions and criteria for the application of the principles of the Convention in studies involving children and adolescents, such as the definition of a child set out in article 1; the guarantee of non-discrimination (art. 2); the primary consideration of the best interests of the child (art. 3); the obligations associated with article 5 of the Convention in a manner consistent with the evolving capacities of the child; the right of the child to be heard and the consideration of their level of autonomy in accordance with their age and maturity, ensuring that children and adolescents can freely express their views in the research process (in accordance with article 12 of the Convention), and the obligation to protect children and adolescents during the research process from anything which could be prejudicial to their welfare (in accordance with article 36 of the Convention).

Chapter II. The participation of children and adolescents in research processes

Article 12 of the Convention on the Rights of the Child is particularly relevant to the participation of children and adolescents in research processes, as their right to be heard in accordance with their age and maturity in all matters affecting them should be taken into account. This has implications for the way research is conducted, especially in terms of the need to maintain a delicate balance between the interests of the child or adolescent as an individual participating in a study and of children or adolescents as a social group that may be affected positively or negatively by the study.

Chapter III. The role of parents or caregivers in the participation of children and adolescents in the research process

Parents or caregivers of children and adolescents may play a role in the research process depending on the age of the participating group, both in consenting to their participation and in answering questions directly or indirectly when they cannot express themselves. This section defines criteria regarding the type of information that will be given to the parents of the children and adolescents participating in the study, according to the research subject matter.

Chapter IV. Aspects to consider in sensitive areas of research (abuse, abandonment, physical and sexual violence, trafficking in persons and sexual exploitation)

Children and adolescents are the most vulnerable group when it comes to research on sensitive issues such as abuse, abandonment, physical and sexual violence, trafficking in persons and sexual exploitation. Nevertheless, their participation may be necessary and appropriate to strengthen protection programmes or policies. The decision on the participation of children and adolescents in this type of research involves taking stricter requirements into account. This chapter discusses criteria for deciding whether or not to incorporate children and adolescents; criteria for discussing with specialists whether involving children and adolescents is worthwhile; criteria and examples of consent and research procedures in accordance with local legal and cultural frameworks; and criteria and examples for deciding when it is appropriate for adolescents to give consent without parental involvement, considering cultural, legal, contextual and safety aspects. It also addresses specific procedures and measures that may be implemented in relation to researchers and teams on the ground regarding these themes.

Chapter V. Ethical aspects

This section describes general ethical aspects to be considered in all research involving people and their link with specific ethical considerations regarding children and adolescents, taking into account some critical elements such as respect, benefit and justice, which must be understood and weighed to decide whether the development of a specific study involving children and adolescents is justified. The chapter provides examples and criteria for application in the context of Latin America and the Caribbean.

Chapter VI. Analysis of harms and benefits

This chapter describes criteria to evaluate whether participants play a crucial role in obtaining the required information or whether there is an alternative, because of the potential for emotional or psychological harm. It addresses aspects such as the preparation of the team on the ground, the development of data-gathering instruments and the dynamics of the interview, which could result in children lying because of the stress they experience. It establishes criteria with regard to possible retaliation as a result of the study, from members of the subject’s family, other adults or the community.

Chapter VII. Safety and care of participating children and adolescents

This chapter provides examples and definitions of risks and safeguards to ensure the care of children and adolescents participating in studies: support and application of referral protocols (information, guidance, support) and criteria for defining information protocols and characteristics of places of care if support or information is required. It defines criteria to identify protection networks that can provide care for children and adolescents who require it or whose need of protection is identified during the research process, and to establish referral and information protocols. This chapter includes special considerations for situations of emergency or internal conflict.

It provides examples of cases and precautions regarding studies involving children and adolescents in situations of emergency, humanitarian crisis or internal conflict that are linked to their participation in the research process and the knowledge of their family, caregivers or community.

Chapter VIII. Methodological considerations

This chapter addresses issues such as: inclusion of consent and informed consent, recommendations for the team on the ground, recommendations for the research team, guidance for the ethics committee, privacy and confidentiality, and payment and compensation.

Chapter IX. Use of administrative records for research purposes

This chapter outlines considerations for public or private institutions handling administrative information on children and adolescents to decide the type of data that can be given to third parties.

Chapter X. Question and answer guide for the participation of children and adolescents in the research process

This chapter presents a set of questions and answers that can serve as a guide for researchers regarding different aspects of the research process associated with justification, relevance, inclusiveness, safety of participating children, adolescents and researchers, preparation of the team on the ground and the research team, content of informed consent, role of parents or caregivers, selection of methods and techniques, and characteristics of the participation of children and adolescents.

VII. ASSESSMENT OF THE CAPACITIES OF STATISTICAL SYSTEMS IN LATIN AMERICA AND THE CARIBBEAN AND BEST PRACTICES TO MEASURE INTERNATIONAL MIGRATION

Coordinating countries: Chile, Colombia and Mexico

A. PRESENTATION

The purpose of this document is to present an assessment of national statistical systems in Latin American and Caribbean countries and to propose methodologies for generating new international migration statistics or improving existing ones. These statistics will make it possible to formulate evidence-based public policies, monitor the related Goals and targets of the 2030 Agenda for Sustainable Development, and strengthen the implementation of the Global Compact for Safe, Orderly and Regular Migration, the New York Declaration for Refugees and Migrants and the commitments made within the framework of initiatives such as the Regional Conference on Migration, the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean (ECLAC) and the Regional Conference on Population and Development in Latin America and the Caribbean.

Latin America and the Caribbean are currently experiencing different migratory movements which are increasingly forced, and States are required to safeguard the rights of the people affected. The factors behind these movements include the lack of connectivity of some areas, the integration of global value chains that drive job creation and attract labour, the need for better human resource training abroad in the light of increasing competitiveness, the lack of development opportunities and political and social conflicts or natural disasters. This movement of people affects all the countries involved in the migration process, including those of origin, transit and destination.

Within the framework of various international and regional agreements and commitments, national statistical systems must establish coordination mechanisms to produce high quality statistical information on the subject, through censuses and surveys and the statistical use and linkage of different administrative records, as well as through methodological innovations or new sources of information. Data on the migrant population should be disaggregated by age, sex, ethnic origin and disability, among other factors.

B. ANNOTATED INDEX OF THE DOCUMENT

Chapter I. Priority initiatives, methodological resources and dissemination platforms in Latin America and the Caribbean

This chapter will describe the initiatives, methodological resources and regional platforms relating to international migration statistics managed by organizations and programmes of the United Nations system, with the aim of generating synergies and linking the efforts made to measure international migrant stocks and flows and strengthen migration governance. These include, in particular:

- Projects that are being carried out or have been carried out to strengthen statistical capacities.

- Methodological resources that are currently dispersed, and various available consultation platforms and systems.
- Proposals on population dynamics, migration governance, gender equity, respect for human rights and attention to vulnerable groups in order to create synergies and develop integrated products. Special attention should be paid to the coronavirus disease (COVID-19) pandemic in terms of the impact it may have had on these areas.

Chapter II. Assessment of national capacity for the production of data on international migration and main recommendations

This chapter assesses national statistical offices with regard to the production of data on international migration and the main recommendations to follow, through the following five sections:

- Data needs for international migration policy
- Data production
- Exchange of data, methodologies and procedures
- Data dissemination
- Data use for public policy formulation and evaluation

Based on this assessment, priority follow-up activities will be identified with a view to improving migration statistics.

Chapter III. Recommendations for the statistical use of administrative records to estimate and characterize international migratory movements

This chapter will develop the methodology for the use of administrative records to measure international migration. The following sections will be included:

- Administrative records available for the measurement of international migration in Latin America and the Caribbean and their use in the countries.
- Evaluation and proposal of standardization of concepts and variables for the application of the proposed methodology.
- Methodological proposal for the building of an international migration statistics register.
- Challenges posed by the implementation of a regional migration register.

Chapter IV. Methodological recommendations for the inclusion of information on the international migrant population in the calibration of expansion factors in household surveys

This chapter will highlight the importance of having robust estimates of international migration that can be incorporated into the calibration of expansion factors in relevant household surveys. Therefore, it will serve as a complement to the content of the previous chapters regarding mechanisms for coordination between the institutions that generate administrative records on migrants and the national statistical offices, highlighting possible applications in surveys. Similarly, the focus on identifying and characterizing the migrant population may be used in one of the emblematic products of the national statistical offices: household surveys. This chapter will comprise the following sections:

- Brief description of the main stages of household surveys. It will address the methodological phases taken into account in probability-based household surveys, with a special focus on the substages related to methodological design and, within these, calibration.
- Main methodologies for the calibration of expansion factors in household surveys. It will address specialized literature on the calibration of expansion factors, and describe the main methodologies, their advantages and specifications.
- Recommendations for incorporating information on the foreign or immigrant population into household surveys by means of expansion factors. The aim is to underscore the benefits relating to the reliability of estimates of interesting phenomena through household surveys, by using information exogenous to the survey on the foreign or immigrant population. To that end, a set of recommendations for the use of calibration in household surveys is provided, based on official information on the number of foreigners, immigrants or other similarly defined groups, and the possible effects on the reliability of survey estimates are highlighted.

VIII. METHODOLOGICAL DOCUMENT ON CONCEPTUAL ASPECTS AND STATISTICAL USE OF ECONOMIC ADMINISTRATIVE RECORDS

Coordinating countries: Colombia and Mexico

A. PRESENTATION

The objective is to prepare a methodological document for the statistical use of economic administrative records that make it possible to generate new statistics or improve existing statistics in the countries of Latin America and the Caribbean, taking into account their conditions and level of statistical development.

The document will begin with the definition of the terms employed with regard to the statistical use of administrative records, which will be included in the first chapter. The second chapter will briefly describe the general view of the use of administrative records to update the statistical business register. From the third chapter onward, the document will include guidelines for the statistical use of administrative records based on the Generic Statistical Business Process Model (GSBPM), and a specific chapter will be devoted to recommendations for each phase of the model, using the best practices of the countries of the region as a reference.

Finally, it will include brief descriptions of the classifications used in the region, along with a list of the countries that have a statistical business register, in the annexes.

B. ANNOTATED INDEX OF THE DOCUMENT

Chapter I. Importance of administrative records, concepts and definitions

This chapter will describe the conceptual frame of reference to be used in the document. It will also underscore the importance of administrative records, their suitable treatment and processing, comparability and integration, which are important for the development of robust indicators to support governments' decision-making.

In addition, it will include definitions of concepts, both general and specific, relating to economics, such as: establishment, company, economic activity, register, administrative record, statistical register and statistical business register.

Chapter II. View of the statistical business register and of an economic administrative record system

This chapter will outline the role of administrative records with regard to the statistical business register, mainly as this relates to: updating this register using economic administrative records (e.g. taxes and electricity and water services) and generating statistics through the use of administrative records.

This chapter will also address international trends in administrative records and in the innovation processes of both public and private sector institutions. It will present the good practices related to the content of this chapter that are applied by the countries of the region.

Chapter III. Identification of needs

In general, Latin American and Caribbean countries have large volumes of administrative data, both at the national and subnational levels, which have not been put to statistical use. However, selecting those that meet the countries' needs is essential. This chapter will address these elements and the characteristics that administrative records require in order to be of statistical use.

Chapter IV. Design of a statistical record system based on administrative records

The design of a statistical record system should focus on the process required to transform an administrative record into a statistical record and to ensure that results are comparable and consistent with those obtained from other sources of information, censuses or surveys. This chapter will address aspects such as: the establishment of the objectives of the economic statistical record; the definition of the objects of the record (unit of observation); the unique identification number for units of observation, for public use and the development of an inventory of sources and criteria for the selection of sources. The aim is to present examples of information technology infrastructure that supports administrative record systems in some countries of the region.

Chapter V. Building a statistical record system based on administrative records and the statistical business register

This chapter will describe the modules to be included in an economic statistical record system based on administrative records, in order to guarantee conceptual uniformity and full comparability of the statistical and geographic information produced at the national and international levels. These modules should correspond to the needs of the countries, with the aim of ensuring that the information contained in the administrative records can be used across all administrative areas of national statistical offices, while maintaining the confidentiality of the information.

Chapter VI. Data gathering

This chapter will describe the mechanisms that can be used for the exchange of information between the entities that hold administrative records and national statistical offices, to ensure that they are efficient and guarantee the confidentiality of the information. It will also explain the advantages of inter-institutional agreements or memoranda of understanding, based on mutual interest. These should include: exchange mechanisms, persons responsible, frequency, delivery dates, criteria for validating information, standardization of criteria, use of classifications and preparation of assessments.

Chapter VII. Data processing

This chapter will address the need to define criteria for consistency analysis and information integration procedures, and the importance of data models to store and retrieve information efficiently. Consideration should be given to: (i) the processing of information from administrative records and (ii) data processing, for example.

Chapter VIII. Analysis of results

This chapter will underscore the importance of verifying statistical results obtained from administrative records and of ensuring that validation mechanisms provide the coherence and consistency factored into the processing design. It will emphasize the importance of analysing results, comparing them with other data sources (censuses or sample surveys).

Chapter IX. Dissemination

This chapter will describe the importance of statistical information disseminated to the entire population. It should include the corresponding metadata and information should be exchanged on the basis of a specific standard (e.g. Statistical Data and Metadata Exchange (SDMX)). The chapter will highlight the importance of this information as established in the design phase to define and create statistical products that meet users' needs, including anonymized microdata for public use.

It will outline good practices applied in the countries of the region related to the content of this chapter, for example, experiences in saving and anonymizing data.

Chapter X. Process evaluation

This chapter will discuss the importance of gathering required data and the development of an action plan to that end, and of an assessment report that includes the results, analyses and recommendations linked to the execution of the previous phases of this process. It will recommend evaluating whether the statistical record generated from administrative records provides the statistical or geographic data needed, ensures comparability and consistency with the results obtained from other information sources, meets the requirements of confidentiality and security of information, reduces costs and the workloads of respondents and meets international standards, for example.

Annexes

Annex A1: International classifications used in the region.

Annex A2: Examples of statistical business registers in the region.

IX. GUIDE FOR THE MEASUREMENT OF PRICES AND VOLUMES IN THE SERVICES SECTOR

Coordinating country: Colombia

A. PRESENTATION

The purpose of the document is to compile experiences in the region to serve as a guide for the measurement of prices and volumes in the services sector. Each country will show how it has tackled this subject in terms of reflections, challenges, difficulties and achievements, so that the exchange of knowledge serves as a reference for other countries in the region. This exercise will underscore the countries' efforts to address this subject.

B. DOCUMENT CONTENTS

I. Introduction

- A. Objectives
- B. Scope
- C. Benefits

II. Frame of reference

- A. Basic concepts
- B. International models

III. Experiences in the measurement of prices and volumes in service sector activities in countries of the working group of the Statistical Conference of the Americas of ECLAC

- A. Electricity, gas, steam and air conditioning supply; water distribution; wastewater disposal and treatment, waste management and environmental sanitation activities.
  1. Information sources
  2. Methods and techniques
  3. Results
- B. Construction.
  1. Information sources
  2. Methods and techniques
  3. Results
- C. Wholesale and retail trade; motor vehicle and motorcycle repair; transport and storage; lodging and food services.
  1. Information sources
  2. Methods and techniques
  3. Results

D. Information and communications.

1. Information sources
2. Methods and techniques
3. Results

E. Financial and insurance activities.

1. Information sources
2. Methods and techniques
3. Results

F. Real estate and insurance activities.

1. Information sources
2. Methods and techniques
3. Results

G. Professional, scientific and technical activities; administrative and support services activities.

1. Information sources
2. Methods and techniques
3. Results

H. Public administration and defence; compulsory social security; education; human health and social services activities.

1. Information sources
2. Methods and techniques
3. Results

I. Artistic, entertainment and recreational activities, and other services activities; activities of individual households as employers; undifferentiated goods- and services-producing activities of individual households for own use.

1. Information sources
2. Methods and techniques
3. Results

IV. Conclusions

Bibliography

X. MANUAL ON THE DESIGN OF SECURITY AND CRIMINAL JUSTICE STATISTICAL SYSTEMS

Coordinating country: Mexico

A. PRESENTATION

The objective of this document is to guide national efforts to generate statistical information on security and criminal justice in the countries of the region, within the framework of international standards in this area, in an effort to improve statistical project management capacities to measure crime and for the administration of criminal records.

The manual will begin with a concise presentation of its importance for the operationalization of previously established international statistical standards. It will emphasize the needs and areas of opportunity that drove its development as a practical response adapted to the countries of the region. It will recognize the wide variety of contexts within the region along with institutional specificities. It will also explain the need to provide examples of international experiences and good practices in each section, which will be used as a reference and for comparative purposes.

Finally, it will briefly outline the need for a consolidated statistical system of security and criminal justice in the context of evidence-based decision-making (justification).

B. ANNOTATED INDEX OF THE DOCUMENT

Chapter I. National statistical systems

This chapter will be the first in the manual to include technical content and will provide a clear and detailed conceptualization of national statistical systems. This conceptualization will be based on the understanding of what official statistical information is, the production, management, analysis and dissemination of this information (generically, as the specificities will be discussed in the following chapters), and the interaction and coordination of institutions or agencies that are linked to each other. It will set out the fundamentals, purposes and principles of security and criminal justice statistical systems.

The chapter will also outline the need for a homogeneous methodological framework, conceptual fundamentals, objectives and common definitions to be established in subsequent sections and chapters. It will emphasize the close link between the systemic generation of statistical information and public policy decision-making processes.

Chapter II. Ecosystem of security and criminal justice statistical information in national statistical systems

This section will focus on the specific operation of security and criminal justice statistical systems. To this end, it will summarize the conceptualization of the security and criminal justice statistical systems mentioned in the previous section (fundamentals, purposes and principles). It will address aspects common to the system as a whole (regardless of the type of criminal justice system in the country), such as coordination at the national level. This is important to note as the particular aspects or roles that each institution in the system will play will be reflected until chapter III. The chapter will address aspects such as the institutional framework for the operation of the system and its importance for the formulation of public policy relating to criminal/preventive/penal/access to criminal justice/penitentiary issues or the enforcement of sanctions.

Chapter III. Components of the criminal justice system and their role in generating statistics

This chapter will be useful for the different institutions that make up security and criminal justice systems, since it will describe the type of information generated by each one, aspects related to the general content of this information, and the importance or usefulness of the information for the rest of the system. However, the disaggregation details that should be contained in the statistical information will be described in chapter IV.

This chapter will help institutions to clearly identify their strengths, areas for improvement in generating statistics and the possibility of joining efforts or allying with other actors to coordinate the collection or exchange of information that may be mutually useful.

In addition, for each type of institution it will list the main statistical outputs defined by the members of the working group to develop a manual on the design of security and criminal justice statistical systems in the countries of the region. To this end, the chapter will begin by outlining the stages of criminal proceedings (information, complaint, investigation, administration of justice, enforcement of sanctions and reinsertion).

If necessary, the members of the working group will assess whether there is a need for a general description of the different types of criminal justice system in the region. Finally, this chapter will allow the governing bodies of security and criminal justice systems to identify actors and institutions producing additional statistics with which they can establish ties.

Chapter IV. Scope and basic content of security and justice statistics by component

Together with the previous chapter, this chapter will serve as a guide for criminal justice system institutions and other stakeholders to assess strengths and needs with respect to generating statistics, and the minimum standards for production and homogenization.

It will address the basic content of each stage of the criminal justice process, as well as additional content from other relevant actors.

Chapter V. Cross-cutting methodological and technical aspects

This chapter will be the last that includes technical content in the manual, but it will establish criteria and guidelines that cut across all types of statistical output and component of security and criminal justice systems. It will develop the requirements or technical conditions needed for the proper functioning, management and response of security and criminal justice systems, but which will have to be addressed by all its members.

The manual will provide the elements for institutions to identify areas of improvement and strengthening. It will also offer assistance, training and professionalization options, so that institutions can access resources and specialized knowledge.

The options presented in the manual will always seek to foster capacity-building in institutions and to ensure durability, avoiding dependence on external instruments or on private institutions.

Chapter VI. Implementation route

This section will describe practical aspects for the implementation of the recommendations set out in the manual, including linkages with international organizations that can support and provide technical assistance to security and criminal justice systems.

Glossary

Annexes

XI. DOCUMENTS ON GOOD PRACTICES FOR THE ADOPTION OF THE NEW INTERNATIONAL STANDARDS OF THE INTERNATIONAL LABOUR ORGANIZATION (ILO)

Coordinating country: Chile

A. PRESENTATION

The objective of this document is to advance in statistical harmonization for the measurement of work relationship statistics, incorporating the good practices of the countries of the region. It aims to promote among countries the conceptual and methodological harmonization of labour statistics with the new international standards of the International Labour Organization (ILO) for statistics on work relationships, adopted at the twentieth International Conference of Labour Statisticians (2018).

ANNOTATED INDEX OF THE DOCUMENT

Introduction

The standards currently used in the region for the compilation of statistics on labour relations date mainly from 1993, after which each country autonomously adopted or adapted the International Classification of Status in Employment (ICSE) in its surveys. In order to adapt to the changes seen in labour markets and respond to countries' demand for new indicators to measure all work relationships, over the past five years ILO undertook a revision of existing standards that culminated in the adoption, at the twentieth International Conference of Labour Statisticians in 2018, of a new resolution on this topic, which sets out the revised International Classification of Status in Employment (ICSE-I8). This chapter provides an overview of the new ILO recommendations on work relationship statistics to enable readers to understand the objectives and scope of the document. It will be based on the official resolution adopted at the twentieth International Conference of Labour Statisticians.[3]

Chapter I. Initial country assessment

A regional consultation[4] will be held to ascertain countries' current status with respect to the implementation of the latest ILO recommendations. It will try to determine how countries currently apply the ICSE in their labour force (or household) surveys, the specific questions they use to classify employed persons, the main difficulties in classifying atypical professions and the challenges posed by the new occupations that have emerged in the labour market in recent years (for example, the use of digital platforms), along with the use of information and its importance for labour market analysis.[5]

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3 See ILO, "Resolution concerning statistics on work relationships", October 2018 [online] https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/meetingdocument/wcms_647343.pdf.

4 The feasibility of extending the regional consultation to countries that are not members of the working group will be assessed. Efforts will also be made to ensure that consultations include all important issues as much as possible.

5 At the suggestion of the countries, a section on the comparison of surveys with administrative records to identify formal employment will be added to the questionnaire.

This consultation is also expected to provide an assessment of countries' future plans for their labour force (or household) surveys to adopt or adapt the latest recommendations of the twentieth International Conference of Labour Statisticians, also in line with the previous recommendations of the nineteenth International Conference of Labour Statisticians on statistics of work, employment and labour underutilization.

This chapter will finally serve as the baseline for the development of the following chapters, in which countries will be classified according to their current status with respect to the adoption of international standards.

The methodology used will be an online survey aimed at the focal points of the working group's member countries. It will be sent in July 2020 and countries will have three weeks to respond. The systematization of results will be carried out by the coordinating country in conjunction with the technical secretariat.

Chapter II. Regional experiences and classification of countries with low, medium and advanced implementation

Using the baseline of the regional consultation, countries will be asked to describe their national experience with regard to the classification of status in employment in their labour force (or household) surveys. Each country will be responsible for preparing this work in a period of six weeks maximum.

In order to standardize the work, countries will be given guidelines on addressing the different sections of the chapter and on the maximum number of pages for each section. These guidelines will be reviewed by the countries beforehand in order to ensure the instrument has been validated.

Chapter III. Calculation algorithms

The development of a standard algorithm will involve two dimensions: first, incorporating the ILO advances at the international level and second, preparing an algorithm proposal using the recommendations of the participating countries of this working group. The chapter will describe the variables used, the flow and the classification categories, and will also address the problems related to their adoption in surveys.

Given the regional diversity of contexts and capacities in the gathering of statistics, and in order to maintain the comparability of labour statistics, it is necessary to define minimum variables that countries should incorporate into their labour force (or household) surveys in order to apply the calculation algorithm (hierarchization of criteria) and comply with ICSE-18.

Chapter IV. Recommendations of standards or good practices

It is hoped that a broad collection of good practices will be available to help guide and support countries at different stages of development in this area. A template will be used to systematize findings.

The relevance of converting these good practices into wide-reaching standards or recommendations will be assessed throughout the preparation of the document.

Conclusions

This chapter will describe the main conclusions of the document, highlighting the future challenges of developing labour statistics in the region.