

# National Strategy for the Development of Statistics (NSDS)

2012

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## **Summary**

The National Strategy for the Development of Statistics (NSDS) is designed to support the strengthening of statistical systems and processes on St Helena to enable them to meet the challenges of the air access era. It sets a Vision and its over-arching goals are contained within its Mission Statement, The Core Values/Principles that underpin the NSDS and its implementation are stated.

The results of a ‘SWOT’ analysis of the current situation are given. These informed the identification of Core Objectives and Sub-Objectives which reflect priorities for action. Recommendations for the monitoring and evaluation of the NSDS are made.

The NSDS concludes with a matrix containing key Action Points for implementation over the next three-year period.

## **Background and Context**

The Partnership in Statistics for Development in the 21st Century (PARIS21) consortium (1999), involving the United Nations, European Commission, Organisation for Economic Co-operation and Development, International Monetary Fund and World Bank, stressed the need for development of high quality statistics to support evidence-based policy making and implementation; raise standards of governance and enhance government effectiveness in meeting the Millennium Development Goals.

Since this initiative, the importance of National Strategies for the Development of Statistics in strengthening statistical capacity across statistical systems has been widely advocated by international organisations such as the European Union.

In 2010, the Development and Economic Planning Department within which the Statistics Office resides (although it will shortly be re-located to the Strategic Policy Planning Unit) decided that a National Strategy for the Development of Statistics (NSDS) would be beneficial in order to raise the profile of Statistics on St Helena and provide a high-level, formally endorsed framework both for the activities undertaken by the Statistics Office and the wider development of Statistics in the medium term. Furthermore, aid donors and St Helena Government (SHG) itself are increasingly requiring a wide range of statistical information to enable evidence-based decision making. Leading development of a NSDS was thus built into the Department’s Strategic Plan for 2011/12.

Due to the cross-cutting nature of Statistics, the formulation and implementation of a NSDS directly supports achievement of the following agreed Goals of St Helena Government:

- A more sustainable and vibrant economy;
- Sustainable social development;
- Strong institutions of governance.

and of the Strategic Objectives associated with these. It is therefore fully aligned with national development policy.

St Helena Government's centralized statistical system is managed by the Statistics Section which has a staffing complement of four. A list of their current key tasks is given at Annex 2. Although the Statistics Section will be pivotal in the implementation of the NSDS and lead in driving this forward in partnership with key stakeholders, the Strategy is intended to provide a 'road map' for island-wide upgrading and mainstreaming of statistics and will require support and ownership across all sectors and at all levels if it is to achieve its objectives.

### **The rationale for having a National Strategy for the Development of Statistics**

For national statistical systems to provide reliable and relevant statistics that are sufficiently robust to inform the design, implementation and monitoring of sustainable development policies and performance management processes, such systems must be effective, efficient, coordinated and appropriately resourced. Furthermore, their importance needs to be recognised, understood and supported at a national level.

High quality, timely statistics are also necessary to justify choices relating to resource allocation; to support bids for donor aid funding and to monitor progress in relation to St Helena's economic and social development by facilitating the measurement of outcomes. Consequently, data needs to be publicly accessible, in a user- friendly format, to facilitate decision making at all levels within society.

St Helena is currently facing a significant change agenda that is presenting both exciting opportunities and considerable challenges. Consequently, it is of great importance that its statistical system can deliver its usual outputs and also meet new demands efficiently and effectively, providing data to internationally comparable standards.

The National Strategy for the Development of Statistics (NSDS) provides a framework to underpin the enhancement of St Helena's current statistical systems through the establishment and implementation of a cohesive action plan covering the next three years. The activities contained within this plan will aim to achieve a clearly defined shared vision through the attainment of core goals.

The NSDS is the outcome of a strategic planning process involving direct involvement of key stakeholders in the public and private sectors, the Department for International Development and civil society in order to ensure that the perspectives of all segments of society and their needs are integrated within it. Thus the Strategy should have widespread ownership which will support mainstreaming of statistics in the design, formulation, implementation and monitoring of policies to ensure that these are relevant and appropriate.

The NSDS builds upon what already exists, and is a 'live' document that will be reviewed at regular intervals and updated as required in order to ensure that it continues to address key priorities and underpins statistical systems that are fit for purpose.

## **The Formulation Process**

The formulation of the NSDS commenced with the establishment of a cross-sectoral Working Group<sup>1</sup> that first defined a vision and mission to establish to what the NSDS should aspire, and then undertook a gap analysis of the current situation relating to Statistics systems, both within the Statistics Office and more widely, in order to identify priorities for development.

Core values/principles to underpin the NSDS were then determined, before the identification of core goals, objectives and sub-objectives. An Action Plan was then drawn up to provide a broad outline of the personnel responsible and likely time-frame for implementation of the various strands within the NSDS. It should be noted that the Statistics Section will still need to develop a more detailed operational Action Plan to cover its planned activities during each strategic planning cycle as it does at present, as will other Directorates/Units responsible for collecting, collating and analysing data.

At each stage in the process consultation took place and Members sought feedback from their constituent groups that was then discussed by the Working Group, and amendment to the draft NSDS made where agreed. Due to the high number of civil society bodies on St Helena, it was impossible for the Member representing these on the Working Group to meet with them all so the draft document was issued directly to their leaders for comment.

A draft was placed in the Public Library and made available to the public on request by the Statistics Office. This was publicized and the importance of a NSDS was also given media coverage to stimulate public interest. In addition, the same draft was issued to SHG senior officials and Directors for comment.

Following receipt of comments from the final round of consultation, the draft was reviewed and the current version produced and taken forward for formal endorsement by the Economy and Finance Committee of Legislative Council, which was obtained on 8 March 2012,

## **Vision Statement**

The provision of credible, timely, accessible and relevant statistics to meet the decision making needs of all end users and underpin St Helena's sustainable, social, environmental and economic development.

## **Mission Statement**

The mission of the NSDS is:

- To develop statistical systems and processes to satisfy user needs while adhering to relevant legislation and best practice.

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<sup>1</sup> *The composition of NSDS Working Group and its Terms of Reference are given in Annex 1.*

- To provide coherent and integrated social, demographic, economic, and environmental statistics for local and international use.
- To increase statistical capacity.
- To promote correct, effective use of statistics and awareness of their importance.

### **Core values/principles<sup>2</sup> to underpin the NSDS and its implementation.**

Confidentiality	The confidentiality of data and data providers must be upheld.
Quality	National statistics must be of high quality and fit for purpose, being the output of sound methodologies, objective analysis, reliability checks and measures to control error.
Integrity	Independence, transparency, openness and accountability are essential to reduce the risk of data misuse and misinterpretation and to retain public confidence.
Non-excessive burden on respondents	Data collection will be designed to obtain the required information with as little disruption to respondents as possible and taking into account that the needs of both users and providers have to be considered.
Cost effectiveness	Data collection, analysis, interpretation and dissemination must be undertaken as cost effectively as is possible, without jeopardising quality, and give value for money.
Timeliness/punctuality	National statistics must be kept up to date with adequate periodicity for release. Prioritisation must be undertaken to ensure the ready availability of key data.
Coherence/Comparability	Common standards for the collection, analysis, interpretation and dissemination of data that where possible match international classifications, definitions and requirements will be established and maintained.
Accessibility	Data must be made easily available in user-friendly format and by means that are open and fair.
Relevance/Usefulness	Data collection, analysis interpretation and dissemination will only cover domains important to end-users and will be responsive to their needs.

<sup>2</sup> The above are closely aligned with the tenets of the European Statistics Code of Practice (2005) which sets the standard for developing and disseminating European official statistics.

# S.W.O.T Analysis

## (Strengths, Weaknesses, Opportunities, Threats)

### **Strengths:**

- ✚ IT – Electronic format used
- ✚ Valid, reliable data
- ✚ Sound methodologies in place in most key areas.
- ✚ Legislative framework exists.
- ✚ Independence
- ✚ Basic ‘building blocks’ for further development are present
- ✚ Diverse range of data categories already captured
- ✚ Staff within the Statistics section are trained & being further trained
- ✚ Confidentiality maintained
- ✚ Good public relations/confidence established

### **Weaknesses:**

- ✚ Lack of statistical capacity outside Statistics Office
- ✚ Need for time consuming data checks on incoming data
- ✚ Timeliness of data released
- ✚ Website not user friendly
- ✚ Some aspects of legislative framework require strengthening/updating
- ✚ Some data not internationally comparable
- ✚ Presentation of some data
- ✚ Lack of detail
- ✚ Training in higher level IT
- ✚ No degree-level statistician
- ✚ Lack of public awareness of importance of Statistics
- ✚ Lack of a corporate focus upon Statistics across SHG.

### **Opportunities:**

- ✚ Further training in usage of Statistics
- ✚ Establishment of Wide Area Network (WAN)
- ✚ Publicity to boost realization of usefulness of Statistics
- ✚ National Strategy for Development of Statistics to be implemented
- ✚ Consultation process in formulation and review of NSDS
- ✚ Use of statistics to showcase St Helena abroad
- ✚ Raise profile of Statistics through NSDS process
- ✚ Promotion of Statistics (Statistics Day)
- ✚ Identification of existing competences in Statistics and further training needs

### **Threats:**

- ✚ Restructuring
- ✚ Possible reduction in independence
- ✚ Local resistance to giving sensitive data
- ✚ Very small pool of persons with statistical skills and knowledge
- ✚ Need for up-skilling in Statistics across all sectors
- ✚ Incorrect reporting in media & elsewhere
- ✚ Statistics Section may not be able to meet new/additional demands unless capacity is increased

## **Core Objectives:**

1. Strengthen and further develop statistics and ensure that all St Helena Government Directorates/providers can collect and collate their own data efficiently.
2. Improve quality of national statistics island- wide, in line with international standards.
3. Satisfy increasing demand for statistical information.
4. Improve data accessibility
5. Educate everyone further and raise awareness of importance of statistics and their significance for decision making.
6. Maintain integrity & independence.



## **Core Objectives & Sub-Objectives**

### **1. Strengthen and further develop statistics.**

- 1.1 To build capacity – Human & Technological.
- 1.2 To ensure that all those with responsibility for data collation and analysis are suitably trained.
- 1.3 To improve technical systems & processes to develop an institutional network for statistics.
- 1.4 To ensure an adequate legislative framework exists.
- 1.5 To ensure adequate financial resources to develop strategy.

### **2. Improve quality of national statistics as a whole, in line with international standards.**

- 2.1 To ensure appropriate and consistent methodology exists.
- 2.2 To enhance presentation of data.
- 2.3 To release data at timely intervals.
- 2.4 To minimise inaccuracies

### **3. Satisfy demand for statistical information.**

- 3.1 To expand range of statistics available.
- 3.2 To prioritise data requirements.
- 3.3 To respond to economic and social trends/changes.
- 3.4 To provide backup support.
- 3.5 To provide relevant statistics that match user's needs.

### **4. Improve data accessibility.**

- 4.1 To establish a national database.
- 4.2 To make statistics available in various user friendly formats.
- 4.3 To make data available to the lowest level that allows appropriate protection to maintain confidentiality.

### **5. Educate everyone more in the importance of statistics and its significance to decision making.**

- 5.1 To raise the profile of statistics within the school and AVES curriculum.
- 5.2 To provide training in statistics to Government Directorates.
- 5.3 To target 'hot spots', (e.g. Chamber of Commerce & Civil Society).
- 5.4 To promote the importance of statistics.
- 5.5 To develop a communication strategy that emphasises/gains/achievements as a result of statistical information (Statistics Day).

### **6. Maintain integrity and independence.**

- 6.1 To ensure that data suppliers maintain integrity of data collated.
- 6.2 To strengthen legislation to ensure independence.
- 6.3 To regularly review the institutional framework for the central production of statistics.

## **Monitoring and Review**

Monitoring of the implementation process will be incorporated into the work programme of the Statistics Section. Annual progress reports will be submitted to the Economy and Finance Committee and the St Helena Government Corporate Management Team.

In addition, the advisory group to be established under 3.4 of the NSDS Action Plan will ensure that data requirements are updated and prioritised biannually and will thus also have a monitoring and review function.

A full-scale review of the NSDS in its entirety should take place annually. This should be led by the Director responsible for line management of the Statistics Section and involve key stakeholders drawn from the same sources as the NSDS Working Group.

Abbreviations for Action Point table are as follows:

AG Chambers	Attorney Generals Chambers
AVES	Adult Vocational Education Service
CoC	Chamber of Commerce
CSoc	Civil Society
CS	Chief Secretary
DCP	Director of Corporate Procurement
DEE	Director of Education and Employment
DFID	Department for International Development
DSPP	Director of Strategic Policy and Planning
DoCP	Directorate of Corporate Procurement
DoF	Directorate of Finance
EFC	Economy and Finance Committee
EU	European Union
FCO	Foreign Commonwealth Office
HR	Human Resources Directorate
HT	Head Teacher
NSO	National Statistics Office
PSMP	Public Sector Modernisation Programme
PRO	Public Relations Officer
SAWG	South Atlantic Working Group
SEC	Secretariat
SDP	Social Development Planner
SHDA	St. Helena Development Agency
SO	Statistics Office/Officer
SPPU	Strategic Policy & Planning Unit
TC	Technical Co-operation

Action Points	Key Stake Holders	Time Frame	Lead Person/Persons
<b>1 To strengthen and further develop statistics.</b>			
<b>1.1 To build capacity – Human &amp; Technological.</b>			
Recruit TC to support/strengthen Statistics Section	DCP, SO, HR, DoF, DFID	Initially submitted 2011/12 Resubmitted for 2012/13	DCP, HR
Partner with UK Office of National Statistics	SO, HR, DoF, DFID.TC	Quarter 3 2012/13	DSPP, HR. TC
Recruit Long-Term TC support in event of air access	DSPP, SO, HR, DoF, DFID	Start recruitment process Q1 2012/13	DCP, HR DSPP
Deliver training in statistics both internally and externally	SO, AVES, TC, SHDA	Quarter 4 2012/13	TC, HR, AVES
Collaborate with IT to establish enhanced use of networks/software	SO, Senior IT Manager, potential overseas providers (NSO)	Quarter 1 2012/13	SO, Senior IT Manager
Pursue possibility of a Chief Statistician for the South Atlantic	SAWG, DFID, FCO, DSPP, SO, EU	Quarter 1 2012/13	Elected Members, DFID, FCO, TC
Identify training needs of data providers – internal and external	SHDA, AVES	Quarter 2 2012/13	
Determine how to address these and identify any remaining gaps.	AVES, SHDA, SO, SPPU	Quarter 3 2012/13	
Ensure Statistics is treated as a cross-cutting issue in strategic planning.	SPPU, DFID	Quarter 2 2012/13	Economist, SDP, DFID Rep.
<b>1.2 To ensure that all those with responsibility for data collation and analysis are suitably trained.</b>			
Establish structured training programmes in data collection, collation and analysis	AVES, SO, TC	Quarter 3 2012 Repeated annually	
Feed into AVES review	DCP, SO	Quarter 4 2011	
All existing Statistics Section staff to be trained to First Degree Level.	SO Staff, HR	2014/15 (Examinations in May)	
<b>1.3 To improve technical systems &amp; processes to develop an institutional network for statistics.</b>			
Undertake process mapping and recommend changes where appropriate	Across SHG, TC, PSMP	Quarter 1 2012/13 (Depending on TC)	TC, PSMP
Establish uniform processes for the handling of Statistics and sharing of data, initially within SHG	SO, Economist, SDP, All Directorates	Quarter 4 2012/13	SO, Economist, SDP
Explore IT solutions to facilitate easier movement of data	SO, Senior IT Manager	Quarter 1 2012/13	
<b>1.4 To ensure an adequate legislative framework exists.</b>			
Seek external advice to establish what is best practice in other small jurisdictions	AG Chambers	Quarter 1 – 2 , 2012/13	
Review current legislation relating to Statistics, including examination of its underlying principles	AG Chambers	Quarter 3 2012/13	
Action recommendations for changes to legislation and enact these		Quarter 1 2013/14	

Action Points	Key Stake Holders	Time Frame	Lead Person/Persons
<b>1.5 To ensure adequate financial resources to develop strategy.</b>			
Explore funding options	SO, DFID, EU, DoF, SAWG	Quarter 1 2012/13	
Identify recurrent budget implications	SO, DoF	Quarter 2 2012/13	
Investigate possibility of achieving efficiency savings	SO, DoF	Quarter 2 2012/13	
Apply 'value for money' principles to data collection and analysis	SO, DoF	Quarter 2 2012/13	
Submit bid for any additional expenditure projected	SO,DoF,	Quarter 3 2012/13	
<b><u>2</u> Improve quality of national statistics as a whole, in line with international standards.</b>			
<b>2.1 To ensure appropriate and consistent methodology exists.</b>			
Quality assure methodologies currently in use and identify areas for improvement.	DCP, SO, TC,DSPP	Quarter 4 of each fiscal year.	
Align methodologies with international standards where possible	DCP, SO, TC DSPP	Quarter 4 2011/12 and on-going.	
Apply international definitions where appropriate	DCP, SO, TC DSPP	Quarter 4 2011/12 and on-going.	
Ensure bridging actions are put into place where necessary	DSPP, SO, TC,	Quarter 1 of each fiscal year	
Specify methodologies used (with explanation if not international)	SO, TC, DSPP	Quarter 1 2012/13 and on-going	
<b>2.2 To enhance presentation of data.</b>			
Maintain consistent branding	SO, TC	Quarter 4 2011/12 and on-going.	
Review format of publications on a regular basis	SO, TC	Annually, prior to publication.	
Align data presentation where possible with international format	SO, TC	Quarter 3 2012/13	
<b>2.3 To release data at timely intervals.</b>			
Review and identify with users, realistic/appropriate periodicity for release of all key data	SO, TC, CoC, DFID, SHDA, All Directorates	Quarter 3 2012/13 and of subsequent years.	
Minimize delay in the release of data	SO, DCP,DSPP	Ongoing	

Action Points	Key Stake Holders	Time Frame	Lead Person/Persons
<b>2.4 To minimize inaccuracies</b>			
Ensure that consistent methods for reducing sampling error are applied	DCP, SO, TC, DSPP.	Ongoing	
Ensure that data cross checks/triangulation are carried out where possible	DCP, SO, TC, DSPP.	Ongoing	
Refine methodologies identified as requiring improvement.	SO, TC.	Quarter3 2012/13	
Pilot all survey instruments and establish their reliability and validity before issue.	DCP, SO, TC, DSPP.	As required.	
Ensure that respondents have appropriate support to enable them to supply high quality data Establish extent to which use of proxy data can be made without jeopardizing data quality.	DCP, SO, TC, DSPP SO, TC.	Ongoing Quarter 4 2012/13	
<b>3. Satisfy demand for statistical information.</b>			
<b>3.1 To expand range of relevant statistics available.</b>			
Undertake an annual review with public and private sector users to identify key priorities	Broad group including SHG and Private Sector	Quarter 1 of each fiscal year	
Determine how best to meet the demand for new data	SO	Quarter 2 of each fiscal year.	
Disaggregate data as much as possible without breaching confidentiality	DCP, SO, SPPU	Ongoing	
Obtain more data from key NGO's and bodies (i.e. B.O.S.H)	SO, SPPU	Ongoing, particularly after enactment of revised legislation in Quarter 1 2013/14	
Design and administer further surveys/censuses that may become required.	SO; TC.	As required/	
<b>3.2 To prioritise data requirements.</b>			
Establish a cross cutting advisory group to meet at key intervals (biannually) to advise on priorities	DFID, SO, DCP, DSSP, CSoc, social, economic, environmental, political and private sector	Quarter 4 2011/12	
Incorporate key priorities into Statistics Section's strategic plan and budget process annually	SO, SPPU, DoF	Annually	

Action Points	Key Stake Holders	Time Frame	Lead Person/Persons
<b>3.3 To respond to economic and social trends/changes.</b>			
Ensure advisory group includes key stake holders in economic/social sectors from SHG and commercial private sector/civil society	SO, SPPU,	Annually	
Keep informed on global economic & social issues	SO, SPPU	Ongoing	
Explore avenues for networking with other South Atlantic OT's	SAWG	Ongoing	
<b>3.4 To provide backup support.</b>			
Ensure timeliness of response to all requests for information/queries.	SO	Ongoing, in compliance with agreed service standards	
Ensure availability of data	SO	Ongoing within agreed time limits as per Statistics Section's Strategic Plan	
Network with data users to identify likely areas in which support will be required	SO, SSA	Ongoing ,with 6 monthly meetings with Directorates, extended to NGO's and other bodies by end 2012/13.	
Carry out annual client satisfaction surveys	SO, All clients	Annually	
<b>4 Improve data accessibility.</b>			
<b>4.1 To establish a national database.</b>			
Investigate IT capacity	SO, SITM	Quarter 1 2012/13	
Investigate various statistics software and packages	SO, TC, SITM	Quarter 3 2012/13	
Identify associated training requirements	SO, TC.	Quarter 3/ 2012/13	
Look at models of existing national databases to determine what format is most appropriate	SO, TC	Quarter 3 2012/13	
Develop a communication plan to increase public awareness	PSMP,PRO.	Quarter 4 2012/13	
Obtain /deliver required training.	SO, TC, SSA	Quarter 1 2013/14	
Launch national database	SO,SITM	Quarter 2 2013/14	
<b>4.2 To make statistics available in various user friendly formats.</b>			
Use Excel files where possible and appropriate	SO, SSA	Ongoing	
Review all statistical publications at annual intervals	SO, SSA, TC	Annually, at least one month prior to release of next publication	
Ensure clear explanations accompany all published data	SO, SSA, TC	Ongoing	
Ensure SHG website contains up to date key data in easily accessible and understood format	SO, SSA, TC, SEC	Quarter 4 2012/13	

Action Points	Key Stake Holders	Time Frame	Lead Person/Persons
<b>4.3 To make data available to the lowest level that allows appropriate protection to maintain confidentiality and to determine what data will not be accessible &amp; why</b>			
To agree rules around the level of aggregation of published data	SO, TC.	Quarter 2 2012/13	
<b>5 Educate everyone more in the importance of statistics and its significance to decision making.</b>			
<b>5.1 To raise the profile of statistics within the school and AVES curriculum.</b>			
To investigate the possibility of Statistics being offered as an 'option' within PAS curriculum	TC, SO, DEE, DSPP	Quarter 1 2013/14	
To ensure that an 'Introduction to Statistics' book is available in the Public Library and advertised on the website	DCP, SO, DEE	Quarter 4 2011/12	
To investigate the possibility of non-examination body courses in statistics being offered under the PAS life skills programme	TC, DSPP, SO, DEE	Quarter 1 2013/14	
To introduce a 'Young Statistician of the year' award	SHG/Private Sector	Quarter 1 2013/14	
To encourage exposure of primary school pupils to statistics through projects	TC, SO, DEE.	Quarter 1 2013/14	
<b>5.2 To provide training in statistics to Government Directorates.</b>			
To analyze current skill levels in all Directorates.	See 1.1		
To identify training needs	See 1.1		
To assess how best to address needs	See 1.1		
To ensure that training targets those directly involved in data analysis	See 1.1		
To ensure that appropriate training is delivered	See 1.1		
<b>5.3 To target 'hot spots', (e.g. Chamber of Commerce &amp; Civil Society).</b>			
To develop a comprehensive communication strategy that covers all sectors	SO, TC, DSPP	Quarter 3 2012/13	
To ensure that there is an adequate budget for development and disseminating statistics communications	See 1.5		
To investigate options for reducing printing and releasing data by other means	SO, SSA	Ongoing	
<b>5.4 To promote the importance of statistics.</b>			
Publicise examples of evidence based decisions made in light of Statistical information	SO, SSA, PRO.	Ongoing	
To ensure there is a suitable budget to underpin promotion of Statistics	See 1.5		
To obtain political endorsement of development of Statistics as a cross-cutting priority	Elected Members, Governor	Quarter 4 2011/12	

Action Points	Key Stake Holders	Time Frame	Lead Person/Persons
<b>6 To maintain integrity and independence.</b>			
<b>6.1 To ensure that data suppliers maintain integrity of data collated.</b>			
To get roles and responsibilities relating to data collection, collation and analysis included in relevant job profiles across SHG.	Directors, HR, CS, Governor	Quarter 1 2013.14	
To establish agreed procedures for enforcement of standards for all data providers & ensure appropriate balance is struck.	TC, AG Chambers	Quarter 1 2013/14	
To review existing legislation to ensure adequate provision exists to improve penalties for deliberate falsification or misuse of data.	See 1.4	Quarter 3 2012/13	
<b>6.2 To strengthen legislation to ensure independence.</b>			
To ensure that legislation also places adequate requirements upon SHG to avoid data manipulation/misuse and ensure openness and transparency in the reporting of results.	AG Chambers, TC, SO	Quarter 2 2013/14	
<b>6.3 To annually review the institutional framework for the central production of statistics.</b>			
To investigate the possibility of establishing the Statistics Office as an agency in the long -term	TC. SO, DSPP	By end 2013/14	

× Please note that where Lead Person/Persons are not indicated, persons or bodies stated as Key Stake Holders will also be regarded as the Lead Person/Persons.



## **Annex 1**

### **COMPOSITION OF THE NSDS WORKING GROUP:**

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|-------------------------------------|--|
| • Dr. Corinda Essex                 | Director of Corporate Procurement/ Statistics Commissioner |
| • Mrs. Deborah Knipe                | Statistics Officer   |
| • Miss. Kelly Clingham <sup>3</sup> | Senior Statistics Assistant (Secretary)                    |
| • Mr. Martin George                 | SHDA Rep.  |
| • Mrs. Brenda Moors                 | COC Rep.   |
| • Ven. Dale Bowers                  | Civil Society Rep.   |
| • Mr. Eddie Palmer                  | DFID Rep.  |
| • Ms. Ann Muir                      | SPPU Rep.  |
| • Mr. Owen James                    | SPPU Rep.  |
| • Hon. Michael Benjamin             | Economy and Finance Committee Rep.                         |

### **TERMS OF REFERENCE OF THE NSDS WORKING GROUP**

- Spearhead the design and implementation of the National Strategy for the Development of Statistics (NSDS) which should be comprehensive and coherent ensuring that all sectors are covered in conjunction with the requirements of Statistics legislation and other bodies (e.g. UN, ILO, WHO, etc.) and mainstreamed into national policy.
- Establish a vision and mission statement for the development of Statistics on St Helena.
- Set strategic direction, i.e. setting strategic objectives, planning and generating alternative strategies which should be well defined and SMART (Specific, Measurable, Achievable, Relevant and Time-bound).
- Undertake a SWOT analysis to establish that the selected strategy can provide adequate and flexible response to user needs and a changing environment.
- Develop capacity building strategies to enable implementation of the NSDS.
- Verify that the necessary training, administrative procedures and logistics are in place to execute the NSDS.
- Support improvement of the existing range and quality of statistics, with a focus on economic statistics, by implementing a strong coordinating mechanism across all agencies involved in the production of official statistics.
- Promote statistical awareness, and champion development of the NSDS.
- Drive the NSDS process to ensure ownership, and empowerment within the statistical system.

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<sup>3</sup> The previous Senior Statistics Assistant, Miss Susan Ellick, was a Member until her death.

## Annex 2

### Comprehensive List of Current Statistics Section Tasks

Compilation of Statistical Year Book	Yearly
Compilation of St Helena in Figures (Fact Card)	Yearly
Calculation of Population estimates- triangulated from data obtained from Customer Service Centre, Harbour Master, Customs, Solomon's Shipping Office and RMS St Helena	Monthly
Collection, collation and calculation of the Retail Price Index	Quarterly
Collection and collation of prices for the Building Materials Price Index	Quarterly
Calculation of the Building Materials Price Index	Quarterly
Calculation of Inflation Rate (Local)	Quarterly
Re-basing and updating of the Retail Price Index	Every 4-5 years
Obtaining details of Inflation Rate (Overseas)	Quarterly
Compiling and publishing Statistical News Bulletin	Quarterly
Collation of passenger arrivals & departures sources)	Each voyage (from 4
Calculation of Birth & Death rates	Quarterly
Calculation of Infant Mortality rates	Quarterly
Calculation of Life Expectancy rate	Yearly
Undertake Income Tax Survey	Yearly
Undertake Household Expenditure Survey <sup>1</sup>	Every 4-5 years
Undertake Living Standards Survey	Every 4-5 years
Undertake Private Sector Enterprise Employment Survey	Every 4-5 years
Undertake Population & Housing Census	Every 10 years
Compile Immigration Statistics	Per voyage/quarterly
Extract and analyse Trade Data imports/exports	Twice a year
Extract and analyse Revenue & Expenditure	Yearly
Calculate GDP	Yearly
Calculate GNP	Yearly
Calculate balance of payments for National Accounts	Yearly
Extract and calculate investments	Yearly

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<sup>1</sup> Most surveys/Census involve formulation, piloting (including validity and reliability checks) and refinement of the relevant instrument(s); training of enumerators, supervision of enumerators, including field checks; data collection and checking; data coding, entry and analysis and interpretation. For surveys, appropriate sampling methods have to be selected and applied and adjustments made for sampling error if required. Instruments frequently involve both quantitative and qualitative items so analysis involves that of both parametric and non-parametric data.

Provide advice to other Directorates/bodies on Statistical matters	When requested
Respond to requests for Statistical Information (local and overseas)	When requested
Assist other Directorates/bodies with the content and administration of surveys	When requested
Completion of international Statistical Questionnaires as listed below	
<b>ILO Questionnaires -</b>	Yearly
<i>Labour</i>	
<i>Unemployment</i>	
<i>Employment</i>	
<i>Wages</i>	
<i>RPI</i>	
<i>Hours of Work</i>	
<i>Communication</i>	
<i>Construction</i>	
<i>Fishing &amp; Agricultural Production</i>	
<b>October Enquiry</b>	Yearly
<i>Wage rates</i>	
<i>Hours of work</i>	
<b>UN Demographic Yearbook (2 islands)</b>	Yearly
<i>Population Estimates</i>	
<i>Vital Statistics</i>	
<i>Energy Statistics</i>	
<b>UN Monthly Bulletin</b>	Monthly/quarterly depends
<i>Population</i>	
<i>CPI</i>	
<i>Energy</i>	
<i>Building Construction</i>	
<i>Transport</i>	
<i>Trade Imports/exports</i>	
<b>Ad Hoc - Overseas &amp; local</b>	As and when requested

## Statistics required from Directorate's

### Infrastructure and Utilities Directorate

SHG employment returns	Monthly
<i>Water Statistics</i>	
Treated water supply by area	Quarterly
Untreated water supply by area	Quarterly
Water supply by user category and revenue received	Quarterly/Yearly
Water tariff by type of consumer	Depends
<i>Electricity Statistics</i>	
Number of consumers by type	Quarterly
Number of units generated	Quarterly
Number of units consumed by type	Quarterly
Revenue collected	Yearly

### Secretariat

Number of plans approved	Monthly
Number of houses started to build	Monthly
Number of houses under construction	Monthly
Number of houses completed	Monthly
Number of court cases by type	Quarterly
SHG employment returns	Monthly

### Tourism Department

Tourist numbers	Yearly
Tourist spend	Yearly

### Directorate of Police

Traffic accidents reported by type	Quarterly
Number of fires by type	Quarterly
Number of call outs	Quarterly
Immigration data by category	Quarterly
SHG employment returns	Monthly

### Directorate of Health & Social Welfare

In-patient admissions	Quarterly
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Out-patient attendances by clinic	Quarterly
Cause of death	Yearly
Bed nights	Quarterly
Number of prescriptions issued	Quarterly
SHG employment returns	Monthly
Community employment by gender	Quarterly
Unemployment benefits by gender	Quarterly
Number of social security recipients by status	Quarterly

### **Directorate of Education & Employment**

Number of pupils entering each academic year	Yearly
Examination passes by grade	Yearly
Number of subject entries	Yearly
Number of schools, enrolment and teachers	Yearly
SHG employment returns	Monthly

### **Directorate of Agricultural & Natural Resources**

Livestock census	Every 3 years
Number of trees planted	Quarterly
Hectares of land clearance	Quarterly
Firewood sales	Quarterly
Post sales	Quarterly
Timber sales	Quarterly
Fishing licences sold, revenue collected	Quarterly
Selected agricultural imports by type	Quarterly
Weather data by selected stations	Monthly
Rainfall by selected stations	Monthly
Fish purchases by weight and value	Quarterly
Fish sales by weight and value	Quarterly
Fish exports by weight and value	Quarterly
Fish landed by species and weight	Quarterly
Volume of fish exports by type of processing	Quarterly
Value of fish exports by type of processing	Quarterly
SHG employment returns	Monthly

## Finance Department

Imports by value and country of origin	Twice a year
Exports by value	Twice a year
Imports by SITC division	Twice a year
Imports by sector and value	Twice a year
Imports by SITC division and sector	Twice a year
Imports of petrol & diesel by volume and value	Yearly
Wage rates	Depends when SHG pay levels change
SHG Budgetary provision for employment	Monthly

## Government Recurrent expenditure<sup>2</sup> by:

<i>Recurrent expenditure</i>	Yearly
<i>Budget surplus</i>	Yearly
<i>Trading accounts</i>	Yearly
<i>Department</i>	Yearly
<i>Category</i>	Yearly

## Government Revenue<sup>3</sup> by:

<i>Local</i>	Yearly
<i>Trading Accounts</i>	Yearly
<i>Budgetary Aid</i>	Yearly
<i>Source</i>	Yearly
Budgetary Aid	Yearly
Shipping Subsidy	Yearly
Development Aid	Yearly
Technical co-operation	Yearly

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<sup>2</sup> If reliable data were available on a Quarterly basis, this would be preferable

<sup>3</sup> As above.

Interest on SHG portfolio investments	Yearly
Changes in stock and wip <sup>4</sup>	Yearly
SHG employment returns	Monthly

## Customer Services Centre

Number of births, deaths by gender and marriages	Monthly
New registration of vehicles by type	Quarterly
Licensed vehicles at end of period by ownership	Quarterly

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<sup>4</sup> 'Wip' – Work in Progress

Licensed vehicles at end of period by type of vehicle	Quarterly
Mail received by type	Quarterly
Mail dispatched by type	Quarterly
Stamp issues	Quarterly
Overseas stamp sales	Quarterly

### **Human Resources Department**

Technical Co-operation Budget	Yearly
Technical Co-operation expenditure	Yearly
SHG employment returns	Monthly

### **Directorate of Corporate Procurement**

Government expenditure on investment goods/projects	Yearly
SHG employment returns	Monthly
Donor aid - sources and amounts	Yearly

### **Directorate of Access and Infrastructure**

Online freight – totals	Yearly
Visits of ships/yachts by tonnage and days in harbour (Harbour Master)	Quarterly
Arrivals & departures (Harbour Master)	Per voyage

### **BOSH**

Remittances	Yearly
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### **Solomon & Company**

Arrivals & departures	Per voyage
Number of animals slaughtered by type and weight	Monthly
Imports of fuel/diesel by weight and value	Yearly
Imports of eggs (number)	Quarterly
Freight details - Inter- island	Yearly