

## Guideline for “Quality Assurance” of Official Statistics

Tentative Translation as of 30 January 2017

Agreed on 31 March 2010, revised on 8 April 2011, revised on 23 February 2016  
by the Conference of the directors in charge of statistics of line ministries

### 1. Purpose

"The quality of official statistics" is a concept built on the compatibility of users' needs, the timeliness of dissemination, and the interpretability of the statistical data as well as accuracy.

We establish this guideline as a standard guidance to promote the practices of “Quality Assurance,” which aim at improving the usefulness and reliability of official statistics through compilation and dissemination as well as through indication, evaluation and improvement of statistics quality in administrative organs (\*) in order to satisfying user's needs to official statistics.

(\*) "administrative organs" means those prescribed in Article 2 (1) of the Statistics Act (Act No. 53 of 2007; hereafter referred to as "The line ministries").

### 2. Background

In this guideline, the phrase "*Quality Assurance*" of official statistics refers to the premeditated and systematic approach for the quality assurance activities mentioned above. It differs from other forms of assurance, such as product guarantees, which promise to repair and/or compensate for damage when there is a defect in a product.

In the first place, the “Quality Assurance” movement has been promoted in industries and related academic societies since the 1970's. It includes activities which:

- (1) establish the process of grasping needs and providing goods and services corresponding to needs efficiently,
- (2) evaluate and grasp the compatibility with needs continuously, and make necessary improvements to goods and services,
- (3) provide a sense of reliability and confidence for goods and services through above activities.

(Source: “*Guidebook on the New Quality Assurance (new edition)*” edited by The Japanese Society for Quality Control<sup>1</sup>)

The same point of view of statistics quality based on this “Quality Assurance” is shown in the first “Master Plan Concerning the Development of Official Statistics” (Cabinet Decision on March 13, 2009; hereafter "the first Master Plan"). In particular, policies on the continuous grasping of needs to official statistic and their use, and on the refinement and improvement of efficiency of official statistics through their evaluation are provided in the first Master Plan. Based on the first Master Plan, the government has promoted addressing the refinement and improvement of efficiency through presenting and evaluating the quality of official statistics while noting the reduction of the burden on respondents and the maintaining and improving of statistics quality.

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<sup>1</sup> translator's note: Japanese language book published in 2009

The second "Master Plan Concerning the Development of Official Statistics" (Cabinet Decision on March 25, 2014; hereafter "the second Master Plan"), requires strengthening activities for quality assurance as well as reviewing this guideline to introduce the "Process Assurance of Official Statistics" into the activities for quality assurance as a part of efforts to promote the transparency and openness of statistical data.

In particular, "Process Assurance of Official Statistics" aims at the following: to define standards and views needed for ensuring the quality of each implementation process of statistical surveys such as the design, enumeration, clearance, tabulation and dissemination of results in conducting statistical surveys which aim to produce official statistics; to implement self-evaluation based on defined standards and views after completing the each implementation process or conducting surveys; and to contribute to refinement and review of following statistical surveys based on the results of the self-evaluation.

### 3. Principles

#### (1) The quality of official statistics

The quality of official statistics is determined by various factors, such as:

- (i) "Accuracy," referring to whether official statistics most accurately show the state of society and the economy,
- (ii) "Relation with needs (Needs compatibility)," referring to whether official statistics meet the users' needs as well as possible,
- (iii) "Timeliness," referring to whether the produced official statistics are disseminated promptly in accordance with the users' needs and purposes.

This guideline assumes that the quality of official statistics is determined by the elements defined in Annex 1, and the guideline regards these elements as parameters of quality indication and quality evaluation. Concerning these quality elements, the guideline set up certain universal elements which are adopted by many countries and international organizations as major elements. It also sets up supplementary elements, which are thought to be necessary for quality assurance.

#### (2) The quality assurance of official statistics

To facilitate efforts for quality assurance, the line ministries are required to enhance the indication of the quality of official statistics that each ministry is responsible for along with methods defined in the following section 5 "Implementation methods." The line ministries are also required to conduct self-evaluation of quality, including self-evaluation of the quality of the conducting processes of statistical surveys, and to address improvements systematically through utilizing the results of the evaluation.

Given that official statistics form a fundamental infrastructure of society, the line ministries should conduct these activities based on the people's needs. Therefore, "needs compatibility" should be the core element, and consideration should be given to the relevance of each element's links.

In addition, as this guideline is established as a standard guidance to the line ministries' policies, it will not preclude the line ministries from implementing the current measures or the effective planned measures based on the characteristics of each type of official statistics.

### (3) Guideline review

This guideline will be regularly reviewed based on:

- (i) results of the line ministries' approaches,
- (ii) results of research by related academic societies, and
- (iii) international trends of related approaches.

## 4. Coverage

This guideline covers fundamental statistics (\*1) and general statistics (\*2).

(\*1) Fundamental statistics as prescribed in Article 2 (4) of the Statistics Act.

(\*2) General statistics are statistics produced based on the general statistical surveys as prescribed in Article 2 (7) of the Statistics Act.

In view of its importance, the line ministries will give priority to the fundamental statistics in their approaches.

In addition, the line ministries make any feasible improvement to official statistics that are neither fundamental statistics nor general statistics, according to this guideline.

## 5. Implementation methods

### (1) Implementation system

The line ministries should make efforts for the quality assurance of official statistics through systems that can secure both the objectivity and the specialty concerning the target statistics.

### (2) Indication of quality

The line ministries should improve the indication of the quality of the statistics they are responsible for, based on "Metadata Indicating Official Statistics Quality" prescribed in Annex 2, while bearing in mind consistency with "The Optimization of Operations and Systems for Statistical Work," which was decided at the Liaison Conference of Chief Information Officers of Public Offices and Ministries. In addition, the line ministries should regularly review the contents of the quality indication.

### (3) Evaluation of quality

#### (i) Quality assurance of official statistics

Based on the "Matters Concerning Quality Evaluation of Official Statistics" defined in Annex 3, the line ministries should systematically carry out self-evaluation of the quality of the statistics that each ministry is responsible for.

This evaluation is implemented not only on each element, but also on relationships between each element, from a comprehensive perspective. Furthermore, an outline of the evaluation results should be published for ensuring objectivity and transparency.

The line ministries should also address the refinement and improvement of official statistics through utilizing the results of the evaluation.

The Director-General for Policy Planning on Statistical Standards, Ministry of Internal Affairs and Communications (MIC), utilizes the results of the evaluation for the approval examination based on Articles 9 and 19 of the Statistics Act, and

addresses the reduction of the line ministries' burdens in the processes of the examination.

Regarding peer review (mutual evaluations among the line ministries) and third party evaluation, it will be decided in the future after the consideration whether they would be introduced or not.

(ii) Quality evaluation for the conducting process of a statistical survey

The line ministries should carry out self-evaluations systematically regarding the quality of processes of the statistical surveys they are responsible for, such as design, enumeration, clearance, tabulation and dissemination of results in conducting statistical surveys based on the "Quality evaluation items for the conducting process of a statistical survey" listed in Annex 4.

When doing so, the line ministries should request reports on the conducting processes entrusted or mandated to local offices of national agencies, local administrative organs and organizations from the private sector, regarding necessary items for ensuring the accuracy and reliability of official statistics in terms of the entrusted or mandated business. The line ministries also carry out self-evaluations on the quality of processes of statistical surveys, while taking the reports into consideration.

The line ministries should also address the refinement and improvement of the statistical surveys utilizing the results of the evaluation.

This provision does not preclude local administrative organs and organizations in the private sector from carrying out self-evaluation on the quality of mandated or entrusted processes of statistical surveys.

## 6. Systematic implementation

The line ministries should establish implementation plans for quality assurance on the fundamental statistics and general statistics and make efforts to publish summaries of the plan.

In addition, the desirable period for the implementation plan is around five years, but it should be decided in line with the line ministries' plans regarding statistics production.

## 7. Notes

### (1) Information sharing and discussions among the line ministries

Efforts on quality assurance of official statistics based on the Guideline should be promoted efficiently, and the sharing of practices and discussions will be continued by the Working Group on Quality Assurance of Official Statistics and Utilization of Private Sector for refinement of the Guideline in line with the provision of 3-(3) above mentioned.

### (2) Permission for access to statistical data before the release date

Leaking official statistics before the release date would betray peoples' trust in official statistics as a whole.

Therefore, the line ministries should decide the rule by internal regulations which identify who may have access to statistical information before its official release date and should publish the rule in accordance with the "Guideline about the access and procedure for statistical information sharing before its release date" (\*).

(\* ) The Guideline was decided by the Director-General for Policy Planning on Statistical Standards, the Ministry of Internal Affairs and Communications on 12 May, 2010.

### The Quality of Official Statistics: Elements and Definitions

Elements		Definitions
Main Elements	Relation with needs	The relation with needs to official statistics, as fundamental public information to be widely and effectively used by a variety of social entities, reflects the degree to which they meet users' needs. The users are the public, national and local governments, researchers, economists, and others.
	Accuracy	The accuracy of official statistics is the degree to which they correctly describe social and economic values or conditions.
	Timeliness	The timeliness of official statistics refers to whether they are published or made available in time to be useful for users' objectives.
	Interpretability /Clarity	The interpretability/clarity of official statistics reflects the availability of necessary information which users can appropriately understand and effectively use. The information is on methods/procedures for data collection, processing, storage and publication.
Sub-Elements	Reliance	The reliance on official statistics reflects the reliability on statistics producing processes and/statistics producing agencies. The reliability can be ensured by providing information on methods/procedures for data collection, processing, storage and publication, all of which are determined based on expertise and professionalism, and by conducting appropriate privacy protection measures
	Coherence /Comparability	The coherence/comparability of official statistics reflects the degree of coherence or consistency in concepts, definitions, and classifications among different statistics so that users can them for comparing and analysing by region, time and so on.
	Accessibility	The accessibility to official statistics reflects the degree to which both the data and basic information are made easily available to respond to users' needs.
	Efficiency	The cost effectiveness of official statistics reflects the degree to which they are produced by appropriate data sources and methods in view of the cost and respondents' burden.

## Metadata Indicating Official Statistics Quality

### I. Statistical Surveys

Common menu		Metadata to be indicated	Content	Instances		
1	Outline of the survey <Prior to the survey, hereinafter "Prior">	(1)	Purpose of the survey	Description of the purpose of survey	i	The survey purpose approved under Article 9 or Article 19 of the Statistics Act
					ii	Purpose and position of the survey under the Master Plan
					iii	International standards and recommendations
		(2)	History of the survey	Details, transition, history, and other description of the survey	i	Details, transition, and history of the survey
					ii	If the survey was unified or reorganized in the past, the name and information of the surveys concerned (reference on the linked web page is acceptable)
		(3)	Legal basis of the survey	Description of the legal basis that underpins the survey	i	Whether it is fundamental statistics or general statistics according to the provisions of the Statistics Act
					ii	Legal basis other than the Statistics Act (if necessary)
		(4)	Survey population	Description of the coverage and number of persons requested to report	i	Coverage of the survey
					ii	Persons requested to report
					iii	Use or non-use of business registers
					iv	Whether duplication-correcting procedures are planned or not.
					v	Use or non-use of administrative records as population information (Outline of administrative records, if used)
		(5)	Sampling method	Description of the sampling method in the sampling survey.	i	Sampling method
					ii	Sampling rate
					iii	Precision aimed at
		(6)	Items surveyed	Description of the items surveyed	i	Items surveyed
					ii	Intention of the items
		(7)	Questionnaire	Image files of the questionnaire.	i	Image file of the questionnaire (specimen)
					ii	How to fill in the questionnaire
		(8)	Reference date/period of the survey	Description of the reference date/period and specific survey period	i	Reference date/period
					ii	Questionnaire distribution and collection period
		(9)	Survey method	Description of the procedures, method and other process of the survey	i	Organizational framework and operational flow of the survey
					ii	Survey method
					iii	Administrative records utilized as an alternative or supplemental source for the survey

Common menu		Metadata to be indicated		Content	Instances			
1	Outline of the survey <Prior>	(9)	Survey method (continued)	Description of the survey procedures and methods and other process of the survey (continued)	iv	Terms of reference, outlines of the competitive tender and contract (in case when contracting a private enterprise).		
					v	Matters to be inspected when conducting an inspection pursuant to Article 15 of the Statistics Act		
					vi	Standards for business processes (outlines of business processes manual)		
					vii	Measures taken for privacy protection		
		(10)	(Others)	Besides the above-mentioned, other items may be published depending on the characteristics of the survey	i	Rules for access to statistical data before its official release		
					ii	Outline of discussion at the Statistical Commission (including Subcommissions) (reference on the linked web page is acceptable).		
					iii	Outline of discussion in a related working group of the survey (reference on the linked web page is acceptable).		
					iv	In case amendment of items prescribed (1) to (9) above has been made, the purpose and details of the amendment		
		2	Results of surveys <When results are made public>	(1)	Explanation of terms	Concepts and definitions of terms in the survey result	i	Concepts and definitions of terms used in the survey results
				(2)	Outline of results	Description of outline of the results	i	Outline of the results
(3)	Methods of tabulation and estimation			Description of the method of estimation in the sampling survey	i	Procedure for total process: If contracting a private enterprise, the terms of reference, outline of the tender and contract)		
					ii	Method of estimation (including method of data sampling and aggregation)		
(4)	Notes for use			Description of information on accuracy such as margin of error, information about structural factors that may cause differences between similar data or old ones and other precautions.	i	Statistical standards used		
					ii	Seasonal adjustment information		
					iii	Information on precision of results (response rate, valid response rate and computational method of those rates)		
					iv	Information about the difference between preliminary and final results		
					v	Notes for when comparing with other statistics, such as difference of definitions		
					vi	Other notes on statistical representation		
(5)	Notices of corrections	In case when corrections have been made to the figures after its initial release, notices of corrections such as errata.	i	Notices on corrections				



Common menu		Metadata to be indicated		Content	Instances	
2	Results of the survey <At the time of release>	(6)	List of statistical tables	Publication of the list of the spread sheet, etc. linked with the statistical table management system.	i	List of Statistical tables
		(7)	Utilization practices	Description of practices that utilize the survey results, or that will utilize the survey results.	i	Utilization practices
		(8)	(Others)	Besides the above-mentioned, other optional items can be published depending on the characteristics of the statistical survey	i	International comparison of results
ii	Comparison with past results					
iii	Information about availability of producing statistics by mandate/entrust based on the Statistics Act					
3	Release schedule <Prior>			The release schedule of the statistics is published three months before its release date at the latest. The schedule is updated whenever it is changed	i	Release schedule
					ii	Information on statistics which are not made public
					iii	Method of release (medium, distribution place, charge, etc.)
					iv	Rules for access to statistical data prior to the release date (reference on the linked web page is acceptable)
4	FAQ <As necessary>			Description of FAQ concerning the survey	i	FAQ
5	Contact information <Prior>			Description of the contact information, such as department name and telephone number in charge	i	Department name
					ii	Telephone number
6	(Information in the past) <As necessary>			Previously published information is properly marked with the survey number and year	i	Past information (reference on the linked web page is acceptable)
7	(Other notes) <As necessary>			Besides the above mentioned, images of brochures and posters may be published on the web site, in accordance with the characteristics of each survey, at any appropriate time or appropriate page.	i	Slogans, posters, and brochures, etc.
					ii	Research papers
					iii	Introduction of the medium in which information about the survey is published
					iv	Information in foreign languages
					v	Storage method of survey results (magnetic media, electronic media, etc.)

## II. Statistics not Based on Statistical Surveys

Common menu		Metadata to be indicated		Content	Instances			
1	Outline of the statistics <Prior>	(1)	Purpose of the statistics	Description of the purpose of the statistics	i	Purpose of the statistics		
					ii	Purpose and position of the statistics under the Master Plan		
					iii	International standards and recommendations		
		(2)	History of the statistics	Details, transition, history and other description of the statistics	i	Details, transition, and history of the statistics		
					ii	If the survey was unified or reorganized in the past, the name and information of the surveys concerned (reference on the linked web page is acceptable)		
		(3)	Method of the statistics	Description of the method of the statistics	i	Method of the statistics		
					ii	Use or non-use of business registers		
					iii	Use or non-use of administrative records (Outline of the administrative records, if it is used)		
					iv	Terms of reference, outlines of the tender and contract (in case when contracting a private enterprise)		
		(4)	(Others)	Besides the above-mentioned, other items can be published depending on the characteristics of statistics and survey	i	Outline of discussion at the Statistical Commission (including Subcommissions) (reference on the linked web page is acceptable)		
					ii	Outline of discussion in a working group on production of statistics concerned (reference on the linked web page is acceptable)		
		2	Results of tabulation or estimation <When results are made public>	(1)	Explanation of terms	Concepts and definitions of terms in the results	i	Concepts and definitions of terms used in the results
				(2)	Outline of results	Description of the outline of the results	i	Outline of the results
(3)	Notes for use			Description of information on accuracy such as margin of error, information about structural factors that can cause differences between similar data or old ones and other precautions.	i	Statistical standards used		
					ii	Seasonal adjustment information		
					iii	Information about the difference between preliminary and final results		
					iv	Information on the characteristics of results due to methodology deference		
					v	Notes when comparing with other statistics (differences of definitions, etc.)		
vi	Notes on other statistical representation							
(4)	Notices of corrections			In case when corrections have been made to the figures after the initial release, notices of corrections, such as errata	i	Notices of corrections		

Common menu		Metadata to be indicated		Content	Instances	
2	Results of tabulation or estimation <When results are made public>	(5)	List of statistical tables	Publication of the list of spread sheet, etc., linked to the statistical table management system	i	List of statistical tables
		(6)	Utilization practices	Description of practices that utilize the results, or that will utilize the results	i	Utilization practices
		(7)	(Others)	Besides the above-mentioned, other optional items can be published depending on the characteristics of the statistics.	i	International comparison of results, comparison with past results
3	Release schedule <Prior>			The release schedule of the statistics is published three months before its release date at the latest. The schedule is updated whenever it is changed	i	Release schedule
					ii	Information on statistics which are not made public
					iii	Method of release (medium, distribution place, and fee, etc.)
					iv	Rules for access to statistical data prior to the release date (reference on the linked web page is acceptable).
4	Contact information <Prior>			Description of the contact information, such as department name and telephone number in charge	i	Department name
					ii	Telephone number
5	( Information in the past) <As necessary>			Previously published information is properly marked with the survey number and year	i	Past information (reference on the linked web page is acceptable)
6	(others) <As necessary>			Besides the above mentioned, images of brochures and posters may be published on the web site, in accordance with the characteristics of each survey, at any appropriate time or appropriate page	i	Slogans, posters, and brochures, etc.
					ii	Research papers
					iii	Introduction of the medium in which information about the statistics is published
					iv	Information in foreign language

### Matters Concerning Quality Evaluation of Official Statistics

	Elements	Viewpoint	Evaluation matter
Main Elements	Relation with needs	<ul style="list-style-type: none"> <li>Understand User's needs should be understood as well and adequately as possible, and statistics should be produced according to their requests.</li> <li>The official statistics should be produced as essential information for policymaking.</li> <li>Information necessary for statistical production should be collected without excesses or deficiencies.</li> </ul>	<ul style="list-style-type: none"> <li>Is it necessary to produce the statistics?</li> <li>Are measures taken to grasp user's needs?</li> <li>Are user's needs appropriately reflected?</li> <li>Are survey items and the survey period decided rationally?</li> <li>Is a review conducted corresponding to the socioeconomic changes?</li> </ul>
	Accuracy	<ul style="list-style-type: none"> <li>The aggregated data should be as close to the true value of what to be measured by the statistics as possible.</li> <li>The sampling design, such as population information, coverage of the survey, and sampling error and the method of estimation should be appropriate with regard to precision.</li> <li>The statistics should be made in a way that errors, such as sampling errors are as small as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Has the statistical survey been appropriately designed based on statistical theory?</li> <li>Is the survey implemented accurately and appropriately?</li> <li>Are the relevant statistical standards and definitions of terms appropriate?</li> <li>Has a suitable organizational framework been designed for the survey?</li> </ul>
	Timeliness	<ul style="list-style-type: none"> <li>After ensuring that the necessary level of quality has been achieved the statistics should be made public timely.</li> <li>Release of the statistics should be in line with a schedule published in advance.</li> </ul>	<ul style="list-style-type: none"> <li>Is the release schedule for the survey appropriate in the context of the purpose of statistics?</li> <li>Is the release schedule made public as early as possible?</li> <li>Are all delays to the release beyond the scheduled date due to unavoidable reasons?</li> </ul>
	Interpretability /Clarity	<ul style="list-style-type: none"> <li>Information on the process of producing statistics and notes for use of statistics should be clarified.</li> <li>An appropriate explanation on the tabulated data should be given so that statistics might not be misinterpreted.</li> </ul>	<ul style="list-style-type: none"> <li>Are there explanations regarding the population, sampling design (sampling method, sampling rate, and precision aimed at), method of estimation, items surveyed and operational flow, etc.?</li> <li>Are explanations provided for any differences between the statistical standard used and other standards, such as standards based on the Statistics Act or international standards?</li> <li>Are metadata and precautions of statistics produced properly explained?</li> <li>Is the public well informed of data availability and shown what can be found from the statistical tables or utilization practices?</li> </ul>

	Elements	Viewpoint	Evaluation matter
Sub Elements	Reliance	<ul style="list-style-type: none"> <li>● Information on the process of producing statistics, such as data collection, processing, storage, methods/procedures of publication, should be clarified.</li> <li>● Major changes, such as changes to statistical methodology or changes related data sources, should be clarified.</li> <li>● Access to official statistics until they are released to the public should be limited to the minimum range, and the procedure and range of people for accessing statistics before its official release to the public should be clarified.</li> <li>● Adequate measures should be implemented to ensure privacy protection.</li> </ul>	<ul style="list-style-type: none"> <li>● Are the sampling design (sampling method, sampling rate, and precision aimed at), the method of estimation and implementation framework of statistical survey made public?</li> <li>● When important changes are taken place, such as changes concerning methodology or the source of information of the statistics, is the discussion process made public?</li> <li>● Are the people who have access to the data before its official release and measures that are being taken to preserve the confidentiality of statistical data disclosed?</li> <li>● Are the privacy protection measures in conducting survey and processing adequate?</li> <li>● Are microdata records appropriately managed?</li> <li>● Is the impartiality of statistics assured?</li> </ul>
	Coherence / Comparability	<ul style="list-style-type: none"> <li>● When two or more related statistics are produced, they should be based on a common concept, definition, classification and other standards.</li> <li>● Comparison between time series and regions must be possible.</li> <li>● When making statistics, elements that affect the statistics, such as concepts, definitions, coverage, classifications, etc., are to conform to standards based on the Statistics Act, international standards and guidelines, or good practices.</li> </ul>	<ul style="list-style-type: none"> <li>● When the statistical standard used is different from standards based on the Statistics Act and/or international standards, is the difference between them acceptable?</li> <li>● Are the changes made to statistics, such as the method or data sources, appropriate?</li> <li>● Are there appropriate reasons for any discrepancies with past results?</li> </ul>
	Accessibility	<ul style="list-style-type: none"> <li>● Methods of accessing statistical data should be clearly clarified and well known.</li> <li>● Statistical data should be provided using the methods that users request</li> <li>● Secondary use of microdata records for research purposes based on the Statistics Act should be possible.</li> </ul>	<ul style="list-style-type: none"> <li>● Is there a significant time lag between the time of release of the statistics and the dissemination to users (via e-Stat, etc.)?</li> <li>● Is a list of accessible information made public?</li> <li>● Is contact information for users provided?</li> <li>● Is secondary use of statistics encouraged?</li> </ul>
	Effectiveness	<ul style="list-style-type: none"> <li>● Procedures that can be automated, for instance, data capture, coding, and confirmation should be automated as much as possible.</li> <li>● Administrative records should be utilized as much as possible when producing statistics.</li> <li>● The burden on the persons requested to report should be considered when producing statistics.</li> </ul>	<ul style="list-style-type: none"> <li>● Are statistics produced by a more appropriate method, after it has been ascertained that the same level of quality can be achieved?</li> <li>● Is utilization of other microdata records and administrative records considered and promoted?</li> <li>● Is the respondent's burden considered?</li> </ul>

## Quality evaluation items for conducting process of a statistical survey

Items	Evaluation matters
I. Fundamental principles to ensure appropriate implementation of statistical survey business 1. Organization and responsibility	Is there a mechanism based on the Statistics Act and other related statistical regulations by which we can engage in statistical compilation and dissemination appropriately?
	Is there a mechanism enabling persons in charge of the statistical survey to engage in work with responsibility for conducting the survey properly?
	Is there a mechanism to record the name of the agency that is mandated/entrusted with the implementation of the statistical survey (local offices of national agencies, local administrative organs and organizations from the private sector; the same applies hereinafter), name of the office, and an outline and scope of the business that the agency should carry out?
	Is there a mechanism to identify and record a specific outline of business that should be implemented by the agency?
2. Protection of confidentiality and storage of survey information	Is there a mechanism to protect confidentiality and to retain information related to the survey* safely and securely?  * “Information related to the survey” means information provided from the line ministries, including questionnaires and other documents related to the survey, and microdata records obtained from respondents etc.; the same applies hereinafter.
3. General points concerning records	In order to enable review and observation, is there a mechanism, as needed, to appropriately record whether each statistical survey business process is implemented appropriately when carrying out the statistical survey (each process from design,, enumeration, clearance,, tabulation, to dissemination)?  In addition, is there a mechanism to retain the records safely and make them duly available when required and store them for a certain period?

Items	Evaluation matters
4. Capacity and education and training	Is there a mechanism that enables such measures as providing education and/or training for persons in charge of the statistical survey in the agency to be taken, in order to maintain their knowledge and the capacity needed to complete the business?
5. Mandate and entrust of business	Are there mechanisms ensuring that none of the business is mandated or entrusted to a third party without the consent of the entrustor, or is not further mandated or entrusted by a third party without the consent of the entrustor, unless otherwise specified?
	Are procedures and measures decided for selecting mandated or entrusted entity (including re-mandated or re-entrusted entity), contracting with them and keeping quality of their work?
	Are there mechanisms to make guidance and necessary and appropriate order for making them keep the Statistics Act and other related regulations and the contract for mandate/entrust.
	Are there mechanisms reviewing the result of work by mandated/entrusted entity (including re-mandated or re-entrusted entity) and recording /retaining the result of the reviewing?

Items		Evaluation matters
1. Guidance and explanations for contractors		Are necessary and precise guidance and explanations provided when necessary and are they recorded appropriately (excluding minor ones)?
2. Questionnaire changes		If the questionnaire is changed, are effects on the capability to implement the survey, the validity of the contents and changes, and the survey results checked and reviewed in advance, based on the details of the changes? And are the results of review recorded appropriately?
3. Sampling design and sampling	3.1. Determining sample size	Are a sampling method and procedure determined for sampling appropriate samples (“samples” means respondents; the same applies hereinafter) from the perspective of attributes to be surveyed? In addition, is the necessary and appropriate sample size determined in order to ensure target precision?
	3.2 Sampling	Is sampling carried out appropriately according to the method and procedures predetermined, and are the sampling method and procedures and population information recorded appropriately?
4. Progress management		Is the implementation status and progress grasped by requesting the trustees to report, if necessary, in order to conduct the survey in line with the survey plan?
5. Treatment of survey-related information	5.1. Management of survey-related information	Is survey-related information that could be known by persons engaging in the statistical survey protected and managed appropriately?
	5.2. Shipping and transportation of survey-related information	Are shipping and transportation of the survey-related information carried out, using safe and secure packing methods and forms of transportation from the perspective of confidentiality?
6. Education and training for persons in charge of management of survey-related information		Are education and training to enable management to acquire the required knowledge provided to persons in charge of the management of survey-related information that could become known through the statistical survey, and are the contents of the education and training recorded?

II. Planning and managing the survey



Items			Evaluation matters
III. Data collection	1. Grasp the implementation progress of questionnaire collection.		Are checking procedures for the questionnaire collection identified in order to carry it out in line with the survey plan, and are the checking results recorded?
	2. Collection of data by using ICT		When obtaining responses by using ICT, such as an electronic questionnaire, is it examined that the questionnaire has been prepared in line with the prescribed specification, and is the examination record stored?
	3. Acknowledgement and explanation for respondents	3.1 Acknowledgement and explanation for respondents about protection of microdata records	Do respondents acknowledge and receive an explanation about the protection of information, such as microdata records, through the questionnaire and/or other documents related to the survey, so that they can be provided with confidence and place their trust in the survey?
		3.2 Acknowledgement and explanation for respondents about implication and importance of the statistical survey	Do respondents acknowledge and receive an explanation about the implication and importance of conducting the statistical survey, such as survey objectives and utilization of survey result, before or during the distribution of questionnaires?
	4. Consideration for respondents		Are specific measures taken to reduce the burden on respondents who need special consideration?
	5. Specification for users about utilization of administrative information		Is information on the data sources recorded, and is the utilization of data other than the statistical survey, such as administrative information, specified for users, if statistics are produced by using such data?
	6. Recruitment and of designation of supervisors and enumerators		Is information on experience, qualifications, previous statistical activities of instructive enumerators and enumerators managed in an appropriate way, including interviews, in order to assign appropriate instructive enumerators and enumerators with required experiences and capacity in the context of the statistical survey?
			Are instructive enumerators and enumerators assigned based on required experiences and capacity in the context of the statistical survey?
7. Education and training of supervisors and enumerators	7.1 Basic education and training for new enumerators	7.1.1 Basic education for new enumerators	Are basic education and training for enumerators who engage in relevant statistical surveys for the first time provided, so that they can acquire a certain level of capacities needed for their work? Also, are outlines of such education recorded?
		7.1.2 Support for new enumerators	Do enumerators engaged in relevant statistical surveys for the first time receive support, including advice on their work and accompanying support, if needed?

Items		Evaluation matters
	7.2 Education and training for supervisors and enumerators	Are supervisors and enumerators provided with necessary education and training based on their years of experiences? Also, are outlines of such education and training recorded?
8. Issuance of certificate for supervisors and enumerators		Are certificates for supervisors and enumerators containing the information needed for their work and ID photos issued? Is the issued information including enumerators' names and issue dates managed appropriately?
9. Description of duties for supervisors and enumerators		Do supervisors and enumerators receive information on enumerations, such as the term for distributing and collecting questionnaires, before conducting statistical surveys?
10. Individual instruction to supervisors and enumerators		Are records made appropriately if individual instructions are provided to supervisors and enumerators?
11. Record on the status of questionnaires collection		Is information on data of distributing, demanding and collecting questionnaires, and on methods for collecting questionnaires recorded appropriately?
12. Note on rewards		If rewards are provided to respondents, is information, including details of the rewards and receiving status, managed appropriately while noting how the influence on surveys changes depending on whether rewards' are provided?
13. Confirmation on activity status of supervisors and enumerators	13.1 Confirmation on activity status of supervisors and enumerators	Is it confirmed that work by supervisors and enumerators is implemented appropriately and certainly as soon as possible after the work? Are the results of the confirmation recorded appropriately?
	13.2 Correction and prevention of relapse on work of supervisors and enumerators under troubles	Are countermeasures in place for corrections as well as relapse prevention, as needed, if problems are found through confirmation on activity status of supervisors and enumerators? Are those processes recorded appropriately?
14. Record on results of questionnaires collection		Are results of questionnaires collection recorded appropriately through grasping each attribution and collection method while referring to objects of producing relevant statistics?

Items		Evaluation matters
1. Revision of paper questionnaires or microdata records	1.1 Processing standards on revisions of paper questionnaires or microdata records	Are processing standards on revisions defined when collected paper questionnaires or microdata records are revised?  *Microdata records are defined as electronic memory produced by collected questionnaires
	1.2 Revision of paper questionnaires or microdata records	When collected paper questionnaires or microdata records are revised, is the revision done based on defined processing standards, and recorded appropriately?
2. Ensuring the accuracy of microdata records		Regarding the production of microdata records by machines, software and humans, are necessary processing standards defined for ensuring that the data is accurate?  Is it confirmed that processes of producing microdata records by machines, software and humans meet defined processing standards needed for producing microdata records?
3. Classification and coding	3.1 Producing standards of classifications and coding	If the survey has defined specific classification and coding, have they been produced in line with statistical standards regarding classifications and coding?
	3.2 Education and training on standards of classifications and coding	Is education and training provided to persons in charge of the questionnaire clearance on standards of statistical standards and unique standards of classifications and coding?
	3.3 Accuracy of classified and coded data	Regarding data classified and graded by a person in charge of the questionnaire clearance, is necessary validation defined and implemented to ensure that the data are graded accurately based on statistical classification standards and unique standards on classification and coding?
4. Management of microdata records used for calculation		Are microdata records for collections managed appropriately while noting to avoid overlapping data?
5. Calculation	5.1 Ensuring repeatability of statistical tables and other output results	Are calculation methods recorded appropriately for ensuring the repeatability of summary tables and other output results?
	5.2 Accuracy of statistical tables and other output results	Are clearance and check processes needed for securing the accuracy of summary tables and other output results defined and implemented?
6. Ensuring data safety		Are necessary efforts taken to store all electronic data on statistical surveys safely and appropriately by preventing illegal access, leaks, data corruption and accidental loss?

IV. Management and processing of data

Items	Evaluation matters
V. Survey report	For contributing to smooth conduct and improvement of statistical surveys to be implemented in the future, are survey reports on conducting processes of relevant surveys drawn up when needed?