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Code of Good Practice

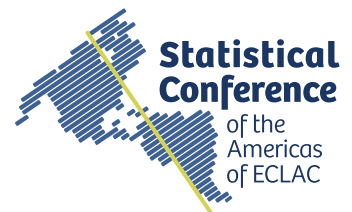
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in Statistics for Latin America

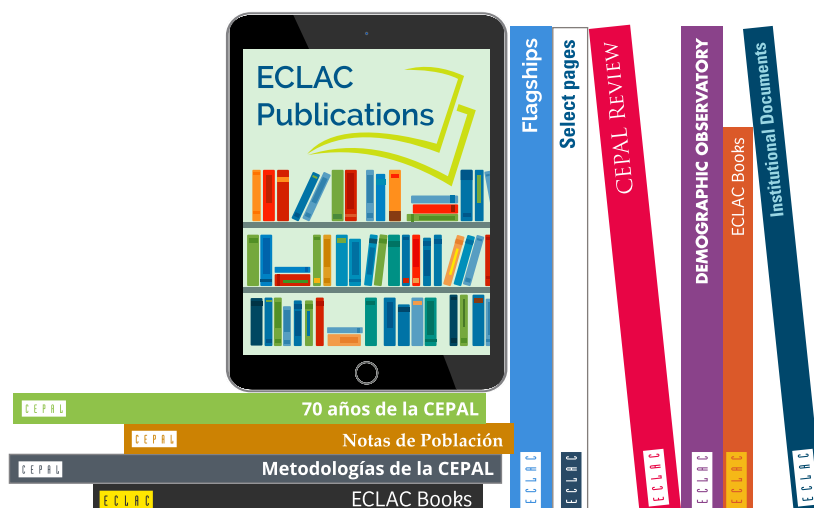
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The Group was coordinated by Colombia (National Administrative Department of Statistics (DANE)), and its Technical Secretariat was the Statistics Division of the Economic Commission for Latin America and the Caribbean (ECLAC).

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- Belize: Statistical Institute of Belize (SIB)
- Bolivia (Plurinational State of): National Institute of Statistics (INE)
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- Chile (National Institute of Statistics (INE)
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- Ecuador: National Institute of Statistics and Census (INEC)
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- Netherlands (Kingdom of): Central Bureau of Statistics (CBS)
- Paraguay: (National Institute of Statistics INE)
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## INTRODUCTION

In 2007, at the fourth meeting of the Statistical Conference of the Americas (SCA) of the Economic Commission for Latin America and the Caribbean (ECLAC), it was proposed to develop a Code of Good Practice in Statistics for Latin America and the Caribbean. The Code was approved in 2011 at the sixth meeting of the Statistical Conference of the Americas, which urged the countries of the region to adopt it as a framework of professional conduct for producing and disseminating official statistics.

The Regional Code of Good Practices in Statistics is a technical and regulatory instrument that is based on, the Fundamental Principles of Official Statistics,<sup>1</sup> and helps to make them operational, through and good practices.

Principles are fundamental rules or ideas that govern thinking or practice in statistical activity. Good statistical practices are replicable actions, based on experiences proven to produce the best results, that contribute to improving national statistical activity.

Official statistics production faces intense demand for high-quality, reliable and timely statistics, which is unfolding in the context of the new data ecosystem. The mechanisms that ensure these characteristics are fulfilled are thus becoming more relevant and intensifying the demands on national statistical offices as guarantors of this quality.<sup>2</sup> Accordingly, the new data ecosystem requires the regulatory instruments for official statistics to be kept up to date, both with changes in the data ecosystem and with each other.

The Regional Code of Good Practices in Statistics for Latin America and the Caribbean update is based on two pillars:

- Responding to changes in the data ecosystem, and
- Keeping aligned with other technical instruments regulating official statistics, in this case, with the Generic Law on Official Statistics for Latin America, published in 2020 in the framework of the Statistical Conference of the Americas, and the “United Nations national quality assurance frameworks manual for official statistics: Including recommendations, the framework and implementation guidance”,<sup>3</sup> published by the United Nations Statistics Division in 2019. It also aims to be consistent with the guide to implementation of the quality assurance framework for statistical processes and products,<sup>4</sup> produced by the SCA Statistical Quality Work Group in 2022. This aims to steer the adoption, adaptation and application, in Latin America and the Caribbean, of the “United Nations national quality assurance frameworks manual for official statistics: Including recommendations, the framework and implementation guidance”.

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<sup>1</sup> United Nations, “Fundamental Principles of Official Statistics” [online] [https://unstats.un.org/unsd/dnss/hb/S-fundamental%20principles\\_A4-WEB.pdf](https://unstats.un.org/unsd/dnss/hb/S-fundamental%20principles_A4-WEB.pdf).

<sup>2</sup> For their definition, see ECLAC, *Generic Law on Official Statistics for Latin America* (LC/CEA.10/8), Santiago, 2020, chapter III, article 5.

<sup>3</sup> United Nations, “United Nations national quality assurance frameworks manual for official statistics: Including recommendations, the framework and implementation guidance”, *Studies in Methods, series M*, No. 100 (ST/ESA/STAT/SER.M/100), New York, 2019.

<sup>4</sup> Working Group to develop a guide to implementation of a quality assurance framework for the production of official statistics, *Guide for the implementation of a quality assurance framework for statistical processes and outputs* (LC/CEA.11/19), Santiago, Economic Commission for Latin America and the Caribbean (ECLAC), 2022.

The update to the Regional Code of Good Practices in Statistics for Latin America and the Caribbean was prepared as part of the activities proposed by the work group of the Peer review mechanism in Latin America and the Caribbean, formed by Argentina, Belize, Chile, the Dominican Republic, Ecuador, the Kingdom of the Netherlands, Mexico, Paraguay, Peru, and the Plurinational State of Bolivia, and coordinated by the National Administrative Department of Statistics (DANE) of Colombia, with technical support from ECLAC.

The updated Regional Code of Good Practices in Statistics for Latin America and the Caribbean consists of 18 principles distributed across three pillars:

- (i) Institutional environment and coordination: this corresponds to the set of principles and good practices that govern the conduct of the national statistical office and members of the national statistical system that coordinate and regulate research, production and dissemination of quality statistics through policies, norms and standards.
- (ii) Statistical process: this corresponds to the principles and good practices, both national and international, that underlie the development of methodologies and processes for quality statistical production.
- (iii) Statistical production: this corresponds to the principles and set of actions that enable official statistics to meet users' information needs and fulfil the quality standards established for statistical products.

Among the new features in the Regional Code of Good Practices in Statistics for Latin America and the Caribbean update are:

- A new principle on the use of secondary data sources
- A total of 104 best practices in the following areas: institutional environment (47), statistical process (32) and statistical production (25)

Based on codes of good practice, along with the experiences of member countries of the Statistical Conference of the Americas, the United Nations national quality assurance frameworks manual for official statistics: Including recommendations, the framework and implementation guidance (NQAF), and the Code of Good Practices of European Statistics), the need was identified to include 25 new good practices, distributed across principles such as: coordination of the national statistical system, Statistical mandate for data collection, statistical confidentiality, sound methodology, sound statistical processes, use of secondary data sources, timeliness and punctuality, and accessibility and clarity.

Among the new good practices included in the code, five are related to Principle 13, "Use of secondary data sources". The need to address the use of secondary data sources was identified, since more and more countries are interested in exploring new alternatives for the production of statistical information. The use of secondary data sources not only reduces the burden on the informant, but also improves the efficiency of the processes, complements the analysis of the results, and provides a more complete identification of the subject under study. Moreover, the use of secondary sources contributes to improving both the quality and the coverage of the statistical information produced.

In 2005, the Secretariat of the Caribbean Community (CARICOM) created the Regional Statistical Work Programme of the Caribbean Community to highlight the importance of national statistics for sustainable development and promote good statistical practices among its Member States. The CARICOM Statistics Code of Practice was developed in the context of this programme.

The Regional Code of Good Practices in Statistics for Latin America and the Caribbean aims to serve as a reference for implementing the Fundamental Principles of Official Statistics in the countries of Latin America and the Caribbean. For this reason, a comparative analysis was made between the updated Regional Code of Good Practices in Statistics for Latin America and the Caribbean and the CARICOM Statistics Code of Practice, to ensure that the principles and practices of the two codes are not mutually conflicting and, therefore, that the CARICOM countries adopt both codes as their own.

The CARICOM Statistics Code of Practice consists of 15 principles, each of which has indicators or good practices (between four and seven) per principle. Moreover, all 15 principles of the Statistics Code of Practice are contained in the updated Regional Code of Good Practices in Statistics for Latin America and the Caribbean. Annex 1 presents a correlation matrix between the good practices contained in the principles of the two codes.

The principles found in the Regional Code of Good Practices in Statistics for Latin America and the Caribbean only are: Principle 2 on coordination of the national statistical system; Principle 8 on international cooperation and participation; and Principle 13, added in this update, corresponding to the use of secondary data sources. In this latter case, the Statistics Code of Practice includes good practices associated with the use of administrative records in the principles corresponding to the mandate for data collection, cost-effectiveness and Appropriate statistical procedures.

## GLOSSARY

For a better understanding of terms included in the code, the key concepts are defined below:

**Statistical Council:** for the purposes of this code, in line with the Generic Law on Official Statistics for Latin America (chapter IV, article 8), the Statistical Council is a consultative body dealing with issues of strategic importance for the country's official statistics. The Statistical Council consists of representatives of the different categories of users.

**Statistical Coordination Committee:** for the purposes of this code, in line with the Generic Law on Official Statistics for Latin America (chapter IV, article 9), the Statistical Coordination Committee is a body composed of the producers of official statistics which seeks to organize the activities of the national statistical system that require it, such as the statistical programme, shared rules on confidentiality, the quality assurance framework, and others.

**Statistical information:** the set of results obtained from statistical operations and their supporting documentation. For the purposes of this code, statistical information includes geographic information, when the latter is not specified.

**Data:** for the purposes of this code, data shall be understood as information obtained from primary sources.

**National statistical system:** for the purposes of this code, and in line with the Generic Law on Official Statistics for Latin America, the national statistical system consists of the national statistical office and other producers of official statistics (chapter III, articles 5 and 7).

**Primary source:** data obtained from primary sources generate direct information on an event. Data can be collected in different ways, either through a population census or through research (usually surveys, sampling or otherwise) at the national or local level.<sup>5</sup>

**Secondary source:** set of data obtained for nonstatistical purposes and used as input to generate official statistics.<sup>6</sup>

**Official statistics:** for the purposes of this code and in line with the Generic Law on Official Statistics for Latin America, official statistics are statistics that describe the economic, demographic, social and environmental phenomena of the country in a representative way. They are developed, produced and disseminated pursuant to the provisions of the Generic Law on Official Statistics for Latin America, the United Nations Fundamental Principles of Official Statistics and the Regional Code of Good Statistical Practices for Latin America and the Caribbean, as well as internationally agreed-upon standards and recommendations on statistics.

**Statistical quality:** for the purposes of this code and in line with the *Guide for the implementation of a quality assurance framework for statistical processes and outputs* (chapter I, section B), statistical quality is the fulfilment of the criteria and characteristics that need to be met by the statistical process and outputs, which must be aimed at satisfying users' information needs. This concept is materialized through nine dimensions: accessibility, clarity, credibility, consistency, comparability, timeliness, precision, punctuality and relevance.

**Development/production/release/dissemination:** for the purposes of this code, and in line with the definitions established for the Generic Law on Official Statistics for Latin America (chapter II, article 4), development, production, dissemination and diffusion correspond to stages of statistical operation, each comprising a set of activities that contribute to the development of a statistical operation. The individual stages are defined as follows:

- **Development** means activities to set up, strengthen and improve the statistical methods, concepts, standards and procedures used for the production and dissemination of official statistics.
- **Production** means all activities related to the necessary collection, processing, analysis and storage of data to compile official statistics.
- **Release** means the dissemination activity by which official statistics, including revised statistics, become publicly known for the first time.
- **Dissemination** means the activity of making official statistics, statistical analyses, statistical services and metadata accessible to users.

**Users** means the natural or legal persons who habitually use official statistics as a source of information.

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<sup>5</sup> Pan American Health Organization (PAHO), "HEALTH INDICATORS: Conceptual and operational considerations (Section 3)" [online] [https://www3.paho.org/hq/index.php?option=com\\_content&view=article&id=14406:health-indicators-conceptual-and-operational-considerations-section-3&Itemid=0&showall=1&lang=en#gsc.tab=0](https://www3.paho.org/hq/index.php?option=com_content&view=article&id=14406:health-indicators-conceptual-and-operational-considerations-section-3&Itemid=0&showall=1&lang=en#gsc.tab=0)

<sup>6</sup> *Ibid*, and United Nations (2019) p.58.

## A. INSTITUTIONAL ENVIRONMENT AND COORDINATION

The institutional environment of the national statistical office and the members of the national statistical system are crucial for the credibility and efficiency of official statistics. At the same time, the national statistical system needs a governing body that coordinates and regulates research, production and dissemination of quality official statistics through policies, norms and standards.

### Principle 1

**Professional independence:** the national statistical office and the members of the national statistical system maintain professional independence with respect to political, administrative and other external interference, in order to guarantee the credibility of the official statistics.

#### Compliance criteria

- 1.1 The national statistical legislation in force specifies that the national statistical office and members of the national statistical system must develop, produce and disseminate their official statistics, free from political influences, and without interference by agencies external to the national statistical system, be they governmental, from the private sector or from any natural or legal person.
- 1.2 The director of the governing body of the national statistical system has the hierarchical status and powers necessary to ensure high-level access to, and capacity for dialogue with, political authorities, national or international public bodies, data providers and users.
- 1.3 Personnel who are directly responsible for the statistical process and the highest national statistical authorities of the national statistical system are selected and appointed on the basis of criteria related exclusively to their professional capacity and knowledge of the statistical activity, using transparent methods.
- 1.4 Official statistics are disseminated by members of the national statistical system separately from political statements and clearly distinguished from them.
- 1.5 The national statistical system has a Statistical Council, formed by representatives of different user groups that advise on defining its general policies and strategic plans.
- 1.6 The national statistical office and the other members of the national statistical system are solely responsible for deciding on the use of statistical methods, standards and procedures, taking national and international standards into account, and on the content and timing of statistical communications.
- 1.7 High-level authorities of the national statistical office and of each entity producing official statistics in the national statistical system make public comments on statistical matters, including criticisms and inappropriate uses of official statistics, as and when appropriate.

## Principle 2

**Coordination of the national statistical system:** coordination of the entities that produce official statistics in the framework of the national statistical system makes it possible to plan and execute national statistical activity in a participatory manner, maintaining close contact and collaboration, which is essential for improving the quality, comparability and consistency of official statistics.

### Compliance criteria

- 2.1 The national statistical legislation currently in force establishes the existence of the national statistical system, specifying its governing body, the members that comprise it and their responsibilities.
- 2.2 The governing body of the national statistical system establishes guidelines, plans and programmes for the development, production and dissemination of statistical information at the local, regional, national and international levels.
- 2.3 The governing body of the national statistical system coordinates and defines parameters of participation and responsibility for the entities that comprise the system.
- 2.4 The national statistical system has a statistical coordination committee consisting of the producers of official statistics, which organizes the activities of the system, such as the statistical programme, shared rules on confidentiality, the quality assurance framework, and others.
- 2.5 The members of the national statistical system prioritize, in a coordinated manner, the generation of statistical and geographic information for decision making; and they promote the shared use of statistical infrastructure and data, in order to avoid duplication of demands for and production of information, and to ensure consistency between statistical operations.
- 2.6 The national statistical office promotes the production of inclusive data and ensures that differential approaches are mainstreamed (for example gender, ethnicity, disability, sexual orientation and identity, among others) in the statistical processes of the members of the national statistical system.
- 2.7 The national statistical office fosters the use of new methods and technological developments in the development, production and dissemination of statistics in the national statistical system, in response to international progress, thereby making it possible to strengthen and innovate in statistical operations.

## Principle 3

**Statistical mandate for data collection:** national statistical activity has a clear legal mandate to collect information to produce official statistics. At the request of national statistical offices and members of the national statistical system, administrations, businesses, households and the public at large are legally required to provide access to, or provide, data for the production of official statistics, while respecting statistical confidentiality.

#### Compliance criteria

- 3.1 The national statistical legislation in force mandates the national statistical office and the members of the national statistical system to collect data for the production and dissemination of official statistics.
- 3.2 Members of the national statistical system collect data directly from statistical units only after other available data sources have been researched and exhausted.
- 3.3 Under the national statistical legislation currently in force, individuals and firms are required to provide information to the governing body of the national statistical system, and penalties are envisaged in the event of failure to do so.
- 3.4 Members of the national statistical system are authorized by law to access administrative data, in a timely manner and free of charge, with the necessary level of disaggregation, which includes data identifiers or fields for the maintenance and development of statistical registers and for the generation of official statistics.
- 3.5 Members of the national statistical system are authorized by law to use new public and private data sources for statistical use, while guaranteeing statistical confidentiality and data protection.

### Principle 4

**Statistical confidentiality:** the national statistical office and the other members of the national statistical system guarantee the protection and confidentiality of the information with which official statistics are produced, and they avoid identifying sources.

#### Compliance criteria

- 4.1 The national statistical legislation in force establishes data confidentiality and prohibits their use for non-statistical purposes (for example, commercial, taxation, judicial investigation and others).
- 4.2 Rules and legal commitments are in place to ensure the confidentiality of information, both for personnel that participate in generating official statistics and for persons that have access to individual or confidential information, which specify the confidentiality commitment and stipulate penalties for non-compliance.
- 4.3 The members of the national statistical system adopt regulatory, administrative, technical, technological and organizational measures to protect the security and integrity of the databases and their transmission, in accordance with international best practices and standards, and with the national statistical legislation currently in force.
- 4.4 Members of the national statistical system inform sources of the main uses and access restrictions that apply to the information they provide.
- 4.5 Access to microdata is subject to confidentiality and security protocols, established for external users accessing such data for statistical analysis and research purposes.

- 4.6 The members of the national statistical system deliver the information in accordance with the established security and confidentiality protocols, and in compliance with the norms currently in force.
- 4.7 Members of the national statistical system provide internal guidelines and instructions to their staff on measures to protect statistical confidentiality and information security throughout the statistical process.
- 4.8 Informants are made aware of the purpose and scope of the statistical operations and their legal basis, and of the use to be made of the data and the measures adopted to guarantee their confidentiality.

### **Principle 5**

**Adequacy of resources:** the resources available for national statistical activity are sufficient and appropriate for producing official statistics.

#### Compliance criteria

- 5.1 National statistical production has adequate human, financial, physical and technological resources to meet statistical information needs.
- 5.2 The objectives, scope, cost and time for the development, production and dissemination of official statistics are based on an analysis of users' information needs, and on planning and management principles aimed at the optimal use of available resources.
- 5.3 The exclusion, inclusion or continuity of official statistics is evaluated periodically by those responsible for statistical production, in order to optimize resources. This process is based on a formal mechanism established by the national statistical system, in consultation with the Statistical Council.
- 5.4 The national statistical system implements mechanisms for monitoring the management of resources allocated to the statistical process, and reports to the Statistical Council on the activities carried out within the framework of planning instruments and the public expenditure exercise.

### **Principle 6**

**Quality commitment:** the entities that produce official statistics within the national statistical system work and cooperate in accordance with international norms, principles and standards.

#### Compliance criteria

- 6.1 The national statistical system has a quality assurance framework that is clearly defined, documented, known by its members and available for public consultation.
- 6.2 The quality of the sources, and the statistical process and products are evaluated periodically in terms of internal guidelines and both national and international standards.
- 6.3 The members of the national statistical system systematically promote and encourage a culture of continuous improvement in statistical production.



- 6.4 The members of the national statistical system have documented processes in place to evaluate and control the quality of the sources and each stage of the statistical process, as stipulated in the quality assurance framework.
- 6.5 The agency responsible for coordinating the national statistical system has human, technical and financial resources committed to quality management within the system.

### **Principle 7**

**Impartiality, objectivity and transparency:** the national statistical office and the other members of the national statistical system produce and disseminate official statistics with respect for scientific independence, and do so in an objective, professional and transparent manner, so that all users are treated equally.

#### Compliance criteria

- 7.1 The terms and conditions on data governance and management, and on data production and dissemination, are documented and available for public consultation.
- 7.2 Official statistics are prepared using technical methodologies and processes based on impartiality and transparency.
- 7.3 Members of the national statistical system document and publish the standards, statistical classifications, methods and processes used to produce statistics.
- 7.4 The members of the national statistical system have guidelines and directives that guarantee equal conditions of access to statistical communications for all users, in an impartial and comprehensible manner. If it is necessary to provide access to any external user prior to publication, this access is limited and duly justified, guaranteeing impartiality.
- 7.5 The members of the national statistical system provide advance notice of the date and time (when applicable) of the publication of official statistics for the following 12 months. They also indicate, through the same media, when the schedule is updated or not fulfilled, giving the reasons for this.
- 7.6 The members of the national statistical system maintain objectivity and professionalism in statistical communications, ensuring clarity and precision to avoid misuse and misinterpretation.
- 7.7 The members of the national statistical system have a documented statement of conduct, standards and ethical values that governs statistical practices; and compliance therewith is monitored.
- 7.8 The members of the national statistical system report to the governing body of the national statistical system on the statistical activities they undertake, within the scope of their competencies as members of the system.
- 7.9 The national statistical office and the other members of the national statistical system report clearly the source of financing of the statistical operation or products, as appropriate, when these are financed by third parties.

### Principle 8

**International cooperation and participation:** the entities belonging to the national statistical system cooperate by sharing experiences and information; and they participate in the joint development of standards and statistical activities internationally.

#### Compliance criteria

- 8.1 The national statistical office actively attends to and responds in a timely manner to international commitments in statistical matters, such as the transfer of knowledge and statistical information, the provision of technical support, participation in international working groups, and discussion on international norms and standards.
- 8.2 The national statistical office participates, documents and publishes the activities undertaken as part of expert groups in the field, international conferences and workshops whose topics are related to statistical activity.

## B. STATISTICAL PROCESS

The guidelines, orientations, standards and good practices, both national and international, are the basis for developing methodologies and processes for quality statistical production.

### Principle 9

**Sound methodology:** the production of official statistics by the national statistical office and other members of the national statistical system is based on sound tools, processes and knowledge.

#### Compliance criteria

- 9.1 The members of the national statistical system develop and implement, in a standardized manner, production methods, guidelines, concepts, statistical classifications and nomenclatures, good practices and technical instruments necessary for the production of official statistics, adhering to national and international guidelines.
- 9.2 There is detailed concordance between the national and international reference statistical classifications designed by the competent agencies.
- 9.3 In the design stage of a statistical operation, there is flexibility to develop data capture and processing instruments, based on the users' information needs. These instruments reflect a methodology that ensures their validity and reliability.
- 9.4 The members of the national statistical system consult the statistical coordination committee of the national statistical system and thematic groups consisting of professionals from academia, institutions and related sectors to evaluate, improve and strengthen the methodology used in the statistical process.

- 9.5 Members of the national statistical system promote the adoption of tools and processes to develop, produce and disseminate statistical information, based on knowledge, good practices and sound methodologies.
- 9.6 The national statistical system has technical guidelines for mainstreaming differential approaches in statistical production.
- 9.7 Choosing data sources, methods, processes, concepts and media of dissemination of statistical information is a professional responsibility of the members of the national statistical system, based on national and international principles and good practices.
- 9.8 The members of the national statistical system maintain, keep up to date and verify compliance with human resource training programmes in technical, administrative, technological and ethical areas aligned with the production of statistical information.

### **Principle 10**

**Appropriate statistical procedures:** at all stages of the statistical process, the national statistical office and the other members of the national statistical system use appropriate procedures and tools that guarantee the quality of official statistics.

#### Compliance criteria

- 10.1 Methodologies, questionnaires, manuals, computer applications and other instruments are tested and validated before starting the data collection process.
- 10.2 Members of the national statistical system use appropriate technological resources which are periodically reviewed or updated at each stage of the statistical process, as provided for in the design of the statistical operation.
- 10.3 The methodology and stages of statistical operations are evaluated periodically and, if necessary, adjusted to ensure the quality of the products.
- 10.4 The members of the national statistical system examine their statistical processes using standardized, transparent and systematic processes, according to the established schedule and generating documented improvement plans. Studies and analyses of the reviews are documented and made public.
- 10.5 Editing and validation processes are performed taking into account consistency and imputation rules.
- 10.6 Users are informed about the quality of the statistical process through standardized and documented procedures.
- 10.7 The members of the national statistical system inform users in advance of the final publication of the results of any methodological changes, revisions or updates made to the statistical operations, processes or techniques, as well as the justification for such changes.

- 10.8 The members of the national statistical system promote the use of technological tools for georeferencing data in the development, production and dissemination of statistical information, with the aim of facilitating its use by users.

### Principle 11

**Non-excessive burden on respondents:** the national statistical office and the other members of the national statistical system set their targets for progressively reducing the burden on respondents. The request for information is in accordance with the users' needs and is not excessive for the sources.

#### Compliance criteria

- 11.1 The national statistical office has documented, harmonized and systemized procedures for obtaining information from firms based on their financial reports (financial information); and, where possible, this is transmitted electronically.
- 11.2 The scope and detail of the statistical operations' demands on data sources are limited to what is strictly necessary.
- 11.3 Members of the national statistical system have documented strategies that are implemented to reduce the burden on sources in the data collection phase.

### Principle 12

**Cost-effectiveness:** the national statistical office and other members of the national statistical system use resources efficiently and effectively.

#### Compliance criteria

- 12.1 The national statistical legislation currently in force allows entities of the national statistical system to share data for the production of statistical information, in order to avoid duplication and reduce collection costs, without violating statistical confidentiality or the corresponding legal reserves.
- 12.2 Members of the national statistical system use information and communication technologies to optimize the processes of development, production and dissemination of official statistics.
- 12.3 The members of the national statistical system establish statistical frameworks to compare data over time and between different statistical operations, so as to enhance the value of the information and reduce the efforts involved in data integration.
- 12.4 A source notification system exists in which all members of the national statistical system inform the national statistical office of the existence of statistical information or information with potential for statistical use.
- 12.5 Cost-effectiveness analysis is made of the design and execution of the statistical process to meet the objectives of the statistical operation.

### Principle 13

**Use of secondary data sources:** the national statistical office and other members of the national statistical system promote the use of secondary data sources as an input in the production of statistical information, to improve efficiency and reduce the burden on the informant.

#### Compliance criteria

- 13.1 The exchange of data and metadata from administrative and other sources is promoted among the different areas of the national statistical office and among the members of the national statistical system, in order to minimize the burden on respondents, improve cost-efficiency, incorporate new topics and avoid duplication in the production of statistical information.
- 13.2 The continuous improvement and documentation of administrative records is promoted by the provider entities, following national and international recommendations, so that they can be used in statistical production.
- 13.3 There are mechanisms that enable information associated with administrative records to be transferred so that it can be used in statistical production, while safeguarding its confidentiality and security.
- 13.4 The standards implemented for using administrative records for statistical purposes comply with the parameters required in a quality statistical process.
- 13.5 The criteria are documented and the quality of the administrative records is evaluated for their use for statistical purposes.
- 13.6 To produce statistics, new or alternative data sources are explored and identified, such as: scanner data, data sensors, call logs, social networks, website providers, mobile applications, private providers, and others.
- 13.7 Members of the national statistical system promote the use of new methods and techniques of data collection, processing, storage and analysis for the production of statistics.
- 13.8 Entities that provide administrative records consult with the national statistical office and other users when significant changes are made in their development.

## C. STATISTICAL PRODUCTION

Official statistics meet the information needs of users and fulfil the quality standards established for statistical products.

### Principle 14

**Relevance:** the national statistical office and the other members of the national statistical system meet the information needs of users according to their requirements.

## Compliance criteria

- 14.1 The supply of official statistics at the national level is based on mechanisms and strategies to identify users and their priority information needs.
- 14.2 The users and producers of official statistics participate in the processes of identifying, analysing and evaluating current and emerging information needs, through working groups and inter-agency and sectoral committees.
- 14.3 Members of the national statistical system conduct surveys periodically to ascertain the use and degree of satisfaction of users with respect to the official statistics they produce.
- 14.4 Members of the national statistical system develop, produce and disseminate disaggregated information on all population groups, particularly on statistical minority groups, in order to identify gaps and deficits.

**Principle 15**

**Accuracy and reliability:** official statistics produced by the national statistical office and other members of the national statistical system reflect reality both accurately and reliably.

## Compliance criteria

- 15.1 Members of the national statistical system evaluate and validate data from primary or secondary sources, as appropriate, as well as intermediate results and statistical products, making comparisons with other statistical information when appropriate. The results of such evaluations are documented.
- 15.2 Sampling and non-sampling errors are estimated, analysed and documented.
- 15.3 Data are collected in accordance with the published methodology and designs, to ensure reliability.
- 15.4 The members of the national statistical system periodically review and evaluate the quality of statistical processes, in order to make improvements in their phases, where appropriate. The results of the review and evaluation are documented.

**Principle 16**

**Timeliness and punctuality:** the national statistical office and other members of the national statistical system produce and disseminate official statistics in a timely, punctual and transparent manner.

## Compliance criteria

- 16.1 The members of the national statistical system define the periodicity of the dissemination of official statistics, taking into account the information needs of users, as far as possible, along with international standards and commitments in this area.

- 16.2 Official statistics are disseminated on the day and time (when applicable) established in the schedule. When the dissemination on the established day is impossible, advance notice will be given, providing the pertinent explanations and setting a new publication date.
- 16.3 The members of the national statistical system correct and publish, as soon as possible, significant errors identified in the published official statistics. The corrections made are also published.
- 16.4 The preliminary results of the statistical operations of the members of the national statistical system are published only when their quality satisfies defined and documented criteria.
- 16.5 The preliminary results of statistical operations have a clearly defined time frame to become final or definitive.

### **Principle 17**

**Coherence and comparability:** official statistics produced by the national statistical office and the other members of the national statistical system maintain coherence internally and over time, and are comparable across regions and countries.

Compliance criteria

- 17.1 Official statistics are coherent internally and comparable over time and across geographic areas.
- 17.2 Official statistics maintain consistent use of statistical standards necessary for a quality statistical process.
- 17.3 Members of the national statistical system promote and use the most up-to-date statistical frameworks, statistical classifications, procedures, indicators, concepts and best practices in all official statistics, to enhance comparability over time and across data sets.
- 17.4 The members of the national statistical system promote the national and international comparability of the statistics produced.

### **Principle 18**

**Accessibility and clarity:** official statistics generated by the national statistical office and the other members of the national statistical system are presented in a clear and comprehensible manner, and are appropriately disseminated, allowing equitable access to all users.

Compliance criteria

- 18.1 There is a public policy or strategy for data dissemination that guarantees free and equitable access to official statistics for all users, through clearly established and known procedures.
- 18.2 Official statistics, anonymized microdata and their respective metadata are disclosed in a clear, precise and complete manner to users, in order to facilitate their correct interpretation and comparisons.

- 18.3 Official statistics are disseminated using different media and technology that respond to users' information needs and ensure greater coverage.
- 18.4 Processes are in place in the entities of the national statistical system to advise, train and inform users regarding statistical products, as well as to periodically consult on the practical usefulness of the official statistics produced.
- 18.5 The members of the national statistical system provide technical support for the analysis of their data at the request of users; and they are made public, under the agreements previously established between both parties.
- 18.6 Members of the national statistical system inform users that they may request specific results, statistics that are not routinely disseminated and longer time series; and they indicate how to make these requests, following established guidelines or procedures. The statistical results of these queries are delivered whenever possible and are accompanied by notes informing on their correct use and interpretation.
- 18.7 The members of the national statistical system warn users, through the established media, of statistics produced that are preliminary or provisional in nature; and users are informed in a timely manner when these have been revised or modified.
- 18.8 Members of the national statistical system make available, in a clear and transparent manner, all information related to requested statistical services that are not part of their work programmes, including the associated costs, if applicable.



## ANNEX

**Correlation matrix of good statistical practices of CARICOM Statistics Code of Practice  
and the Code of Good Practices in Statistics for Latin America and the Caribbean**

<b>CARICOM Statistics Code of Practice</b>			<b>Code of Good Practices in Statistics for Latin America and the Caribbean</b>		
<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Professional independence	1.1	The independence of the statistical authority from political and other external interference in producing and disseminating official statistics is specified in law.	Professional independence	1.1	The national statistical legislation currently in force specifies that the national statistical office and members of the national statistical system must develop, produce and disseminate their official statistics, free from political influences, and without interference by agencies external to the national statistical system, be they governmental, from the private sector or from any natural or legal person.
Professional independence	1.2	The head of the statistical authority has sufficiently high hierarchical standing to ensure senior level access to policy authorities and administrative public bodies. He/she should be of the highest professional calibre.	Professional independence	1.2	The director of the governing body of the national statistical system has the hierarchical status and powers necessary to ensure high-level access to, and capacity for dialogue with, political authorities, national or international public bodies, data providers and users.
Professional independence	1.3	The head of the statistical authority and, where appropriate, the heads of its statistical bodies have responsibility for ensuring that official statistics are produced and disseminated in an independent manner.	Professional independence	1.4p	Official statistics are disseminated by members of the national statistical system separately from political statements and clearly distinguished from them

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<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Professional independence	1.4	The head of the statistical authority and, where appropriate, the heads of its statistical bodies have the sole responsibility for deciding on statistical methods, standards and procedures, and on the content and timing of statistical releases.	Professional independence	1.6	The national statistical office and the other members of the national statistical system are solely responsible for deciding on the use of statistical methods, standards and procedures, taking national and international references into account, and on the content and timing of statistical communications.
Professional independence	1.5	The statistical work programmes are published and periodic reports describe progress made.	Professional independence	1.5	The national statistical system has a Statistical Council, formed by representatives of different user groups that advise on defining its general policies and strategic plans.
Professional independence	1.6	Statistical releases are clearly distinguished and issued separately from political/policy statements.	Professional independence	1.4p	Official statistics are disseminated by members of the national statistical system separately from political statements and clearly distinguished from them.
Professional independence	1.7	The statistical authority, when appropriate, comments publicly on statistical issues, including criticisms and references to misuses of official statistics.	Professional independence	1.7	The highest authorities of the national statistical office and of each entity producing official statistics in the national statistical system, make public comments on statistical matters, including criticisms and references to inappropriate uses of official statistics, as and when appropriate.

<b>CARICOM Statistics Code of Practice</b>			<b>Code of Good Practices in Statistics for Latin America and the Caribbean</b>		
<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Mandate for data collection	2.1	The mandate to collect information for the production and dissemination of official statistics is specified in law.	Statistical mandate for data collection	3.1	The national statistical legislation currently in force mandates the national statistical office and the members of the national statistical system to collect data for the production and dissemination of official statistics.
Mandate for data collection	2.2	The statistical authority is allowed by national legislation to use administrative records for statistical purposes.	Statistical mandate for data collection	3.4	Members of the national statistical system are authorized by law to access administrative data, in a timely manner and free of charge, with the necessary level of disaggregation, which includes data identifiers or fields for the maintenance and development of statistical registers and for the generation of official statistics
Mandate for data collection	2.3	On the basis of a legal provision, the statistical authority may compel response to statistical surveys.	Statistical mandate for data collection	3.3	Under the national statistical legislation currently in force, individuals and firms are required to provide information to the governing body of the national statistical system, and penalties are provided for in the event of failure to do so.
Adequacy of resources	3.1	Staff, financial, and computing resources, adequate both in magnitude and in quality, are available to meet current official statistics need.	Adequacy of resources	5.1p	National statistical production has adequate human, financial, physical and technological resources to meet statistical information needs.

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<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Adequacy of resources	3.2	The scope, detail and cost of official statistics are commensurate with needs	Adequacy of resources	5.2	The objectives, scope, cost and time for the development, production and dissemination of official statistics are based on an analysis of users' information needs, and on planning and management principles aimed at the optimal use of available resources.
Adequacy of resources	3.3	Procedures exist to assess and justify demands for new official statistics against their cost.	Adequacy of resources	5.3	The exclusion, inclusion or continuity of official statistics is evaluated periodically by those responsible for statistical production, in order to optimize resources. This process is based on a formal mechanism established by the national statistical system, in consultation with the Statistical Council.
Adequacy of resources	3.4	Procedures exist to assess the continuing need for all official statistics, to see if any can be discontinued or curtailed to free up resources.	Adequacy of resources	5.3	The exclusion, inclusion or continuity of official statistics is evaluated periodically by those responsible for statistical production, in order to optimize resources. This process is based on a formal mechanism established by the national statistical system, in consultation with the Statistical Council.
Quality commitment	4.1	Product quality is regularly monitored.	Quality commitment	6.2p	The quality of the sources, and the statistical process and products are evaluated periodically in terms of internal guidelines and both national and international standards.

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<b>Institutional Environment</b>					
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Quality commitment	4.2	Processes are in place to monitor the quality of the collection, processing and dissemination of statistics.	Quality commitment	6.4p	The members of the national statistical system have documented processes in place to evaluate and control the quality of the sources and each stage of the statistical process, as stipulated in the quality assurance framework.
Quality commitment	4.3	Processes are in place to deal with quality considerations, including trade-offs within quality, and to guide planning for existing and emerging surveys.	Quality commitment	6.1	The national statistical system has a quality assurance framework that is clearly defined, documented, known by its members and available for public consultation.
Quality commitment	4.4	Processes are in place to deal with quality considerations, including trade-offs within quality, and to guide planning for existing and emerging surveys.	Quality commitment	6.1	The national statistical system has a quality assurance framework that is clearly defined, documented, known by its members and available for public consultation.
Quality commitment	4.5	There is a regular and thorough review of the key statistical outputs using external experts where appropriate.	Quality commitment	6.2p	The quality of the sources, and the statistical process and products are evaluated periodically in terms of internal guidelines and both national and international standards.
Statistical confidentiality	5.1	Statistical confidentiality is guaranteed in law.	Statistical confidentiality	4.1	The national statistical legislation currently in force establishes data confidentiality and prohibits their use for non-statistical purposes (such as, commercial, taxation, judicial investigation and other purposes).

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<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Statistical confidentiality	5.2	Statistical authority staff sign legal confidentiality commitments on appointment.	Statistical confidentiality	4.2	Rules and legal commitments are in place to ensure the confidentiality of information, both for personnel that participate in generating official statistics and for persons that have access to individual or confidential information, which specify the confidentiality commitment and stipulate penalties for non-compliance.
Statistical confidentiality	5.3	Substantial penalties are established for any intentional breach of statistical confidentiality.	Statistical confidentiality	4.2	Rules and legal commitments are in place to ensure the confidentiality of information, both for personnel that participate in generating official statistics and for persons that have access to individual or confidential information, which specify the confidentiality commitment and stipulate penalties for non-compliance.
Statistical confidentiality	5.4	Instructions and guidelines are provided on the protection of statistical confidentiality in the production and dissemination processes. These guidelines are spelled out in writing and made known to the public.	Statistical confidentiality	4.7	Members of the national statistical system provide internal guidelines and instructions to their staff on measures to protect statistical confidentiality and information security throughout the statistical process.

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<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Statistical confidentiality	5.5	Physical and technological provisions are in place to protect the security and integrity of statistical databases.	Statistical confidentiality	4.3	The members of the national statistical system adopt regulatory, administrative, technical, technological and organizational measures to protect the security and integrity of the databases and their transmission, in accordance with international best practices and standards, and with the national statistical legislation currently in force.
			Statistical confidentiality	4.6	The members of the national statistical system deliver the information in accordance with the established security and confidentiality protocols, and in compliance with the norms currently in force.
Statistical confidentiality	5.6	Strict protocols apply to external users accessing statistical microdata for research purposes.	Statistical confidentiality	4.5	Access to microdata is subject to confidentiality and security protocols, established for external users accessing such data for statistical analysis and research purposes.
Impartiality and objectivity	6.1	Statistics are compiled on an objective basis determined by statistical considerations.	Impartiality, objectivity and transparency	7.2p	Official statistics are prepared using technical methodologies and processes based on impartiality and transparency.
Impartiality and objectivity	6.2	Choices of sources and statistical techniques are informed by statistical considerations.	Impartiality, objectivity and transparency	7.2p	Official statistics are prepared using technical methodologies and processes based on impartiality and transparency.

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<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Impartiality and objectivity	6.3	Errors discovered in published statistics are corrected at the earliest possible date and publicized.	Timeliness and punctuality	16.3	The members of the national statistical system correct and publish, as soon as possible, significant errors identified in the published official statistics. The corrections made are also published.
Impartiality and objectivity	6.4	Information on the methods and procedures used by the statistical authority are publicly available	Impartiality, objectivity and transparency	7.3p	Members of the national statistical system document and publish the standards, statistical classifications, methods and processes used to produce statistics.
Impartiality and objectivity	6.5	Statistical release dates and times are pre-announced.	Impartiality, objectivity and transparency	7.5	The members of the national statistical system provide advance notice of the date and time (when applicable) of the publication of official statistics for the following 12 months. They also indicate, through the same media, when the schedule is updated or not fulfilled, giving the reasons for this.
Impartiality and objectivity	6.6	All users have equal access to statistical releases at the same time and any privileged prerelease access to any outside user is limited, controlled and publicized. In the event that leaks occur, pre-release arrangements should be revised so as to ensure impartiality.	Impartiality, objectivity and transparency	7.4	The members of the national statistical system have guidelines and directives that guarantee equal conditions of access to statistical communications for all users, in an impartial and comprehensible manner. If it is necessary to provide access to any external user prior to publication, this access is limited and duly justified, guaranteeing impartiality.



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Impartiality and objectivity	6.7	Statistical releases and statements made in press conferences are objective and non-partisan.	Impartiality, objectivity and transparency	7.6	The members of the national statistical system maintain objectivity and professionalism in statistical communications, ensuring clarity and precision to avoid misuse and misinterpretation.
Sound methodology	7.1	The overall methodological framework of the statistical authority follows international standards, guidelines, and good practices.	Sound methodology	9.7	Choosing data sources, methods, processes, concepts and media of dissemination of statistical information is a professional responsibility of the members of the national statistical system, based on national and international principles and good practices.
Sound methodology	7.2	Procedures are in place to ensure that standard concepts, definitions and classifications are consistently applied throughout the statistical authority.	Sound methodology	9.1p	The members of the national statistical system develop and implement, in a standardized manner, production methods, guidelines, concepts, statistical classifications and nomenclatures, good practices and technical instruments necessary for the production of official statistics, adhering to national and international guidelines.
Sound methodology	7.3	The business register and the frame for population surveys are regularly evaluated and adjusted if necessary in order to ensure high quality	Cost-effectiveness	12.3p	The members of the national statistical system establish statistical frameworks to compare data over time and between different statistical operations, so as to enhance the value of the information and reduce the efforts involved in data integration.

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<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Sound methodology	7.4	Detailed concordance exists between national classifications and sectorization systems and the corresponding official systems.	Sound methodology	9.2	There is detailed concordance between the national and international reference statistical classifications designed by the competent agencies.
Sound methodology	7.5	Graduates in the relevant academic disciplines are recruited.	Adequacy of resources	5.1p	National statistical production has adequate human, financial, physical and technological resources to meet statistical information needs
Sound methodology	7.6	Staff attend international relevant training courses and conferences, and liaise with statistician colleagues at international level in order to learn from the best and to improve their expertise.	Sound methodology	9.8	The members of the national statistical system maintain, keep up to date and verify compliance with human resource training programmes in technical, administrative, technological and ethical areas, aligned with the production of statistical information.
Sound methodology	7.7	Co-operation with the scientific community to improve methodology is organized and external reviews assess the quality and effectiveness of the methods implemented and promote better tools, when feasible.	Sound methodology	9.4	The members of the national statistical system consult the statistical coordination committee of the national statistical system and/or thematic groups consisting of professionals from the academic sector, institutions and related sectors to evaluate, improve or strengthen the methodology used in the statistical process.
Statistical processes	8.1	Where official statistics are based on administrative data, the definitions and concepts used for the administrative purpose must be a good approximation to those required for statistical purposes.	Use of secondary data sources	13.4	The standards implemented for using administrative records for statistical purposes comply with the parameters required in a quality statistical process.

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<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Statistical processes	8.2	In case of statistical surveys, questionnaires are systematically tested prior to the data collection.	Appropriate statistical procedures	10.1	Methodologies, questionnaires, manuals, computer applications and other instruments are tested and validated before starting the data collection process.
Statistical processes	8.3	Survey designs, sample selections, and sample weights are well based and regularly reviewed, revised or updated as required.	Appropriate statistical procedures	10.3p	The methodology and stages of statistical operations are evaluated periodically and, if necessary, adjusted to ensure the quality of the products.
Statistical processes	8.4	Field operations, data entry, and coding are routinely monitored and revised as required.	Appropriate statistical procedures	10.3p	The methodology and stages of statistical operations are evaluated periodically and, if necessary, adjusted to ensure the quality of the products.
Statistical processes	8.5	Appropriate editing and imputation computer systems are used and regularly reviewed, revised or updated as required.	Appropriate statistical procedures	10.2p	Members of the national statistical system use appropriate technological resources which are periodically reviewed or updated at each stage of the statistical process, as provided for in the design of the statistical operation.
Statistical processes	8.6	Revisions follow standard, well-established and transparent procedures.	Appropriate statistical procedures	10.4	The members of the national statistical system revise their statistical processes using standardized, transparent and systematic processes, according to the established schedule and generating documented improvement plans. Studies and analyses of the revisions are documented and made public.

CARICOM Statistics Code of Practice			Code of Good Practices in Statistics for Latin America and the Caribbean		
Institutional Environment					
Principle	Number	Good practice	Principle	Number	Good practice
			Accuracy and reliability	15.4p	The members of the national statistical system periodically revise and evaluate the quality of statistical processes, in order to make improvements in their phases, where appropriate. The results of the revision and evaluation are documented.
Non-excessive burden on respondents	9.1	The range and detail of official statistics demands is limited to what is absolutely necessary.	Non-excessive burden on respondents	11.2	The scope and detail of the statistical operations' demands on data sources are limited to what is strictly necessary.
Non-excessive burden on respondents	9.2	The reporting burden is spread as widely as possible over survey populations through appropriate sampling techniques.	Non-excessive burden on respondents	11.3p	Members of the national statistical system have documented strategies that are implemented to reduce the burden on sources in the data collection phase.
Non-excessive burden on respondents	9.3	The information sought from businesses is, as far as possible, readily available from their accounts and electronic means are used where possible to facilitate its return.	Non-excessive burden on respondents	11.1	The national statistical office has documented, harmonized and systemized procedures for obtaining information from firms based on their financial reports, and, where possible, this is transmitted electronically.
Non-excessive burden on respondents	9.4	Best estimates and approximations are accepted when exact details are not readily available.	Non-excessive burden on respondents	11.3p	Documented strategies are in place and implemented to reduce the burden on sources in the collection phase.
Non-excessive burden on respondents	9.5	Administrative sources are used whenever possible to avoid duplicating requests for information.	Cost-effectiveness	12.1p	The national statistical legislation currently in force allows entities of the national statistical system to share data for the production of statistical information, in order to avoid duplication and reduce collection costs, without violating statistical confidentiality or the corresponding legal reserves.

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<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Non-excessive burden on respondents	9.6	Data sharing within statistical authorities is generalized in order to avoid multiplication of surveys.	Cost-effectiveness	12.1p	The national statistical legislation currently in force allows entities of the national statistical system to share data for the production of statistical information, in order to avoid duplication and reduce collection costs, without violating statistical confidentiality or the applicable legal reserves.
Cost-effectiveness	10.1	Internal and independent external measures monitor the statistical authority's use of resources.	Adequacy of resources	5.4	The national statistical system implements mechanisms for monitoring the management of resources allocated to the statistical process, and reports to the Statistical Council on the activities carried out within the framework of planning instruments and the public expenditure exercise.
Cost-effectiveness	10.2	Routine clerical operations (e.g. data capture, coding, validation) are automated to the extent possible.	Cost-effectiveness	12.2p	Members of the national statistical system use information and communication technologies to optimize the processes of development, production and dissemination of official statistics.
Cost-effectiveness	10.3	The productivity potential of information and communications technology is being optimized for data collection, processing and dissemination.	Cost-effectiveness	12.2p	Members of the national statistical system use information and communication technologies to optimize the processes of development, production and dissemination of official statistics.

CARICOM Statistics Code of Practice			Code of Good Practices in Statistics for Latin America and the Caribbean		
Institutional Environment					
Principle	Number	Good practice	Principle	Number	Good practice
Cost-effectiveness	10.4	Proactive efforts are being made to improve the statistics potential of administrative records and avoid costly direct surveys.	Use of secondary data sources	13.1p	The sharing of data and metadata from administrative and other sources is promoted among the different areas of the national statistical office and among the members of the national statistical system, in order to minimize the burden on respondents, improve cost-effectiveness, incorporate new topics and avoid duplication in the production of statistical information.
Relevance	11.1	Processes are in place to consult users, monitor the relevance and practical utility of existing statistics in meeting their needs, and advise on their emerging needs and priorities.	Relevance	14.2	The users and producers of official statistics participate in the processes of identifying, analysing and evaluating current and emerging information needs, through working groups and inter-agency and sectoral committees.
Relevance	11.2	Priority needs are being met and reflected in the work programme.	Relevance	14.1	The supply of official statistics at the national level is based on mechanisms and strategies to identify users and their priority information needs.
Relevance	11.3	User satisfaction surveys are undertaken periodically.	Relevance	14.3	Members of the national statistical system conduct surveys periodically to ascertain the use and degree of satisfaction of users with respect to the official statistics they produce.
Accuracy and reliability	12.1	Source data, intermediate results and statistical outputs are assessed and validated.	Accuracy and reliability	15.1	Members of the national statistical system evaluate and validate data from primary or secondary sources, as appropriate, as well as intermediate results and statistical products, making comparisons with other statistical information when appropriate. The results of such evaluations are documented.

CARICOM Statistics Code of Practice			Code of Good Practices in Statistics for Latin America and the Caribbean		
Institutional Environment					
Principle	Number	Good practice	Principle	Number	Good practice
Accuracy and reliability	12.2	Sampling errors and non-sampling errors are measured and systematically documented.	Accuracy and reliability	15.2	Sampling and non-sampling errors are estimated, analysed and documented.
Accuracy and reliability	12.3	Studies and analyses of revisions are carried out routinely and used internally to inform statistical processes.	Accuracy and reliability	15.4	The members of the national statistical system periodically revise and evaluate the quality of statistical processes, in order to make improvements in their phases, where appropriate. The results of the revision and evaluation are documented.
Timeliness and punctuality	13.1	Timeliness meets the highest official and international dissemination standards.	Timeliness and punctuality	16.2	Official statistics are disseminated on the day and time (when applicable) established in the schedule. When the dissemination on the established day is impossible, advance notice will be given, providing the pertinent explanations and setting a new publication date.
Timeliness and punctuality	13.2	A standard daily time is set for the release of official statistics.	Timeliness and punctuality	16.2	Official statistics are disseminated on the day and time (when applicable) established in the schedule. When the dissemination on the established day is impossible, advance notice will be given, providing the pertinent explanations and setting a new publication date.
Timeliness and punctuality	13.3	Periodicity of official statistics takes into account user requirements as much as possible.	Timeliness and punctuality	16.1	The members of the national statistical system define the periodicity of the dissemination of official statistics, taking into account the information needs of users, as far as possible, along with international standards and commitments in this area.

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<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Timeliness and punctuality	13.4	Any divergence from the dissemination time schedule is publicized in advance, explained and a new release date set.	Timeliness and punctuality	16.2	Official statistics are disseminated on the day and time (when applicable) established in the schedule. When the dissemination on the established day is impossible, advance notice will be given, providing the pertinent explanations and setting a new publication date.
Timeliness and punctuality	13.5	Preliminary results of acceptable aggregate quality can be disseminated when considered useful.	Timeliness and punctuality	16.4	The preliminary results of the statistical operations of the members of the national statistical system are published only when their quality satisfies defined and documented criteria.
Coherence and comparability	14.1	Statistics are internally coherent and consistent (e.g. arithmetic and accounting identities observed).	Coherence and comparability	17.1	Official statistics are consistent internally and comparable over time and across geographic areas
Coherence and comparability	14.2	Statistics are coherent or reconcilable over a reasonable period of time.	Coherence and comparability	17.1	Official statistics are consistent internally and comparable over time and across geographic areas
Coherence and comparability	14.3	Statistics are compiled on the basis of common standards with respect to scope, definitions, units and classifications in the different surveys and sources.	Coherence and comparability	17.3	Members of the national statistical system promote and use the most up-to-date statistical frameworks, statistical classifications, procedures, indicators, concepts and best practices in all official statistics, to enhance comparability over time and across data sets.



<b>CARICOM Statistics Code of Practice</b>			<b>Code of Good Practices in Statistics for Latin America and the Caribbean</b>		
<b>Institutional Environment</b>					
<b>Principle</b>	<b>Number</b>	<b>Good practice</b>	<b>Principle</b>	<b>Number</b>	<b>Good practice</b>
Coherence and comparability	14.4	Statistics from the different surveys and sources are compared and reconciled.	Coherence and comparability	17.4	The members of the national statistical system promote the national and international comparability of the statistics produced.
Coherence and comparability	14.5	Cross-national comparability of the data is ensured through periodical exchanges between the official statistical system and other statistical systems.	Coherence and comparability	17.4	The members of the national statistical system promote the national and international comparability of the statistics produced.
Accessibility and clarity	15.1	Statistics are presented in a form that facilitates proper interpretation and meaningful comparisons.	Accessibility and clarity	18.2	Official statistics, anonymized microdata and their respective metadata are disclosed in a clear, precise and complete manner to users, in order to facilitate their correct interpretation and comparisons.
Accessibility and clarity	15.2	Dissemination services use modern information and communication technology and, if appropriate, traditional hard copy.	Accessibility and clarity	18.3	Official statistics are disseminated using different media and technology that respond to users' information needs and ensure greater coverage.
Accessibility and clarity	15.3	Custom-designed analyses are provided when feasible and are made public.	Accessibility and clarity	18.5	The members of the national statistical system provide technical support for the analysis of their data at the request of users; and they are made public, under the agreements previously established between both parties.

CARICOM Statistics Code of Practice			Code of Good Practices in Statistics for Latin America and the Caribbean		
Institutional Environment					
Principle	Number	Good practice	Principle	Number	Good practice
Accessibility and clarity	15.4	Access to microdata can be allowed for research purposes. This access is subject to strict protocols.	Accessibility and clarity	18.6p	Members of the national statistical system inform users that they may request specific results, statistics that are not routinely disseminated and longer time series; and they indicate how to make these requests, following established guidelines or procedures. The statistical results of these queries are delivered whenever possible and are accompanied by notes informing on their correct use and interpretation.
Accessibility and clarity	15.5	Metadata are documented according to standardized metadata systems.	Accessibility and clarity	18.2p	Official statistics, anonymized microdata and their respective metadata are disclosed in a clear, precise and complete manner to users, in order to facilitate their correct interpretation and comparisons.
Accessibility and clarity	15.6	Users are kept informed on the methodology of statistical processes and the quality of statistical outputs.	Accessibility and clarity	18.4	Processes are in place in the entities of the national statistical system to advise, train and inform users regarding statistical products, as well as to periodically consult on the practical usefulness of the official statistics produced.

**Source:** Prepared by the author.

**Note:** The matrix includes the best practices for which a total or partial correlation was identified; the latter are identified with a “p” in the number column.



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