

The Partner Report on Support to Statistics (PRESS) is an exercise conducted annually by PARIS21 to gather information on the support that technical and financial partners give to statistical development around the world. The PARIS21 Secretariat initiates the exercise by extracting data submitted to the OECD's Creditor Reporting System then supplementing these data by administering an online questionnaire.

The present note is intended to assist technical and financial partners reporting to the 2011 Round of PRESS via the online questionnaire. It provides detailed guidance on how to complete information for each field. More information on the PRESS is available at <http://www.paris21.org/Press>. Reporters are encouraged to contact the PARIS21 Secretariat (contact@paris21.org) if anything remains unclear and to provide feedback on the system as a whole.

LOGIN

The PARIS21 Secretariat will supply a login and password for each institution reporting to the PRESS. This information is requested on the initial page of the online questionnaire. Once this information is entered, the system directs the user to a list of contacts (there may be more than one contact for a given institution). The user then selects his/her name in the list and arrives on the home page for data entry.

DATA ENTRY HOME PAGE

From this page, reporters are given four options:

- **View existing projects** reported in the previous round
- **Report new projects** for the current round
- **Report future projects** for the current round
- **Submit all projects** for the current round

What's new in the 2011 Round...?

- **Questionnaire delay period has been extended from 20 to 30 minutes**, to minimise timing out of sessions.
- **The online questionnaire will be open year-round**, to allow reporters to load new projects *as they are approved, anytime during the year*.
- Reporters can now **print out a summary report** before final submission. (*See option 4 below*)
- The procedure to **switch projects from future to current** has been simplified. (*See option 1*)
- **Additional free-text field has been added for future projects**. (*See option 3*)

You are not required to click on each of these options, only those relevant to your reporting. The final step ("**SUBMIT**"), however, is crucial to ensuring us that you have read through your data and confirm their accuracy.

Please note that, while the system allows for multiple reporters per institution, it will not allow more than one reporter to enter data on the same record. We therefore ask that institutions identify internally the reporter to enter data on each individual project.

Guidance on each of these four options is given below.

OPTION 1: VIEW EXISTING PROJECTS

By selecting this option, you will view all projects from your institution covering the present round's reporting period. This includes the following:

1. "Current activities" reported in previous rounds that still cover the present round's reporting period.
2. "Future activities" reported in previous rounds that have not (yet) been switched over to "current."
3. Projects with a statistical development component that your institution reported to the OECD's Creditor Reporting System (CRS) and that PARIS21 extracted and loaded into the system.
4. New projects (under Option 2 below) that you have entered into the online questionnaire over the course of the present round.
5. Future projects (under Option 3 below) that you have entered into the online questionnaire over the course of the present round.

Projects of type 3 above are identified with a notation of "CRS updated" in the **Source** column and all others with a notation of "Questionnaire."

You will notice that there is a "Current Activities" tab and a "Future Activities" tab. Please click on each of these tabs to see the data that currently reside in the database for your institution. If you notice any data that need to be updated, you may do so by clicking on the [Edit](#) button next to the appropriate record. In order to update the data in the individual fields, please consult the guidance under Option 2 below.

If a project previously reported as "future" has been approved and is now being implemented, you may change its status by clicking on the [Edit](#) button next to the record in question then clicking on [Switch to on-going project?](#) at the top of the page. The system will then display the individual fields of the record (pre-filled, where applicable) for you to update and supplement the data.

OPTION 2: REPORT NEW PROJECTS

By selecting this option, you can report on new projects/programmes that have been launched since the previous PRESS round. **Before you create a new project, please verify it does not already exist under the “Future Activities” tab from the previous round** (see Option 1 above). If it does, you can simply switch it over into the list of current projects and of course update the data as appropriate.

Guidance on each field for new projects is available below.

GUIDANCE ON NEW PROJECTS	
#	Field
1	<i>Recipient country (ies), sub-region(s) and/or institution(s) :</i>
	This field requests the recipient of the project being reported. This may be either a country or grouping of countries, an entire region or sub-region, or another partner institution. Click on the Browse Recipients link to select the appropriate country (ies) or the Browse Regions link to view a list from which to choose. Please note that if you select a country, the system will automatically assign to it the corresponding region. In order to choose a recipient institution, simply type the name in the Institutions text box.
2	<i>Project/Programme name :</i>
	Please enter the name that you have assigned to the project or programme.
3	<i>Unique identifier :</i>
	This mandatory field refers to the identity code that you have assigned to the individual activity. If you do not have an ID, please create one. This will help PARIS21 and PRESS users distinguish one project from another in the event of similar project titles.
4	<i>What are the main objectives of this project/programme?</i>
	This is a free-text field. You are encouraged to provide <u>as much information as possible</u> on the objectives and expected outcomes of the project/programme. Please include hyperlinks to project documents, project websites, and any other related information available online.
5	<i>What is the period of this Project/Programme?</i>
	Please enter the year the project/programme was committed or approved by your institution and the year it ended or is expected to end.
6	<i>Is the project aligned with national or regional priorities, for example as reflected in an NSDS, statistical master plan, sectoral strategy, or regional statistical strategy?</i>
	The Paris Declaration on Aid Effectiveness calls on technical and financial partners to align their support with nationally agreed priorities. In statistical development, these nationally agreed priorities are articulated in NSDSs (national strategies for the development of statistics) or similar strategic processes such as master plans, sectoral statistical strategies, NSO corporate plans, or regional statistical strategies. It is recognised that not all countries have

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#	Field
	a statistical strategy. Please consult the PARIS21 NSDS report ¹ if you are uncertain if the recipient country has one. For this question, please answer YES, NO, or DO NOT KNOW.
7	<p><i>What is your role in this project?</i></p> <p>The intention of this question is to determine if you are the donor or implementing agency (i.e., funds from a donor are channelled through your institution) for the project being reported. If you check the <i>Donor</i> box, please specify if you are the lead donor or not and with which other partners you are collaborating in the funding of this project, if any. If you check the <i>Implementing agency</i> box, please specify with which other partners you are collaborating in the implementation of this project, if any.</p>
8	<p><i>What are the statistical area(s) of the project/programme (main category is mandatory; sub-category is optional)</i></p> <p>Please identify which statistical areas this project/programme is intended to cover, by clicking on the Browse Statistical Areas link. The list of statistical areas was devised by an inter-agency task team, based on a UNECE classification of activities. The full list is available for print-out on the PARIS21 website². Please provide <u>as much detail as possible</u> by selecting the relevant main category (ies) and sub-category (ies). If your support does not seem to fall under any of the listed categories, please select the most appropriate main category then send an email to the PARIS21 Secretariat at contact@paris21.org with your recommendation for a relevant (sub)category.</p>
9	<p><i>What type of support is being provided?</i></p> <p>Please indicate if the support your institution provides on this project/programme is financial and/or non-financial.</p> <p>If you select <i>Financial</i>, you will be asked the following questions:</p> <ul style="list-style-type: none"> • <i>What is the financing instrument you use?</i> <p>Select <i>Grant</i> if you are providing financing that is not reimbursable.</p> <p>Select <i>Loan/credit</i> if you are providing financing that is reimbursable over time to a lending partner.</p> • <i>What is the financing approach?</i> <p>Select <i>Stand-alone project/programme</i> if the activity being reported is an investment project or technical cooperation project that targets the use of funds for statistical activities/expenditures.</p> <p>Select <i>Component of project/programme</i> if the activity being reported is a component of a larger investment project or technical cooperation project allocated to statistical activities.</p> <p>Select <i>Budgetary support</i> to identify the project/programme being reported as direct budgetary support for policy and institutional reforms or for the implementation of a comprehensive programme or specific sector/thematic strategy relying on the recipient country's budgetary processes; funds are not targeted, but disbursements are generally subject to policy actions.</p>

¹ <http://www.paris21.org/nsds-status>

² <http://www.paris21.org/sites/default/files/PRESS2009-nomenclature.pdf>

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	<ul style="list-style-type: none"> • <i>What is the financing mechanism?</i> Select <i>Not-co-financed</i> if your financing is provided by only your institution, based on direct agreement with the government of the recipient country. Select <i>Parallel financing</i> if your financing is based on a direct agreement between your institution and the recipient country, and more than one other financier is involved, with its own separate agreement with the recipient government to finance components/activities within a general or sector budget support/project/programme. Please specify the other partner(s) in the text box. Select <i>Joint or pooled financing</i> if the financing for this project/programme is provided by a number of development partners that is combined for a general or sector budget support/programme/project. Please specify the other partner(s) in the text box. Select <i>Financing through intermediary organization</i> if your financing is channeled through a third party, e.g. from bilateral donor to multilateral institution; from bilateral or multilateral organization to a regional or sub-regional organization or to a civil society organization; from a regional organization to a sub-regional organization or civil society organization. Please specify the intermediary organization in the text box. • <i>What is the commitment amount for statistical component?</i> Please specify the total amount committed for the statistical component of the project/programme. For non-financial support, please estimate the cost budgeted/spent for this support. The amount can be: (i) the amount specified in the project/programme documentation (Please tick <i>Specified amount</i>); (ii) an amount estimated by the respondent when the amount is not specified in project/programme documentation (Please tick <i>Estimated amount</i>); or (iii) an amount revised since the project/programme was approved (Please tick <i>Revised amount</i>). Please indicate the currency in the box to the right. • <i>What is disbursement amount, if available?</i> If available, please specify the actual amount spent for this support over the last financial/calendar year. Please indicate the currency in the box to the right and the year committed in the box to the left. <p>If you select <i>Non-Financial</i> to question 9, you will be asked the following question:</p> <ul style="list-style-type: none"> • <i>What is the cost estimate of this non-financial support?</i> Please estimate the cost budgeted/spent for this support and identify in which currency it is estimated.
	<p><i>For what is the support used?</i></p> <p>Please indicate for what purposes the support is to be used. Any combination of the following six responses is possible:</p> <p><i>Technical assistance (technical expertise, consultant services)</i> refers to the financing of specialized professional services (consultancy services from individuals/firms with required know-how and expertise) aimed at enabling the recipient country to implement reforms or strengthen its institutions.</p> <p><i>Training</i> refers to the financing of training related to a specific project/programme. For non-financial support, this refers to training costs directly financed by the financial or technical partner.</p> <p><i>Goods and equipment</i> refers to the financing of materials and equipment in the context of a project/programme. For non-financial support, this refers to the provision of goods and equipment directly financed by the financial or</p>

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	<p>technical partner.</p> <p><i>Infrastructure</i> refers to the financing of infrastructure expenditures in the context of a project/programme. For non-financial support, this refers to infrastructure expenditures directly financed by the financial or technical partner.</p> <p><i>Operating costs (recurrent expenditures)</i> refers to the financing of expenditures related to the operation of a project/programme (e.g., administrative costs, petrol, maintenance costs). For non-financial support, this refers to costs directly financed by the financial or technical partner.</p> <p><i>Other</i></p>

After completion of these questions, a summary page will appear on the screen and you are asked to confirm the data related to this project/programme are accurate by clicking on *Valid*. The record will then be transferred into the **View existing projects** option (“Current activities” tab) on the main data entry page, where you will still have the opportunity to update data if necessary.

OPTION 3: REPORT FUTURE PROJECTS

By selecting this option, you can report on projects/programmes that are in the pipeline but not yet formally approved or launched. It is understood that information relating to future projects can easily evolve. PARIS21 strongly encourages you to report this information, however tentative, in order to provide other partners and countries with indications of your intended support.

Guidance on each field is available below.

GUIDANCE ON FUTURE PROJECTS	
#	Field
1	<p><i>Expected recipient country (ies), sub-region(s) and/or institution(s):</i></p> <p>This field requests the expected recipient of the project being reported. This may be either a country or grouping of countries, an entire region or sub-region, or another partner institution. Click on the Browse Recipients link to select the appropriate country (ies) or the Browse Regions link to view a list from which to choose. Please note that if you select a country, the system will automatically assign to it the corresponding region. In order to choose a recipient institution, simply type the name in the Institutions text box.</p>
2	<p><i>Project/Programme name :</i></p> <p>Please enter the name that you have assigned to the project or programme.</p>
3	<p><i>Unique identifier :</i></p> <p>This mandatory field refers to the identity code that you have assigned to the individual activity. If you do not have an ID, please create one. This will help PARIS21 and PRESS users distinguish one project from another in the event of similar project titles.</p>
4	<p><i>What are the main objectives of this project/programme?</i></p> <p>This is a free-text field. You are encouraged to provide <u>as much information as possible</u> on the objectives and expected outcomes of the project/programme. Please include hyperlinks to project documents, project websites, and any other related information available online.</p>
5	<p><i>What is the status of the Project/Programme?</i></p> <p>For each planned activity, please select one of the following three statuses (i.e., stage of project/programme cycle): (i) the Identification stage refers to the concept phase of the activity; (ii) Under preparation/appraisal refers to ongoing preparation of the project/programme up to the negotiation stage; and (iii) Approval stage refers to the final phase of the project/programme's preparation, prior to approval.</p>
6	<p><i>What is the expected Period of the Project/Programme?</i></p> <p>Please enter the year the project/programme will be committed or approved by your institution and the year it is expected to end.</p>
7	<p><i>What are the statistical area(s) covered?</i></p>

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	Please identify which statistical areas this project/programme is intended to cover, by clicking on the Browse Statistical Areas link. The list of statistical areas was devised by an inter-agency task team, based on a UNECE classification of activities. The full list is available for print-out on the PARIS21 website ³ . Please provide as much detail as possible on the main category and sub-category levels. If your support does not seem to fall under any of the listed categories, please select the most appropriate main category then send an email to the PARIS21 Secretariat at contact@paris21.org with your recommendation for a relevant (sub)category.
8	<i>What is the expected commitment amount?</i> Please indicate the expected amount of the commitment as well as the currency. It is recognised that these figures may change, but please provide your best estimate of the amount to be committed.

After completion of these questions, a summary page will appear on the screen and you are asked to confirm the data related to this project/programme are accurate by clicking on [Valid](#). The record will then be transferred into the **View existing projects** option (“Future activities” tab) on the main data entry page, where you will still have the opportunity to update data if necessary.

³ <http://www.paris21.org/sites/default/files/PRESS2009-nomenclature.pdf>

OPTION 4: SUBMIT ALL DATA

Once you have entered all data for the present round of the PRESS, we ask that you confirm your data and formally validate your submission. We invite you to return to the **View existing projects** option on the data entry home page then from each of the two tabs (“Current activities” and “Future activities”), click on the “Printer-friendly version” link at the top of the table. The system will provide you with a summary table that you can print out to verify your data more easily.

Once you are satisfied with your submission, please return to the data entry home page and click on the **SUBMIT** button at the bottom of the page, after which the system will ask you a final series of questions on donor co-ordination and the usefulness of this PRESS exercise.

The system will first display a table listing all the recipient countries in which you reported a project/programme. You are asked to respond if a co-ordination mechanism exists in each country. A co-ordination mechanism is understood to be any national partnership in which the country and its donor community establish a formal or informal dialogue on priorities for statistical development, the co-ordination of support to the national statistical system, the identification of gaps in funding, and the implementation of the country’s NSDS. You are then asked if your institution participates in this co-ordination mechanism and what score you would assign to its effectiveness (on a scale of 1 to 5; 1=ineffective and 5=excellent). While answering these questions is not obligatory, PARIS21 strongly urges you to respond to the best of your knowledge.

The system will also ask you to evaluate the value of the PRESS exercise. Your responses will help the PARIS21 Secretariat better respond to your needs.

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PARIS21 thanks you for your valuable input to the PRESS process. Should you have any questions, please do not hesitate to contact the Secretariat at contact@paris21.org.