

February 2014

---

**DATA COLLECTION,  
PROCESSING AND  
DISSEMINATION  
POLICY AND PRACTICE**

---

### MISSION STATEMENT

“In a coordinated manner produce and disseminate relevant, quality and timely statistics that are fit-for-purpose in accordance with international standards and best practice”

### VISION STATEMENT

“Be a high performance institution in statistics delivery”

### CORE VALUES

- Performance
- Integrity
- Service focus
- Transparency
- Accuracy
- Partnership

ABBREVIATIONS AND DEFINITIONS	5
FOREWORD	6
1. PURPOSE OF THE POLICY	7
2. CONTEXT	7
3. APPLICABILITY AND SCOPE	7
4. ENDORSEMENT AND THE FUTURE	7
5. STAND-ALONE DOCUMENT	7
6. EFFECTIVE DATE	8
7. DATA COLLECTION	8
8. DATA PROCESSING	10
9. DATA DISSEMINATION	11
ANNEX 1: LIST OF REFERENCES	15

# ABBREVIATIONS AND DEFINITIONS

## Abbreviations

DQAF	Data Quality Assessment Framework
GSBPM	Generic Statistical Business Process Model
ISO	International Organization for Standardization
NSA	Namibia Statistics Agency
NSS	National Statistics System

## Definitions

“Government body” means

- (a) any organ of the State;
- (b) an office, an agency or a ministry as defined in section 1 of the Public Service Act, 1995 (Act No. 13 of 1995);
- (c) a local authority council as defined in section 1 of the Local Authorities Act, 1992 (Act No. 23 of 1992);
- (d) a regional council as defined in section 1 of the Regional Councils Act, 1992 (Act No. 22 of 1992);
- (e) a statutory body established by an Act of Parliament; or
- (f) any other body established by law for a public purpose.

“Minister” means the Director-General of Planning appointed under Article 32(3)(i) (dd) of the Namibian Constitution.

“National Statistics System” the components of the National Statistics System include:

- (a) Statistics producers;
- (b) Respondents;
- (c) Users of statistics;
- (d) Research institutions; and
- (e) Training institutions.

# FOREWORD

This Policy set out policy statements, standards and practices for collecting, processing and disseminate statistical data to ensure compliance to Namibia Statistics Act in order to ensure production of and access to timely, relevance and quality statistics for use at national and international levels.

The Policy is developed within the scope of the Statistics Policy for Namibia and the National Spatial Data Infrastructure Policy. It provides more detailed guidance on issues surrounding data collection, processing and dissemination. The Policy was developed in accordance with the Statistics Act, 2011, the United Nations Fundamental Principles of Official Statistics and the African Charter on Statistics.

Furthermore, the Policy and its practices reflect practices that are incorporated in the Data Quality Assessment Framework (DQAF) and the Code of Practice: Professional and ethical standards applicable for statistics producers

The Policy has relevance to all components of the National Statistical System (statistics producers, respondents, users of statistics, research institutions and training institutions. It guides statistics producers on data collection, processing and dissemination of statistics. It serves to inform respondents of the important role they play in the statistical process, and advises collectors of raw data on their relationship with providers. It provides a basis for users including research institutions to better understand the characteristics of the data and guides training institutions on important characteristics of the statistical process that need to be reflected in statistical training programmes.

The Policy was developed in consultation with users, producers of statistics, research and training institutions and gained their support.

It is hoped that through effective implementation of this policy, statistical collection will be harmonised, cost-effective and quality of data and access will be improved.

Signed:

Tom Alweendo  
Director – General  
National Planning Commission  
March 2014

## 1. Purpose of the Policy

This Policy statement sets out policies and practices in relation to data collection, processing and dissemination (including spatial data) by statistics producers in the National Statistical System.

## 2. Context

This Policy is developed within the scope of the Statistics Policy for Namibia (and the National Spatial Data Infrastructure Policy) and provides more detailed guidance on issues surrounding data collection, processing and dissemination. The Policy is also in accordance with the Statistics Act, 2011, the United Nations Fundamental Principles of Official Statistics and the African Charter on Statistics.

The Policy draws on the Data and Statistical Dissemination and Access Policy for the Republic of Namibia, Central Bureau of Statistics, 2009. It also draws on good practices endorsed by international statistical agencies and presently in place in many national statistical systems around the world as reflected in the List of References in Annex 1.

The Policy and its practices reflect practices that are also incorporated in the Data Quality Assessment Framework (DQAF) and the Code of Practice: Professional and ethical standards applicable to statistics producers.

The Namibia Statistics Agency (NSA) Strategic Plan and Business Plan lead the implementation of this Policy with the Mission “In a coordinated manner produce and disseminate relevant, quality and timely statistics that are fit-for-purpose in accordance with international standards and best practice” and Vision “Be the high performance institution in statistics delivery”.

## 3. Applicability and Scope

The Policy has relevance to all components of the National Statistical System (statistics producers, respondents, users of statistics, research and training institutions. It guides statistics producers on data collection, processing and dissemination of statistics. It serves to inform respondents of the important role they

play in the statistical process, and advises collectors of raw data on their relationship with providers of data. It provides a basis for users including research institutions to better understand the characteristics of the data and guides training institutions on important characteristics of the statistical process that need to be reflected in statistical training programmes.

## 4. Endorsement and the Future

The draft policy was discussed with the forums producers and users of statistics and gained their endorsement. More detailed statements, guidelines, practices and procedures may be developed over time for some of the policy statements such as relating to dissemination of micro-data, arrangements surrounding the use of administrative records, data sharing among government bodies, conditions under which government bodies should consult with the Statistician-General concerning commencing a statistical collection, and other areas. The Policy will be reviewed from time to time and will be kept current in response to new developments. Implementation of the Policy will also be assessed from time to time to ensure progress; reviews of progress in relation to the NSA Strategic and Business Plans will contribute to this purpose.

## 5. Stand-alone document

This Policy is to be read in conjunction with the Statistics Policy for Namibia and the National Spatial Data Infrastructure (NSDI) Policy for Namibia as general provisions in those Policies apply fully to the data collection, processing and dissemination policy. The specific provisions of those Policies related directly to data collection, processing and dissemination are included under the specific policy and practice for each of those functions; those sections of the Statistics Policy are 1. (ix) Protection of property rights and government liability; 2. (ii) Contributing to an informed society; 2.(iii) Meeting user needs; 2.(iv) Consulting with users and 3.(ii) Respect for providers of raw data (respondents). The detailed policies and practices under data collection, processing and dissemination are grouped according to the Key Elements of the DQAF, where relevant, using the numbering of the DQAF.



## 6. Effective date

This Policy becomes effective when endorsed by the Board of the NSA and approved and issued by the Minister of Statistics.

## 7. Data collection

### 1. Principles

Data collection will be carried out according to the following principles:

Producers will maintain positive relationships with the providers of raw data.

Data collection will be:

- a) supportive of producing relevant, high quality and timely statistics;
- b) respectful of respondent's time and resources;
- c) aimed at gaining the trust of providers of information by respecting respondent's privacy and maintaining confidentiality of respondent data; and will be
- d) Cost-effective in the use of resources.

### 1.1 Coordination of the National Statistical System

Government bodies will consult with the Statistician-General prior to commencing a statistical collection or varying or discontinuing any statistical collection with the view of obtaining the approval of the Minister for the proposed collection, subject to the Minister determining that such approval is not required in any specific instance or class of instances; the Statistician-General will respond in a timely manner and support for the collection will not be unreasonably withheld.

The Statistician-General will advise the Minister objectively in response to a request from a private or international organisation to conduct any statistical collection, other than market research and feasibility studies required for the purposes of market analyses, and supportive advice will not be unreasonably withheld.

The Statistician-General, will publish annually a list of major statistical collections to be undertaken for the year.

Data sharing among statistics producers at national and sub-national level (including statistics and administrative records) will be encouraged. NSA will ensure coordination of statistical activities to avoid duplication of data collection and allow maximum use of data, while preserving confidentiality where necessary. NSA will also

enter into memorandum of understanding with other data producers where necessary to ensure effective coordination of NSS and sharing of resources.

Systems will be in place to facilitate data exchanges and will be implemented.

Other issues of coordination will be addressed and mechanisms of coordination will be implemented e.g. coordination of surveys, conduct of joint data collection, in furtherance of the provisions of the Statistics Act.

### 1.2 Professional independence in statistical operations

The Statistician-General and heads of statistics units in government will have sole responsibility for deciding on statistical methods and procedures, reflecting their professional independence.

### 1.3 Respect for providers of raw data

The statistics producers in the NSS will act with respect for providers of raw data (respondents) and maintain positive relationships with them as the basic source of raw data, enlisting their cooperation in supplying needed information, minimizing the burden on their time, respecting their privacy, and maintaining the confidentiality of information provided.

*This Policy will involve:*

- a) holding producer-producer consultations periodically;
- b) undertaking initiatives to raise awareness among providers of the value of statistics e.g. information packages that demonstrate the value of statistics;
- c) assessing the necessity to carry out a new collection and undertaking it only when considered necessary; and only after establishing that no existing survey can be modified or existing data sets including data collections of other statistics producers, and estimations, can satisfy the need;
- d) aligning and rationalizing survey programmes of all government bodies to reduce, eliminate and integrate surveys where feasible;
- e) using sampling in place of full enumeration where such an approach provides data with appropriate quality for the intended purposes;
- f) using administrative sources to the maximum extent possible to meet the needs for statistics and limit recourse to direct surveys to reduce costs and limit the response burden on providers;

- g) limiting the range and detail of statistical demands to what is absolutely necessary;
- h) reducing or distributing respondent burden in surveys (by applying sound methods);
- i) giving adequate notice to the respondent and explanations concerning data requests including the reason why a collection is considered necessary and the anticipated uses of the data, through appropriate media ;
- j) framing the questions to be answerable by corporations, as far as possible, from routinely produced records of a corporation;
- k) using multiple modes of response for providers to choose the most convenient response method;
- l) informing respondents to statistical surveys and censuses how confidentiality will be protected; and
- m) publishing the statistics that are compiled from respondent's input.

### 1.4 Privacy and confidentiality

While confidentiality of information is included among the general provisions in VI and VII above special policies and practices are set down in respect of protecting collected data.

*This Policy will involve:*

- a) individual reporters that data will be used for statistical purposes only;
- b) In every case where confidential statistical records are exchanged among statistics producers for statistical purposes, a written confidentiality protection agreement will be prepared; an operational record will be kept to detail the manner and purpose of the processing.

### 1.5 Efficient use of resources

The necessity to carry out a new collection will be assessed and it will be undertaken only when considered necessary; and only after establishing that no existing survey can be modified or existing data sets including data collections of other statistics producers, and estimations, can satisfy the need.

Survey programmes of all government bodies will be aligned and rationalized to reduce costs, eliminate duplications and surveys will be integrated where feasible.

Sampling will be used in place of full enumeration where such an approach provides data with appropriate quality for the intended purposes.

Administrative sources will be used to the maximum extent possible to meet the needs for statistics and limit recourse to direct surveys to reduce costs and limit the response burden on providers.

### 1.6 Institutional integrity

Decisions about the choice of data sources for collection will be impartial and objective and comply with good statistical practice.

### 1.7 Consistency

Common frameworks, standards, scope, concepts, sampling frames, questions, definitions, statistical units, classifications, and methodologies for data collection will be used to promote comparability of data.

### 1.8 Appropriate source data

The obligation for statistical reporting (by providers of data) will remain clearly specified in law.

Access to administrative records (among government institutions) for statistical purposes will remain clearly specified in law.

Source data (whether surveys or administrative records) will be reviewed to ensure they reasonably approximate the definitions, scope, classifications, valuation, and time of recording required.

Source data will be timely.

Relationships will be maintained with collectors of administrative records to promote actively the meeting of statistical purposes in the design of administrative systems in order to enhance the statistical potential of administrative records and reduce response burden on providers.

Administrative sources will be used to the maximum extent possible to meet the needs for statistics, and limit recourse to direct surveys, subject to their suitability for the purpose, i.e. consistent with the statistical output required and with appropriate safeguards including securing the confidentiality of personal information.

### 1.9 Compiling, producing, and analysing statistics in a scientific manner

Data collection instruments will be well-designed and tested.

Efficient data collection/capturing techniques and processes that ensure quality and speed of the process will be used.

Sound survey and sampling methods and administrative records which are consistent with the statistical requirements will be used.

Data collection will employ sound statistical techniques e.g., data capture/collection, follow-up on non-response, data entry, etc.

## 8. Data processing

For the purposes of this Policy data processing is interpreted broadly to mean all activities between data collection and dissemination namely processing, review and validating, preparing outputs and analysis.

### 1. Principles

The production processes will be carried out according to the following principles:

- a) standards set by the NSA, compatible with international standards, will be applied;
- b) data will be consistent and comparable;
- c) statistical operations will apply sound statistical techniques; and
- d) Research and development and analysis will be undertaken to add value to the statistics.

#### 1.1 Professional independence in statistical operations

The Statistician-General and heads of statistics units of other government bodies will have the sole responsibility for deciding on statistical methods and procedures for data processing, reflecting their professional independence.

#### 1.2 Institutional integrity

Decisions about the choice of statistical techniques for production will be impartial and objective and comply with good statistical practice.

#### 1.3 Setting Statistical Standards

Statistical standards and policies, based on international practices or national practices, will be set by the NSA, in consultation with all components of the NSS to ensure quality data and consistency among producers in practices and results, or in the absence of NSA standards, international or other agreed standards will be followed.

#### 1.4 Producing statistics in accordance with appropriate national and international standards and classifications

The overall structure in terms of concepts, definitions and classifications will follow accepted standards, guidelines, or good practices (national, international) and promote comparability of data.

#### 1.5 Comprehensiveness/scope

The scope of the statistics will be broadly consistent with accepted standards, guidelines, or good practices (national, international) to ensure comprehensiveness.

#### 1.6 Basis of recording

The recording basis will follow international recommendations and will be consistent with internationally accepted standards, guidelines, or good practices;

#### 1.7 Consistency

Common frameworks, standards, scope, concepts, sampling frames, questions, definitions, statistical units, classifications, and methodologies for data processing will be used to promote comparability of data.

Statistics will be consistent within any given dataset. Statistics will be consistent or reconcilable over a reasonable period of time.

Statistics will be consistent or reconcilable with those in related fields, or obtained through other data sources.

#### 1.8 Standards are followed

Procedures will be put in place to promote and ensure the standards set by the NSA or other applicable standards in the absence of NSA standards, are fully complied with in the processes used by the statistics producers, including through the use of statistical audits of major statistical fields.

#### 1.9 Compiling, producing, and analysing statistics in a scientific manner

Decisions about compiling, producing, and analysing statistics will be impartial and objective and comply with good statistical practice.

Standard survey frames for major populations will be maintained to ensure high quality and comprehensive coverage e.g. the business register, the frames for population and household surveys, and used by all producers as appropriate.

All stages of the production process will employ sound statistical techniques e.g. data integration from various sources, classifying and coding, review, validation and editing, imputing for missing or unreliable data, deriving new variables and statistical units.

Other statistical procedures (estimating, aggregating, finalizing data files, statistical analysis and scrutiny of intermediate and draft final outputs, applying disclosure control, preparing outputs, reviewing of tables, will employ sound statistical techniques.

Sample survey results will be routinely assessed, e.g., for, where applicable: sampling error, non-response rates and non-sampling error and any other source accuracy or consistency problem; and the results of the assessments will be monitored and made available to guide statistical processes.

#### 1.10 Data Storage and Archiving

NSA will ensure that sufficient space and secured environment available for data storage and retrieval including all scanned documents and questionnaires used in data collection. A robust document management system shall be instituted for ease of document management. Document archiving shall comply with the current laws on archiving.

#### 1.11 Regular reviews and evaluations

Regular reviews and evaluations of intermediate results and final outputs will be undertaken to achieve continuous improvement in statistical processes.

#### 1.12 Revision studies and practices

Studies and analyses of revisions will be carried out routinely and used internally to improve statistical processes and made public.

## 9. Data dissemination

### 1. Principles

Data dissemination will be carried out according to the following principles:

- a) dissemination will be independent, impartial, objective and transparent;
- b) producers will actively promote the use of statistics;
- c) producers will consult with users;
- d) statistics will be relevant to user needs, of high quality, timely and easy to use;
- e) statistics will be made easily accessible using a variety of media;
- f) privacy and confidentiality will be preserved in published data;

- g) micro-datasets will be released under conditions protecting confidentiality of individual information;
- h) pricing of statistical data will be set such as to not be a barrier to use of the data;
- i) the Government's intellectual property rights in the outputs will be protected and the Government will be protected from liability; and
- j) Producers will assess user satisfaction on a periodic basis.

#### 1.1 Professional independence in statistical operations

The Statistician-General and heads of statistics units of other government bodies, will have sole responsibility for deciding on the content and timing of statistical releases (both press releases and releases of the actual data), reflecting their professional independence.

#### 1.2 Privacy and confidentiality

While confidentiality of information is included among the general provisions in VI and VII above special policies and practices are set down in respect of protecting privacy and confidentiality in published data:

- a) Individual information obtained will not be published or disseminated in a manner which permits the identification of a specific individual, household, government body, undertaking including enterprises or any other organization and other providers, or any private information relating to them, except as provided under the Statistics Act.
- b) Micro-level data sets will be released to researchers for research and further analysis only with appropriate safeguards approved by the Statistician-General for the protection of the confidentiality as set out in the Statistics Act Section 46 (4).

**1.3 Overall quality commitment and management**  
User-oriented quality reports on published statistics will be prepared and published.

#### 1.4 Institutional integrity

The Statistician-General and heads of statistics units in government will participate in public debate of statistics and statistical issues, and respond to criticisms, and wrong interpretation and misuse of statistics, as far as is considered suitable.

#### 1.5 Impartial dissemination

Decisions about dissemination will be impartial and objective and comply with good statistical practice. Results of all statistical collections conducted will be disseminated as soon as the work is completed and as soon as possible after the reference period so there is

<sup>1</sup> "Similar socio-economic features" is to be interpreted broadly and includes distribution by sex and population age groups.

no opportunity, or perception of opportunity, for the release to be withheld or delayed.

Major recurrent statistics will be released punctually based on a preannounced schedule (an Advance Release Calendar for 6/12 months ahead).

Any change to a pre-announced release date will be publicly announced and the reasons for the change fully explained at the same time; the Statistician-General and heads of statistics units in other government agencies will have the final decision and should not be influenced by non-statistical matters.

Statistics will be simultaneously released so that all users will have equal access to the data.

Conditions under which internal governmental access is provided to statistics prior to their release will be publicly identified; details of those who have access prior to release will be published.

#### 1.6 Transparency in compilation, production and analysis (and dissemination)

Statistical reports will be issued separately from any other government statement or comment about the figures and will be clearly identified as products of the statistical agencies/units e.g. by headings, cover pages, logos, standard formats etc.

Ministerial commentary/government statements referring to or based on statistics released will be labelled as such so that they will not be perceived as part of the official release and will clearly refer to the source of the statistics.

Errors discovered in statistical reports will be corrected in accordance with revision policy. Policy guidelines will be developed to guide the revision of any official statistics.

#### 1.7 Promoting the use of statistics

As per Statistics Policy section 2 (ii) Contributing to an informed society:

The NSS will contribute to further developing an informed society in which statistics are increasingly used for evidence-based planning and decision-making, policy design, and monitoring and evaluation in Government and the private sector, to promote growth and prosperity, for social dialogue, and for measuring and understanding progress in Namibia, particularly towards the overarching goals of the National Development Plans.

*This policy involves:*

- a) Awareness-raising and statistical advocacy activities, including on social media, including in schools, communities, business associations etc. to raise awareness about the role and importance of statistics in society and to promote more and better use of statistics;
- b) Assisting users to articulate their needs and interpret and understand statistics;
- c) Maintaining regular and positive relationships with the news media in their roles as analysts and disseminators of statistical information;
- d) an access to information policy being developed by all statistics producers, kept up to date and being made publicly available;
- e) marketing and promoting the statistical products and services; and
- f) providing a consistently available facility to respond to special requests, and to provide assistance about data; this will be done promptly and by knowledgeable staff.

#### 1.8 Consulting with users

The statistics-producing organizations of the NSS will consult with users on their needs, and be responsive to those needs, as far as possible, to maximize the public value of statistics to users.

*This Policy will involve:*

- a) Policy-makers being consulted at the national, sectorial, and sub-national levels to determine statistics needed to monitor development and adherence to policies and contribute towards the sustainable socio-economic development of Namibia (including review of national and sectorial policy documents, including the Namibian Government's Vision 2030, the National Development Plans, and the United Nations Millennium Development Goals);
- b) The broad spectrum of users being identified and effective machinery being maintained for consulting with them, identifying their needs and wishes in terms of engagement, their actual uses of statistics, their views and satisfaction with regard to statistical outputs and services, data quality and fitness for purpose, periodicity and timing of outputs, presentation of data, associated commentary, datasets and metadata; such machinery may include user-producer meetings, focus groups, surveys, questionnaires in outputs, feedback on websites, and other techniques;
- c) holding other meetings, and establishing committees

of statisticians, statistics producers, suppliers or users of statistics, and other interested parties, to further the situation of statistics and for general educational purposes;

- d) users being consulted before introducing new statistics or making changes in statistics (for example, to coverage, definitions, methods or publications); and
- e) Publishing outcomes of consultations.

#### 1.9 Responding to user needs

The NSS will (i) produce manage, disseminate and make accessible, relevant, high quality, coherent, comparable, timely and accessible statistics that will meet user needs in government including regional and local government, and the private sector, for evidence-based planning and decision making, policy design, and monitoring and evaluation; and (ii) release micro-data sets to researchers for further analysis with appropriate safeguards for the protection of the confidentiality of such data sets; and (iii) ensure that those statistics collected under the Statistics Act while using public funds are produced, disseminated and made available and accessible to users as a public good, and any general product pricing is limited to recovery of dissemination costs.

*This Policy will involve:*

- a) undertaking systematic statistical planning including priority-setting based on user needs;
- b) issuing all statistical publications in English as Namibia's official language; translating into local languages will be undertaken to suit specific communications requirements;
- c) making statistics available in as much detail as is reliable and practicable, subject to legal and confidentiality constraints;
- d) aligning and updating data collections and outputs to respond to user needs ensuring relevance of the data produced in terms of scope, coverage, reference period, geographic detail, classifications and types of data e.g. unadjusted data, seasonally adjusted data, ratios index numbers etc.;
- e) Statistics/administrative records not routinely disseminated (micro-data and alternative arrangements of published data) being made available upon request, under a legal framework including provision for confidentiality.

#### 1.10 Distribution by sex, disability, geographical areas and similar socioeconomic features

Statistical series will be presented with break-downs according to sex, disability, geographic areas and similar

socioeconomic features as far as possible.

#### 1.11 Monitoring user needs and satisfaction

The NSA will identify user needs through user-producer forums. A user satisfaction survey will be implemented annually to assess satisfaction.

#### 1.12 Periodicity and Timeliness

Statistics will be disseminated with a periodicity and timeliness compatible with user needs and international recommendations, in particular the GDDS and the SDDS when subscribed to or in the absence of a GDDS or SDDS standard, a standard as set by the NSA in consultation with the producer and users.

#### 1.13 Data presentation

Statistics will be presented in a clear, understandable, informative, unbiased and easy-to-use form using sound statistical techniques; formats will be adopted for the presentation of statistics which include graphs, tables and maps that enhance clarity, interpretability and consistency.

Statistical outputs from various statistics producers will be standardized in terms of elements such as metadata, classifications, reference periods, geographic divisions to maximize their usefulness for analysis.

Analysis, comparisons, and clear and easily readable explanatory text of key findings of the data will be included in all outputs.

#### 1.14 Metadata presentation

Metadata, that is documentation on scope, concepts, definitions, classifications, basis of recording, data sources, statistical techniques/methodology, will be prepared and maintained up-to-date according to standardized metadata systems in line with international recommendations such as the Data Documentation Initiative and openly made available to users; this will facilitate proper understanding and interpretation of data and assessment of its quality and overall suitability for a user's purposes including any limitations of the data.

Differences/deviations from internationally accepted standards, guidelines, or good practices will be annotated.

A central metadata repository will be maintained.

Levels of detail of metadata will be adapted to the needs of the intended audience.



### 1.15 Preliminary results and revisions

Preliminary results of acceptable aggregate accuracy will be published when considered useful; they will be clearly identified and their quality explained.

Well established and transparent procedures will be followed for revisions; revised data will be published on a regular and transparent schedule and will be clearly identified.

A statement explaining the nature and extent of revisions will be provided at the same time that the data are released.

### 1.16 Research and Development

Research and development of statistical methods and techniques will be conducted to enhance the value of statistics to users (and results will be published).

### 1.17 Assistance to users

User support services will be put in place to respond to special requests, to provide assistance about data; this will be done promptly and by knowledgeable staff.

The name and contact details of the responsible statistician will be included in statistical reports.

### 1.18 Data and metadata accessibility

Statistics that are produced will be made available to the public and readily accessible through the widest possible dissemination.

This Policy will involve:

- a) the availability and location of statistics will be publicized so that they will be easy to find;
- b) a range of dissemination media will be used utilizing the most effective modes of dissemination of statistics for the Namibian environment (publications, documents, electronic (and specifically a website), press releases, press conferences, workshops, email messages, depending on user preferences and including maintaining a statistics library/resource centre/central repository with public access, and maintaining regional offices;
- c) links among the websites of the statistics producing organizations will be provided for easy access to their statistics;
- d) websites will be developed with a statistics dissemination and download orientation including an interactive database; and
- e) Metadata will be readily available along with the data in various media.

The NSA will encourage all statistics producers to supply

copies of all their paper-based and electronic outputs, including metadata, to the NSA for holding in a central repository which will also be accessible to users.

Statistics producers will manage statistics in accordance with relevant public records legislation and codes of practice on records management.

Statistics will be deposited (accompanied by metadata and other relevant documentation) with the relevant national archive in a way that is at least compatible with relevant Namibian archiving legislation and practice, but including provision to maintain the confidentiality of any micro-data, and made accessible for the future.

Data and metadata will be archived by the statistics producer and archiving will employ sound statistical techniques.

### 1.19 Pricing policy

Statistics collected under the Statistics Act while using public funds will be made available and accessible to users as a public good.

*This Policy will involve:*

- a) a pricing policy will be developed, kept up-to-date and publicized;
- b) the pricing policy will not be a barrier to access to statistics;
- c) all regular statistical reports will be released on the internet without charge to the user;
- d) printed publications will be provided either free of charge or at a price limited to recovery of dissemination costs;
- e) pricing will be made public and the same for all users except that publications will be provided free of charge to members of parliament, the media, public libraries, government ministries, agencies, offices, international organizations, other institutions as might be agreed under specific circumstances;
- f) For any supplementary statistical services for which a charge is made, clear pricing policies will be adopted that comply with legislation and relevant policy.

### 1.20 Assistance to users

User support services and contact points for accessibility issues will be established and will be publicized. Catalogues/inventories of publications, surveys, administrative records, outputs, official statistics, spatial data and other services will be produced, kept up-to-date and made readily available to users.

## Annex 1: List of References

Statistics Act, 2011 (No.9 of 2011)

Namibia Statistics Agency Strategic Plan 2012/2013-2016/2017

Namibia Statistics Agency Business Plan 2012/2013-2016/2017

Governance and Performance Agreement between the Minister of Statistics and the Board of the Namibia Statistics Agency entered into in terms of Section 12 of the Statistics Act, 2011 (Act No. 9 of 2011) for the period 2012/2013 to 2016/2017

Statistics Policy for Namibia Official Statistical System, Draft, Central Bureau of Statistics, NPC, (Date not known, but post 2005) (A final version of this Policy was approved by the NPC February 2007)

Institutional, organizational and legal advice to the system of official statistics of Namibia, Mission for the World Bank to Namibia, May/June 2007, Consultant Report. Willem de Vries

Data and Statistical Dissemination and Access Policy for the Republic of Namibia, Central Bureau of Statistics, 2009 Draft-for discussion 5 June 2009, Central Bureau of Statistics/Palladium Strategic Consultants (Pty) Ltd

Code of Practice for Official Statistics, UK Statistics Authority, January 2009

National Statistician's Guidance, UK Statistics Authority, [www.statisticsauthority.gov.uk/](http://www.statisticsauthority.gov.uk/) 9 August 2012

European Statistics Code of Practice – For the National and Community Statistical Authorities, Adopted by the European Statistical System Committee, 28 September, 2011

Handbook of Statistical Organization, Third Edition, United Nations, April 2003

Statistics New Zealand, Policies and Protocols; New Zealand Data and Information Management Principles, Principles and Protocols for Producers of Tier 1 Statistics, [www.stats.govt.nz/](http://www.stats.govt.nz/) 9 November 2012

Australian Government Statistical Forum, Developing a National Statistics Policy, NSS Minutes of meeting 30 April 2007 and email correspondence 13 August 2012; NSS Key Principles [www.nss.gov.au](http://www.nss.gov.au) 15 November 2012 and various policy statements on specific issues; Key principles of the national Statistical Service [www.abs.gov.au](http://www.abs.gov.au) 15 November 2012; Australian Bureau of Statistics, Data Quality Framework (2009)

African Charter on Statistics, African Union Commission, February, 2009

Southern African Development Community ; <http://www.sadc.int/issues/statistics/> 17 December 2012

Statistics Canada Policies, Mandate and objectives - Statistics Canada, <http://www.statcan.gc.ca/about-apercu/policy-politique-eng.htm> 15 November, 2012

South Africa – Pricing Policy; Purpose of Official Statistics, and Statistical Principles (In the Statistics Act ; <http://www.statssa.gov.za/default.asp> 15 November 2012

Committee on National Statistics, United States, Principles and Practices for a Federal Statistical Agency (2013)

United Nations Guidelines for the Template for a Generic National Quality Assurance Framework (NQAF) (2012)

United Nation Statistics Division Country Practices Database (search for National Statistical Policy documents <http://unstats.un.org/unsd/dnss/SearchResults.aspx> 15 November 2012



