GSBPM on crude oil (including NGL) in the State Statistical Committee of the Republic of Azerbaijan

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
1	**Specify needs**	Determine the need on crude oil statistics	International methodology, questionnaire, presentation, users request, orders, decrees	Eurostat, IEA, BP, JODİ, SSC	Improved official statistical questionnaires
1.1	Determine need for information	Identification of need on crude oil statistics	International requirements and recommendations orders, decrees, reports, presentations	Eurostat, IEA, BP, JODİ, SSC	Study needs of data users
1.1.1	Review the decisions on implementation of the country's policy	Review decrees on crude oil adopted by higher and central executive government bodies	Orders, decrees, reports, presentations of policy makers	Policy makers	Determine new proposals
1.1.2	Requirements of the Committee's order and decrees	Review order and decrees of the SSC regarding to record of energy products	Reports, presentations	SSC	Determine new proposals
1.1.3	Study and analysis of surveys, international experiences and countries' experiences	Review documents of Eurostat, IEA, BP and JODI on crude oil	Documents of Eurostat, IEA, BP and JODI on crude oil	Data sources and publications of the Eurostat, IEA, BP, JODİ	Draft proposals on improvement of crude oil statistics
1.1.4	Organization and analysis of the meetings with users	Organization of meetings with users on energy statistics and its analysis	Minutes of meetings	SSC	Determine new proposals of users
1.2	Consult and confirm needs	Implementation of discussion with SOCAR and MIE on improvement of crude oil indicators and its coordination and confirmation	Offers from SOCAR and MIE	SOCAR, MIE, SSC	Minutes of meetings, works and written agreement
1.2.1	Consult with stakeholders	Organization of written and oral discussions with the stakeholders presenting report	Minutes of meetings, works and written agreement	SSC	Discussion and analysis of proposals
1.2.2	Explore the existence of information	Explore the existence of information	Work division of the department of Industry and Construction Statistics	SSC	Updating

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1.2.3	Representation of the issue in the Methodological Council of SSC	Presentation of draft questionnaires/methodological materials for discussion to the Methodological Council	Material and letters of agreement with SOCAR and MIE	SOCAR, MIE, SSC	Minutes or decrees of methodological council
1.2.4	Acceptance of the official consent	Presentation of draft questionnaires, forms/methodology materials for discussion to the Methodological Council ()	Coordination with SOCAR and MIE the project approved by Methodological Council	SOCAR, MIE, SSC	Letters of agreement of SOCAR and MIE
1.2.5	Confirmation of need	Presentation of draft questionnaires/ materials for discussion to the Methodological Council	Letters of agreement of SOCAR and MIE and view of the Methodological Council	SOCAR, MIE, SSC	Decrees and orders of the SSC
1.3	Establish output objectives	Create viable definitions of the variables	Decrees and orders of the SSC	SSC	Conceptual definitions of variable, table outlines
1.4	Identify concepts	Identify concepts	Standards, control checking concepts	SSC	Improved concepts
1.4.1	Indicator of compliance required by the legislation	Indicator of compliance required by the legislation	Laws	SSC	Improved concepts
1.4.2	Compliance indicators with other branches	Compliance indicators with other branches	Materials other branches	SSC	Improved concepts
1.4.3	Ensuring international comparability of indicators	Ensuring international comparability of indicators	Materials international indicators	SSC	Improved concepts
1.5	Check data and metadata availability	Determine internal and external sources	Issues with SOCAR and MIE the project approved by Methodological Council, decrees and orders of the SSC	SSC	Agreements, strategy, analysis
1.5.1	Identification of statistical units, with stakeholders	Identification of statistical units, with stakeholders	Analysis, agreements	SSC	Determine statistical units
1.5.2	The study of administrative data sources	The study of administrative data sources	Analysis, agreements	SSC	Determine administrative source
1.5.3	Methodology analysis of administrative sources	Methodology analysis of administrative sources	Analysis, agreements	SSC	Methodology on using administrative sources
1.5.4	Check metadata availability	Check metadata availability	Analysis	SSC	Strategy missing data and metadata

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1.5.5	Determine legal framework	Preparation legal comments, letters, finding solution to collect information	Analysis, agreements	SSC	Legal comments, remarks, letters, finding solutions
1.6	Prepare business case	Make a project work plan, determine the budget	Projects, estimations	SSC	Work plan, budget
1.6.1	Risk analysis	Estimation of risks and benefits	-	-	-
1.6.2	Cost estimate	Calculation and determine of costs	Analysis, finance documents and decrees	SSC	Expenditure documents
1.6.3	Approval and kick off	Approval budget	Cost items, project of financial documents	SSC	Approved budget
	Results Phase 1. Approved projects and plans				
2	**Design**	Discussion of the program on processing of the instructions on filling in of the report forms (6-extraction (oil, gas) 1-TİG (oil), 1-balance (oil)) in PC	Questionnaires, output tables, set of indicators	SSC	Layout of the output tables
2.1	Design outputs	Design outputs and products	Questionnaires, output tables, set of indicators	SSC	Layout of the output tables
2.1.1	Research and develop available output options	Define and set goals product quality	Questionnaires, output tables, set of indicators	SSC	Layout of the output tables
2.1.2	Defining information array	Defining information array	Questionnaires, output tables, set of indicators	SSC	Layout of the output tables
2.1.3	Develop metadata	Develop instruction on filling questionnaires, metadata	Metadata	SSC	Developed metadata
2.1.3	Define preservation and destruction requirement for data and metadata	Determination of procedure for preservation energy data and metadata	Procedures	SSC	Developed procedure for preservation
2.2	Design variable descriptions	Design variable descriptions, surveys, registers	Letters of agreement, resolution, register	SSC	Harmonization of clarification
2.2.1	Preparation and harmonization of clarification	Preparation and harmonization of clarification	Letters of agreement	SSC	Harmonization of clarification
2.2.2	Explanatory statement	Specification of register	Resolutions	SSC	Actual register
2.2.3	Integration of clarification	Specification of register	Register	SSC	Actual registr
2.3	Design data collection methodology	Definition report coverage	Metadata	SOCAR, MIE, SSC	Draft metadata

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2.3.1	Methodology design and endorsement	Written request regarding to coordination with SOCAR and MIE of the methodology on implementation of oil statistics	Draft metadata	SOCAR, MIE, SSC	Written agreement with SOCAR and MIE (letter)
2.3.2	Discussion of the methodology in the methodological council	presentation of draft methodology on implementation of oil statistics to Methodological Council for discussion	Letters of agreement of SOCAR and MIE	SOCAR, MIE, SSC	Minutes or decrees of methodological council
2.3.3	Confirm methodology	confirm methodology on implementation of oil statistics	View of the research Council, letters of agreement with SOCAR, MIE	SOCAR, MIE, SSC	Decision on improvement of methodology
2.3.4	Execution of methodology	Execution of methodology	Letters, journal of outgoing documents	SSC	Methodology
2.4	Design frame and sample methodology	Determination of frame of survey and plan to conduct survey	Survey plan	SSC	Actual register
2.4.1	Design frame	Define of survey frame	Survey plan	SSC	List of units
2.4.2	Design sample methodology	Define of survey methodology	Survey plan	SSC	Methodology
2.5	Design statistical processing methodology	Design statistical processing methodology	Letters of agreement , Methodological Council s resolution	SSC	Statistical processing methodology
2.5.1	Preparation methodology of the project and the agreement	Preparation methodology of the project and the agreement	Reports	SSC	Methodology
2.5.2	Discussion of the methodology in scientific and methodological council	Discussion of the methodology in scientific and methodological council	Agreement, Methodological Council s resolution	SSC	Methodology
2.5.3	Approval of the methodology	Approval of the methodology	Methodology for approval	SSC	Approved methodology
2.6	Design production systems and workflow	Including of report forms reflecting crude oil data in statistical work program	Division of work on Department of Industry and Construction Statistics	SSC	Preparation of work plan
2.6.1	Preparation user demand classification	Breakdown of demands on questionnaire about energy statistics	User requirement	SSC	Production system
2.6.2	Preparation timetable	Consideration issues in the work plan	Plans, methodology, decisions	SSC	Plan
2.6.2	Project review	Review of work plan, timetables	Plan	SSC	Developed plan
2.6.3	Confirm working plan	Confirm statistical work program	Statistical work plan	SSC	Approved plan

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		Results Phase 2. All designs approved			
3	**Build**	Create process components	Instruments	SSC	Production system
3.1	Construct components of data collection issues	Build system	Issues, instruments	SSC	Production system
3.2	Build or enhance process components	Build process components	Instruments	SSC	Created components
3.2.1	Create technical assistance	Issues on technical assistance	Technical issues	SSC	Technical assistance
3.2.2	Software develop	Develop software for online collection of reports	Technical issues	SSC	Software
3.3	Configure workflow	Preparation of reports	Raise the issue	SSC	Reports
3.4	Test production system	Test production system	Raise the issue	SSC	Take over
3.5	Test statistical business process	Test statistical business process	Raise the issue	SSC	Take over
3.6	Finalize production system	Finalize production system	Staffs, production system	SSC	Skills, production system
3.6.1	Train users	Raising the level of staff's skill	Order of the SSC, training journal	SSC	Raising the level of staff's skill
3.6.2	Production system application	Production system application	Documenting the process	SSC	Application of production system
		Results Phase 3. System in production			
4	**Collect**	Data collection	Data	SSC	Data
4.1	Select sample	Including all economic subjects engaged in crude oil extraction, consumption, import and export in reporting register	Set of observation	SSC	List of statistical units presenting reports 6-extraction (oil, gas) 1-TİG (oil), 1-balance (oil)
4.2	Set up collection	Set up collection	Questionnaires data	SSC	Data
4.2.1	Staff selection and train	Increasing the level of staff	Order of SSC, training journal	SSC	Increasing the level of staff
4.2.2	Issue and dissemination of questionnaires (report forms) and related documents; access to e-versions	Provision of all statistical units engaged with extraction, consumption, import and export of crude oil with access to reports included in SSC webpage	Register of statistical units for all reports (6-extraction (oil, gas) 1-TİG (oil), 1-balance (oil))	SSC	Data

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4.2.3	Program download	Including of the software for online collection of reports 6-extraction (oil, gas) 1-TİG (oil), 1-balance (oil) in webpage	Raise the issue	SSC	Loaded software
4.3	Run collection	Online collection of the reports	Raise the issue	SSC	Data
4.3.1	Request data	Compilation of work plan for LSO, MCC and branch sectors	Statistical work plan for local statistical bodies	SSC	Timetable
4.3.2	Forward intermediate reports by field departments of LSO, MCC and Administration	Online gathering of reports 6-extraction (oil, gas) 1-TİG (oil), 1-balance (oil)	Statistical work plan for local statistical offices	SSC	Data
4.4	Finalize collection	Finalize collection	Data	SSC	Data
Results Phase 4. Data ready for processing					
5	**Process**	Classify and mode, micro edit, control, imputation, calculate weights	Data	SSC	Statistical data
5.1	Integrate data	Link data sources and statistical registers	Data and registers	SSC	Integration of data
5.2	Classify &coding	Classification and coding	Units data	SSC	Data
5.3	Review, validate & edit	Review, validity check and editing	Data	SSC	Validated data
5.3.1	First verification	Online check of questionnaires	Data	SSC	Quality data
5.3.2	Analysis of quality control tables and detection of errors	Detection of errors in report 6-extraction (oil, gas) 1-TİG (oil), 1-balance (oil)	Discrepancy log	SSC	Quality data
5.4	Impute	Identification of potential errors and missing data	Data	SSC	Estimated data
5.4.1	Identify elements of imputation	Identify elements of imputation	Statement of work	SSC	Data
5.4.2	Conducting imputation	Conducting imputation	Approved notes by MCC	SSC	Data
5.4.3	Holding notes on the imputation	Holding notes on the imputation	Approved notes by MCC	SSC	Data
5.5	Derive new variables&statistical units	Derive new variables&statistical units	Results of monitoring	SSC	Variable
5.6	Calculate weights	Calculate weights	Approved notes by MCC	SSC	Data
5.7	Calculate aggregates	Calculate aggregates	Approved notes by MCC	SSC	Data

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5.8	Finalize data files	Finalize data files	Data	SSC	Store micro-data
Results Phase 5. Data ready for analysis					
6	**Analysis**	Produce statistics, quality of data, preparation of data, finalize	Data	SSC	Ready data
6.1	Prepare draft outputs	Preparation of initial results based on 6-extraction (oil, gas) 1-TİG (oil), 1-balance (oil) reports	Primary output	SSC	Output
6.2	Validate outputs	Validate outputs	Primary output	SSC	Validated output
6.2.1	Monitoring of discipline	Monitoring of the discipline regarding to questionnaires	Statistical work program	SSC	Detection of statistical units untimely presented report
6.2.2	Discrepancy and error detection	Detection of errors and discrepancies in primary data	Statistical work program	SSC	Detection of statistical units presented report with mistakes
6.3	Scrutinize&explain	Explanation of results based on output data	Summarized data based on reports	SSC	Data
6.4	Apply disclosure control	Preserve confidentially of primary data	Summarized data based on reports	SSC	Control of preserve confidentially of primary data
6.5	Finalize outputs	Prepare final result	Summarized data based on reports	SSC	Final outputs for user
Results Phase 6. Analysis ready to dissemination					
7	**Disseminate**	Dissemination of oil data	Analysis and data	SSC	Analysis and data
7.1	Update output system	Update of oil data	Register on dissemination of the issues	SSC	Analysis and data
7.2	Produce dissemination products	Oil data production	Register on dissemination of the issues	SSC	Analysis and data
7.2.1	Prepare product components	Prepare product components	Work plan on statistical analysis	SSC	Analysis and data
7.2.1	Prepare product components	Prepare product components	Register on dissemination of the issues	SSC	Analysis and data
7.2.2	Produce yearbook and other issues	Energy of Azerbaijan	IRES	SSC	Statistical yearbook "Energy of Azerbaijan" and other yearbooks

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7.2.3	Add data to database	Add annual data on oil production to web database	Summarized data of reports 6-extraction (oil, gas) and 1-TİG (oil) , data of SOCAR	SSC	Add summarized data on production of crude oil to web database
7.2.3	Add content to internet	Add annual data on internal consumption, import-export and changes of stocks of oil to web database	Summarized data of 1-balance (oil) report , data of SOCAR, statistical bulletin "foreign trade of Azerbaijan" (January-December)	SSC	Added summarized data on production of crude oil to web database
7.2.4	Prepare express - information and analytical report	Preparation of the analytical report on production, consumption, import-export and change of stocks of the crude oil	Summarized data of 6-extraction (oil, gas) and 1-TİG (oil), 1-balance (oil) reports , data SOCAR, statistical bulletin "foreign trade of Azerbaijan" (January-December)	SSC	Analytical reports
7.3	Manage release of dissemination products	Manage oil release products	Working plan on statistical analysis, catalogue of statistical publications	SSC	Notify users of release
7.3.1	Prepare working plan on analysis	Prepare working plan on analysis	Working plan on statistical analysis, catalogue of statistical publications	SSC	Notify users of release
7.3.2	Data release calendar	Preparation of the data release calendar	Calendar	SSC	Released statistics
7.3.3	Manage of release product	Manage of release product	Products	SSC	User satisfaction
7.4	Promote dissemination products	Promote dissemination products	Dissemination products	SSC	Manage of products
7.5	Manage users' inquires	Manage questionnaires on oil, filling of questionnaire	The assignment of chairman or deputy chairman of the Committee	SSC	Meet requirements of users
	Results Phase 7. Statistics disseminated				
8	**Archive**	Archive	Procedural nomenclature, data and metadata	SSC	Archive
8.1	Determine archiving rules	Determine archiving rules	Procedural nomenclature	SSC	Documents
8.2	Manage archive repository	Determine archiving rules	Procedural nomenclature	SSC	Documents
8.3	Preserve data and associated metadata	Preserve data and associated metadata	Data and metadata	SSC	Archive
8.4	Dispose of data & associated	Dispose of data & associated metadata	Data and metadata	SSC	Archive

№	Name of process, activities	Name of work	Input	Supplier	Output (result)
	metadata				
Results Phase 8. Statistics archived					
9.0	**Evaluate**	Evaluate of processes	Evaluation materials	SSC	Evaluation
9.1	Gather evaluation inputs	Gather evaluation inputs	Gather evaluation inputs	SSC	Evaluation
9.2	Conduct evaluation	Conduct evaluation	Conduct evaluation	SSC	Evaluation
9.3	Agree action plan	Agree action plan	Agree action plan	SSC	Evaluation
Results Phase 9. Evaluate					