**TWINNING CONTRACT**

**AZ/16/ENI/ST/01/19 (AZ/53)**


**Support to the State Statistical Committee and the State Tax Service under the Ministry of Economy to
strengthen collection, harmonization, analysis, publishing and dissemination of business statistics**




# MISSION REPORT


**Activity 3.1.A**

**Activity Title: Description of the STS data transmission business process according to Generic Statistical Business Process Model (GSBPM)**

**Component 1:  A unified approach for improved quality of information exchange with the State Tax Service under the Ministry of Economy databases is implemented**


Mission carried out by

**Mr. Antti Santaharju, Business Architect, Statistics Finland**

**Ms. Nadezda Fursova, Head of Large Case Units (LCU), Statistics Lithuania**


**8-29 April 2021**

Via: Online Activity: Webex videoconferencing app


Version: FINAL

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This project is funded by the European Union

# Table of contents

# List of Abbreviations

| | |
|---|---|
| AZ | Azerbaijan |
| BC | Beneficiary Country |
| EBS | European Business Statistics |
| EC | European Commission |
| EU | European Union |
| MS | Member State |
| NACE | Nomenclature générale des Activités économiques dans le Communautés européennes NACE is the industrial classification of units dealing in economic activities |
| RS | Remote Sessions |
| RTA | Resident Twinning Adviser |
| SRSU | State Register of Statistical Units |
| SSC | State Statistical Committee |
| STS | State Tax Service under the Ministry of Economy |
| ToR | Terms of Reference |

**"Support to the State Statistical Committee and the State Tax Service under the Ministry of Economy to strengthen collection, harmonization, analysis, publishing and dissemination of business statistics"**

# 1. General comments

This mission report was prepared within the EU Twinning Project "Support to the State Statistical Committee and the State Tax Service under the Ministry of Economy to strengthen collection, harmonization, analysis, publishing and dissemination of business statistics". It was the first mission to be devoted to Description of the STS data transmission business process according to Generic Statistical Business Process Model (GSBPM) within Component 1, Result 3 within Activity 3.1.A of the project. Mission included four remote sessions.

The purposes of the mission were:

- To share the experiences in process modeling and the use of the GSBPM reference model
- To describe the STS data transmission business process according to Generic Statistical Business Process Model (GSBPM)
- Analysis of emerging new administrative data and GSBPM

The consultants would like to express their thanks to all officials and individuals met for the kind support and valuable information which they received during the Remote Sessions and which highly facilitated the work of the consultants.

This views and observations stated in this report are those of the consultant and do not necessarily correspond to the views of EU, SSC, STS, SME-Agency, Statistics Finland, Statistics Lithuania, Statistics Netherlands, Statistics Denmark and HAUS.

# 2. Status at the beginning of the mission

Activity 3.1 was carried out in four Remote Sessions (RS - WebEx meetings). Last RS presented the observations made during the previous sessions and translated into proposals for improvement of the process, whereas the RS's before focused on analysing the situation in STS and SSC and presenting best practices out of MS.

- Current status on the integration between SSC and STS and on new administrative data sources in SSC:
    - there is already good legal basis
    - bilateral agreements between SSC and STS are signed
    - Administrative data integration process has been organized,
    - procedure of data exchange and validation is in place.
- Current status of process documentation
    - SSC is familiar with the GSBPM, but the process on new administrative data integration is not described according to GSBPM,
    - the processes inside the SSC on integration and use of administrative data is not always clear, nor standardized, nor optimized.
- SSC presented potential administrative data sources:
    - Ministry of Labour and Social Protection of Population (MSLP),
    - Ministry of Justice,
    - Ministry of Education,
    - State Migration Service
    - State Examination Centre.
- Agreements concerning the new administrative data sources are signed within state program and working groups in 2019. ASAN service (intermediator) is used for the technical data transmission. Data are transferred via web service to the appropriate departments of the SSC. The SSC targets to update existing agreement with the STS.
- There is a special sector in the SSC that deals with the GSBPM since 2012. But they were not participated in the sessions.

## 3. Status of mission results

- Experts presented the principles and purpose of the business process model as well as their experience in this field
- It was proposed to use the provided process template to describe each activity of the new administrative data integration process. Description should include input, output, and responsible roles/actors for each activity. In the template, the participants were proposed also to do the mapping to the GSBPM sub-processes where it is possible to determine.
- Experts presented examples of the process schemes and provided explanation on how to use different tools and methods (e.g. BPMN 2.0). According to the proposed examples the SSC drafted their current administrative data integration process scheme. Proposed schemes are useful tool to visualise the process for better understanding of the ongoing activities and actors of the process.
- The SSC together with experts
  - described the part of the new administrative data integration process,
  - discussed possible inputs and outputs of each activity,
  - defined who is responsible for the activity,
  - explained when the activities could be merged and when they need to be separated.
- The template for describing the processes, the process scheme template, the methodology on the using of the template were admitted as useful and clear.
- The practical work during the RS helped SCC to learn how to use model to describe processes, how to apply templates, and use them in future in their work in describing any other statistical production processes, that could be helpful to standardize, centralize and optimize activities of the processes.
- The mission could be seen as successful and we don't see any problems to further define the process in the future.
- Mission was completed according to plans without any major problems.

## 4. Sustainability of the achievements

All parties agreed on the Activity analysis. Should the need arise, adjustments can be made later through the rolling work plan.

SSC should continue the use of the provided templates, examples, and methodology. SSC should describe full process on the integration of administrative and its use. Experts don't see any obstacles to achieve these results.

## 5. Recommendations for the future (short and long term)

Short term recommendations:

- The SSC are encouraged to further enhance their knowledge in the use of the busines process model, as well as in mapping the activities to the GSBPM framework, implementing new templates and schemes presented in the mission improving the existing processes
- Draw a more detailed process scheme for the whole process (for each GSBPM phase that is relevant for the process) on new administrative data integration to the statistical business process, according to supplied recommendations and templates.
- Describe each activity of the Process, using the Process Template and map them to the GSBPM using the UNECE document GSBPM v5.1 (https://statswiki.unece.org/display/GSBPM/GSBPM+v5.1)
- Input, output and processing should be documented for each activity. Input and output documents could be available in the description of the process, e.g as a link
- Experts could review the work to be done in the coming weeks and answer any questions that may arise.

Long term recommendations:

- The SSC participants received answers to their questions during the meetings; they can contact experts for further information or more detailed answers.
- Experts are open for further collaboration in the field.
- Use the Process template and Process scheme to describe other statistical business processes when necessary

## 6. Identification of needs for additional support

- The BC could need further support to review the process and description of the activities according to the template provided in the process scheme, also to map them to GSBPM.

## 7. Outstanding issues

None

# Annex 1. Terms of Reference

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**Terms of Reference**

**EU Twinning Project:  AZ/16/ENI/ST/01/19 (AZ/53)**

**Support to the State Statistical Committee and the State Tax Service under the Ministry of Economy to strengthen collection, harmonization, analysis, publishing and dissemination of business statistics**

**Component 1:  A unified approach for improved quality of information exchange with the State Tax Service under the Ministry of Economy databases is implemented**
**8-29 April 2021 - Hosting institution: Remote Session via Webex**
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**3.1.A Description of the STS data transmission business process according to Generic Statistical Business Process Model (GSBPM)**

**Result 3:** A logical design for the renewal and expansion of the software functions for proper maintenance and updating SRSU is provided

**Indicators of achievement**

3.1.1 Business processes report for effective collaboration between the State Tax Service under the Ministry of Economy and the SSC for maintenance and update of the SRSU are prepared and submitted.

**Prerequisite: 1.4.A**

**This activity will be carried out in 4 Remote Sessions, replacing a 4 Working Day's mission.**

**Purpose of the activity**

Description of the STS data transmission business process according to Generic Statistical Business Process Model (GSBPM); Analysis of emerging new administrative data and GSBPM

**Expected Outputs of the Activity**

- Business process report
- Analysis of emerging new administrative data and GSBPM
- Mission report

**Resources**

**State Statistical Committee (SSC)**
- Mr. Togrul Ajalov – Head of sector for work with registers of statistical units and administrative information sources, Deputy Head of Department
- Ms. Shafa Garayeva- Chief Advisor of sector for work with registers of statistical units and administrative information sources
- Mr. Hamid Kalantarli- Leading Advisor of sector for work with registers of statistical units and administrative information sources
- Ms. Nargiz Chalabi- Advisor of sector for work with registers of statistical units and administrative information sources
- Ms. Shabnam Garayeva- Leading advisor of sector for metadata and classification shabnam.garayeva@stat.gov.az
- Mr. Fuad Gojayev- Chief advisor of sector for metadata and classifications

**State Tax Service under the Ministry of Economy (STS)**
- Mr. Telman Mammadov, *Chief State Tax Inspector of Economic Analysis Main Department*
- Mr. Elvin Alizade, *State Tax Inspector*

**"Support to the State Statistical Committee and the State Tax Service under the Ministry of Economy to strengthen collection, harmonization, analysis, publishing and dissemination of business statistics"**

**MS Experts**
- Mr. Antti Santaharju, *Business Architect, Statistics Finland*
- Ms. Nadezda Fursova, *Advisor of Methodology and Quality Division, Statistics Lithuania*

**Twinning Project Administration**
- Mr. Ville-Matti Pilviö, RTA
- Ms. Gultakin Babayeva, RTAA
- Mr. Tarlan Arzumanov, Language Assistant

Agenda

| Day/Time | Place | Event | Purpose / Details |
|---|---|---|---|
| 8.4.2021    Tuesday 10:00-13:00    Baku | Webex | Remote Session 1 | Opening, Introductions, Mission Agenda and Schedule, the working methodology<br>Understanding of Generic Statistical Business Process Model<br>Understanding of new emerging administrative data<br>Agreement of tasks by participants for next RS<br>Preparations for next RS (Homework) |
| 15.4.2021    Tuesday 10:00-13:00 Baku | Webex | Remote Session 2 | New data sources and GSBPM<br><ul><li>User requirements to be fulfilled with these sources</li><li>Suitability of new data for this role</li></ul><br>Agreement of tasks by participants for next RS<br>Preparations for next RS (Homework) |
| 22.4.2021    Tuesday 10:00-13:00 Baku | Webex | Remote Session 3 | Business process report reviewed and finalized<br><br>Agreement of tasks by participants for next RS<br>Preparations for next RS (Homework) |
| 29.4.2021    Tuesday 10:00-13:00 Baku | Webex | Remote Session 4 | Presentation of MS experts' findings<br>Agreement on proposed implementation plan<br>Agreement on Tasks to be completed before the next Activity for this Result and Next Mission content<br>Agreement on summary mission report |

This project is funded by the European Union