Statistical product– **Integrated Living Conditions Survey of Households**/ Integrated Living Conditions Survey of Households (annual), Poverty level (annual), ICT usage in households (annual)

Processes	Sub-processes	Sub-processes description
1.Specify needs		
	1.1 Identify needs	The conduction of Integrated Living Conditions Survey of Households is stipulated by the demand of RA Government and the public of Armenia on comprehensive information about the living conditions of population of Armenia.
	1.2 Consult and confirm needs	Relevant consultations are regularly held with the World Bank's Europe and Central Asia region representatives within the framework of the Integrated Living Conditions Survey of Households' program (hereinafter - ILCS). In July 2014, an expert from the unit of Poverty Reduction and Economy Management of World Bank's Europe and Central Asia region conducted training on "Calculation of the Multidimensional Poverty Index" based on data from Integrated Living Conditions Survey of Households 2012. In October 2013, the World Bank expert provided a consultation entitled "Sample Design and Evaluation process". In March 2013, the World Bank's "Poverty Assessment Program" responsible team conducted a seminar-training on "Poverty Measurement and Analysis". Consultations were provided by relevant experts from the Armenian branch of "Tetra Tech In, Inc." regarding the need to obtain new indicators from the section on "Monthly Consumption of Energy resources in Households" of the ILCS questionnaire.
	1.3 Establish output objectives	The statistical information users' opinion related to the Five – Year and Annual Statistical Programs is periodically studied

		to reveal their attitude related to the inclusion of the proposed new indicator, as well as to the available indicator, the requirements and expectations. The information users opinions on the statistical indicators are studied through the work discussions with them, as well as through the "User satisfaction survey questionnaire" which is available on Armstat website (see: https://www.armstat.am/am/?nid=131).
	1.4 Identify concepts	The information gathered in the result of households survey is a major contribution to the formulation and monitoring of poverty reduction strategies, and the Government of Armenia took the responsibility for this. The need for introduction and development of new indicators is conditioned by a large and growing demand among users of statistical information on indicators characterizing living conditions in the Republic of Armenia.
	1.5 Check data availability	The main sources of data collection are "Household Integrated Living Conditions Survey questionnaire" and "Diary for current expenditures, consumption and income" approved by the RA State Council on Statistics in accordance with the Annual and Five Year Statistical Programs.
	1.6 Prepare business case	Before the adoption of the "the questionnaire of household Integrated Living Conditions Survey", by the individual order of the RA State Council on Statistics, the working discussions related to the included indicators and the instruction of filling it in are carried out with the different interested bodies, scientific organizations, users, as well as the opinion of international experts is taken into account. The survey questionnaire of other countries and other international organizations is studied.
2 Design		
	2.1 Design outputs	The data are collected based on the Law on "Official Statistics" and "Five Year Statistical Program", 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 and Resolution "On Approval of Annual Statistical Program".as well as on the Resolution No. 32-A of RA State Council on Statistics dated 26 November 2018 "On Approval of integrated living conditions survey questionnaire".
	2.2 Design variable descriptions	The statistical reporting form approved for the collection of statistical indicators is consisted from 2 documents: 1. Integrated Living Conditions Survey questionnaire 2. Diary of current expenditure, consumption and income For the collection of indicators the following classifications are used: Classification of Types of Economic Activity is used for the collection of indicators (Order of the Minister of Economy of RA N-1579 RA, OB 04.11.2013 30/(474)1, dated 10 December 2019) (NACE Rev.2) . "Classification of Occupations" (Order of RA Minister of Economy No. 873-N of 19.09.2013, RA GO 04.11.2013, 30/474) .1),"Classification of Individual Consumption by Purpose" (COICOP) (Order of RA Minister of Economy No. 876-N of 19.09.2013 RA GO 01.07.2014, 15/494).
	2.3 Design collection	Statistical data collection is carried out by the "Household Integrated Living Conditions Survey questionnaire" approved by RA State Council on statistics and "Diary for current expenditures, consumption and income". The collection of information is implemented by sampling method.
	2.4 Design frame and sample	The design of the general population is implemented to provide complete data regarding the sphere. For this purpose, the database of addresses is created for all private households on the basis of the last Population census data and ,as a result the general population and sampling are designed. The size and the method of sampling are designed based on the survey budget. In order to design the sample the general population is stratified in 32 strata, and 12 of them are by the administrative districts of Yerevan city. All the settlements, at the marz level, are divided into two categories: cities and villages. According to the distribution, the stratified two-stage sampling by marzes and Yerevan city is formed. All the

		marzes and Yerevan city, as well as all the urban and rural settlements are included in the sampling population as a proportion of number of households by the republic in the composition of households in these settlements. The enumeration areas, are selected in the first stage, as primary sample units, which should be surveyed, during one year. The surveyed households are selected in the second stage.
	2.5 Design processing and analysis	After the collection of data the statistical indicators are subject to arithmetical and logical checks, based on them, and in case of necessity the appropriate adjustments are carried out also by contacting to the interviewers and households.
	2.6 Design production systems and workflow	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 (all households are provided with booklets free of charge), the necessary professional training of the staff through professional courses (the relevant instructing is organized for the field works staff) etc. The staff of interviewers and team leader is formed to carry out the fieldwork. The implementation of the survey is coordinated by the coordinator and the team leader.
3.Build		
	3.1 Build collection instrument	The "Household Integrated Living Conditions Survey questionnaire" and "Diary for current expenditures, consumption and income" necessary for the collection of information are available in paper and in electronic form. (link: http://www.armstat.am/am/?nid=378):
	3.2 Build or enhance process components	The methodological guidelines and instructions necessary for information verification 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, marz and settlement' codes compliance and other automated checks' systems.

	3.3 Build or enhance dissemination components	The dissemination of information is possible in paper, as well as in electronic form of publication of information on partially quarterly and annual basis in accordance with the Annual Statistical Program.
	3.4 Configure workflows	The derivation of statistical product is carried out by the following successive stages: 1. collection of information, 2. arithmetical and logical checks and adjustments, 3. information double input and cross checking through the pre designed input software (Microsoft Office Access software), 4. comparison of obtained summary information with the corresponding time series, 5. dissemination of information in paper or electronic forms through the yearbooks, information reports, statistical handbooks, as well as through the official response letters to the official requests.
	3.5 Test production system	Due to indicators changes in the statistical reporting form the input software is regularly undergoing to relevant changes. The testing of software is also carried out in case of need.
	3.6 Test statistical business process	In parallel with the inclusion of the indicator in the survey questionnaire or diary, the field examination of the latter is implemented to reveal the opportunities of the respondents to provide with the indicator, as well as to test their understanding of it.
	3.7 Finalize production system	The methodological clarifications on filling in the survey questionnaire and diary are developed and provided to the statistical information providers (households). The pilot survey results are summarized.
4. Collection		
	4.1 Create frame and select sample	The general population is formed in the result of widespread observation of data collection of Population Census that includes the collected statistical data on addresses of private

		households.
	4.2 Set up collection	In order to organize statistical information collection, the order of publication of the questionnaires, diaries and the order of filling in them, according to the number of pre-known households is formed, printed and distributed to the interviewers. At the same time, the questionnaire and diary form are also available on the Armstat website. Responsible staff of structural and territorial units has relevant knowledge and skills to organize statistical information collection process.
	4.3 Run collection	Statistical data collection is carried out by the Armstat territorial units, marz departments, as well as by the relevant unit of Armstat, by hand 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.
	4.4 Finalize collection	The collected data, after being arithmetically and logically checked, is double input (by different inputting operators) in the electronic environment. Mechanical method is used to input data.
5.Process		
	5.1. Integrate data	The unification of relevant data received from the Armstat marz in one common database is implemented.
	5.2 Classify and code	The coding work by main types of household's activity is implemented in accordance with the "Classification of Types of Economic Activities" (NACE, Rev. 2), "Classification of occupations" (ISCO-88) and "Classification of Individual Consumption by Purpose" (COICOP). The coding of the marzes and enumeration areas is carried out according to the pre-defined order.
	5.3 Review and approval	The cross checking of incomplete and not logical information, as well as the compiling of incorrect encoded data with requirements of pre-approved classifications is implemented.
	5.4 Edit and impute	According to the methodology of the World Bank, not

		compliant data are completed by the data provided more completely through different sources (questionnaire and diary).
	5.5 Derive new variables and units	The assessment and additional calculations of new variables and are implemented only by the World Bank or other international organizations' experts.
	5.6 Calculate weight	The weights are calculated and used, in order to extrapolate the survey information to the general population, taking into account the fact that all marzes, as well as all urban and rural settlements were included in the sample population according to the share of households residing in those settlements as percent to the total households in the country.
	5.7 Calculate aggregates	Based on the information entered, the summary output tables are derived by separate statistical indicators through a pre-designed software (modules).
	5.8 Finalize data files	Each quarter, based on the need to receive operative statistical data, the calculation of preliminary indicators that are subsequently subject to adjustments is implemented.
6.Analysis		
	6.1 Prepare draft outputs	The creation of groups, indexes, as well as time series of statistical indicators is implemented based on obtained statistical summary data. Particularly various indicators characterizing the living conditions are calculated: of which, the poverty rate (by percent), population's income and expenses (AMD), the main food consumption (in kilograms and liters). The calculation of the obtained indicators is used to provide summary information by urban and rural settlements, as well as to create the time series of indicators.
	6.2 Validate outputs	The methodological requirements to the received indicators are strictly followed during the whole process of receiving according to the pre-defined classifications, methodological guidelines.
	6.3 Explanation and	The logical analysis of the received summary indicators is

	interpretation of outputs	carried out using various socio-economic phenomena that impact on the summary indicators.
	6.4 Apply disclosure control	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: https://www.armstat.am/file/doc/99454478.pdf).
	6.5 Finalize outputs	Before the dissemination of summary data, the summary indicators of living conditions are analyzed according to their time series.
7.Dissemination		
	7.1 Update output system	The work on the derivation and final checking of relevant tables of statistical indicators that are subject to publication is carried out, as well as the time series update is implemented. In case of the need the changes and/ or additions are made in the concepts and methodological explanations of the relevant indicator.
	7.2 Produce dissemination products	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. The information on the statistical indicators is published in Armenian, Russian, English through the yearbooks, statistical handbooks and monthly informational reports. - Statistical Yearbook of Armenia https://www.armstat.am/am/?nid=586 - RA marzes and Yerevan city by figures https://www.armstat.am/am/?nid=80&id=2203 - Armenia in figures (annual) https://www.armstat.am/am/?nid=80&id=2219

		• "Socio-Economic Situation of the Republic of Armenia" (monthly) https://www.armstat.am/am/?nid=82
	7..3 Manage release of dissemination products	The dissemination of statistical information is carried out according to the schedule envisaged by the Five-Year and Annual Statistical Programs.
	7.4 Promote dissemination products	Submission of dissemination products. Use of tools to manage communication with users. Use of website, Facebook, etc.
	7.5 Manage user support	In the case of an official request of users of statistical data related to unpublished data, calculation of additional indicators is carried out to the extent possible and presented to them in accordance with the principle of statistical data confidentiality.
8.Evaluation		
	8.1 Gather evaluation input	In order to make comparisons in case of need, the collected information is compared with the data obtained through the Population Census.
	8.2 Conduct evaluation	From the view of quality management of statistical indicators and for evaluation, the comparisons with the data obtained through the Population Census are implemented. For evaluating the quality of information, the relevant information received from administrative registers such as RA Ministry of Education, RA Ministry of Health, RA Ministry of Labor and Social Affairs is also an informational basis.
	8.3 Agree an action plan	In the case of detection of discrepancies between the information received from different sources on the same indicator being compared, the revealing of the possible reasons is carried out, and the corresponding final adjustment is implemented based on it.