

The European Union's IPA 2013 Programme

“Support to the Improvement of Statistical Information System” - Albania  
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Output 3.1.1:

Current status of INSTAT, inter-  
institutional relations, communication,  
metadata system and data quality from  
the dissemination activities perspective  
dissemination activities perspective

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ASCENTA

in2  
GROUP

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## PROJECT REFERENCES

Project number	reference	Europe Aid/136334/IH/SER/AL
<b>Project title</b>	Support to the Improvement of Statistical Information System	
<b>Contract number</b>	AL/IPA2013/03	
<b>Location</b>	Albania	
<b>Contractor</b>	The project is implemented by the consortium who is composed by ASCENTA IT SERVICES SRL and IN2 Croatia	
<b>Contracting Authority</b>	Central Finance and Contracting Unit (CFCU) within the Ministry of Finance	
<b>Beneficiary</b>	The national statistical institution of Albania (INSTAT)	
<b>Project start date</b>	06 <sup>th</sup> of June 2016	
<b>Project end date</b>	05 <sup>th</sup> of June 2018	
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Version	Date	Summary of Change



## REPORT OVERVIEW

<b>Project:</b>	Support to the Improvement of Statistical Information System
<b>Component:</b>	<b>Component 3</b> - Strengthen communication function and statistical coordination role of INSTAT with focus on dissemination, and quality management
<b>Sub-component:</b>	<b>Sub-component 3.1:</b> Support INSTAT in strengthening its position in the Albanian Statistical System
<b>Activity:</b>	3.1 Assessment of the current position of INSTAT and the inter-institutional relations in the Albanian statistical system
<b>Output:</b>	3.1.1: Report: Current status of INSTAT, inter-institutional relations, communication, metadata system and data quality from the dissemination activities perspective
<b>Expert:</b>	Iris Bakllamaja
<b>Date of report:</b>	13 <sup>th</sup> of November 2017
<b>Venue:</b>	Tirana, Albania



## DESCRIPTION OF REPORT OBJECTIVES

### Objectives:

With regard to the projects overall goal to:

1. Align the Albanian Statistical System to the European and international standards in order to transform it to an efficient information tool that helps all stakeholders to better respond to the socio-economic factors that are affecting the evolution of the society at large, and to enable efficient and effective production, analysis and dissemination of official statistics meeting the requirements of the acquis in statistics, strengthening the role of communication is key to INSTAT's position by improving its communication standards overall.

With regard to the Communications Component objectives to:

2. Strengthen the position of INSTAT in the Albanian Statistical System including improved engagements with producers of official statistics and with the users
3. Upgrade capacities, capabilities, and structures for modern public relations for dissemination and presentation of statistical information based on a modern dissemination strategy;
4. Achieve sound practices, procedures and systems for meta data management, developed and implemented in INSTAT, covering all stages of the statistical processes and facilitating internal and external data exchanges and communications, including coordination;

The main objective of this report is to:

5. Assess the current status of INSTAT from the dissemination activities point of view
6. To analyze Stakeholders
7. To understand INSTAT position in the statistical system through SWOT Analysis

### Expected results for the sub-component 3.1:

A comprehensive analysis and recommendations on the repositioning of INSTAT in the Albanian Statistical System.

This assessment will be the basis for building and implementing a strategy to strengthen institutional capacities in internal and external communication which shall include:

1. The creation of a new modern Dissemination Policy & Communication Strategy
2. Assisting with the elaboration and implementation of policies and operational plans for communication
3. Developing of mass-media relations
4. Designing of campaigns to make statistics and their role embraced by users
5. Supporting the establishment and operations of regular statistics users' platforms



6. Supporting the designing and production of professional promotional materials
7. Supporting the upgrading and completion of data dissemination practices, metadata production and quality dimensions' standardization of the dissemination data
8. Training staff to ensure quality standards in the dissemination activity



## BACKGROUND

The report is related to the work within the IPA 2013 Project: Support to the Improvement of Statistical Information System (Project). Project is conceptualized into three main components with large number of activities, sub-activities and tasks having a different degree of complexity and largely depending on a number of various factors, of internal and external nature.

**Component 1** - Redesign and improve corporate statistical business processes and enhance institutional capacities in the production and usage of Agricultural and Labour Force statistics

**Component 2** - Develop and test system for upgraded corporate ICT infrastructure with inclusion of establishment and pilot implementation of centralized Data Warehouse(s)

**Component 3** - Strengthen communication function and statistical coordination role of INSTAT with focus on dissemination and quality management.

The activities to be performed during the Project have been singled out according to the objectives of the Project and were further defined according to discussions made during the meetings with the beneficiary's - INSTAT nominated experts. The institutional framework provides solid background, so that the project is managed in an efficient and transparent way at high professional level and respecting existing legislation.

***This report***, Current status of INSTAT, inter-institutional relations, communication, metadata system and data quality from the dissemination activities perspective, is an output 3.1.1 for the:

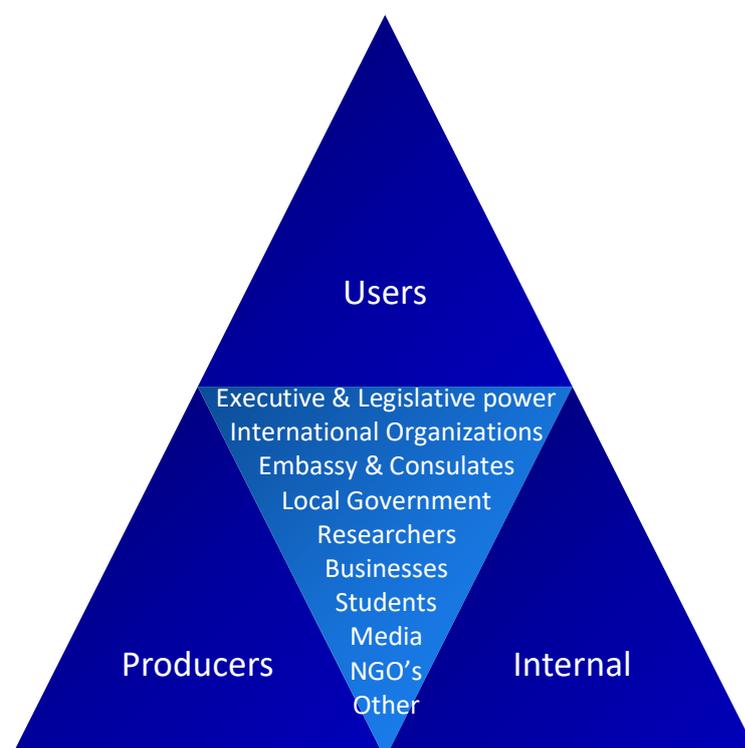
- **Component 3:** Strengthen communication function and statistical coordination role of INSTAT with focus on dissemination, and quality management
  - **Sub-component 3.1:** Support INSTAT in strengthening its position in the Albanian Statistical System
  - **Activity 3.1:** Assessment of the current position of INSTAT and the inter-institutional relations in the Albanian statistical system

## STAKEHOLDERS ANALYSIS

In the role of INSTAT as the coordinator of the National Statistical System, the stakeholders can be grouped into three main categories, where some segments overlap within their roles as users, producers and internal audience. The largest part of stakeholders concerns the users' category, followed by other producers of statistics and internal audience.

### Users

Users of statistics have been grouped into 10 segments, as per the User Satisfaction Survey<sup>1</sup> conducted for the first time in 2017 by INSTAT. Recognizing the importance of improving the understanding of user needs and feedback needed for better planning of official statistics, the survey was based on a sample of users that have requested statistical data in recent years, with the objective to measure their satisfaction with statistical products and services, to understand their current practices, to identify improvement opportunities and to design processes and new instruments to fulfill their needs.



In light of this survey it stands out to understand that the leading users were Students and Researchers, followed by others (segment includes court experts, development agencies, science foundations, civil society organizations, communication experts, high school students, religious communities, etc.), Businesses, Executive & Legislative power, Media, NGO's, International Organizations, Embassies and Local

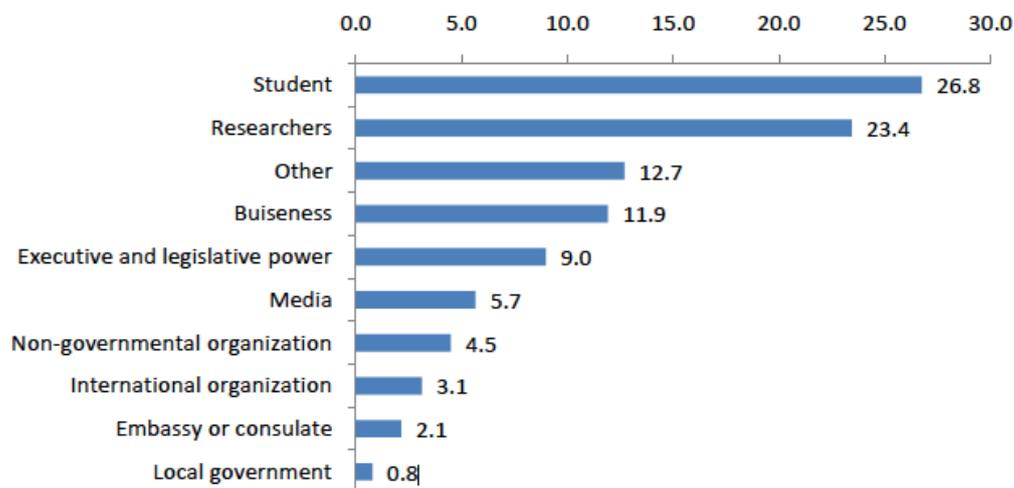
<sup>1</sup> User Satisfaction Survey 2017

government. Users have an overall mean age of 33 years old with the main purpose of collecting data for research (55.9% of all users).

Reflecting the mean population age of the country, 32.9 years<sup>2</sup> it stand to reason that the largest audience of stakeholders is a fairly young segment with higher education background, perceptive to new and modern ways of information gathering and interactions. Taking into consideration the history of the country, in recent decades major developments have taken place and a culture of eagerness to become part of the western world dominates. Therefore, the time to improve the quality of communication to western standards is ready to be embraced by stakeholders of statistics in Albania as well.

### User groups

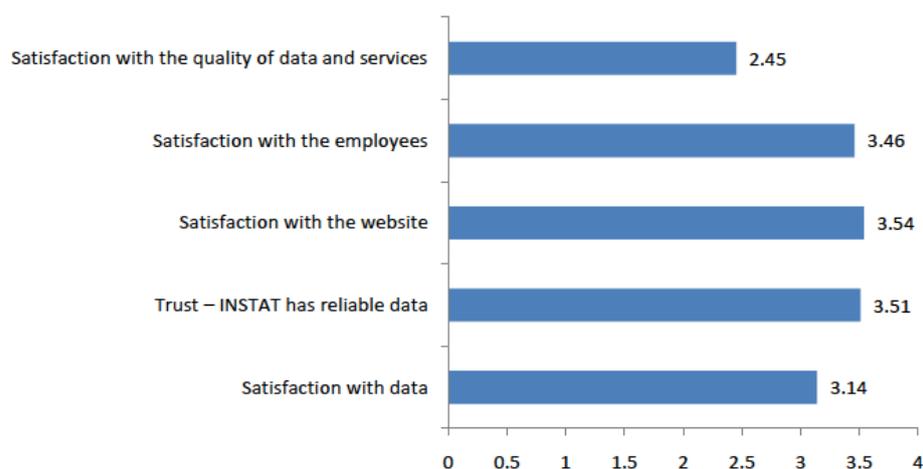
Q-4. User groups (n=512, in%)



Considering the overall index of the users' satisfaction with INSTAT is around 64.4%, 3.22 average grade, it shows that while the overall dissemination and quality of data & services is well established and with good practices, there is still room for improvement.

The overall satisfaction index is measured as the average grades of the five criteria described below.

1. satisfaction with the employees - average grade is 3.46
2. satisfaction with data - the average grade is 3.14
3. satisfaction with the website - the average grade is 3.54
4. satisfaction with the quality of data and services - the average grade is 2.45
5. trust – INSTAT has reliable data - the average grade is 3.51

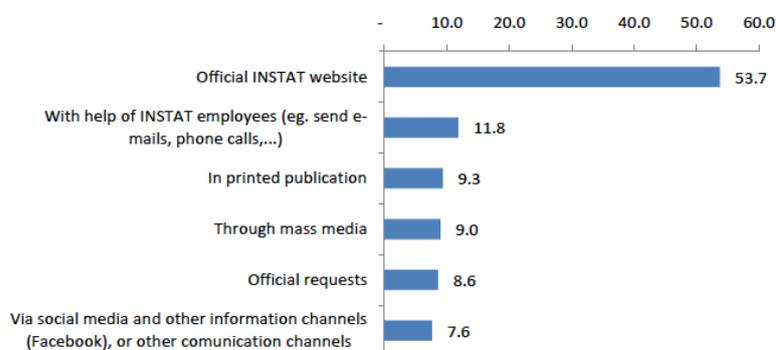


While satisfaction seems highest with the website, it is lowest with quality of data and services, therefore it can be concluded that as per previous recommendations from various peer reviews, the need for an overarching quality strategy within INSTAT needs to be a priority for the institute, as INSTAT is already much aware and in process of fulfilling those recommendations. Findings such as the fact that satisfaction is highest among younger age groups, less than 20 years old 71.40%, and doctorate level of education at 67.80%, also leads to further conclude the need to design communications of statistics for the average user to be better understood.

User behavior of acquiring statistics is mainly done through the website, which users rated as the least satisfied with its design. Thus, it has been a great focus of the Dissemination sector and they have achieved to launch the new website in October 2017. It is a new and improved website tailored to users needs with the help of the feedback received from the Satisfaction Survey, and modeled as per Eurostat guidelines and statistical standards. Seeing that social media channels are the least used, it is concluded that much focus should be also given to building a digital strategy to include Social Media branding and content development.

#### Acquiring information

Q-5. How do you usually acquire INSTAT statistical data? (n=512, in %, multiple answers possible)





## Producers

Formal ONA's (Other National Authority for statistical production) include Bank of Albania and Ministry of Finance, where progress in the improvement of the statistical production, exchange and standardization has been ongoing. As recommended by LPR - 15 to publish statistical data in a common web portal<sup>3</sup>, rather than each statistical producer disseminating its statistical data on its own web site and through its own series of publications, while both considered that a common web portal for the dissemination of statistics would be difficult to implement and that it would be difficult for the users as both the Bank of Albania and the Ministry of Finance would contribute large volumes, progress has been made to coordinate the yearly Calendar of Publications in INSTAT which includes most of publications from both and other non-official producers.

In light of previous recommendations for the need to strengthen the role of INSTAT as the coordinator of national statistics, in relation to its internal structure, as of 2016 it implemented the new position of Coordinator of ASS, responsible for maintaining relationships within the statistical system, a role that is key in improving inter-institutional relations in their common operational goals. As a fairly new position, the sector is still underway to prepare an overarching coordination strategy for the ASS, guidelines and the long-term implementation plan.

The MoF as a statistical producer has only recently established a statistical unit to improve its inter-institutional relations and efficient implementation of their common multi-annual work program, but has yet to fulfill the structure with staff. Since the last election of June 2017, much of the administration has been re-organizing their structures, and the MoF has made new efforts to follow recommendations of peer reviews to improve its statistical structure from previously where it was delegated to four different sectors, now into 1 sector, which will bring much improved relations between institutions.

Statistical activities within the Bank of Albania were only shortly integrated with the Financial Stability department during 2015, and in 2016 it separated again to the Statistics Department within the Bank, in order to ensure that the principles of the code of practice regarding professional independence are met and institutional relations within the ASS are improved.

Relations with administrative bodies are good overall, with established practices of data dissemination. However, improvements are needed in their data production standards, for which INSTAT has been organizing trainings and seminars with the support of various collaborators, and is currently planning future projects with the World Bank. Also, to improve their relations, procedures of data and information exchange, to ease the laws and regulations that may inhibit certain statistical practices, INSTAT has been signing Memorandums of Understanding with key stakeholders. So far 6 MoU's have been signed and more are underway.

1. MoU with Ministry of Finance
2. MoU with Bank of Albania

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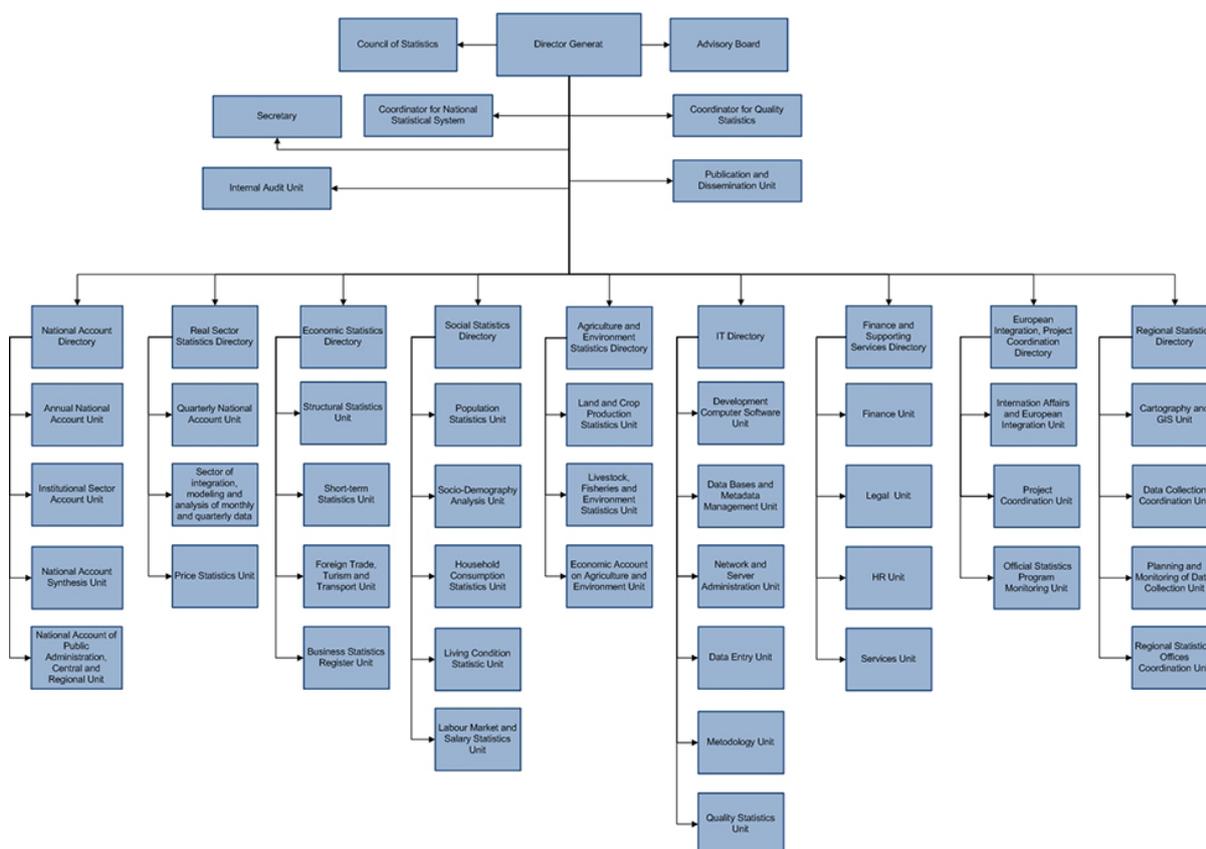
<sup>3</sup> Report on Limited Peer Review of the Institute of Statistics of Albania

3. MoU with National Employment Services
4. MoU with Ministry of Agriculture
5. MoU with Epoka University
6. MoU with Statistical Office of Republic of Serbia (SORS)

## Internal

Internal audience of INSTAT is also a key stakeholder as the institution has grown to reach a size of 219 positions in its structure. The institute is as old as 95 years, its origins dating back to 1924 with the establishment of a statistical office, which grew throughout the years to its most recent standard with the establishment of the Statistical Law nr.9180 in 2004.

The structure currently holds 9 Directories, 4 sectors, the Advisory Board and the Council of Statistics, with its latest re-structuring in 2016 as per PM Order Nr. 126 dt. 10.09.2015.



It is interesting to note that INSTAT, as many large institutions in Albania, is over 70% staffed with women employees and 43% age group of 25-34, which is an opportunity



to grow a culture of change and embrace the new developments needed to improve standards of practices overall, and in particular for dissemination and communication.

While activities, manuals of procedures and internal regulations are in place for the most part regulating the exchange of information within the institution, there is still room for improvement in the overall dissemination of information for higher awareness and understanding of each positions' role within the institution and the NSS itself.

As the LPR - 15 noted that in the Albanian civil service the organization's structure and staffing profile is determined by the government offering little flexibility, the situation still remains so. INSTAT still seems to continue having significant staff shortages for various reasons. As the salary structure of staff in the public sector is specified by the government, it provides for different monthly salaries for different categories of institutions, and for INSTAT most levels of salaries are lower than those in Ministries, thus pushing many people to leave for better jobs at the first chance they get. This in turn creates a high turnover and a growing number of vacant positions.

The Sector for Publication and Dissemination of Information is made up of 4 positions with the Head of the Sector, Media Specialist, Design & Marketing Specialist and the Publication & Dissemination Specialist. With the rising demand of updating dissemination procedures, publication methods and overall communications in the ever changing virtual world, it is concluded that this department is under staffed and under budget to achieve the ambitious objectives of the NSP 2017-2021 and the work program of this mission.

Regarding one of the key objectives of this mission in particular and other projects, to strengthen the position of INSTAT in the ASS and its commitment to quality, following LPR – 13 and LPR -15 strong recommendations, INSTAT has fulfilled 2 positions by creating 2 sectors directly under the Director General, the Coordinator of Statistics and the Coordinator of Quality. Both sectors being fairly new in their creation are in process of building their strategies and regulations to fulfill the NSP 2017-2021 objectives.

To further understand the staff satisfaction, perceptions, behaviors and needs, INSTAT undertook for the first time the Staff Satisfaction Survey in 2016. The survey had a high respondent rate of 86.3% and a satisfaction level of 70.6%, which was a good sign of the employees' involvement and their aspirations for improvement. While most are pleased with their superiors, the nature of their work and the Image perception of the Institution, almost all of them, 90.65%, thought their salaries were not suitable for the work they did. This further confirms the need for better compliance with Principle 3, adequacy of resources, in the overall institution and in particular the Publication & Dissemination Sector.



## SWOT ANALYSIS

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"><li>• Well recognized Image &amp; Role</li><li>• Sound structure and procedures</li><li>• Knowledgeable staff</li><li>• EU support with various projects</li><li>• New Website and IT tools</li><li>• New Metadata &amp; Quality practices</li></ul>	<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"><li>• Develop Dissemination strategy</li><li>• New &amp; current partner projects</li><li>• Newly formed structures of Quality &amp; NSS Coordination within INSTAT and in ONA's</li><li>• Trainings &amp; studies abroad</li></ul>
<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"><li>• Under staffed &amp; under budgeted</li><li>• No solid communication strategy</li><li>• No Brand Platform &amp; guideline</li><li>• No overarching quality strategy yet</li><li>• ONA's not structured properly</li><li>• Stakeholders lack of knowledge</li><li>• No solid statistical academia</li></ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"><li>• Slow development of ONA's capabilities</li><li>• Changes in governmental &amp; administrative structures</li><li>• High staff turnover rate due to very low salaries</li></ul>



## DISSEMINATION ANALYSIS

Assessment of INSTAT dissemination practices have been based on the European Statistics Code of Practice, Statistical requirements Compendium of Eurostat, the Official Statistics Act, INSTAT mission statement, and the Internationally accepted statistical methodologies of the IMF Special Data Dissemination Standard (SDDS).

We shall evaluate current status of dissemination practices including metadata system and quality based on the following principles:

**Equal Access** – INSTAT announces in advance the dissemination dates of official Statistics in its yearly Calendar and all user category, including Eurostat, state authorities and media, have access to it at the same time.

**Impartial, Objective & Transparent** dissemination – is implemented by INSTAT. Neither political comments nor comments of governmental authorities are added to official statistics. An ‘Error Treatment Policy’ has been put in place and published on the website, along with revision policy and commitment to quality. While Article 4 of the Law “On Official Statistics” explicitly identifies ‘impartiality’ as a guiding principle for the organization and implementation of the Statistical Programme, as per LPR - 15 recommendation to enhance compliance readily by developing and implementing a wide-ranging dissemination strategy covering the national statistical system, still stands.

**Simultaneous publishing** - Official statistics are first published in the Statistical Database. In case a news release is published based on the same data, the relevant news release is published simultaneously with the first release of the data in the Statistical Database.

**Identical data in all channels** – in order to guarantee identical data in all channels, press releases, publications, etc. are all used from the Statistical Database.

**Distributed with Metadata** – most of official statistics are distributed with metadata and explanations to avoid misinterpretations and misuse, however improvements must be made to cover more of statistical distributions.

**Comments on misinterpretation, misuse and criticism** – Article 7 (para 2d) of the Law “On Official Statistics” requires INSTAT to facilitate “a correct interpretation of data in official statistics” and while INSTAT does not have a formal policy about commenting on criticism and misuse of official statistics, it is common practice that such comments are made on case-by-case basis.

**Confidentiality & human error** - INSTAT has enhanced its confidentiality protection in recent years, and the new Data Warehouse has provided additional technological improvement. All staff have signed confidentiality agreements and the Data Warehouse funded by IPA 2013 and in cooperation with the Sida project, is providing a unified framework to enhance access controls.

**Free of charge & price policy** – as per the Statistical Act, official statistics are free to the public and anyone can access them through the website. Custom-designed outputs and analyses requested by users, are not allowed to be charged any payment



either. Physical publications are distributed to subscribers and no pricing policy is in place.

**Design & Layout meets Eurostat guidelines** – Printed Publications have started to comply to Eurostat Graphical Style Guide, however no Brand Guideline exists for INSTAT to follow and strengthen its visual image. Therefore, it is recommended that a Brand Platform be designed and implemented.

**Quality commitment** - Official statistics compliance with internationally approved quality requirements, are mostly observed by INSTAT, and mostly not observed by other producers of official statistics in ASS. As per Article 4/1 of the Law “On Official Statistics” which requires compliance in statistical production with a set of quality criteria which correspond to the European standards, INSTAT has made good progress. During 2016 INSTAT formalized the position of Quality Coordinator, directly under Director General, and will be preparing an overarching quality management policy and guidelines, which will describe regulations and processes including all steps of statistical quality controls. Under IT department are currently operating the quality Statistics Unit and Metadata Management Unit. During 2016 INSTAT also implemented the quality standards based on ESS, such as the quality reports for users ESMS (Euro SDMX Metadata Structure) and quality reports for producers ESQRS (ESS Standard Quality Report Structure), and is in process of implementing SIMS standard during 2018. So far 16 quality reports are being produced under these standards and 21 are planned for 2018.

Quality reports are available to the public and published regularly on the website.

Regular communication about the level of quality in all areas of statistics should be further enforced. As per LPR – 15 recommendations, there is still a need to strengthen awareness about quality among other important producers of official statistics.

According to the following quality indicators:

- **Relevance**, in reference to the degree to which statistics meet current and potential needs of the users, INSTAT has conducted for the first time the User Satisfaction Survey in 2017, which has provided much needed feedback. Other processes are in place to monitor & consult users, such as Request for information management, Website & Facebook user analytics. A Dissemination Survey is being prepared as per peer review recommendations.
- **Accuracy & reliability**, referring to the closeness of estimates to the unknown true values, INSTAT regularly assesses and validates Source data, intermediate results and statistical outputs.
- **Timeliness & Punctuality**, referring to the period between the availability of the information and the event or phenomenon it describes, and the delay between the date of the release of the data and the target date (the date by which the data should have been delivered), INSTAT meets European standards for the most part. where the yearly calendar is published in the website and divergences from target are identified and monitored, and published in advance. The release calendar is published at the end of December and it is recommended to comply at least 3 months before year’s end, on October 1<sup>st</sup>. Most releases are published at 11:00 however no policy yet to define, and it is recommended to comply with standards at 08:00.



- **Coherence & Comparability**, referring to the adequacy of the data to be reliably combined in different ways and for various uses, and to the measurement of the impact of differences in applied statistical concepts, measurement tools and procedures where statistics are compared between geographical areas, sectorial domains or over time, is mostly compliant with common standards.
- **Accessibility and Clarity**, referring to the conditions and modalities by which users can obtain, use and interpret data, as per LPR -15 insights some recommendations are still valid. While dissemination practices and manual of procedures for the department is in place, the need for a consolidated dissemination policy and communication strategy stands, and will be implemented with this mission. The new website has improved the accessibility greatly by complying with Eurostat standards, and it is bilingual. Events to engage with stakeholders to explain how to interpret statistics have been held continuously though rather ad-hoc than part of an action plan. Modern information & communication technology dissemination practices have been growing and printed publications have been declining in number. Users are mostly informed about the methodology of statistical processes including the use of administrative data.

**Metadata** has made great progress towards standardization. As per LPR -15 review, methodologies and classifications are presented in the website for each statistical activity as part of the metadata. All statistical results are disseminated alongside the respective methodology as a part of the metadata. INSTAT has implemented METAPLUS which documents structure metadata. European standards for metadata are implemented. Training courses for metadata are available for the staff.



## COMMUNICATION ANALYSIS

Communication activities are planned and ongoing, actively organized as part of the many years of experience of this unit, however without an official strategy which will be part of this mission. Activities are focused on publications of its products, media activities such as Press Conferences and other events with users and producers.

**Publications** are well planned and implemented in a timely fashion for the most part. Annual publications are usually printed while other periodicals are electronic versions. While this axes of communication is one of the oldest activities of the department, improvements in various aspects are needed. No official experienced editor is in place for review of publications. No official experts for content & design are contracted long-term so as to build the unified consistency needed in layouts of publications, rather a tender process is done for every activity where experts are needed and different experts are hired which results in a lack of brand consistency.

**Media relations** are an active part of communication with consistency in some activities. Regular Press Releases are published with an average of 12 releases per month, 4 Press Conferences on the quarterly GDP publication, and some workshops organized in an ad-hoc basis. Other activities include articles and TV appearances on an ad-hoc basis, either from media requests or during important publications. A structured communications plan with the media is needed to maximize the effects of current and new activities to be proposed in the strategy.

**Digital Media** has currently become a focus of the Publication & Dissemination of Information unit, where the new website has been launched as of October 2017 bringing much needed improvement in communication with stakeholders. Social Medias have also been initiated in 2017 with the activation of a Facebook community Page that has now reached a community of 4,435 followers, which is a significant indicator that there is potential to grow. Improvements are needed for a well planned social media strategy to include other popular channels, branding and designed content responsive to each channel. Expertise in digital communications is needed to support the proper development of this key communication axes.

**Stakeholder Engagement** has been an ongoing activity for the PDIU, though quite active it is mostly done on ad-hoc basis. Workshops, seminars and trainings have been implemented with users and producers, which through the drafting of the communication strategy an action plan will be put in place to achieve consistency that will bring about improved relations, increased knowledge and usage of statistics.

**Internal Communications** is mostly done through emails, work meetings, and retreats of upper management only. No intranet exists and is planned under SIDA project to be implemented in 2018, which will bring much needed improvement in internal exchange of information. To improve internal relations overall, more team building activities should be organized to include all level of staff and informal work meetings to increase the efficiency of information sharing.

**Brand Platform** is key to creating strong brand perception among stakeholders, and this is a weakness of INSTAT. So far only the logo exists without a guideline for its application, and no other brand strategy exists. All materials, printed and electronically are prepared through different graphic designers or PDIU staff which has no such expertise. Recently the yearly publications have been following Eurostat visual



guidelines which has provided some improvement in the uniformity of the brand. However, the outcome is that most materials do not have a brand consistency and therefore no strong brand presence to be recognized.

**Campaigns** are currently organized on an ad-hoc basis without a defined strategy or structure, rather several media instruments are selected and content is created without a clear plan of maximizing its touch points and impact on the audience. In 2017 several new tools for content development have been initiated such as info-graphs and awareness videos, which bring about an excellent step towards adapting content to a user-friendly, comprehensive and fun information to be better perceived by the general target segments. Therefore, a well planned strategy shall be put in place to implement campaigns for which experts of communication should be contracted.

**Customer Service Management** is currently being managed by PDIU through manuals of processes in place for requests through the following channels: Physical Protocolled, Email and Facebook, while telephone requests are received through reception desk and sent to PDIU for processing. As customer service is a major part of building stronger relations with current stakeholders, now that social media has become a major channel of communication, it is recommended that a dedicated customer service & community management position be created.

**Infrastructure to support Dissemination & Communication Strategy** should receive special attention if this mission to develop modern Dissemination & Communication strategy to strengthen INSTAT image and relations in NSS, is to succeed. Currently PDIU holds 4 positions to include: Head of Unit, Publication & Dissemination specialist who has no expertise in editorial work, Media Specialist who has no formal expertise in journalism and PR, Marketing & Design specialist who has no formal expertise in graphic design or marketing education. While the current staff has mastered these positions and actually manage an overload of responsibilities, it is detrimental that proper positions are created to support the need for improvements under this mission.



## METHODOLOGICAL APPROACH

The methodological approach for creating this Report was based on planed activity 3.1: Assessment of the current position of INSTAT and the inter-institutional relations in the Albanian statistical system.

**The first step** was to review the input documents and other necessary information:

1. Law no. 9180, dated 05.02.2004 "official statistics",
2. Official Statistics Programme for the period 2017-2021(OSP2017-2021)
3. INSTAT Mission Statement
4. Light Peer Review of the Implementation of the European Statistics Code of Practice in the Republic of Albania - Final Report, 2014 (LPR 13)
5. Report on Limited Peer Review of the Institute of Statistics of Albania, 2015 (LPR 15),
6. Adapted Global Assessment of the National Statistical System of Albania
7. Special Data Dissemination Standard (SDDS)
8. European Statistics Code of Practice
9. Statistical requirements Compendium of Eurostat 2017 Edition
10. Quality reports and definitions
11. Manuals of procedures and regulations of various INSTAT units.

**Second step:** Consultation with INSTAT staff of Publication & Dissemination of Information unit, Database and Metadata management unit, Quality Statistics unit and Quality Coordinator unit.

**Third step:** Analysis of report on consultation with stakeholders in other institutions which provide administrative data to INSTAT with emphasis on the dissemination capacities and the overall relations.

**Final step:** Draft report preparation.



## **ANNEX 1. ABBREVIATIONS AND ACRONYMS**

**ASS** - Albanian Statistical System

**BoA** - Bank of Albania

**CFCU** - Central Finance and Contracting Unit

**Compendium** - The Statistical requirements compendium

**ESS** - European Statistical System

**EC** – European Commission

**EU** – European Union

**ESMS** - Euro SDMX Metadata Structure

**ESQRS** - ESS Standard Quality Reporting Structure

**ICT** – Information Communication Technology

**IMF** - International Monetary Fund

**INSTAT** - Institute of Statistics of Albania

**IPA** - Instrument for Pre-Accession Assistance

**LPR – 13** - Light Peer Review of the Implementation of the European Statistics Code of Practice in the Republic of Albania – Final Report, 2014

**LPR – 15** - Report on Limited Peer Review of the Institute of Statistics of Albania, 2015

**MoF** - Ministry of Finance

**MoU** - Memorandum of Understanding

**NSI** - National Statistical Institute

**NSP** - National Statistics Program 2017-2021

**NSS** - National Statistical System

**ONA** - Other National Authority (for statistical production)

**PDIU** – Publication & Dissemination of Information Unit

**SDDS** – Special Data Dissemination Standard