

Standard Summary Project Fiche for the Transition Facility

1. Basic Information

1.1 **CRIS Number:** 2004/006-245-02-01

1.2 **Twinning Number:** LV/2004/FI/01

1.3 **Title:** Central Statistical Bureau of Latvia (CSB), strengthening capacity in particular subject matter divisions

1.4 **Sector:** Statistics

1.5 **Location:** Latvia

2. Objectives

2.1 Overall Objective(s):

To provide the more detailed and more timely data for a multi-dimensional interactive policy covering social life and environmental issues and to facilitate a deep analysis and decision making

2.2 Project purpose:

Strengthen statistical capacities in the field of social and demographic statistics as well as in environment statistics according to current and identifiable additional *acquis* in the field of statistics

2.3 Justification:

Latvia needs sustain efforts to focus on further improvements for implementation of the *acquis* in demographic, social and consumer prices statistics, environmental accounts. The more detailed, qualitative and timelier data is required for analysis and decision-making processes of the relations in economic and social sphere.

The Comprehensive Monitoring Report on Latvia's preparations for membership (November 2003) states:

"The *acquis* in the field of statistics requires adoption of basic principles such as impartiality, reliability, transparency, confidentiality of individual data and dissemination of official statistics. It also covers methodology, classifications and procedures for data collection in various areas such as statistical infrastructure, macro-economic and price statistics, business statistics, transport statistics, external trade statistics, demographic and social statistics, agricultural statistics and regional statistics...

However, Latvia still needs to improve the quality and the timeliness of data in certain domains such as ... data on income and living conditions."

3. Description

3.1 Background and justification:

Political priorities of the EU (Lisbon summit) already now require detailed statistics on employment and unemployment, social exclusion, poverty, education, health, demography, migration, asylum and others.

The background of the project is the need to strengthen the capacity of the Central Statistical Bureau through raising the competence of the staff, introduction of advanced data capture technologies and development of statistical tools (registers) in order to use these benefits for monitoring the effectiveness of national social and environmental policy in Latvia and in accordance with following EU legal acts:

- Council Regulation (EC) No 577/98 of 9 March 1998 on the organisation of a labour force sample survey in the Community;
- Regulation (EC) No 1177/2003 of the European Parliament and of the Council concerning Community statistics on income and living conditions (EU-SILC), which established a common framework for the systematic productions of community statistics on income and living conditions, encompassing comparable and timely information cross-sectional and longitudinal data on income and on the level and composition of poverty and social exclusion at national and EU level;
- Commission Regulation (EC) No 1981/2003 of 21 October 2003 implementing (EC) No 1177/2003 Regulation of the European Parliament and of the Council concerning Community Statistics on Income and Living Conditions (EU-SILC) as regards on 'the field work aspects and the imputation procedures. Pursuant to the 15(2)(e) of the Regulation implementing measures are necessary to harmonise methods and definitions concerning the fieldwork aspects;
- Commission Regulation (EC) No 1982/2003 of 21 October 2003 implementing Regulation (EC) No 1177/2003 of the European Parliament and of the Council concerning Community statistics on income and living conditions (EU-SILC) as regards the sampling and tracing rules;
- Commission Regulation (EC) No 28/2004 of 5 January 2004 implementing Regulation (EC) No 1177/2003 of the European Parliament and of the Council concerning Community statistics on income and living conditions (EU-SILC) as regards the detailed content of intermediate and final quality reports;
- Council Regulation (EC) No 2494/95 of 23 October 1995 concerning harmonized indices of consumer prices, and others.

There are also several drafts of the EU legal acts on the late stage of their preparation and adoption, which will be directly linked with activities foreseen in the project, in particular:

- Regulation of the European Parliament and of the Council on Community statistics on migration, citizenship and asylum, which is expected to come into force 1 January 2006,
- Commission regulation concerning Community Statistics on Income and Living Conditions (EU-SILC) as regards on 'the field work aspects and the imputation procedures.

In the course of the development, it is necessary to receive expertise and knowledge transfer from Member States' National Statistical Institutes for successful implementation of the above-mentioned *acquis*.

The steadily growing demand for statistical data on demography, social and environmental statistics coming from domestic and foreign users requires shortening the time lag for data capture and processing as well as assurance of total quality of data and processes. The traditional data input takes much time and requires additional expenses. It does not guarantee sufficient data accuracy, does not ensure data verification during the interview thus increasing time for data processing in total. Development of data collection and capture technologies is an essential approach for strengthening the capacity and infrastructure of the Interviewers Service of the CSB that collects substantial amount of information from households and individuals for many branches of statistics. Potential to improve the situation is found in adoption of experience of Member states where the advanced data capture method has shown already its advantages. Exploitation of the advanced data capture technologies has ensured also a greater anonymity of information provided by respondents thus strengthening their confidence in statistics. Taking into account these findings, there was no need for special feasibility studies.

3.2 Linked activities:

Phare:

Twinning Covenant LV00/IB/FI-02 "Upgrade the Latvian Statistical System in accordance with EU requirements" (duration September 2001 – September 2002)

In the framework of the project, the recommendations and strategic plan for development of CSB has been elaborated. In the field of regional reorganization, three data collection centres only are to be created outside Riga. Instead of closed regional statistical offices, the information offices are to be established. The Final Report of the Project appreciates initiative of the CSB to establish its own Interviewer service. The above-mentioned information offices will also serve interviewers as data transfer point from their mobile devices to the central server in the CSB.

LV2002/IB/EC-03TL Strengthening the infrastructure of statistical service for monitoring effectiveness of national social policy and EU integration - establishment of the interviewer organisation for the Central Statistical Bureau of Latvia is started in January 2004. The project is intended to develop and strengthen the interviewers service of the CSB. Among the activities, a testing of computer assisted personal interviews (CAPI) technologies in the field, as well as elaboration of proposals for further actions is foreseen.

Therefore, the above-mentioned projects are harmonized with the current one, which guarantees effective implementation of the project and achievement of its goals, but exclude any kind of overlapping or duplication.

3.3 Results:

Guaranteed Twinning results:

1. The basis for sustainable development of Social and demographic statistics established;
2. Environment statistics improved and knowledge for calculation of satellite environment accounts transferred;
3. Experience and skills of the CSB staff increased;
4. Recommendations elaborated for development of Households/Dwellings Register as sampling frame for creation samples in Social Statistics

Overall results:

-Capacity of the Central Statistical Bureau in the fields of Demographic, Social and Environmental statistics increased and quality of that statistics is in line with requirements of *acquis*

3.4 Activities:

Component 1: Twinning Covenant

Contract 1: Twinning Covenant

- Detailed assessment of the current situation in social statistics in all stages of survey planning and design, data collection / capture, production, analysis and dissemination (for Result No.1);
- Development of the guidelines for the adaptation and implementation of advanced methodology and data capture methods in social statistics (for Result No.1);
- Elaboration proposals for strategic plan in Social Statistics for next 10 years (for Result No.1);
- Support to the CSB in setting up and maintenance of the Households/Dwellings Register to be used as sampling frame for statistical observations in social statistics (for Result No.4);
- Elaboration of plan for involvement administrative data sources regarding income components at individual's or household's level into production of social statistics (for Result No.1);
- Introduction of the EU requirements in migration statistics (for Result No.1);
- Development of statistical metadata system in social statistics (for Result No.1);
- Development of the guidelines for adaptation and implementation of advanced methodologies of computer-assisted interviewing (CAI) techniques in the CSB (for Result No.1, No.3);
- Introduction of EU requirements in protection of confidentiality of micro-data files and measures for disclosure control (for Result No.1, No.3);

- Elaboration of general guidelines for standardised storage of micro-data files (for Result No.1, No.3);
- Introduction of missing data imputation procedures in social statistics (for Result No.1, No.3);
- Introduction of methods for calculation of imputed rent for owner occupied dwellings in social statistics (for Result No.1);
- Introduction of compilation of Environmental Accounts in statistics (for Result No.2);
- Development of system of environmental indicators (for Result No.2);
- Assistance in transition to computer aided price collection for consumer price index (for Result No.3);
- Organization of efficient training of the staff of the beneficiary institutions on (for Result No.3):
 - Co-operation between different registers;
 - Metadata in surveys on households and persons;
 - Training of interviewers to apply Computer assisted personal interviews (CAPI) technologies;
 - Archiving micro data files;
 - Micro data imputation methods in surveys on households and persons;
 - Calculation of imputed rent for the owner occupied dwellings at the level of households;
 - Environmental statistics and calculation of satellite Environmental accounts
- Organization of knowledge and know-how transfer from the National Statistical Institutes of the EU Member States to the CSB staff to get acquainted with practical aspects in solving particular issues of the project through study visits in the Member States' National Statistical Institutes (NSIs), participation in international seminars, working groups, courses and like (for Result No.3).

Means: Twinning Covenant

Long-term expert – resident twinning expert in Social statistics (RTE) (12 man-months)

The main tasks of the RTE will be to give a support to the CSB in the following:

- Monitoring and guidance of the whole project including co-ordination and supervision on short-term experts' contribution in particular issues;
- Detailed analysis of the current situation in social statistics in all stages of survey planning and design, data collection / capture, production, analysis and dissemination;
- Development of the guidelines for the adaptation and implementation of advanced methodology and data capture methods in social statistics;
- Elaboration of proposals for strategic plan in social statistics for next 10 years;
- Organization of efficient training of the staff of the beneficiary institutions;
- Organization for the CSB staff a knowledge and know-how transfer from Member States National Statistical Institutes (NSI) and international statistical institutions

Indicative profile of EU Twinning expert – RTE:

- Comprehensive and practical 5 years experience in social statistics;
- Specific knowledge of the European policies, associated strategic documents and regulations in social statistics; preferably also a knowledge of such documents set for a particular EU country;
- Ability to analyse the different strategies and adapt these to the local environment and understand its constraints and possibilities;
- Fluency in English

1 EU short-term expert in development of statistical registers – for activity “Support to the CSB in setting up and maintenance of the Households/Dwellings Register to be used as sampling frame for statistical observations in social statistics”.

Mandate of the short-term expert (STE) includes elaboration of organizational and technical recommendations, guidelines and implementation plan for further development and updating of statistical Households/Dwellings register based on administrative and other data sources and to be used for creation of sample frame and for other statistical requests (demands) taking into account the necessity that register has to be linked with other administrative and statistical registers, elaboration of recommendations for co-

operation between Latvian State institutions in order to ensure maintenance of the sustainability of Households/Dwellings register in the future. Besides, the expert will conduct a seminar on register issues (2 days, approx. 25 participating persons, including those invited from other state institutions).

1 EU short-term expert in social statistics – for activity “Elaboration of plan for involvement administrative data sources regarding income components at individual’s or household’s level into production of social statistics”.

Main task of the STE will include examining of possibilities to use administrative data on incomes and other variables in social statistics in the beneficiary institution with aim to minimize respondent’s burden and elaboration of basic principles for coordination work between state institutions responsible for exploitation of state administrative registers and NSI in the field of social statistics

1 EU short-term expert in demographic statistics – for activity “Introduction of EU requirements in migration statistics”

The main task of the STE is assistance in establishment of new statistical survey on migrants to ensure collection of variables that are not included in the administrative data sources.

1 EU short-term expert in survey design for social statistics – for activity “Development of statistical metadata system in social statistics”

The main task of the STE is examination of existing state of art in the implementation of metadata system at the CSB (other than social statistics), to conduct the seminar for the CSB experts (2 days, 15 persons) defining the structure of metadata, systems of storage and usage of metadata in different stages of data entry, processing and dissemination, classifications integrated into metadata system, etc.

1 EU short-term expert in electronic data capture – for activity “Development of the guidelines for adaptation and implementation of advanced methodologies of computer-assisted interviewing (CAI) techniques in the CSB”

Responsibility of the STE is to conduct the training sessions for interviewers of CSB of Latvia to prepare them for starting a fieldwork execution using advantages of CAI. The training sessions will consist of one workshop for interviewers in social statistics (3 days, approx. 50 participants) and one workshop for price collectors (2 days, approx. 25 participants). It requires to draft a CAPI manual for interviewers and to elaborate the training programme of CAI field staff.

1 EU short-term expert in field of statistics disclosure control – for activity “Introduction of EU requirements in protection of confidentiality of micro-data files and measures for disclosure control”

Main task of STE is to elaborate well-founded proposals on the necessity to introduce a strengthened data security clause in the Law on State Statistics and other legislative and administrative acts regarding the production of statistics. This activity require the examination of the existing state in storage of individual data sets in different subject matter units responsible for production social statistics in beneficiary institution, to analyse the structure of data files in order to avoid disclosure of the respondent and to take stock of the situation regarding existing practice of micro-data files' delivery for the needs of scientific and other research and to work out proposals how to increase the level of protection of individual data.

1 EU short-term expert in field of storage of statistical data and archiving of micro-data files – for activity “Elaboration of general guidelines for standardised storage of micro-data files”

Mandate of the STE include elaboration of the general guidelines for standardised storage of micro-data files of individuals and households in social statistics (formats of data files, metadata, other users' documentation) in the beneficiary institution and to conduct a seminar for the CSB experts (2 days, 10 participating persons) on storage of micro-data files and archiving. Beforehand it is necessary to examine

the existing state in storage of individual data sets in different units responsible for the production of social statistics in the CSB.

1 EU short-term expert in statistical methodology – for activity “Introduction of missing data imputation procedures in social statistics”

Responsibility of the STE is to work out the recommendations for the introduction of imputation techniques in individual and households’ surveys in the beneficiary institution and to conduct a seminar for social statistics experts responsible for data validation and processing and also for experts in methodology and mathematics (3 days, approx. 10 participants). In course of the mentioned activity, it is necessary to analyse the current situation and on the basis of it to work out proposals for applying data imputation techniques based on the local situation and experiences of the EU NSIs.

1 EU short-term expert in statistical methods – for activity “Introduction of methods for calculation of imputed rent for owner occupied dwellings in social statistics”

Main task of the STE is to conduct a seminar (2 days, approx. 10 persons) for social statistics experts that will be involved in data collection on rental costs and in imputed rent calculations and to work out recommendations for the introduction of the imputed rent calculation method in households living in private-owned dwellings. It requires the examination of most appropriate data sources for implementing the method of imputed rent and to work out proposals for calculations imputed rent on a household level in the beneficiary institution based on the local situation and experiences of the EU NSIs.

1 EU short-term expert in environmental accounts – for activity “Introduction of compilation of Environmental Accounts in statistics”

Mandate of the STE is provision of theoretical knowledge and know – how and elaboration of plan for implementation of Environmental Accounts in the beneficiary institutions. This activity require the examining of possibilities of use available environmental statistical data for Environmental Accounts (feasibility study), elaboration of basic principles for coordination work between state institutions responsible for environmental statistics data collection to be used for further compilation of Environmental Accounts and organisation a seminars for environmental statistics experts responsible for Environmental Accounts (two seminars each 2 days, approx. 15 participants including those invited from other state institutions).

1 EU short-term expert in environmental statistics – for activity “Development of system of environmental indicators”

Main responsibilities of the STE is to examine current system of collection of environmental indicators in order to ensure availability of environmental information defined in the Directive 2003/4/EC of the European Parliament and of the Council of 28 January 2003 on public access to environmental information, consultations in improvement of design of statistical questionnaires and in the development of methodology, advising staff of the CSB and other beneficiary institutions.

1 EU short-term expert in price statistics – for activity “Assistance in transition to computer aided price collection for consumer price index”

Mandate of STE is to consult national consumer price experts for moving to computer-aided price collection technique. It requires evaluation of present situation in price data collection in the beneficiary institution, making of recommendations for the choice of appropriate portable hardware and software, assistance in preparation of manual for price collectors. STE participation is envisaged in a training session conducted for consumer price collection.

Indicative profiles for EU short-term experts

- Preferably 3-5 years experience in the NSI of Member State in the corresponding field of expertise;
- Knowledge of the EU legal acts and practical implementation of those related to the corresponding field of expertise;
- IT literacy;
- Good organizational, communication and presentation skills;
- Fluency in English

Organization for the CSB staff a **knowledge and know-how transfer** from Member States National Statistical Institutes (NSI) and international statistical institutions (CSB staff participation in training courses and study visits), in particular:

- Courses for programmers (3 persons) and designers of surveys (3 persons) in *Blaise* institute (length of each training course – 5 days), the Netherlands;
- Practical aspects of implementation of EU-SILC project in Latvia, implementation schedule, priorities, usage of administrative data for collection income components at household or person's level including imputation procedures e.g. (3 participants, maximum 5 days);
- Tracing of households, other sampling and weighting issues for longitudinal component of EU-SILC (1 participant, maximum 5 days);
- Introduction with practical aspects of electronic data capture system in collection of consumer prices (2 participants, maximum 5 days)

Contract 2: Raising capacity of the Interviewers Service of the CSB

Means: Supply contract for the CSB

Detailed information on expected acquisition of the specialized technologies for electronic data capture and software (server, mobile devices, licenses) is put into Annex 4.

3.5 Lessons learned:

There have not been any completed previous Phare projects in the field of environment statistics and social statistics in general. The experience and expertise of previous Phare projects in related fields will be taken into account. According to the Interim Evaluation Report No IE/LV/STA/03024, there are remarks that will be taken into consideration by the implementing authority during, implementation and finalization of the project:

- The CSB should ensure that there is a properly designed and adequate checking procedure to ensure the validity of data (i.e. absence or false records)... – p.68, Recommendation 1. Recommendation taken into account when planning activities for the Project Result No.1, 4;
- The CSB should continue actively to implement its “Strategy (2003-2005)”, p.68, Recommendation 6. Recommendation taken into account when planning activities for the Project Result No.1;
- The CSB has access to data in administrative files of the Latvian administration to compliment that gained by its professional interviewing organisation... – p.45. – Taken into account when planning activities for the Project Result No.1, 2;
- The CSB has an ongoing training need ... to meet the requirements of a changing statistical environment – p.46 – Taken into account when planning activities for the Project Result No.3.

Descriptions of technical specifications for the planned equipment cannot be too detailed, because they become outdated by the time of project implementation due to very fast development of information technologies. For this reason, there should be an opportunity for minor changes in specification of equipment.

4. Institutional Framework

The main institution for the implementation of the Project is the Central Statistical Bureau of Latvia. It will be also the main beneficiary of the Project.

Besides, representatives from Ministry of the Environment and its subordinated institutions will be invited to take part in the activities (mainly seminars) devoted to the compilation of environmental accounts and environment statistics in conformity with the EU Regulations and Directives. Due to fact that the Central Statistical Bureau intends to involve Ministry of the Environment into production of environmental accounts, the obtained knowledge for its representatives will be of particular importance. The environment policy, which elaboration falls entirely under responsibility of Ministry of the Environment, will benefit from results of these activities.

Taking into consideration the diverse and complex character of activities to be undertaken in the field of income and living conditions statistics, it is necessary to involve in the project the state authorities responsible for accumulation and storage the information on gross and net income and social transfers paid to persons or households. Therefore, it is envisaged to involve into the project the Ministry of Finance and Ministry of Welfare and state agencies subordinated to both ministries as well.

The Central Statistical Bureau of Latvia is a state administration body that operates under the supervision of the Ministry of Economics and is responsible for the organization of statistical work in the Republic of Latvia and for the accuracy of data obtained through the compilation of the information received from respondents.

The main tasks performed by the Central Statistical Bureau are carrying out a uniform state policy in the field of organization, aggregation, storage, analysis and dissemination of statistical information as well as providing data users with information on the issues covered by the state statistical information program. Besides, the CSB plays a coordinating role in the national statistical system. CSB has the broadest range of tasks and co-ordinates the activities in the fields of its responsibility.

Co-operation within the national statistical system of Latvia can be characterized as in Figure in Annex 6. The *Law on State Statistics* lays the basic foundation for the organization of the state statistical work and the co-operation between the various actors. It states the responsibility, rights, and duties of central and local government institutions, respondents, and other legal and physical persons in the production of statistical information.

The legal foundation of annual official statistical work is the annual *State Program of Statistical Information*, which is rather independent of the previously mentioned strategic documents. It is designed and published in the course of a state programming exercise. Its result, the *State Program of Statistical Information* is approved at the end of each year, typically in December, by the *Cabinet of Ministers*. This timing enables a coherence of budgetary planning and the statistical operations, which are a fact of utmost importance and the result of reforms implemented in the last couple of years.

A Steering Committee will be established to oversee the Project implementation. The Steering Committee will meet at least once a quarter and it will include the representatives from the Central Statistical Bureau and Ministry of Economics. The Deputy President of the CSB will chair the Steering Committee. CFCA will be invited to the Steering Committee as observers.

The Steering Committee will:

- Review, comment and approve all reports and work plans;
- Solve the problems in the project environment;
- Monitor expenditure against the budgets;
- Ensure that project is commensurate with the aims and objectives of the Latvian Government and the requirements of the EU.

The owner of the delivered specialized technologies as well as of software after project completion will become the Central Statistical Bureau of Latvia

5. Detailed Budget

	Transition Facility Support			National Cofinancing ¹		IFI*	TOTAL
	Investment Support	Institution Building	Total TF(=I+IB)	Eligible costs	Non-eligible costs		
Contract 1 Twinning		557 000	557 000	62 000 ¹			619 000
Contract 2 Supply	101 000		101 000	34 000 ²	6 120		135 000
Total	101 000	557 000	658 000	96 000	6 120		754 000

¹ For the Twinning project there will be parallel co-financing. National co-financing will cover the office costs, costs of local transport, telephone, fax, internet connection, copying and printing expenses, preparation of premises.

² For the Supply contract there will be joint co-financing, excluding all taxes and duties.

6. Implementation Arrangements

6.1 Implementing Agency

The Contractual and Financial Implementation:

PAO – Mrs. Inta Vasaraudze, Deputy State Secretary, Ministry of Finance

Tel.: (+371) 7095420, fax: (+371) 7095421, address: 1, Smilšu street, Riga, LV-1919

Implementing agency – CFCA

Mr. Armands Eberhards, Director

Tel.: (+371) 7357840, fax: (+371) 7357841, address: 1, Smilšu street, Riga, LV-1919

The technical implementation will be the responsibility of the Central Statistical Bureau of Latvia

Contact persons:

Mrs. Aija Žīgure, President, Central Statistical Bureau

Tel.: (+371) 7366850, fax: (+371) 7830137, address: 1, Lāčplēša street, Riga, LV-1301

The Ministry of Economics whose role of supervision on the Implementing Authority (the CSB) is stated in the Statistics Law of the Republic of Latvia (Article 5) will ensure that the goals and objectives set in this project will correspond:

SPO – Mr. Andris Liepiņš, Deputy State Secretary, Ministry of Economics

Tel.: (+371) 7013167, fax: (+371) 7013177, address: 55, Brīvības street, Riga, LV-1519

6.2 Twinning

Beneficiary institution: Central Statistical Bureau of Latvia, 1, Lāčplēša street, Riga, LV-1301

Contact persons:

Mr. Kaspars Misāns, Vice President, Central Statistical Bureau of Latvia

Tel.: (+371) 7366872, fax: (+371) 7830137, address: 1, Lāčplēša street, Riga, LV-1301

Mr. Edmunds Vaskis, Director of Social Statistics Department, Central Statistical Bureau of Latvia

Tel.: (+371) 7366908, fax: (+371) 7830137, address: 1, Lāčplēša street, Riga, LV-1301

6.3 Non-standard aspects

There will be no non-standard aspects regarding implementation of the project. Twinning manual will be followed under Extended Decentralized Implementation System.

Ratio: if during project implementation the project cost for some reasons will decrease, the Transition Facility financing will also decrease proportionally.

6.4 Contracts

Twinning covenant – total – 557 000 EUR (parallel co-financing)

Supply contract – total – 135 000 EUR (joint co-financing)

7. Implementation Schedule

7.1 Start of tendering/call for proposals

Contract 1 Twinning covenant – Quarter III 2004

Contract 2 Supply contract – Quarter IV 2004

7.2 Start of project activity

Contract 1 Twinning covenant – Quarter I 2005

Contract 2 Supply contract – Quarter II 2005

7.3 Project Completion

Contract 1 Twinning covenant – Quarter IV 2005

Contract 2 Supply contract – Quarter IV 2005

8. Sustainability

The equipment provided to the Central Statistical Bureau will be maintained by its own means, the necessary costs will be envisaged in yearly budget.

9. Conditionality and sequencing

Activities to be carried out before the start of the project are following:

- Necessary resources provided by the state budget before the start of the project;
- Twinning Light project *LV2002/IB/EC-03TL Strengthening the infrastructure of statistical service for monitoring effectiveness of national social policy and EU integration - establishment of the interviewer organisation for the Central Statistical Bureau of Latvia* has been started at latest at the beginning of 2004.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
4. Hardware and software requirement
5. Indicative detailed budget breakdown
6. Institutional framework

Transition Facility logframe

LOGFRAME PLANNING MATRIX FOR Project		
Statistical Bureau of Latvia (CSB), strengthening capacity in particular subject matter divisions	Contracting period expires: 15 December 2006	Disbursement period expires: 15 December 2007
	Total budget: 754,0 thousand €	TF budget: 658,0 thousand €

Overall objective	Indicators of Achievement	Sources of Information	
<ul style="list-style-type: none"> To provide the more detailed and more timely data for a multi-dimensional interactive policy covering social life and environmental issues and to facilitate a deep analysis and decision making 	<ul style="list-style-type: none"> Compliance level with <i>acquis</i> in social and environmental statistics increased at least for 5% at the end of the Project Increase in number of data users for 5% Increase of customer satisfaction index for 0.07 in order to reach 0.33 at the end of 2005 	<ul style="list-style-type: none"> CSB annual report CSB data base on Compliance with <i>acquis</i> Monitoring and assessment reports CSB reports on User satisfaction survey results 	
Project purpose	Indicators of Achievements	Sources of Information	Assumptions
<ul style="list-style-type: none"> Strengthen statistical capacities in the field of social and demographic statistics as well as in environment statistics according to current and identifiable additional <i>acquis</i> in the field of statistics 	<ul style="list-style-type: none"> Application of advanced data capture, input and validation procedures Comprehensive system of statistical indicators on environment 	<ul style="list-style-type: none"> Monitoring reports Sectoral assessment reports Publications of Environmental Accounts 	<ul style="list-style-type: none"> There will be no unexpected changes in government policy
Results	Indicators of Achievement	Sources of Information	Assumptions
<ul style="list-style-type: none"> Guaranteed Twinning results: <ol style="list-style-type: none"> The basis for sustainable development of Social and demographic statistics established; Environment statistics improved and knowledge for calculation of satellite environment accounts transferred; Experience and skills of the CSB staff increased; Recommendations elaborated for development of Households/Dwellings Register & sampling frame for creation samples in Social Statistics Overall results: Capacity of the Central Statistical Bureau in the fields of Demographic, Social and Environmental statistics increased and quality of that statistics is in line with requirements of <i>acquis</i> 	<ul style="list-style-type: none"> Draft of Strategy for further development of Social statistics Environmental Accounts compiled Data input and processing time in household surveys reduced on 5-10% At least two regular statistical surveys are conducted using CAPI data capture methods 75 persons trained in 7 Seminars 75 persons (interviewers) trained in 2 workshops 	<ul style="list-style-type: none"> Quality reports RTE reports Statistical publications 	<ul style="list-style-type: none"> Co-operation with other relevant institutions (Ministry of the Environment and its subordinates) in field of environmental data collection

Activities	Means		Assumptions
<ul style="list-style-type: none"> Detailed assessment of the current situation social statistics in all stages of survey planning and design, data collection / capture, production, analysis and dissemination (for Result No.1) Development of the guidelines for the adaptation and implementation of advanced methodology and data capture methods in social statistics (for Result No.1) Elaboration of proposals for strategic plan in Social Statistics for next 10 years (for Result No.1) Support to the CSB in setting up and maintenance of the Households/Dwellings Register to be used as sampling frame for statistical observations in social statistics (for Result No.4) Elaboration of plan for involvement administrative data sources regarding income components at individual's or household's level into production of social statistics (for Result No.1) Introduction of EU requirements in migration statistics (for Result No.1) Development of statistical metadata system in social statistics (for Result No.1) Development of the guidelines for adaptation and implementation of advanced methodologies of computer-assisted interviewing (CAI) techniques in the CSB (for Result No.1, No.3) Introduction of EU requirements in protection of confidentiality of micro-data files and measures for disclosure control (for Result No.1, No.3) Elaboration of general guidelines for standardised storage of micro-data files (for Result No.1, No.3) Introduction of missing data imputation procedures in social statistics (for Result No.1, No.3) Introduction of methods for calculation of imputed rent for owner occupied dwellings in social statistics (for Result No.1) Introduction of compilation of Environmental Accounts in statistics (for Result No.2) Development of system of environmental indicators (for Result No.2) Assistance in transition to computer aided price collection for consumer price index (for result No.3) Organization of efficient training of the staff of the beneficiary institutions (for Result No.3) on: <ul style="list-style-type: none"> Co-operation between different registers Metadata in surveys on households and persons Training of interviewers to apply CAPI technologies Archiving micro data files Micro data imputation methods in surveys on households and persons Calculation of imputed rent for the owner occupied dwellings at the level of household Environmental statistics and calculation of satellite Environmental accounts 	<ul style="list-style-type: none"> Twinning: <ul style="list-style-type: none"> RTE – 12 m/m Short-term expert in development of statistical registers – 6 m/m (indicative) Short-term expert in social statistics – 2 m/m (indicative) Short-term expert for social statistics – 1 m/m (indicative) Short-term on electronic data capture – 1,5 m/m (indicative) Short term expert in statistical disclosure control – 0,5 m/m (indicative) Short term expert in archiving of micro-data files – 0,5 m/m (indicative) Short-term expert in migration statistics – 0,25 m/m (indicative) Short-term expert statistical survey methodology (imputation) – 0, 5 m/m (indicative) Short term expert in statistical methods (imputed rent) – 0,5 m/m (indicative) Short-term expert in Environment Accounts – 2 m/m (indicative) Short-term expert in environment statistics – 1 m/m (indicative) Short term expert in price statistics – 1 m/m (indicative) Seminar on registers (2 days, approx. 25 persons) Seminar on metadata (2 days, approx. 15 persons) Workshop for interviewers (3 days, approx. 50 participants) Workshop for interviewers (2 days, approx. 25 participants) Seminar on archiving (2 days, approx. 10 persons) Seminar on imputation methods (3 days, approx. 10 persons) Seminar on imputed rent (2 days, approx. 10 persons) 2 Seminars on environment statistics issues (2 days, approx. 15 participants) 		<ul style="list-style-type: none"> No delays with contracting of the Twinning partners No delays with the contract on supplies

<ul style="list-style-type: none"> • Organization of knowledge and know-how transfer from the National Statistical Institutes of the EU Member States to the CSB staff to get acquainted with practical aspects in solving particular issues of the project (for Result No.3) • Supplies of server and mobile devices • Purchase of <i>Blaise</i> software 	<ul style="list-style-type: none"> • CSB staff participation in training courses (6 persons, approx. 5 days courses), study visits (3 events, in total 6 persons, 5 days visits) • Supply contract 		
			Preconditions <ul style="list-style-type: none"> • The EU PhareTwinning Light project LV2002/IB/EC-03TL “Strengthening the Infrastructure of Statistical Service for Monitoring Effectiveness of National Social Policy and EU Integration” should be started at the beginning of 2004 at the latest • Co-financing for the project ensured

ANNEX 2

DETAILED IMPLEMENTATION CHART*

	2004				2005												2006	
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
Contract 1																		
Twinning covenant																		
<i>Call for proposals</i>	X																	
<i>Evaluation of proposals</i>		X	X	X														
Overall management of the project					X	X	X	X	X	X	X	X	X	X	X	X		
Detailed assessment of the current situation social statistics in all stages of survey planning and design, data collection / capture, production, analysis and dissemination					X	X	X	X										
Development of the guidelines for the adaptation and implementation of advanced methodology and data capture methods in social statistics									X	X	X							
Elaboration of proposals for strategic plan in social statistics for next 10 years												X	X	X	X			
Support to the CSB in setting up and maintenance of the Households/Dwellings Register to be used as sampling frame for statistical observations in social statistics					X	X	X						X	X	X			
Elaboration of plan for involvement administrative data sources regarding income components at individual's or household's level into production of social statistics						X	X											
Development of statistical metadata system in social statistics										X								
Introduction of EU requirements in migration statistics								X										
Development of the guidelines for adaptation and implementation of advanced methodologies of computer-assisted interviewing (CAI) techniques in the CSB															X	X		
Introduction of EU requirements in protection of confidentiality of micro-data files and measures for disclosure control								X										
Elaboration of general guidelines for standardised storage of micro-data files							X											
Introduction of missing data imputation procedures in social statistics														X				
Introduction of methods for calculation of imputed rent for owner occupied dwellings in social statistics															X			
Introduction of compilation of Environmental Accounts in statistics						X	X						X	X				
Development of system of environmental indicators							X						X					
Assistance in transition to computer aided price collection for consumer price index								X							X			

	2004				2005												2006	
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
Organization of efficient training of the staff of the beneficiary institutions on:														X				
• Co-operation between different registers											X							
• Metadata in surveys on households and persons																		
• Training of interviewers to apply CAPI technologies							X								X	X		
• Archiving micro data files																		
• Micro data imputation methods in surveys on households and persons														X				
• Calculation of imputed rent for the owner occupied dwellings at the level of households															X			
• Environmental statistics and calculation of satellite Environmental accounts									X					X				
Knowledge and know-how transfer from Member States NSI and international statistical institutions (training courses and study visits)							X		X		X		X					
Contract 2																		
Supply contract																		
<i>Start of tendering</i>			X															
<i>Evaluation of tenders</i>					X	X	X											
Supplies of server (including software) and mobile devices for the Interviewers Service, purchase of <i>Blaise</i> software								X	X	X								

*indicative estimates

ANNEX 3

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE*
Transition Facility Programme 2004 (EUR)

	2004	2005				2006
	IV	I	II	III	IV	I
Contract 1 – Twinning Covenant						
Contracted total		557 000				
TF		557 000				
Disbursed total						
TF		445 600		501 300		557 000
National		12 400	24 800	37 200	49 600	62 000
Contract 2 – Supply Contract						
Contracted total			135 000			
TF			101 000			
National			34 000			
Disbursed total			81 000	121 250	135 000	
TF			60 600	75 750	101 000	
National			20 400	30 600	34 000	

* indicative estimates

HARDWARE AND SOFTWARE REQUIREMENTS

In relation to the budget line for acquisition of the necessary equipment for the implementation of the Strengthening capacity of the Central Statistical Bureau of Latvia (CSB) in the field of demographic, social and environmental statistics, modernization of the interviewer service in order to improve content, timeliness and quality of statistical data, costs are estimated to be 135 000 EUR of which 101 000 EUR are to be financed via the Transition Facility 2004 programme.

One server will be purchased to increase capacity of Social statistics. The purchase of server would enable the rise of technical capacities for Social statistics data processing needs for the data gathered from interviews using specialized technologies as well as further data processing developments. The server will be located at Central Statistical Bureau of Latvia. 45 mobile devices will be purchased for the technical capacity increase of the interviewer service in order to shorten time lag for data input and verification.

Specialized technologies for local price collection will be purchased to provide more scope for quality assurance without some of the disadvantages associated with paper forms. The use of portables for price collection will reduce manual tasks and costs for production of paper forms and will improve timeliness. The most important advantage for use of portables in price collection process is interactive data validation when errors are detected during the collection itself.

Software licenses will be acquired to support server and specialized equipment

Hardware	Number of pieces	Estimated price per unit (EUR)	TF* (EUR)	National co-financing* (EUR)	Transition Facility + Co-financing* (EUR)
Server	1	38880	29160	9720	38880
Specialized technologies for personal interviews	45	1500	50625	16875	67500
Specialized technologies for price collection	20	550	8250	2750	11000
Server software licences:					
Windows 2000 Server	1	1230	920	310	1230
Windows 2000 Server CAL	25	38	710	240	950
SQL Server 2000	1	890	670	220	890
SQL Server 2000 CAL	25	195	3655	1220	4875
Blaise for Windows:					
Developer	2	1965 + 1475	2580	860	3440
User	45	120	4050	1350	5400
Total			100624	33541	134165
Total (rounded)			101000	34000	135000

* Indicative costs

INSTITUTIONAL FRAMEWORK

