



**THE STATE STATISTICAL COMMITTEE
OF THE REPUBLIC OF AZERBAIJAN**

**The rules for the correction of inconsistencies in published
and disseminated official statistics data**

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Committee of the Republic of
Azerbaijan dated 30 October 2019.

The rules for the correction of inconsistencies in published and disseminated official statistics data

Introduction

The rules for the correction of inconsistencies in published and disseminated official statistics data (hereinafter referred to as the Rules) establish the procedures for correcting inconsistencies identified in statistical collections, bulletins and press releases published by the central office of the State Statistical Committee and local statistical authorities, as well as in official statistics data disseminated on the official website of the Committee, and for informing users about such inconsistencies.

General Information about the Rules

The main purpose of the Rules is to ensure the registration and correction of inconsistencies in disseminated official statistics data, as well as to provide users with quality statistical data and analytical materials by informing them about such inconsistencies in a timely manner. The Rules regulate the procedure for timely informing users about inconsistencies identified in both printed and electronically disseminated publications (statistical collections, statistical bulletins, press releases, etc.). In this regard, these Rules include examples of five notification forms with different content to be brought to the attention of users.

Compliance with the requirements of these Rules by responsible persons and executors working in the statistical system will ultimately contribute to increasing user satisfaction, as well as confidence and trust in statistical data.

Information on International Standards Underlying the Rules

These Rules, based on Principle 6 of the European Statistics Code of Practice adopted by the Committee of the European Statistical System on 16 November 2017, have been prepared by improving the Rules for the Correction of Errors in Published and Disseminated Official Statistics Data, approved by Resolution No. 67/07 of the State Statistical Committee dated 7 September 2012, in accordance with the Action Plan on Measures to be Implemented by the State Statistical Committee in Relation to the Recommendations Provided as a Result of the Global Assessment of the National Statistical System of Azerbaijan, approved by Resolution No. 4/3 of the Board of the State Statistical Committee dated 25 April 2018.

Main Definitions

For the purposes of these Rules, the main definitions used shall have the following meanings:

Official statistics data – data obtained as a result of the processing and summarization of administrative and primary statistical data on the quantitative aspects of social, economic, demographic, environmental and other public processes, carried out by the relevant executive authorities and other state bodies producing official statistics in accordance with the Law of the Republic of Azerbaijan “On Official Statistics” and other legislative acts of the Republic of Azerbaijan, based on the official statistical methodology.

Primary statistical data – data characterizing primary information on legal entities and individuals, based on reliable primary records and used exclusively for summary statistical works, compilation of statistical collections, and socio-economic analysis;

Significant inconsistency – deficiencies that result in significant economic losses for the State Statistical Committee, are published or disseminated electronically, and thereby damage the reputation (business activities) of the State Statistical Committee;

Less significant inconsistency – deficiencies that are not classified as significant inconsistencies and can be promptly corrected (within 1 working day) by employees of the relevant structural unit of the State Statistical Committee;

Responsible person – the head of the structural unit or local statistical authority of the State Statistical Committee responsible for the receipt of primary statistical data and the production of official statistics data based on such data, or a person temporarily performing their duties;

Executor – an employee of the statistical authority responsible, in accordance with the approved distribution of duties, for the preparation (receipt and processing) of statistical data.

Interpretation of the Rules

An employee of the State Statistical Committee who becomes aware of an inconsistency identified in disseminated statistical data shall immediately inform the responsible person thereof.

The responsible person shall determine the significance level of the identified inconsistency, make a decision within no later than 2 hours as to whether it is a less significant or significant inconsistency, and ensure that the relevant entry is made in the electronic journal “Online Registration of Inconsistencies and Corrective Measures” located in the section related to the Division of Quality Management and Metadata under the subsection “Submission of Official Statistical Reporting Forms” in the “E-Services” section of the official website of the State Statistical Committee.

If less significant inconsistencies occur in statistical publications, the relevant statistical data shall be corrected in the next publication. In this regard, users shall not be specifically notified; however, the relevant entry shall be made in the electronic journal “Online Registration of Inconsistencies and Corrective Measures”.

The procedure for correcting significant inconsistencies consists of making the relevant entry in the electronic journal “Online Registration of Inconsistencies and Corrective Measures”, informing the relevant persons, temporarily removing the part of the electronic publication related to the inconsistency from the information resources of

the State Statistical Committee's official website or, where this is not possible, removing the entire publication, and republishing it electronically with the correction taken into account.

After recording the inconsistency, the responsible person shall, within 1 working day, inform the Division of Information and Public Relations, the Information Technologies Division of the central office, and the management of the Committee. The information regarding the inconsistency shall include the statistical domain, publication method, number and issue number of the publication, date of publication, and the incorrect statistical data.

The removal of the electronic version of the publication containing the identified inconsistency from the official website and the notification of users in this regard shall be carried out within 2 working days. A notification to users regarding the temporary removal of the electronic table (or the publication as a whole) shall be provided in the section where the inconsistency was identified, with the following content:

*Dear User! We would like to inform you that, due to an inconsistency identified in the data related to ___ in Section __, page __, Table No. __ (or in the statistical publication) of the publication titled ___ (collection, bulletin, statistical database, etc.), Table No. __ (or the statistical publication titled ___) has been temporarily removed from the website of the State Statistical Committee.
The corrected table (or statistical publication) will be uploaded to the website on __.*

If it is possible to promptly correct the identified inconsistency, users shall be provided with a notification regarding the correction with the following content:

*Dear User! We would like to inform you that corrections have been made to the data related to ___ in Section __, page __, Table No. __ (or in the statistical publication) of the publication titled ___ (collection, bulletin, statistical database, etc.).
For further information, please contact us at the telephone number ____ or via e-mail at ____@stat.gov.az.*

If the identified inconsistency has been disseminated through a publication printed by a printing method, a notification with the following content shall be provided in the "Statistical publications" or "Press-releases" section of the official website of the State Statistical Committee:

*Dear User! We would like to inform you that corrections have been made to the data related to ___ in Section __, page __, Table No. __ of the publication titled ___ (collection, bulletin, etc.) published by the State Statistical Committee.
According to the correction, the ___ data shall be considered as __. For further information, please contact us at the telephone number ____ or via e-mail at ____@stat.gov.az.*

An additional blank page shall be provided in publications printed by a printing method for making relevant notes on corrections, and a notification regarding inconsistencies identified and corrections made in previous publications shall be provided with the following content:

Dear User! We would like to inform you that corrections have been made to the data related to ____ in Section __, page __, Table No. __ of the publication titled ____ (collection, bulletin, etc.) published by the State Statistical Committee. According to the correction, the ____ data shall be considered as _____. Information regarding the correction was published on the official website of the State Statistical Committee (<https://www.stat.gov.az/>) on _____.

If corrections are to be made in publications printed by a printing method but not yet disseminated, information on the corrections shall be provided on a page added at the end of the respective publication with the following content:

*Page: ____ Section: ____ Table: ____ Indicator name: ____
Published: ____ Should be: ____*

Notifications regarding corrections may also be sent to the e-mail addresses of known users of official statistics data.

Long-term Management of Inconsistencies

All types of inconsistencies shall be corrected, documented and analyzed. The information related to such documentation serves to eliminate inconsistencies, analyze the causes of their occurrence, and take the necessary measures to prevent their recurrence. In the long term, this information plays an important role in informing employees, ensuring the accurate and reliable delivery of official statistics data to users, and developing preventive measures for their timely dissemination.

References

1. Law of the Republic of Azerbaijan "On Official Statistics" <http://www.e-qanun.az/framework/8882>
2. Quality Management System Document Collection (5th edition), State Statistical Committee of the Republic of Azerbaijan, 2017.
3. Rules for the Correction of Errors in Published and Disseminated Official Statistics Data, State Statistical Committee of the Republic of Azerbaijan, 2012.
4. European Statistics Code of Practice <https://ec.europa.eu/eurostat/web/products-catalogues/-/KS-02-18-142>
5. Correction of Errors in Published Statistical Data and Information, Statistical Office of the Republic of Slovenia, 2010.
6. How to Deal with Publication Errors, Federal Statistical Office of Germany, 2013.