

Terms of Reference
Working Group on Data Sharing, Analysis, Dissemination and
Communication of Statistics (WGDSA)

The Working Group on Data Sharing, Analysis, Dissemination and Communication of Statistics, hereinafter referred to as WGDSA is a creation of the ASEAN Community Statistical System (ACSS) Committee and shall report to the ACSS Committee.

The revised Terms of Reference of the WGDSA, as adopted by the ACSS Committee at its 2nd Session in Siem Reap, Cambodia, on 27-28 October, are as follows:

1. The WGDSA is a creation of and shall carry out its functions and activities under the purview of the ASEAN Community Statistical System (ACSS) Committee.

2. Objectives

To establish a system of sharing, regular dissemination and communication of ASEAN Community goals-relevant statistical information, including a community mission-based statistical dissemination and communication towards promoting transparency and wider use of statistics and improved governance and accountability in ASEAN through policies, guidelines, and procedures; and

To improve capacities in information development and analysis, dissemination and communication of statistics in support of policy and program implementation, monitoring and evaluation, and improved governance and accountability in ASEAN.

3. Functions/Scope of Work

- a. Definition of a community mission-based statistical dissemination and communication model including its communication plan; in line with the ASEAN Framework of Cooperation in Statistics;
- b. Establishment of policies, guidelines, and procedures on data sharing, dissemination and communication that facilitate:
 - i. regular and timely provision of quality statistics as agreed upon by AMSs, based on an established release calendar for ASEAN statistics, to promote wider use of statistics by stakeholders at the national, ASEAN, and international levels, and
 - ii. compilation and publication of metadata to promote transparency of statistics while taking into consideration certain information confidentiality provisions;
- c. Overall coordination of provision of data in the updating of statistical databases and inputs for the dissemination of ASEAN Brief and ASEAN Community Progress Monitoring System (ACPMS) reports, ASEAN Statistical Yearbook, ASEAN Statistical Indicators (ASI), ASEANstats Website and other ASEAN key dissemination and communication products;
- d. Provision of inputs and advice to the ASEANstats in the development of ASI and high profile statistical products;

- e. Development of a community mission-based joint statistical dissemination and communication products;
- f. Design and facilitation of the conduct of capacity building programs for ASEAN Member States agencies responsible for data compilation and the ASEAN Secretariat on information development and analysis, data sharing and dissemination technologies and communication of statistics;
- g. Promotion, coordination and monitoring of implementation of above policies and guidelines; and,

4. Key deliverables

- a. Data sharing, dissemination and communication policies and guidelines, including ASEAN statistics release calendar and data transmission protocol;
- b. ACSS Communication Plan, outlining the various means of reaching out the stakeholders, such as through newsletter; statistical dissemination; ACSS reporting system; initiatives to monitor progress towards the ASEAN Community; and leveraging on: ASEANstats role as regional focal point and NSO role as the national focal point; as well as on national, regional, and international events on statistics such as national statistics day, world statistics day, regional conference, and the conduct of major censuses or surveys; and leveraging on the latest development of the ICT, etc., in order to establish a network of stakeholders and an established, effective user-producer forum/advisory group;
- c. Recommendations on a data dissemination and communication system and platform (design, architecture, framework, data content, and technologies, including data transmission mechanism linking the national data hubs/warehouses/databases) with ASEAN statistics database;
- d. Inputs for the regular updating of ASEAN databases and statistical dissemination and communication, including the ASEAN Brief, ACPMS progress reports, ASEAN Statistical Yearbook, ASI, ASEANstats Website and high profile statistical products;
- e. Capacity building requirements in support of programmes on statistical information development, analysis, data dissemination and communication of statistics;
- g. Community mission-based statistical dissemination and communication products including data communication via ICT (Web/Portals; PDF/Excels), subject to the outcome of the WGDSA review on the products and related mechanisms; and,
- h. An annual/multi-year work agenda/programme to be endorsed to the ACSS Committee for approval.

5. Membership and Composition

The WGDSA shall be composed of experts and officers in charge of information development and analysis, data dissemination and communication from the ASEAN Member States' (AMS') national statistical systems. Each AMS' national statistical office, as the national coordinator of statistics, is to designate at most two (2)

members to sit in the WGDSA, in consultation with other national statistics authorities; and to coordinate with the National Statistical System to implement the TOR of WGDSA.

6. Chairmanship

Chairmanship, which includes the designation of a Chair and a Vice Chair, shall be determined by the ACSS Committee for up to two years, with the possibility for an extension.

The Chair shall be primarily responsible for steering the implementation and monitoring of the WGDSA work programme. In particular, the Chair shall take the lead in:

- o Drafting the WGDSA agenda/Work Programme in consultation with the members and ASEANstats;
- o Coordinating with ASEANstats on the implementation, coordination and monitoring of the WGDSA work programme;
- o Presiding WGDSA meetings/workshops; and
- o Reporting to the ACSS Committee in coordination with ASEANstats.

The Vice Chair shall assist the Chair in carrying out his (her) responsibilities as outlined in this Terms of Reference, and shall substitute for the Chair whenever the Chair is not available to carry out his (her) responsibilities.

7. Institutional Arrangement

The WGDSA shall communicate regularly through various means as may be agreed upon by the members.

The WGDSA shall regularly report to the ACSS Committee the progress of programs and activities as well as major programme implementation and strategic issues. Decisions on the adoption and implementation of policies and guidelines as recommended by the WGDSA rest solely on the ACSS Committee.

8. Secretariat Support

ASEANstats shall undertake all routine, exploratory and developmental work related to the above functions/scope, including the provision of secretariat services in WG meetings/workshops and similar forums. This includes the facilitation of the national levels initiatives promote dissemination and communication of statistics. ASEANstats shall also coordinate for the WG with parallel/other ASEAN mechanisms on the adoption/implementation of relevant policies, guidelines and technologies.

9. Inauguration of the working group

The WGDSA shall be effective starting the day its Terms of Reference endorsed by the ACSS Committee.

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