

Regional Workshop Agenda

Training on the Statistical Business Register

October 18 to November 9, 2021

Ottawa, Canada (video conference via MS Teams)



Funded by the
Government
of Canada

Canada

<p>Day 1 9am to noon</p> <p>Monday, October 18</p>	<p>ALL PARTICIPANTS</p> <p>Settling in and logging in time (Anne -Marie) (15 minutes)</p> <p>Opening Remarks & Introduction of Participants (Gaétan and Anne-Marie) (15 minutes)</p> <p>Administrative Data Use in the Context of Creating and Maintaining a Statistical Business Register (SBR) (Gaétan) (90 minutes)</p> <p>Overview of the SBR Administrative Tables and Variable Priority File <i>(Jo-Ann, Nancy and Greg)</i> (60 minutes)</p>
<p>Day 2 9am to 11:15am</p> <p>Tuesday, October 19</p>	<p>IT SESSION</p> <p>Settling in and logging in time (Anne -Marie) (15 minutes)</p> <p>Overview of the SBR IT Environment (Greg and Nancy)</p> <p>Database Administration I (90 minutes)</p> <ul style="list-style-type: none"> Physical data model Tables and content Security <p>Database Administration II (30 minutes)</p> <ul style="list-style-type: none"> Initializing the SBR Template (variables and priority) Managing the SBR <ul style="list-style-type: none"> Bug handling Hands-on on trouble shooting Setting-up a different environment (Development and testing)

<p>Day 3 9 am to 11:30 am</p> <p>Wednesday, October 20</p>	<p>IT SESSION</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>Database Administration III (75 minutes) Managing a code set table Updating a code set table Hands-on exercises - Business type - ISIC - JIC (Jamaica) - Adding an update source</p> <p>Database Administration IV (60 minutes) New release of SBR Upgrading SQL Server Server database management system</p>
<p>Day 4 9 am to 11:30 am</p> <p>Thursday, October 21</p>	<p>IT SESSION</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>SBR Application I (30 minutes) Overview of the application (language used) Share versus Workstation executable Configuration file</p> <p>SBR Application II (105 minutes)</p>
<p>Day 5 9 am to noon</p> <p>Friday, October 22</p>	<p>IT SESSION</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>SBR Application III (60 minutes) Prioritization of data Loading of excel application Extraction application Report generation application Utilities menu</p> <p>IT Best Practices (105 minutes) Change management process Documentation Source code maintenance (VB.Net, SQL and Excel)</p>

<p>Day 6 9 am to 11:15am</p> <p>Monday, October 25</p>	<p>CONCEPTS and ANALYSIS SESSION</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>SBR Concepts (90 minutes) (<i>Jo-Ann</i>) Legal vs Operating Entities Statistical Indicators Statistical Structures</p> <p>SBR Variables (30 minutes) (Jo-Ann) Review of SBR variables Data Dictionary</p> <p>Populating the SBR (Jo-Ann)</p>
<p>Day 7 9 am to 11:30am</p> <p>Tuesday, October 26</p>	<p>CONCEPTS and ANALYSIS SESSION</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>Navigating the SBR Interface (Jo-Ann) (75 minutes) Browsing the SBR Searching entities Browsing logs</p> <p>Updating Entities and Structures on the SBR (Jo-Ann) (60 minutes) What variables are updatable What sources are used Timing of updates</p>
<p>Day 8 9 am to noon</p> <p>Thursday, October 28</p> <p>Note: Wednesday, October 27 is a holiday in SVG.</p>	<p>CONCEPTS and ANALYSIS SESSION</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>Hands-on Exercises: Updating the SBR (Jo-Ann) (165 minutes)</p>

<p>Day 9 9 am to 11:30am</p> <p>Friday, October 29</p>	<p>CONCEPTS and ANALYSIS SESSION</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>Hands-on Exercises, cont. (30 minutes) (Jo-Ann)</p> <p>Demographic Reports and Survey Universe Files (SUF) (105 minutes) (Jo-Ann) Generating and reviewing reports and files Analyzing SBR data using reports and SUF Hands-on exercises</p> <p>Maintaining the SBR (Jo-Ann) Business status flows</p>
<p>Day 10 9 am to 10:45am</p> <p>Monday, November 1</p>	<p>ALL PARTICIPANTS</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>Quality Assurance and Security Best Practices (<i>Jo-Ann and Gaétan</i>) (90 minutes) Safeguarding data and data quality Documenting business processes Providing feedback</p> <p>Preparing an SBR maintenance plan (<i>Jo-Ann</i>) Activities for subsequent SBR loads and data maintenance</p> <p>Change Management Process (<i>Jo-Ann</i>) Requesting SBR system changes</p>
<p>Day 11 – Day 12 9:00 am to noon and 1pm to 3pm</p> <p>November 2 and 3 Note: November 4th is a holiday for TTO.</p>	<p>ALL PARTICIPANTS <i>Training given to two countries at a time (The same session is given two times)</i></p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p>Record Linkage Theory and Best Practices + Fuzzy Look Up (<i>Methodology</i>) (75 minutes)</p> <p>Record Linkage – Hands-on exercise (<i>Methodology</i>) (210 minutes)</p>

<p>Day 13 8:30 am to 11:30am (Ottawa)</p> <p>9:30 am to 12:30pm (Caribbean)</p> <p>Monday, November 8</p>	<p>ALL PARTICIPANTS</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p><u>SBR Data Flow from Initialization to Subsequent Data Load</u> (<i>Greg and Jo-Ann</i>) (90 minutes)</p> <p><i>Initializing the SBR</i></p> <ul style="list-style-type: none"> Reset the SBR data Preparing the SBR <ul style="list-style-type: none"> Set variable priorities and load table Prepare administrative template with data Loading administrative data onto the SBR <p><i>Reviewing and analyzing the loaded data</i> (<i>Jo-Ann</i>) (75 minutes)</p> <ul style="list-style-type: none"> Running demographic statistics Analysing the demographic statistics Utility menu review Extracting the SBR data to create the Survey Universe File Reviewing the content of the Survey Universe File (SUF)
<p>Day 14 8:30 am to 11:30am (Ottawa)</p> <p>9:30 am to 12:30pm (Caribbean)</p> <p>Tuesday, November 9</p>	<p>ALL PARTICIPANTS</p> <p>Settling in and logging in time – 15 minutes (Anne -Marie)</p> <p><i>Updating the SBR with a subsequent dataset</i> (<i>Jo-Ann</i>) (90 minutes)</p> <ul style="list-style-type: none"> Matching new administrative data file to existing SBR data (SUF) Loading new administrative data onto the SBR <p>Hands-on practice using administrative Excel template</p> <p>Open time for questions (30 minutes)</p> <p>Workshop Wrap-up (Anne-Marie) (30 minutes)</p> <ul style="list-style-type: none"> Review Summary of Discussions Complete workshop evaluation questionnaire <p>Closing Remarks (Gaétan & Anne-Marie) (15 minutes)</p>