

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 3.2.A

Activity Title: Activity 3.2.A

Activity Title: Renewal and expansion of the SRSU software to include 5 new data sources

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

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20-23 September 2021

On-site mission at the premises of the State Statistical Committee of the Republic of Azerbaijan

Version: Final

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”

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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

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 second mission to be devoted to Renewal and expansion of the SRSU software to include 5 new data sources within Component 1, Result 3 within Activity 3.2.A of the project. Mission included four on-site sessions.

The purposes of the mission were:

- Addition of five new administrative data sources into the production process of the official statistics.
- Follow up on Activity 3.1.A recommendations.
- Revision of SSC drafted administrative data integration process scheme (according to GSBPM).
- Analysis of the five new emerging data sources and possibilities to integrate them into the SSC production process of the official statistics.

The consultant would like to express their thanks to all officials and individuals met for the kind support and valuable information which they received during the stay in Azerbaijan and which highly facilitated the work of the consultant.

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 3.2.A was carried out on four On-site sessions. Last session presented the observations made during the previous sessions and translated into proposals for improvement of the process, whereas the sessions before focused on analysing the situation in STS and SSC and presenting best practices out of MS.

Current status on the five new emerging administrative data sources and their integration process:

- The agreements with Ministry of Labour and Social Protection of Population (MSLP), Ministry of Justice, Ministry of Education, State Migration Service, State Examination Centre are already signed and there are no outstanding technical issues on data transmission.
- The data from State Examination centre already received under the signed agreement. The other four are in the process of the implementation state: the data have been submitted to “ASAN bridge” and now the SSC is in the process of accessing the data.
- In the prerequisite Activity 3.1.A, the experts proposed to use the provided process model template to describe each activity of the new administrative data integration process. This template is based on GSBPM. The SSC together with experts during online session described the part of the new administrative data integration process, possible inputs and outputs of each activity, defined responsible actors of the activities. The SSC applied the received knowledge during the mission, continued the work and draw the full process model for the new administrative data integration. However, some questions remained on the description of inputs and outputs, on the responsible actors and on the level of detail of the process model.
- All exchange of administrative data is centrally managed in the Division of RSU and Work with Administrative Databases, two persons in the Division of RSU and Work with Administrative Databases of SSC are responsible for administrative data agreements.
- There is a special sector in the SSC that deals with the GSBPM, but it didn't participate in both missions.



3. Status of mission results

- Experts presented the follow up on the Activity 3.1.A and the achievements made so far.
- Experts presented the current situation and ongoing projects on administrative data exchange in Statistics Lithuania.
- Current situation in Azerbaijan on administrative data exchange between official institutions was discussed.
- New intermediary on administrative data exchange between official institutions “ASAN bridge” that was recently put in place by the government of Azerbaijan was exhaustively discussed. Although standardization of the data transmission format should in theory make administrative data exchange easier, it was noticed that in the implementation period it creates additional delays for the data exchange to participating parties.
- Available sources and problems in identification of potential administrative data sources were discussed. Experts shared their experience and presented Lithuanian Register of Registers, where all information on state registers and information systems can be found, its composition and legislation.
- Some work on improving the template used to describe each activity of the new administrative data integration process was made. Experts provided some guidance and clarifications on the questions raised.
- The Document “Description of the procedure for receipt, use and storage of administrative data” used by Statistics Lithuania was translated by the experts and provided to SSC.
- During the session it was discussed that there are some uncertainties in the legal basis to get the administrative data on the needed extend.
- Mission report.

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.

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

- *Short term:*
- The work on inclusion of the new administrative data from STS to SSC will continue next mission 3.2.B.
- The SSC is encouraged to finish the work on describing the new administrative data integration process according to the provided templates, describe inputs, outputs, and responsible actors.
- The administrative data integration process procedures should be properly documented.
- Include Methodology and Quality Division into the next activity 3.2.B in order to facilitate the description of the processes on the use of administrative data by field departments according to the GSBPM.
- Draw the process diagram for the inclusion of new administrative data into the statistical production process STS and SSC (should include: contract initiation process, “ASAN Bridge” intermediary).
- *Long term:*
- Try to resolve (clarify) the ambiguity in the Law of the Statistics on the extend of the data that could be used for statistical purposes.
- Further improve cooperation between official institutions.
- Continue the work on receiving, checking and using the data from remaining administrative data sources for statistical production.
- Use special software (e.g. QPR Process Guide (QPR ProcessDesigner), BPMN 2.0 (Business Process Model and Notation) etc.) for the design, maintenance and publishing of processes as well as integration of existing documentation (identification of a standard software to use in the whole SSC for the description of the production processes).



6. Identification of needs for additional support

- The BC should be able to implement recommendations given in component 1 without additional support.

7. Outstanding issues

- There are no specific outstanding issues.



Annex 1

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

20-23 September 2021 - Hosting institution: State Statistical Committee of the Republic of Azerbaijan

3.2.A Renewal and expansion of the SRSU software to include 5 new data sources

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

3.1.2 A logical design for the renewal and expansion of software functions for the proper maintenance and updating the SRSU are developed and submitted.

Prerequisite: 3.1.A

This activity will be carried out in 4 Remote Sessions OR a 4 Working Day’s mission.

Purpose of the activity

Renewal and expansion of the SRSU software to include 5 new data sources

Expected Outputs of the Activity

- Follow up on Activity 3.1.A recommendations
- The five new emerging data structures documented
- Presentation of an example in logical designing of new data integration with needed steps
- Description of the wanted logical features in the software documented
- 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
- Ms. Lala Salalzada- Head of sector for metadata and classifications



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sState Tax Service under the Ministry of Economy (STS)

- Mr. Telman Mammadov, Chief State Tax Inspector of Economic Analysis Main Department
- Mr. Elvin Alizada, State Tax Inspector of Economic Analysis Main Department
- Ms. Aytan Shahmarova, State Tax Inspector, International Relations Main Department

SME Development Agency

- Ms. Samaya Allahverdzada, Chief advisor of Strategy and Development Department

MS Experts

- Mr. Maksim Lata, Advisor of Economic Entities Register division, Statistics Lithuania
- Ms. Nadezda Fursova, Head of Large Case Units (LCU), 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
20.9.2021 Monday 10.00-17.00	SSC	Session 1	Opening, Introductions, Mission Agenda and Schedule, the working methodology Follow up on Activity 3.1.A recommendations The five new emerging data structures reviewed Agreement of tasks by participants for next RS
21.9.2021 Tuesday 10.00-17.00	SSC	Session 2	Presentation of an example in logical designing of new data integration with needed steps Agreement of tasks by participants for next RS
22.9.2021 Wednesday 10.00-17.00	SSC	Session 3	Description of the wanted logical features in the software documented Agreement of tasks by participants for next RS
23.9.2021 Thursday 10.00-17.00	SSC	Session 4	Wrap up of what has been achieved so far Presentation of MS experts' findings Agreement on Tasks to be completed before the next Activity for this Result and Next Mission content Agreement on summary mission report



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