UGANDA BUREAU OF STATISTICS

THE REPUBLIC OF UGANDA

Institutional Environment Assessment
(Module I version 2: 2016/17)
(Module I version 1: 2012/13)

Department under Assessment………………………..…………………………………………….….

Person completing the Tool……………….......………………Sex: (1) Male, (2) Female (**tick**)

Telephone………………….Email …….…………….……………….………………Sign………..….

Name of MDA/Local Government………………………………………………..………………..…

PNSD Contact Person…………………………………………Tel………………Sign…………..

Email Address of PNSD Contact Person………………………………………………………..…

Contacts **for** *help or clarifications.*

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THIS ASSESSMENT IS IN LINE WITH THE UGANDA BUREAU OF STATISTICS ACT, 1998.

The purpose for this Module 1: "Institutional Environment Assessment" is to collect current information about the circumstances around which statistics are currently produced, namely: the legal mandates for statistics, standards and institutional policies that support statistics production, adequacy of resources, professional independence and quality commitment. The information gathered will, in future, support comparisons to establish actual improvement in the Institutional Environment registered between successive reviews. A report will be produced and shared with the MDA/HLG to inform subsequent improvement plans of the Institutional Environment.

The Uganda Bureau of Statistics, therefore, appeals to the Heads of Departments to support the exercise to promote production and dissemination quality statistical information for planning.

Table 1: INSTITUTIONAL ENVIRONMENT ASSESSMENT CHECKLIST

Indicator		Standard	**Use Assessment Levels** 4 =Yes/enough /adequate / over 80% / Fully /Explicitly. 3 = Fairly/ partially/ 50-79% /informally. 2 = Inadequate/ not exact/ 31-49%/ Ad-hoc/ implicitly. 1 = No / Not at all/ less 30% / Not easy to tell / Never.
LEGAL ARRANGEMENTS			
1.1 The responsibility for producing statistic(s) is clearly specified.	1.1.1	A legal mandate exists to produce statistic(s).	
	1.1.2	A legal arrangement exists to enforce statistical confidentiality in the production of statistics.	
STANDARDS AND POLICIES			
1.2 Standards and policies are in place to promote consistency of methods and results.	1.2.1	A set of policies exist covering all aspects of the Statistical production cycle	
	1.2.2	A set of standards related to appropriate stages of the statistics production cycle exist.	
	1.2.3	There are compilation practices, internally developed, that are not necessarily polices but aligned to the relevant international standards	
	1.2.4	The compilation practices in (1.2.3 above) are well documented and available to the general public /users	
MANDATE FOR DATA SHARING AND COORDINATION			
1.3 Data sharing and coordination among statistics-producing agencies and users are clearly specified.	1.3.1	A legal arrangement exists which allows for the timely and efficient sharing of statistics between the producing agency and other producers.	
	1.3.2	A legal arrangement exists which allows for the timely and efficient sharing of statistics between the producing agency and users.	
	1.3.3	Regular contact occurs between the data producing agencies and secondary users/agencies to resolve statistical issues.	
STATISTICAL CONFIDENTIALITY AND PRIVACY			
1.4 Measures are in place to ensure that individual data are kept	1.4.1	There is a law or a policy or a resolution that ensures information collected are kept confidential and used for statistical or administrative purposes only.	

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confidential and used for statistical purpose only.	1.4.2	The law or a policy or resolution clearly states the punishments for breach of confidentiality requirements.	
MEASURES TO OBLIGE RESPONSES			
1.5 Measures to oblige response are ensured through law	1.5.1	There are formal measures that inform respondents of their obligation to provide information; and any sanctions which may apply if they fail to do so.	
	1.5.2	There are guidelines to minimize respondents' fatigue during data collection	
	1.5.3	There are clear documented measures to help guide respondents to respect their obligation to provide information;	
ADEQUACY OF RESOURCES			
1.6 Resources are appropriate with the needs of data compilation/statistical programmes; Staff, Facilities, Computing resources, Financing, Disaster Recovery	1.6.1	Data compilation programmes should be adequately staffed with skilled personnel.	
	1.6.2	There is a statistics unit or Facility or a component or persons responsible for compiling the data/indicator/ statistics.	
	1.6.3	There is adequate office space for statistical/data compilation activities	
	1.6.4	There is basic Organisation structures (infrastructure) to manage the needs of statistical /data management programmes.	
	1.6.5	There is adequate financing of statistical /data management activities for producing the indicators/ statistics.	
	1.6.6	There is timely financing of statistical /data management activities for producing the indicators/ statistics.	
	1.6.7	There is adequate transport for statistical /data compilation activities	
	1.6.8	There is reliable transport for statistical /data compilation activities and provided in a timely manner	

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	There is adequate computer resources in terms of/for:		
	1.6.9	Desktops	
	1.6.10	Laptops	
	1.6.11	Data storage devices.	
	1.6.12.1	Database services	
	1.6.12.2	There is a harmonized database (one-stop-point) linking data from other databases/departments	
	1.6.13	Information Management Systems services	
	1.6.14	Power supply services	
	1.6.15	Data backup services	
	1.6.16	Computer servicing	
	1.6.17	Printers services	
	1.6.18	Scanners services	
	1.6.19	Photocopier services	
	1.6.20	Stationary(paper, tonner, binding materials	
	1.6.21	Filing Cabinets	
	1.6.22	Internet services	
	1.6.23	Email services	

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	1.6.24	Institution's Website services	
	1.6.25	A disaster recovery and business continuity plan exists to cater for total systems breakdown.	
	Computer resources are adequate in terms of:		
	1.6.26	Data capturing;	
	1.6.27	Data editing ;	
	1.6.28	Data coding;	
	1.6.29	Software Licenses are up-to-date with no interruptions.	
	1.6.30	Accessibility to relevant software ;	
	1.6.31	Virus protection;	
	1.6.32	Data analysis	
	1.6.33	Funds are adequate for acquiring computer resources.	
MEASURES TO ENSURE EFFICIENT USE OF RESOURCES			
1.7 Measures to ensure efficient use of resources.	1.7.1	Staffs on a statistical /on data compilation programmes are employed in positions that are aligned with their skills profile.	
	1.7.2	Staffs on non-statistical programmes are employed in positions that are aligned with their skills profile.	
	1.73	Staffs without statistical training background are not employed in positions of data compilation and management.	
	1.7.4	Staff (numbers) are gender balanced	
	1.7.5.1	Staff are motivated to perform by the current work environment	

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	1.7.5.2	Statistical/data Work-Load is fairly distributed among staff	
	1.7.6	Staff are trained to suite current demand requirements	
	1.7.7	Staff training is aligned with staff skills profile.	
	1.7.8	There is a staff training policy	
	1.7.9.1	There is staff self-training and carrier development regardless of policy	
	1.7.9.2	Staff self-training is aligned to the data development needs of the department	
	1.7.10	Staff are regularly trained to enhance their capacity in statistical development	
	1.7.11	Asset management policies that prevent the abuse of facilities (e.g. vehicles, telephones etc.) exist.	
	1.7.12	Asset management policies that prevent the abuse of facilities are implemented.	
	1.7.13	Policies and procedures governing the use of ICT resources exist	
	1.7.14	Policies and procedures governing the use of ICT resources are implemented	
	1.7.15	Budgets for statistics development are reviewed and accounts audited to ensure that financial resources are used in the best possible way.	
	1.7.16	Reports showing use of financial resources on statistics development are accessible.	
QUALITY COMMITMENT			
1.8 Processes are in place to focus on monitoring and checking quality.	1.8.1	There is a data or statistics quality management system.	
	1.8.2	The data or statistics quality management system is operational	
	1.8.3	The data producing sections/department implement a data quality audit process.	
	1.8.4	There is a program for (quality assurance) standardization and compliance in data/statistical production	

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	1.8.5	Staff in data management/ production areas have a data quality management requirement as part of their performance agreements or job descriptions with clear sanctions for failure to comply.	
	1.8.6	Guidelines exist to mainstream gender in data and statistic(s) production.	
	1.8.7	The relevant international standards for compiling the indicator(s) is fully implemented	
PROFESSIONAL INDEPENDENCE			
1.9 The laws and regulations governing production and release of statistic(s) should provide for professional independence from interference	**There is complete professionally independent from interference by the:**		
	1.9.1	Political branches of government	
	1.9.2	Technical branches of government	
	1.9.3	Parent Ministry	
	1.9.4	Non-Government Organisations affiliations	
	1.9.5	International Organisations.	
	1.9.6	Clients/data users	
	1.9.7	Donors	
	1.9.8	Statistical work programmes are published.	
	1.9.9	Non-Statistical work programmes are published.	
	1.9.10	Statistical Progress reports are periodically made available to key stakeholders	
	1.9.11	The Non-Statistical work Progress reports are periodically made available to key stakeholders	
	1.9.12	Statistic(s) releases are clearly distinguished and issued separately from political/policy statements.	

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	1.9.13	Statistic(s) Users and the general public comment publicly on statistical issues, including criticisms and perceived mis-information	
	1.9.14	The content, coverage, development and reporting of data or indicators are guided by the relevant international standards on the subject matter.	
	1.9.15	Data programs supported by donors/NGOs will be sustainable when funding starts to flow from Government	
	1.9.16	It is possible to independently categorize the data types used in generating the relevant statistic(s)/indicators.	

Dear Respondent
Thank you for supporting the Development of the National Statistical System