

**Statistical product– Social Issues** (Industrial Accidents (annual), Administrative breaking of the law (annual), Orphanages activity (annual), activity of social service organizations of aged and disabled people (annual))

Processes	Sub-processes	Sub-process description
<b>1 Specify needs</b>		
	<b>1.1 Identify needs</b>	The indicators on industrial accidents, administrative breaking of the law , orphanages and social service organizations of aged and disabled people activities are included in the primary statistical reporting forms on social sphere. The grouped indicators of the social sphere are subject to periodical changes by demand and are provided to RA state and local self-government bodies, scientific and educational institutions, international organizations, mass media and other interested institutions, following the legal requirements to their confidentiality.
	<b>1.2 Consult &amp; confirm needs</b>	The working meetings and discussions are held with the RA Ministry of Labor and Social Affairs, orphanages and social service organizations of aged and disabled people activities, agencies with a competence to impose an administrative penalty, relevant organizations to provide clarifications related to the inclusion of new indicator upon the request of users in the primary statistical reporting form, related to changes in available indicators, data collection. The statistical information users’ opinions related to the indicator are studied through the working discussions, as well as through “User satisfaction survey questionnaire” which is available on Armstat website (see: <a href="https://www.armstat.am/am/?nid=131">https://www.armstat.am/am/?nid=131</a> ).
	<b>1.3 Establish output objectives</b>	The statistical information users’ opinion related to the inclusion of new proposed indicator , as well as to the available indicator is studied. In the process of collection, use, publication and maintenance of information (data), the provisions of the RA Law “On Official Statistics” are strictly followed (see: <a href="http://www.armstat.am/file/doc/99486043.pdf">http://www.armstat.am/file/doc/99486043.pdf</a> ).
	<b>1.4 Identify concepts</b>	The inclusion of new indicators is stipulated by the availability of users’ requirement.

	<b>1.5 Check data availability</b>	Data collection on the social sphere is carried out via primary statistical reporting forms approved by the RA State Council on Statistics according to the Annual and Five –Year Statistical programs.  The relevant information received from organizations is an information source for the indicators adjustment, and updating, related to changes in them.
	<b>1.6 Prepare business case</b>	Before the adoption of the statistical reporting forms by the RA State Council on Statistics and the state registration by the RA Ministry of Justice, as a legal act, the discussions on indicators included in them and the instructions for their completion are carried out with the RA Ministry of Labor and Social Affairs, agencies with a competence to impose an administrative penalty, users, as well as the opinion of international experts is taken into where possible.
<b>2.Design</b>		
	<b>2.1 Design outputs</b>	The data are collected based on the Law on "Official Statistics" (see: <a href="https://www.armstat.am/am/?nid=638">https://www.armstat.am/am/?nid=638</a> ) and “Five Year Statistical Program” (see: <a href="https://www.armstat.am/am/?nid=719">https://www.armstat.am/am/?nid=719</a> ), as well as the Resolution No. 05-N of RA State Council on Statistics “On Approval of the Procedure for the collection of statistical data” dated 20 June 2016 (see: <a href="https://www.arlis.am/DocumentView.aspx?docID=122973">https://www.arlis.am/DocumentView.aspx?docID=122973</a> and Resolution “On Approval of Annual Statistical Program” (see: <a href="https://www.armstat.am/am/?nid=191">https://www.armstat.am/am/?nid=191</a> ), as well as on reporting forms approved by Resolutions of the RA State Council on Statistics and the approvals of instructions on filling in them.
	<b>2.2 Design variable descriptions</b>	There are approved four statistical annual reporting forms for indicators collection that include 1242 indicators.
	<b>2.3. Design collection</b>	Statistical data collection is carried out through the statistical primary reporting forms, approved by the RA State Council on Statistics. Collection of information is carried out from primary sources, from organizations. The main form of the collection of statistical information is paper form through the statistical reporting forms approved by the RA State Council on Statistics, according to the Annual Statistical Program. The electronic method of the collection of information is also applied.
	<b>2.4 Design</b>	The design of the general population is implemented to provide complete

	<b>frame and sample</b>	<p>information regarding the sphere. For this purpose, the receiving of information from all possible sources on social sphere previously known is implemented and immediately, the organizations are notified about being involved in the statistical observation field and then the relevant statistical information is collected.</p> <p>There is a need for sampling design.</p>
	<b>2.5 Design processing and analysis</b>	<p>After the collection of information the statistical indicators are subject to arithmetic and logical checks, and in case of necessity the appropriate adjustments are carried out also by contacting the relevant organizations that provide the information. In case of submission of not reliable, incomplete or corrupted information on indicators, in case of need the process of verification is also implemented according to the requirements of the Article 169.2 of RA Code on “Administrative Offences”, as a result the prior period data are subject to be adjusted.</p>
	<b>2.6 Design production systems and workflow</b>	<p>The preparatory work is carried out for all processes from the collection of information and until its publication, particularly, related to the appropriate notification of respondents, the training of the staff through professional courses and etc.</p>
<b>3.Build</b>		
	<b>3.1 Build collection instrument</b>	<p>The primary statistical reporting forms needed for the collection of information and the instruction for filling in them are available in paper and electronic form (see link <a href="https://www.armstat.am/am/?nid=547">https://www.armstat.am/am/?nid=547</a>).</p>
	<b>3.2 Build or enhance process components</b>	<p>The methodological guidelines and instructions necessary for information calculation and verification of needed information are available. Input software (Microsoft Office Access) has necessary tools for arithmetic and logical checks of input data, systems for checking the sum total, logical chains, organizations’ registration, identification and tax payer registration number compliance and other automated checks systems.</p>
	<b>3.3 Build or enhance dissemination components</b>	<p>The dissemination of information is possible in paper, as well as in electronic form of publication of information on monthly, quarterly, biannual and annual basis in accordance with the Annual Statistical Program (following restrictions related to information containing statistical confidentiality).</p>
	<b>3.4 Configure workflows</b>	<p>The derivation of statistical product is carried out by the following successive stages:</p>

		<ol style="list-style-type: none"> <li>1. collection of information,</li> <li>2. arithmetical and logical checks and adjustments,</li> <li>3. information input through the pre designed input software (Microsoft Office Access software),</li> <li>4. comparison of obtained summary data with the corresponding time series,</li> <li>5. Dissemination of information in paper or electronic forms through the yearbooks, information reports, statistical handbooks, as well as through the official response letters upon the official requests.</li> </ol>
	<b>3.5 Test production system</b>	Due to indicators changes in the primary statistical reporting forms the input software is regularly undergoing to relevant changes. The testing of software is also carried out in case of need.
	<b>3.6 Test statistical business production</b>	In parallel with the inclusion of the indicators in the primary statistical reporting form, the field examination of the latter is implemented to reveal the opportunities of the respondents to provide with the indicators, as well as to test their understanding of it.
	<b>3.7 Finalize production system</b>	The composition of methodological clarifications on the completion of indicators available in statistical reporting form and provision to the statistical information providers (respondents) is carried out. The consents of information providers on indicators got during the workshops are summarized.
<b>4.Collection</b>		
	<b>4.1 Create frame and select sample</b>	The information general population is formed in the result of widespread observation of data collection that includes the complete statistical data collected from all organizations.
	<b>4.2. Set up collection</b>	In order to organize the collection of statistical data, the formation of order on printing of relevant statistical reporting form and in case of need of the instruction of filling in it, their printing and distribution to the relevant organizations is implemented according to the number of organizations previously known as subject to observation. At the same time the statistical primary reporting forms and the instruction of filling in them are accessible on the Armstat official website (see the link: <a href="https://www.armstat.am/am/?nid=547">https://www.armstat.am/am/?nid=547</a> ). The required network resources for the report collection in the electronic form are in place.
	<b>4.3 Run</b>	Statistical data collection is carried out by the Armstat territorial units,

	<b>collection</b>	marz departments, as well as relevant units of Armstat by hand, mail and electronic system means according to the Resolution of RA State Council on Statistics No 05-N on the “Approval of the Procedure of the collection of Statistical Data” dated 20 June 2016.
	<b>4.4 Finalize collection</b>	The collected information, after being arithmetically and logically cross checked, is input in the electronic environment. The information input is carried out automated, as well as by direct input of information in electronic environment.  The reports received by paper and electronic forms after being entered in the electronic environment are archived, keeping legal requirements to their confidentiality.
<i>5.Process</i>		
	<b>5.1 Integrate data</b>	The unification of relevant data received from the Armstat marz (regional) departments in one common database is implemented, as well as the information collected by Armstat is unified in a common database, in a result of which the duplications would be excluded.
	<b>5.2 Classify and code</b>	The coding process by the main types of activity of the organization according to the classification of economic activities (NACE Rev. 2), as well as the encoding of marz and territorial units in accordance with a predetermined order are implemented.
	<b>5.3.Review and validate</b>	The cross checking of incomplete and corrupted presented data , as well as the compiling of incorrect encoded data with requirements of current classifications is implemented. In the case of need, the validation of relevant codes on registration of organization in state register, identification is implemented.
	<b>5.4 Edit and impute</b>	
	<b>5.5 Derive new variables and units</b>	Additional calculations and estimations for the calculation of other indicators are not available.
	<b>5.6 Calculate weights</b>	As the information provided ensures the statistical completeness of the sphere, therefore there is no need to calculate additional weights.
	<b>5.7 Calculate</b>	The summary data by separate statistical indicators are derived based on

	<b>aggregates</b>	the input data through the pre-designed software.
	<b>5.8 Finalize data files</b>	
<b>6. Analysis</b>		
	<b>6.1. Prepare draft outputs</b>	<p>The creation of indicator groups, as well as time series of statistical indicators is implemented based on obtained statistical summary data. In particular the following main indicators of social sector are calculated; the number of working accidents, the number of injured, the number of temporary disabled persons, the number of registered administrative offenses, the number of persons subjected to administrative responsibility, the number of orphanages, the number of children by age, the number of activities of the social service organizations for aged and disabled persons etc.</p> <p>Indicators are introduced in accordance with marzes (regions) of RA and Yerevan. The calculation of indicators is used to create the time series.</p>
	<b>6.2 Validate outputs</b>	The methodological requirements to the received indicators are strictly followed during the whole process of indicators receiving according to the pre-defined classifications, methodological guidelines and the instruction on completing the statistical reporting form.
	<b>6.3 Interpret and explain of outputs</b>	The logical analysis of the received summary indicators is carried out using the dynamics of relevant indicators of the previous years.
	<b>6.4 Apply disclosure control</b>	<p>The confidentiality of statistical indicators (not containing individual (personal) data) that is subject to publication, as well as requested by the users of statistical information is strictly followed according to the Law on Official Statistics and the Resolution of the SCS No 53 " Approval of the Order on Protection of Statistical Confidentiality" dated 25 June 2001, and only summarized data are provided (see: <a href="https://www.armstat.am/file/doc/99454478.pdf">https://www.armstat.am/file/doc/99454478.pdf</a>).</p>
	<b>6.5 Finalize outputs</b>	Before the dissemination of summary information, an analysis of the summary indicators of the social sphere by time series is conducted.
<b>7. Dissemination</b>		

	<b>7.1 Update output system</b>	The work on the derivation of relevant tables of statistical indicators that are subject to publication and final adjustments are carried out, as well as the time series update is implemented. In the case of the need the changes and/ or additions are made in the concepts and methodological explanations of the relevant indicator.
	<b>7.2 Produce dissemination products</b>	<p>All the production steps are implemented for the disseminating products: preparation of explanatory text, tables, charts and other materials, editing of these products and making them compliant with publishing standards.</p> <p>The information on the statistical indicators is published in Armenian, Russian, English through the yearbooks, statistical handbooks and monthly informational reports.</p> <ul style="list-style-type: none"> <li>• Statistical Yearbook of Armenia <a href="https://www.armstat.am/am/?nid=586">https://www.armstat.am/am/?nid=586</a></li> <li>• RA marzes and Yerevan city by figures <a href="https://www.armstat.am/am/?nid=80&amp;id=2203">https://www.armstat.am/am/?nid=80&amp;id=2203</a></li> <li>• Armenia in figures (annual) <a href="https://www.armstat.am/am/?nid=80&amp;id=2219">https://www.armstat.am/am/?nid=80&amp;id=2219</a></li> <li>• “Socio-Economic Situation of the Republic of Armenia” (monthly) <a href="https://www.armstat.am/am/?nid=82">https://www.armstat.am/am/?nid=82</a></li> <li>• Socio-economic Situation of the Republic of Armenia (annual) <a href="http://www.armstat.am/am/?nid=82&amp;id=1689">http://www.armstat.am/am/?nid=82&amp;id=1689</a></li> <li>• Women and Men in Armenia (annual) <a href="http://www.armstat.am/am/?nid=82&amp;id=1487">http://www.armstat.am/am/?nid=82&amp;id=1487</a></li> </ul>
	<b>7.3 Manage release of dissemination products</b>	The dissemination of statistical information is carried out according to the schedule envisaged by the Five-Year and Annual Statistical Programs. In case of the changes and adjustments made in the indicators provided by the providers of statistical information the indicators already published by the Armstat are also being changed and adjusted correspondingly.
	<b>7.4 Promote dissemination products</b>	Submission of dissemination products. Use of tools to manage communication with users. Use of website, Facebook, etc.
	<b>7.5 Manage user support</b>	In case of the official request of the users of statistical information related to the information not being published, the calculation of additional indicators is carried out at possible extend and submitted to them following the principle of confidentiality of statistical information.

<b>8.Evaluation</b>		
	<b>8.1 Gather evaluation input</b>	
	<b>8.2 Conduct evaluation</b>	
	<b>8.3 Agree an action plan</b>	