

THE ASEAN COMMUNITY STATISTICAL SYSTEM (ACSS) PROTOCOL FOR NEW DATA REQUEST FROM ASEAN SECTORAL BODIES

I. Background

1. The 7th Session of the ASEAN Community Statistical System Committee (ACSS7) in Manila, 11-13 October 2017, tasked the ASEANstats to prepare the **Protocol for New Data Request from the ASEAN sectoral bodies** for further review by the ACSS Sub-Committee on Planning and Coordination (SCPC) in preparation for the adoption in the 8th Session of the ACSS Committee (ACSS8) in Singapore. The Protocol will guide the prioritisation of new data requests from the ASEAN sectoral bodies as well as the allocation of resources for provision of statistics in a timely manner.

II. Objectives of the Protocol

2. This protocol provides a framework on the process in which the ACSS responds to the new data requests from the ASEAN sectoral bodies. Where relevant, it can be extended to new data requests from international organisations, subject to consideration and agreement by relevant ASEAN sectoral bodies on the data provision.
3. The protocol contains a step-by-step guide for the following broad stages:
 - *Initial stage*: Receiving official requests from users
 - *Intermediate stage*: Screening and classifying indicators
 - *Final stage*: Depending on categorisation, providing data to user, reviewing feasibility of compiling indicator, or exploring alternatives with user
4. At the initial stage, following receipt of official requests from users and given the resource implications, ASEANstats could request from sectoral bodies further information on the purposes of the requested data and their assessment on the possible proxy indicators from the existing ASEANstats' databases.
5. The screening of new data requests at the intermediate stage is important, as the expertise and mandate of the ACSS is on statistical indicators. Furthermore, the National Statistical Offices (NSOs) in ASEAN Member States (AMSs) are not the only data producers at the national level. There are other line ministries in AMSs that are also producing statistical indicators, such as those on social security, environment and disaster, and Micro, Small and Medium Enterprises etc. In this regard, the NSO is generally mandated to coordinate

the NSS and the Protocol can guide the NSO in discharging its coordination function and in turn facilitate the ACSS in responding to the new data requests.

6. At the final stage, where necessary and appropriate, ASEANstats could engage the sectoral bodies on either scaling down their request or considering suitable alternative indicators.

III. Alignment with the ACSS Code of Practice

7. This protocol is aligned to the the ACSS Code of Practice (CoP) Key Principle 8 on Quality:

“The national statistical authorities of the AMSs and the ASEANstats are committed to quality and regularity review and improve the quality of statistical processes and products”

Specifically, it adheres to the following indicators:

Indicator 8.1 on Relevance: *“ACSS is guided by the statistical requirements reflected in the ASEAN Community Blueprints and user-producer consultations”*

Indicator 8.4 on Comparability: *“ASEAN statistics are comparable, and detailed concordance as set by international standards exist between national classification systems and the corresponding ASEAN classification systems”*

Indicator 8.5 on Accessibility: *“ASEAN statistics are produced and made readily available through dissemination mechanisms utilizing modern information and communication technology, and where appropriate, traditional hardcopy”.*

IV. Classification of Indicators

8. As discussed at the 15th Meeting of the ACSS SCPC (SCPC15), the new requests for statistical indicators will be classified based on (i) data availability, and (ii) conceptual clarity and methodological availability.

Data Availability

- **Category 1:** Indicator is available in ASEANstats database.
- **Category 2:** Indicator is not available in ASEANstats database, but computable from existing data, e.g., ratios, growth, shares).
- **Category 3:** Indicator is not available in ASEANstats database and are not computable from existing data.

ASEANstats databases here refer to all data received directly from AMSs and secondary data compiled from various sources.

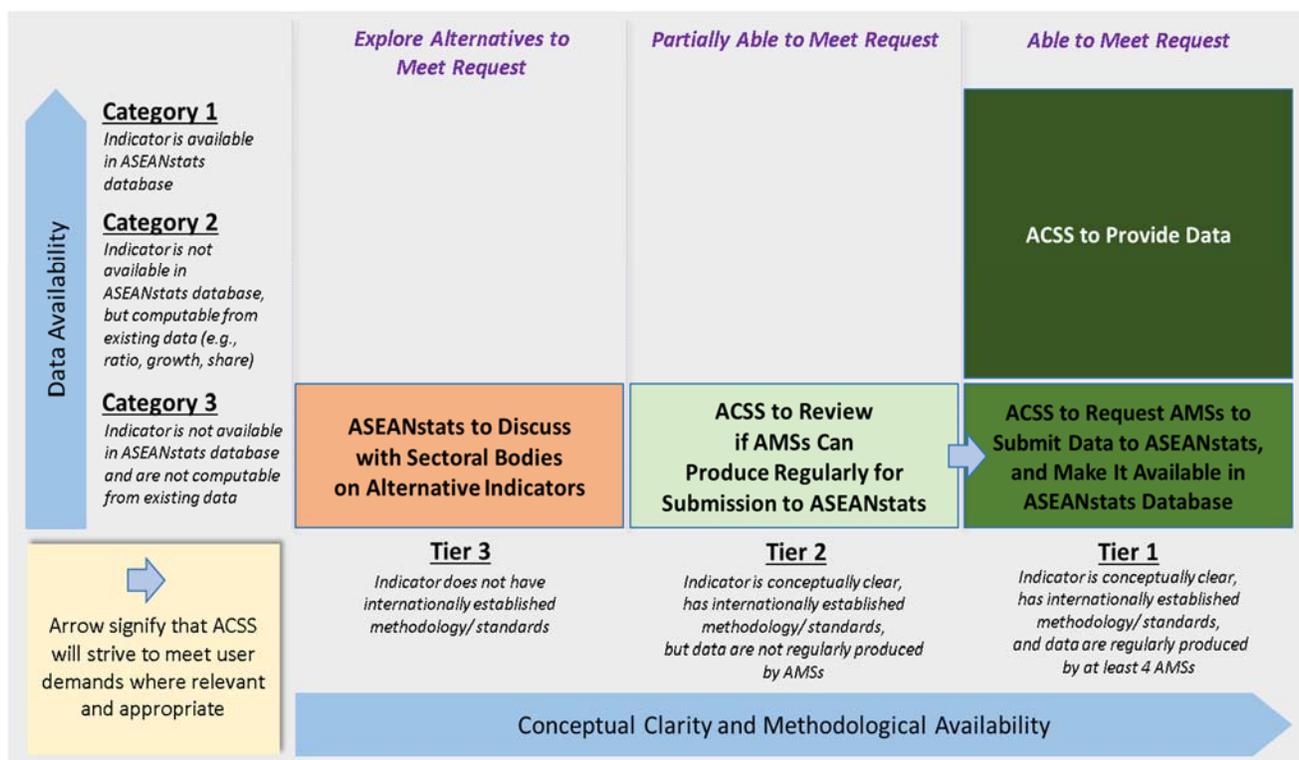
Conceptual Clarity and Methodological Availability

For the new request of statistical indicators that are not available in ASEANstats database (Category 3 as above), further tier classifications are required, as follows:

- **Tier 1:** Indicator is conceptually clear, has internationally established methodology/ standards, and data are regularly produced by at least four AMSs
- **Tier 2:** Indicator is conceptually clear, has internationally established methodology/ standards, but data are not regularly produced by AMS
- **Tier 3:** Indicator does not have internationally established methodology/ standards

Proposed Framework for the ACSS Protocol for New Data Request from ASEAN Sectoral Bodies

- Assumptions:**
- Data requests from Sectoral Bodies are those identified in the Community Blueprints as indicators required for progress monitoring
 - Data requests are identified by ASEANstats as statistical indicators



9. After the indicators are classified, the ACSS will be able to identify the next set of actions as illustrated in the proposed framework. Taking into consideration the statistical capacity of AMSs, the ACSS will strive to meet the requirements of users where relevant and appropriate.

V. Step-By-Step Procedures for New Data Requests

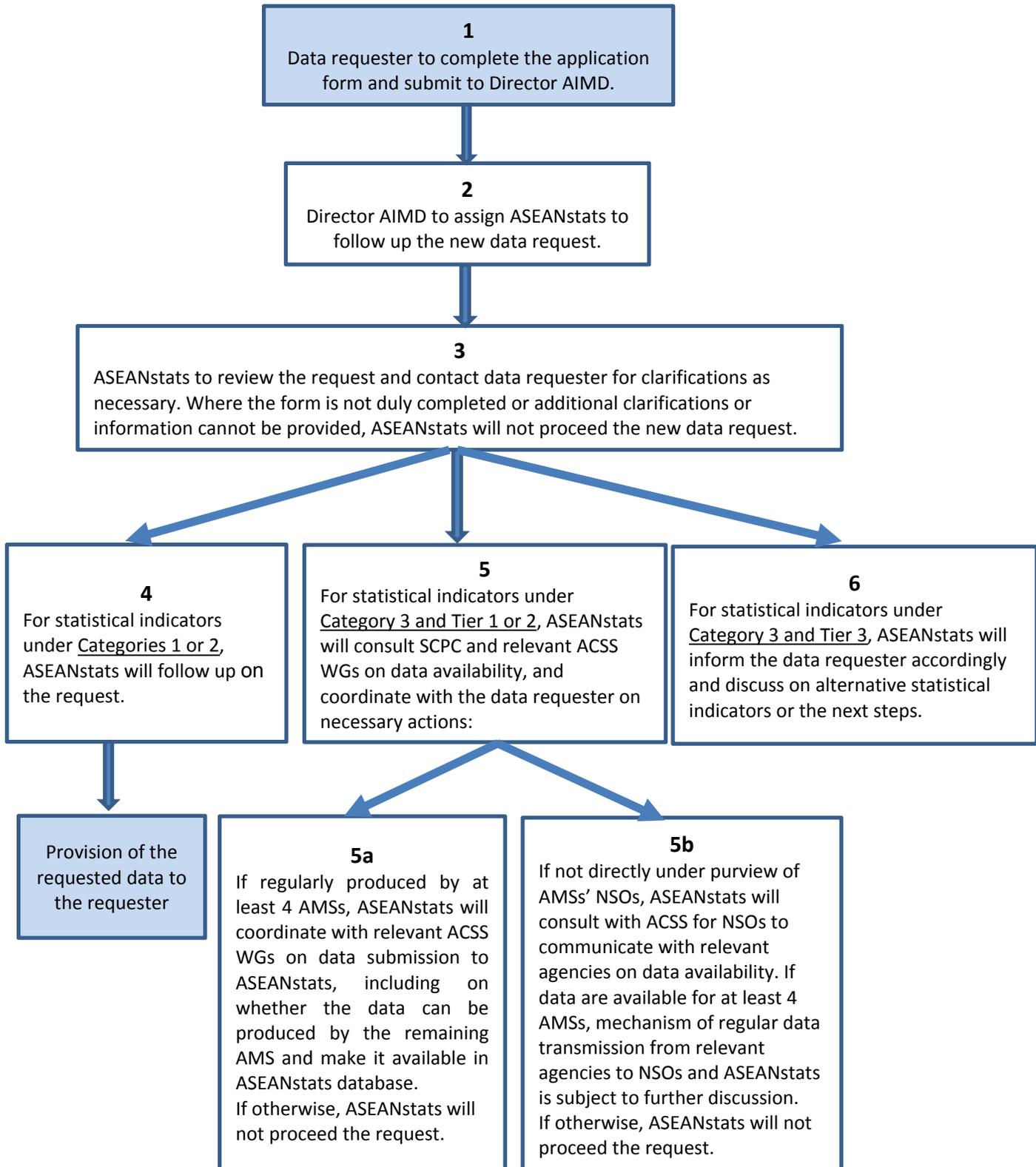
10. The SCPC15 agreed that there was no need to establish new domain-specific Task Forces to assess new data requests. The ASEAN Integration Monitoring Directorate (AIMD), which the Statistical Division is a part of, would coordinate the process by communicating the priorities of the various sectoral bodies to the ACSS, and conversely, ACSS's position to the sectoral bodies.
11. **The detailed guidelines** are as follows:
 - 1) The data requester should complete the **New Data Request Application Form**, which will then be submitted to the Director of AIMD. The New Data Request Application Form is provided in Annex 1.
 - 2) Director of AIMD will assign ASEANstats to follow up the request as necessary.
 - 3) ASEANstats will review the request and contact the data requester for further clarifications or information as necessary. Where the form is not duly completed or additional clarifications or information cannot be provided, the ASEANstats will not proceed the new data request. The requested statistical indicators will be classified based on the framework detailed in the preceding section.
 - 4) For statistical indicators classified as **Categories 1 or 2**, ASEANstats will proceed by providing the available data to the data requester.
 - 5) For those classified as **Category 3 and Tier 1 or 2**, ASEANstats will consult with SCPC and relevant ACSS Working Groups on the data availability in all 10 AMS:
 - a. If the statistical indicators are regularly produced by at least 4 AMS NSOs, ASEANstats will coordinate through the relevant ACSS Working Groups on the submission of these data to ASEANstats, including on whether the data can be produced by the remaining AMS NSOs through the data transmission tool and make it available in ASEANstats database. If otherwise, ASEANstats will not proceed the request.
 - b. If the statistical indicators are not directly under the purview of AMS NSOs but other line ministries or government agencies in AMS, ASEANstats will coordinate with the ACSS for the AMS NSOs to consult with relevant agencies at the national level on data availability of these statistical indicators. If data are available or feasible to compile in at least 4 AMSs, the issue on whether the data can be produced by the remaining AMSs and the mechanism of regular data transmission from relevant agencies to NSOs and then to ASEANstats is subject to further discussion. If otherwise, ASEANstats will not proceed the request.

- 6) For those classified as **Category 3 and Tier 3**, ASEANstats will inform the relevant sectoral bodies accordingly, and discuss on alternative statistical indicators and the next step.
- 7) Detailed process of new data request are depicted in the flow chart as provided in **Figure 1**.

12. **Estimated timeframe** for following-up on new data request:

- 1) Category 1 and 2: within 1 month, effective as of the date of new data request.
- 2) Category 3 Tiers 1 and 2: more flexible timeline depending on the regional and national coordination on data availability between the ACSS relevant working group, ASEANstats, relevant sectoral bodies, AMSs NSOs and relevant line ministries.
- 3) Category 3 Tier 3: ASEANstats should inform the requestor on the data unavailability within one month.

FIGURE 1. PROCESS FOR NEW DATA REQUEST



Annex 1.

**ASEAN Community Statistical System (ACSS)
New Data Request Application Form**

- a. *Please complete this form by providing as much detailed information as possible on your requested data. The request will be processed by ASEANstats in consultation with the ACSS Committee, based on the information you provided in this form. Where the form is not duly completed or additional clarification is needed, you may be contacted by ASEANstats to provide these before your request can be processed.*
- b. *The timeline of data provision depends on the data availability and the national coordination between the ACSS relevant working group, ASEANstats, relevant sectoral bodies, NSOs and relevant line ministries in each of 10 ASEAN Member States.*

1. Information on ASEAN Sectoral Body and Contact Person

- *To help facilitate the communication between sectoral bodies and ASEANstats, kindly provide information on the name of sectoral body and the designated contact persons whom ASEANstats could liaise with for clarifications or more information with regard to the request*

Institution/ASEAN Sectoral Body

<p>Name of the Institution/ASEAN Sectoral Body:</p> <p>Name of Chair of Sectoral Body:</p> <p>E-mail Address:</p> <p>Telephone:</p>

Contact persons (in charge of data request)

- *Please provide more than one contact person*

<p>Name of Contact Person 1:</p> <p>E-mail Address:</p> <p>Telephone:</p>
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<p>Name of Contact Person 2:</p> <p>E-mail Address:</p> <p>Telephone:</p>
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2. Details of Information on the Requested Statistical Indicators

To the extent possible, please provide the details of information on the requested indicators.

No.	List of the requested indicators	Definition/ concept/ measurement method of the requested indicators	Frequency of the requested indicators (annually/ quarterly/ monthly/ other, specify)	Any proxy indicators (specify)	Main purpose of the requested indicators	Note
1.						
2.						
3.						
4.						
5.						