

DELIBERATION NO 296 OF THE CONSELHO SUPERIOR DE ESTATÍSTICA (STATISTICAL COUNCIL)

APPROVAL OF THE “METHODOLOGICAL DOCUMENT” TO BE USED WITHIN THE SCOPE OF THE NATIONAL STATISTICAL SYSTEM

In 2004 Statistics Portugal adopted, in the interest of clarity and for mandatory utilisation, a standardised format for the methodological documentation of its statistical operations, denominated “Methodological document”.

Whereas clarity, one of the main components of quality in statistics, refers to the information context of data, including its availability associated with the underlying metadata, and whereas one of the aspects to be considered for its easy interpretation by statistical information users implies its harmonised organisation, irrespective of the corresponding statistical area.

Whereas, in turn, in the *Linhas Gerais da Actividade Estatística Nacional 2003-2007 (General Guidelines of National Statistical Activity 2003-2007)* (Deliberation No 247 of the Statistical Council), *the Conselho Superior de Estatística (Statistical Council)* (hereinafter referred to as the Council) defined statistical coordination as:

“... the function of the Sistema Estatístico Nacional (National Statistical System) that ensures the development and implementation of procedures and means to promote (...) consistency and integration among official statistical information sub-systems, (...), the balanced and steady development of the National Statistical System and the improvement of official statistical products, in terms of sectoral, territorial or time harmonisation ...”,

highlighting, as regards standardisation-oriented technical and scientific tools, the need to:

“Promote the use of the Sistema de Metainformação Estatística (Statistical Metadata System) within the National Statistical System”, creating “conditions of access to and use of the Statistical Metadata System by the National Statistical System, gradually adjusting it to the requirements of all its bodies and structures, namely the concept, classification, methodology and variable components, with a view to its gradual implementation as Statistical Metadata System of the National Statistical System”;

In February 2005 the *Secção Permanente de Planeamento, Coordenação e Difusão* (Standing Section of Planning, Coordination and Dissemination) examined the Methodological document submitted by Statistics Portugal and underlined the importance of its range and its implementation by all bodies of the National Statistical System, with the necessary amendments, with a view to introducing adjustments or integrating positions expressed in the contributions submitted by all the intervening parties.

After conclusion of the bilateral adjustment process of the document, and taking into account the proposed timetable, which was agreed by the intervening parties and includes well-defined stages in terms of procedures to be adopted in the future,

The Standing Section of Planning, Coordination and Dissemination decides, at its meeting of 11 July 2005 and within the scope of its powers, as laid down in sub-paragraphs f) and h) of annex A of Deliberation No 286 of the Council:

- a) To approve the “Methodological document” proposed by Statistics Portugal, to be adopted by the entities with powers delegated by it. ^(*)
 - b) To recommend that the above-mentioned Document also be adopted by the other entities intervening in national statistical production.
 - c) To define the timetable for implementation of the methodological documentation on statistical operations by the entities with delegated powers, as follows:
 - The methodological documentation pertaining to new statistical operations sent to Statistics Portugal for opinion and for registration of the respective data collection media shall be presented in this format, with the necessary above-mentioned adjustments;
 - As regards regular statistical operations, the existing documentation must be converted into the new format by the end of July 2006, according to a timetable bilaterally agreed.
 - Whenever there are changes to the contents of the methodological documents of statistical operations, a new version must be sent to Statistics Portugal.
 - a) To recommend that the “Methodological document” be made available at the Statistics Portugal’s website.
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By July 2006, when the process will be concluded, the Section shall monitor, on a quarterly basis, the implementation of the timetable bilaterally agreed with the entities with powers delegated by Statistics Portugal, which shall be responsible for presenting the respective progress reports.

Lisbon, 11 July 2005

The Chairman of the Section, *João Cadete de Matos*

The Executive Secretary of the Statistical Council, *Maria Margarida Lobo da Conceição Madaleno*