**DETAILED WORK PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| ToR | Actions | Due date | Comment |
| Initial analysis of extant data describing national statistical capacity development needs and priorities for the SDGs and beyond within UNECE CES region. Identify initial (draft) scope of needs and commonly held priority areas within CES region. | Obtain Paris 21/HLGPCCB aggregated data for UNECE region | July 2018 | To be shared with  TG members by August (wiki) |
| Analyze the Paris 21 aggregated data for UNECE region existing replies | July 2018 |  |
| Recognize the countries that didn’t reply to Paris 21/HLG PCCB questionnaire | July 2018 |  |
| Make a working plan and the working groups for the specific activities | August 2018 |  |
| Organize a conference call with the group | August 2018 |  |
| Prepare the outline to be presented to the UNECE CES Steering Group Meeting | August/September 2018 | tbd |
| Overview of the working group arrangements | Define volounteers of the four working groups: | August 2018 | The deadline of the working arrangement of the groups have been presented following the order of the activities  **All members of the group are asked to express their interest in which group they would like to contribute** |
| Group 1 – define the overall description of the three pillars (strategic, organizational and IT tools ) within which needs and priorities can be included | September 2018 |
| Group 2 - Try to receive the answers from the countries that didn’t reply to Paris 21 so the coverage shell be bigger | November 2018 |
| Group 3 – Select the most important needs and priorities from the Paris 21 data (the bigger scores from the survey will be treated like the top priorities of the countries) | December 2018 |
| Group 4 – Ask and prepare the feedback from the countries related to the best practice on selected needs and priorities | May 2019 |
| Develop outline to create a template for countries to use to make their own national statistical capacity development plan (may be in form of template, self-assessment, or similar). Prepare draft national development plan template (or self-assessment). | **Group 1**  Make the overall description of the needs and priorities by pillars/categories and select which question from the Paris 21 goes within the defined pillar:   * Strategic needs and priorities * Organizational needs and priorities * IT or other tools needs and priorities | September 2018 |  |
| **Group 2**   * Identify the contacts of the countries that didn’t reply to the Paris 21 * update replies from the Paris 21/HLG PCCB questionnaire still active * Make a contact with the persons in charge to assure the submission of the data * Analyze the microdata from each country | November 2018 | Microdata shell be given by Paris 21  **All result of the analyses shall be shared with HLG-PCCB and Paris 21 Secretariat before being published** |
| **Group 3**   * Sum up the data from all UNECE countries * Select the relevant replies with 9 or more scores (and treat them like relevant) * Arrange the replies within the pillars * Identify possible additional details on the needs | December 2018 |  |
| Request comment on draft development plan. Finalize.  Develop outline to identify existing tools/resources for commonly held statistical capacity priorities in region. Identify tools/resources that enable country-led, demand driven, self-initiated development. | **Group 4**   * Identify the most common needs from each pillar taking into account the development level of the countries (make a distinguish between the developed and less developed countries and geographical region) * Identify the most developed country that can give and prepare the best practice for each recognized need from Paris 21 (within pillars) | January – March 2019 |  |
| Prepare draft sum up of main needs and resources by initial “kiosk” of resources (e.g., case studies), tools, and guidance. Request comment on content and usability. Prepare workplan for 2019-2020. | Sum up the draft outputs from each group  . | May 2019 |  |
| Prepare the draft Guidelines | June 2019 |  |
| Prepare workplan for 2019-2020 | Jun 2019 |  |