OIC STAT COM-WG3 CERTIFICATION AND ACCREDITATION PROGRAM FOR OFFICIAL STATISTICS PROFESSIONALS

OStat APPROVED PROCESSES AND REQUIREMENTS

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WG3 CERTIFICATION AND ACCREDITATION PROGRAM FOR OFFICIAL STATISTICS PROFESSIONALS (OStat) APPROVED PROCESSES AND REQUIREMENTS

A. Introduction

Background of the OStat Program

This proposed "Certification and Accreditation of Official Statistics Professionals" program (OStat) is based on the proposal submitted by Central Informatics Organization (CIO) in Bahrain to initiate a program on the "Accreditation of Statistics Professionals" specific to member countries of the Organization of Islamic Countries (OIC) in the First Session of the OIC-Stat Com. It is envisaged that such a well-designed program will help statisticians of member countries in charting their professional development by endorsing the expertise and knowledge under an official context. The primary target audience of OStat includes currently employed statistical professionals in the national statistical offices and relevant government departments in the OIC Member States. Through the accreditation/certification process, the target audience will be able to demonstrate their qualifications, knowledge and skills in the areas of professional statistics and be recognized formally and internationally for it.

The main objective of the proposed "Accreditation of Statistical Professionals" (OStat) program is to certify the expertise and knowledge under an official context for the professional conduct of statistical work of statistical specialists.

In the context of writing a report upon the determination of the tasks, requirements and processes of the OStat program, the delegates decided to set up a Working Group for Strategic Vision under the OIC-Stat Com in accordance with the decision number 6. The Working Group includes Egypt, Kazakhstan, Palestine, Qatar, United Arab Emirates, IDB and SESRIC. The lead country is Bahrain.

Consultation of WG3 Members for OStat Processes and Requirements

Bahrain together with SESRIC initiated communications to determine the tasks requirements of the Program. A preliminary consultative questionnaire was designed by Bahrain and distributed to all WG3 members to seek the opinion on the proposed processes and requirements that may be applied for OStat according to the majority of the WG3 members. The results of the consultative questionnaires were collated. The majority rule was applied by determining the percentage of votes from each responding WG3 members and the choices which garnered at least 50% were included in this report. The WG3 member country's vote for the suggested levels of certification and accreditation of the Program were consistently observed and reported in the calculations for determining majority.

Thus this paper aims (a) to provide information on the minimum approved requirements and processes of the OStat Program as well as (b) to provide an overview on the issues that needs to be resolved.

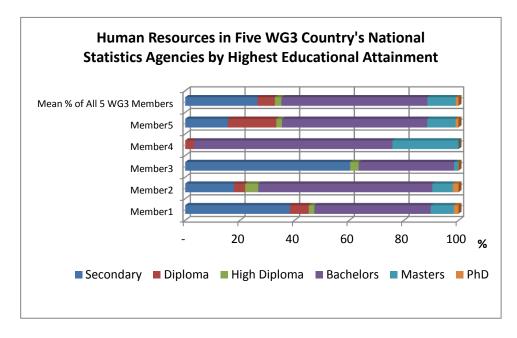
B. OIC Stat Com Working Group Certification and Accreditation Program for Official Statistics Professionals (OStat)

B.1. Target Audience of OStat

OStat targets Official Statistics practitioners among OIC member countries. Based on the gathered number of employees of five WG3 member countries' national statistical organizations through the consultative questionnaire, the percentage distribution of Bachelor degree holders comprise an average of at least 53.4% as shown in Figure 1. It would beneficial for the program to expand the coverage of the survey of human resources for all OIC-member countries to determine the OIC-wide target clientele.

Distribution of Human Resources by Highest Educational Attainment Across All Five WG3 Member Country National Statistical Organizations (%).

Highest Education	Member1	Member2	Member3	Member4	Member5	Human Resources of 5 WG3 Members National Statistics Agencies by Education Attainment
Secondary	38.26	17.81	60.35	-	15.63	26.41
Diploma	6.96	4.11	-	3.16	17.71	6.39
High Diploma	2.03	4.79	3.10	1	2.08	2.40
Bachelors	42.61	63.70	34.94	72.63	53.13	53.40
Masters	8.41	7.53	1.39	24.21	10.42	10.39
PhD	1.74	2.05	0.24	-	1.04	1.01
Total	100.00	100.00	100.00	100.00	100.00	100.00



B.2. Guiding Principles and Code of Practice for Official Statistics Professionals

Official Statistics professionals and institutions are highly encouraged to adopt and abide by the UN Fundamental Principles of Official Statistics¹ that includes relevance, impartiality and equal access (dissemination), professional standards and ethics, accountability and transparency, prevention of misuse, sources of official statistics, confidentiality, legislation, national coordination, use of international standards and international cooperation. The institutions where Official Statistics Professionals are affiliated with are also encouraged to observe the "Principles Governing International Statistical Activities²." The adoption of the two sets of principles was highly recommended by the members of WG3 with special emphasis on data comparability across countries and consistency across time. Two further suggestions were raised by members of WG3 that includes

(Suggestion 1)

 Adaptation of UN Fundamental Principles of Official Statistics should be considered principally. Also European Code of Practice and other country and region Code of Practices can be examined in building-up new Code of Practices for Official Statistics of OIC Member Countries.

(Suggestion 2)

2) WG3 could inspire from EUROSTAT's Code of Practice or the African Charter on Statistics or the Code of Practice for Official Statistics by the UK Statistical Authority³.

C. Tasks and Requirements of the Program

Based on the consultation questionnaires received from the members of WG3, the summarized tasks and requirements of the program that were pre-listed in the questionnaire and approved by at least 50% of the members were included in the succeeding texts. Additional comments, suggestions and issues that were not in the proposed or approved items had been itemized for further clarifications/discussion of the members of WG3.

C.1. Application and Registration Process

a. Approved Levels of the Program

Four levels of certification and accreditation were identified by the WG3 members with the corresponding percentage of votes in parentheses, namely, **Basic** (87.5%), **Intermediate** (75%), **Advanced Level 1** (87.5%) and **Advance Level 2** (50%).

<u>Basic Level</u> aims to measure whether a candidate is able to act as a team member who is informed of common statistical techniques and using appropriate methods to support the statistical process. To this end, candidates need to show they understand the principles and procedures and technology of accepted general statistical methods of work as observed in Official Statistics.

The work skills that should be shown by statistics professionals at this Basic Level should include survey design, data collection, data processing and analysis, scheduling of survey activities, costing and budgeting, quality assessment, resource deployment, data presentation and

(http://unstats.un.org/unsd/methods/statorg/Principles stat activities/principles stat activities.asp)

¹ The United Nations Statistical Commission's 1994 *Fundamental Principles of Official Statistics* (http://unstats.un.org/unsd/goodprac/bpabout.asp)

² Principles Governing International Statistical Activities

(http://unstats.up.org/unsd/methods/statorg/Principles_stat_activities)

Code of Practice for Official Statistics: UK Statistical Authority (http://www.statisticsauthority.gov.uk/assessment/code-of-practice/index.html)

dissemination as well as effective project communication. The statistician should be well aware of the sampling theory and able to design sampling strategy and drawing effective samples. Skills in questionnaire design and the use of the basic international classifications are also important. The applicant should also be able to demonstrate ability in data analysis and synthesis of results. Technical report writing can also be a subject of assessment in this level.

<u>Intermediate Level</u> is a higher level of certification and accreditation than the Basic Level. It is based on acquisition of more Official Statistics experience and statistical competency skills but not as stringent as the requirements for the Advance Level.

This level covers competencies in methodological soundness; awareness of measurement theory and classifications development; effective oral and written communication and presentation skills of projects and studies; assessment of accuracy and reliability of statistics; the implementation of the various international quality frameworks; management models of national statistical systems. Moreover, it should also assess experience with statistical legislation, technical cooperation between statistics producing agencies and coordination among the various stakeholders of statistical systems, familiarity with national statistical councils' operations and compositions, acquaintance with administrative data sources and use for statistical purposes, development of organizational structures for statistical offices, expertise in planning for priority and goal setting in national statistical programs.

Advanced Level 1 covers an advance level certification or accreditation in Economic, Demographic and Social Statistics. It is aims to measure whether a candidate is capable of applying methods to run and manage social, demographic, economic or business statistics. To this end candidates need to exhibit the competencies required for one specific technical subject of official statistics and show they can apply principles, process and procedures to address the needs and problems of users of statistics in specific discipline.

Advanced Level 2 is a level of certification or accreditation for specialized field under Economic, Demographic or Social Statistics. This second level requires specialization in population, or demographic, or social or economic statistics. To this end candidates need to exhibit the competencies required specifically for professional Economic or Demographic and Social Statistics and show they can apply and tune principles, process and procedures to address the needs and problems of users of statistics in specific statistics discipline.

b. Designation of Approved Levels of Certification and Accreditation

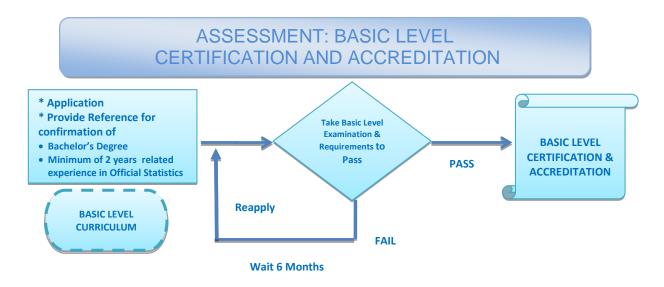
The **Basic** level should be *examination-based* only (preferred by all members). The other levels, i.e. **Intermediate** and the **Advanced levels 1 and 2** should be based on *Examination and Portfolio* (as was preferred by either the majority or all of the Group members). Examination and Portfolio-based refers to passing both an examination as well as assessment of applicant's high caliber and solid qualifications as is demonstrated by applicant's portfolio which may cover education and experience.

c. Requirements of Approved Levels of Certification and Accreditation.

The following requirements are essential towards qualifications for accreditation:

<u>Basic Level</u>: The requirements identified by the members for the Basic level includes:

- (a) at least a Bachelor's degree and
- (b) a minimum of 2 years related work experience in Official Statistics.

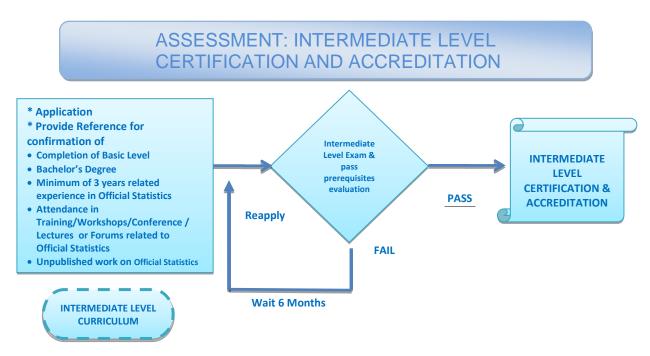


(Issue 1)

One member country has suggested that there was no need for work experience to be listed as a requirement for Basic Level Accreditation. This suggestion poses an issue as it contradicts the majority vote for experience to become a prerequisite for Basic Level application.

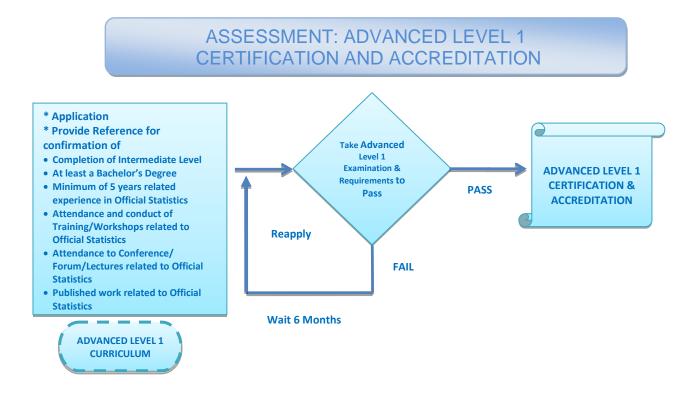
<u>Intermediate Level</u>. The prerequisites identified by the members for the Intermediate level include:

- (a) completion of Basic Level;
- (b) at least a Bachelor's degree;
- (c) a minimum of 3 years' experience related to work in Official Statistics;
- (d) certified attendance of training, workshops, conferences, forums or lectures related to Official Statistics and
- (e) unpublished work like reports and papers relevant to Official Statistics.



<u>Advanced Level 1</u>. The prerequisites identified by the members for the Advanced Level 1 include:

- (a) completion of Basic and Intermediate levels;
- (b) at least a Bachelor's degree as required for the completion of Intermediate Level;
- (c) a minimum of 5 years related work experience in Official Statistics;
- (d) certified attendance and conduct of training and workshops related to Official Statistics;
- (e) certified attendance of conferences, forums or lectures related to Official Statistics and
- (f) relevant published work.



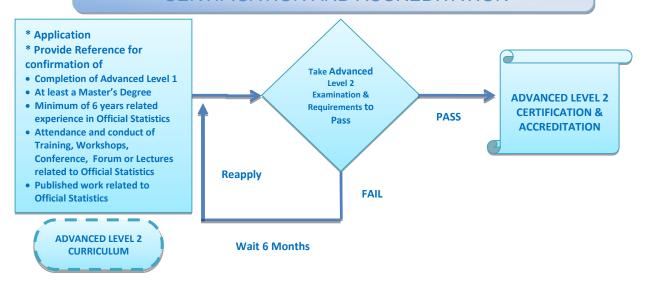
(Suggestion 3)

One suggestion received from a member country was for the applicant to submit a case study upon examination.

Advanced Level 2. The prerequisites identified by the members for the Advanced Level 1 include:

- (a) completion of Basic, Intermediate and Advanced Level 1;
- (b) at least a Master's degree;
- (c) a minimum of 6 years related work experience in Official Statistics;
- (d) certified attendance and conduct of trainings, workshops, conferences, forums or lectures related to Official Statistics and
- (e) relevant published work.

ASSESSMENT: ADVANCED LEVEL 2 CERTIFICATION AND ACCREDITATION



Additional suggestions include:

(Suggestion 4)

1. An applicant should provide a graduation project upon the completion of examination assisted by a supervisor

(Suggestion 5)

2. Instead of having work experience as a requirement before setting the examination, the requirement for work experience and other requirements could be submitted after passing the test but before receiving the accreditation.

d. Non-Refundable Fees and Charges for Approved Levels of Certification and Accreditation.

Non-refundable fees will be charged for application and additional copies of certification. This was preferred by the majority of the members. Non-refundable fees and charges for reapplication on the other hand did not get a majority vote.

(Suggestion 6)

One suggestion raised by a member was "A non-refundable fee between USD 50-100 can be charged for application which includes a one-time reapplication. Applicant who availed for reapplication but failed will be treated as a new applicant".

e. Points System and Weights Associated with Requirements for Approved Levels of Certification and Accreditation.

Majority of the members agreed to recommend some point system or weights to qualify application requirements for all four levels of certification and accreditation, i.e., Basic (two-thirds of the members), Intermediate (all members), Advanced Level 1 (all members) and Advance Level 2 (half of the members).

f. Suggested Points or Weights for Each Approved Level of Certification and Accreditation.

For each level of certification and accreditation, the identified points/weights of the members were averaged according to each level of certification and accreditation. Examination in all levels of certification scored the highest points/weights compared to the other requirements.

(Suggestion 7)

A project was suggested by one member country for the Advanced Level 2 in addition to or a part from of the examination.

	Associated rounded-off points or weights (as multiples of five)				
REQUIREMENT	Basic Level	Intermediate Level	Advance Level 1	Advance Level 2	
+ Education	30	20	20	10	
+ Experience	20	20	20	20	
+ Publications	5	15	15	25	
+ Examination	45	35	35	35	
+ Certified Attendance in Trainings/Workshops/ Lectures/Conferences/Forums		10	10		
+ Conducted or Certified Attendance in Trainings/Workshops/ Lectures/Conferences/Forums				10	
TOTAL POINTS/WEIGHTS	100	100	100	100	

g. Approved General Application Processes for Each Identified Level of Certification and Accreditation.

The general application processes for each identified level of certification and accreditation are listed below had been approved by the members.

- 1) Program *General Secretariat* prepares and disseminates information and application about each level of certification and accreditation.
- 2) Applicant sends inquiry or requests for application to *Program General Secretariat*.
- 3) Program General Secretariat responds to application inquiries and requests.
- 4) Program General Secretariat receives applications (application forms).
- 5) Program General Secretariat processes applications.
- 6) *Program General Secretariat* responds to processed complete applications with notice of examination.
- 7) Program General Secretariat responds processed incomplete applications with further instructions and requirements.

C.2. Official Curriculum and Examination Preparation Process

a) Types of Examination Required for Specific Approved Level of Certification and Accreditation

Examinations, that comprise the highest weight for successful application as indicated earlier, can either be written or oral coupled with a project.

For Basic level certification and accreditation, applicants shall be required to undergo a written examination only (favored by more than half of the members). Both written and oral examinations will be required for Intermediate (two-thirds of members). Advanced Level 1 will require both written and oral examination according to the majority of the members but in addition to this, some 43% of the members suggested an additional project as part of the examination. Advanced Level 2 will require written and oral examinations as well as a project (75%).

b) Creation of an Examination Committee

All members agreed that an Examination Committee be created to determine official curricula and prepare the official examinations for each level of certification and accreditation.

c) Appointment of Membership and Leadership of Examination Committee

Most of the members (62.5%) agreed that OIC Stat Com and WG3 nominate or appoint membership and leadership of Examination Committee. This decision is valid for OIC Stat Com which is an established permanent structure. It does not apply to the WG3 which is, on the other hand, an *ad hoc* working group whose composition ceases to exist once the planning and design phase is over-

(Suggestion 8)

A suggestion from a member country stated that the process of election may be introduced instead of nominations alone.

d) Membership of Examination Committee

Nominations have to come from OIC Stat Com (62.5%), from academe (75%) and from OIC Member Country Statistical Organizations (62.5%).

e) Chairmanship of Examination Committee

Only nominations by OIC Stat Com (75%) can become chair of the Examination Committee.

f) Term of Membership and Leadership of Examination Committee

Membership and leadership of Examination Committee is for two years (62.5%).

g) Necessity for Funding of Examination Committee

All members agreed that funds for the Examination Committee should be allocated for the committee to properly conduct its business.

h) Outsourcing the Preparation of Examinations

Majority of the members agreed that the Examination Committee can outsource the task of preparing the official examinations.

i) Approved Curriculum and Examination Preparation Processes

The processes for curriculum and examination preparation listed below have been approved by the WG3 members.

- 1) Members and chair of EC are nominated, appointed, substituted and mandated to perform functions.
- 2) EC members prepare official curriculum, topics, references and examination(s) for certification and accreditation.
- 3) EC sends official curriculum, topics, references and examination(s) to Program General Secretariat for implementation.

C.3. Examination Process

a) Frequency of Examinations for Specific Level of Certification and Accreditation

The examination for **Basic** level was favored to be conducted at least <u>once a year</u>. The examinations for **Intermediate** levels were agreed to be conducted <u>twice a year</u>, **Advanced Level** 1 was suggested to be held either once-a-year or twice-a-year according the 43% of the members (not a majority decision – *Issue 2*). The examination for **Advanced Level 2** is to be conducted *once a year*.

b) Coordination of Testing and Application Results Reporting

All members agreed that the coordination of testing and result reporting to be done by a *Program General Secretariat*.

c) Approved Examination Testing Processes

The processes of the examination listed below had have been approved by the WG3 members.

- 1) Dates, time and venue of testing of official examination(s) are decided and relayed to Program General Secretariat.
- 2) Program General Secretariat has list of all officially registered Applicant examinees.
- 3) Program General Secretariat disseminates notice of examination to Applicant examinees.
- 4) Applicant examinees attend examination at testing venue at designated time/place.
- 5) Program General Secretariat collects completed examinations from Applicant examinees.
- 6) Examinations are scored.
- 7) Program General Secretariat compiles all Examinations scores of Applicant examinees into database applications.

C.4. Post-Examination Results Processes

a) Issuance of OStat Certification and Accreditation

All members agreed that OIC-Stat Com will issue the certificate or accreditation.

b) Delivery of OStat Certification and Accreditation

All members agreed that the a *Program General Secretariat* should deliver the certificate or accreditation to successful applicants.

c) Issuance of Results and Notice of Re-examination and Requirements

Majority of the members agreed that the Program General Secretariat should issue the results and notice of re-examination and requirements to failed applicants.

d) Approved Processes for Post Examination and Dissemination of Results

The following responsibilities for the post examination and dissemination of results have been approved for the Program General Secretariat:

- 1) Program General Secretariat sends Application results to OIC Stat Com.
 - a. Successful applications
 - b. Failed applications

- 2) OIC Stat Com sends certificates of successful applications and acknowledges reexamination of failed applications.
- 3) Program General Secretariat sends application results and certificates to successful Applicants
- 4) Program General Secretariat sends application results and re-examination notice and requirements to failed applications.
- 5) Successful Applicants receive their application results and certificates
- 6) Failed Applicants receive their application results and re-examination notice and requirements.
- 7) Failed Applicants send appeal to Program General Secretariat.
- 8) Program General Secretariat reviews appeal.
- 9) Program General Secretariat sends response on appeal to failed Applicants

C.5. Other Suggested Processes

Additional suggested processes and responsibilities:

- 1) Communications between candidate/applicants and Program General Secretariat to be channeled through HR Section/Department. (Suggestion 9)
- 2) Program Monitoring, Evaluation and Realignment (Suggestion 10)
- 3) Follow-up on contact information, whereabouts and updates of successful applicants (certified and accredited individuals). (Suggestion 11)
- 4) Creation of register of certified/accredited individuals across OIC member countries and organizations. (Suggestion 12).

D. Program General Secretariat

D.1. Major Responsibilities of Program General Secretariat

- 1) Hosting and maintenance of Program website.
- 2) Administrative and liaison role with OIC Stat Com, statistical organizations, Examination Preparation Committee, Applicants, funding agencies and other Official Statistics stakeholders.
- 3) Prepare and distribute materials or information about the program
- 4) Receive and process applications, enquiries and registration.
- 5) Coordinate with Examination Committee on official examinations for each level of certification and accreditation.
- 6) Prepare examination materials for testing based on the official examinations developed by Examination Committee.
- 7) Coordinate examination and scoring for each level of the program.
- 8) Coordinate with OIC Stat-Com on the application and examination testing results.
- 9) Release certificate to successful applicants.
- 10) Release notice for re-examination and requirements to failed applicants.
- 11) Maintain records (financial and administrative)

Other recommended responsibilities suggested by the members include:

- 1. Annual Reporting (Suggestion 13)
- 2. Coordination on Applicant appeal on results (Suggestion 14)
- 3. Process and handling cases of violation of Code of Conduct for Official Statistics Professionals (*Suggestion 15*)

D.2. Alternative Entities to Perform Roles and Responsibilities of Program General Secretariat

(Suggestion 16)

Suggested Entity	% of Members
1). SESRIC	14.29%
2) HR Management	14.29%
3) Stat-Com administration	14.29%
4) Designated OIC, SESRIC Secretariat staff, consultants hired by OIC, SESRIC	14.29%
5) Any competent and respected authority in the area of statistics.	14.29%
6) WG3 should discuss and suggest to the next Session of OIC-Stat Com	14.29%

E. Recommendations

- 1) It is recommended that OIC Stat Com provides WG3 with the human resource statistics (including highest educational attainment) of all national statistical agencies to clearly evaluate the target audience of the OStat Program and its approved levels (Basic, Intermediate, Advanced Levels 1 and 2) across OIC member countries.
- 2) Approach the development of the program into three phases i.e. address Basic level in the first year, then a year after address Intermediate level and lastly address the advanced levels thereafter.

LIST OF SUGGESTIONS

Under B.2. Guiding Principles and Code of Practice for Official Statistics (P. 6)

- 1) Adaptation of UN Fundamental Principles of Official Statistics should be considered principally. Also European Code of Practice and other country and region Code of Practices can be examined in building-up new Code of Practices for Official Statistics of OIC Member Countries.
- 2) WG3 could inspire from EUROSTAT's Code of Practice or the African Charter on Statistics or the Code of Practice for Official Statistics by the UK Statistical Authority.

<u>Under C.1.c.</u> Requirements of Approved Levels of Certification and Accreditation

Advanced Level 1 (P.9):

3) One suggestion received from a member country was for the applicant to submit a case study upon examination.

Advanced Level 2 (P.10): .

- 4) An applicant should provide a graduation project upon the exam assisted by supervisor.
- 5) Instead of having work experience as a requirement before setting the examination, the requirement for work experience and other requirements could be submitted after passing the test but before receiving the accreditation.

<u>Under C.1.d.</u> (P.10) Non-Refundable Fees and Charges for Approved Levels of Certification and Accreditation.

6) "A non-refundable fee between USD 50-100 can be charged for application which includes a one-time reapplication. Applicant who availed for reapplication but failed will be treated as a new applicant

<u>Under C.1.f.</u> (P.11) Suggested Points or Weights for Each Approved Level of Certification and <u>Accreditation...</u>

7) A project was suggested by one member country for the Advance Level 2 in addition to or a part of the examination.

Under C.2.c. (P.12) Appointment of Membership and Leadership of Examination Committee.

8) Process of election may be introduced instead of nominations alone.

Under C.5. (P.15) Other Suggested Processes.

- 9) Communications between candidate/applicants and Program General Secretariat to be channeled through HR Section/Department.
- 10) Program Monitoring, Evaluation and Realignment
- 11) Follow-up on contact information, whereabouts and updates of successful applicants (certified and accredited individuals).
- 12) Creation of register of certified/accredited individuals across OIC member countries and organizations.

<u>Under D.1. (P.16) Major Responsibilities of Program General Secretariat: Other recommended responsibilities suggested by members:</u>

- 13) Annual Reporting
- 14) Coordination on Applicant appeal on results
- 15) Process and handling cases of violation of Code of Conduct for Official Statistics Professionals

<u>Under D.2.</u> (P.16) Alternative Entities to Perform Roles and Responsibilities of Program General <u>Secretariat</u>

16) Suggested Entity to Perform Roles and Responsibilities of Program General Secretariat

LIST OF ISSUES

<u>Under C.1.c.</u> (P.8) Requirements of Approved Levels of Certification & Accreditation – Basic Level

1) "No need for work experience for Basic Level Accreditation". This suggestion poses as an issue as it contradicts approved requirements for Basic Level application.

Under C.3.a. (P.14) Frequency of Examinations for Specific Level of Certification and Accreditation

2) Advanced Level 1 was suggested to be held either once-a-year or twice-a-year according the 43% of the members (not a majority decision).

REFERENCES

- Accreditation of Statistical Professional to Improve Professional Competence in OIC Member Countries, Presentation made by Dr Nabeel Shams in the First Session of OIC Statistical Commission. (http://www.sesric.org/imgs/news/image/524-Bahrain_Accredition-of-Statistical% 20Professionals.pdf)
- 2. Professional Development in Official Statistics, University of Southampton, School of Social Sciences (http://www.southampton.ac.uk/socsci/socstats/moffstat/index.html)
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- 5. Code of Practice for Official Statistics: UK Statistical Authority http://www.statisticsauthority.gov.uk/assessment/code-of-practice/index.html
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- 7. National Statistics Code of Practice www.ons.gov.uk/about-statistics/ns-standard/cop/.../competence.pdf
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- 16. PMP: http://www.pmi.org/en/Certification/Project-Management-Professional-PMP.aspx
- 17. FAQ on PMP: http://www.pmi.org/en/Certification/Certification-FAQ.aspx