Assessment of the Current Status of the National Statistical System of the Cook Islands

Sustainable Economic Development Sector

10 January 2014

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List of Acronyms and Abbreviations

ADB	Asian Development Bank
BTIB	Business Trade and Investment Board
CINSF	Cook Islands National Superannuation Fund
CISO	Cook Islands Statistics Office
CITC	Cook Islands Tourism Corporation
FSC	Financial Supervisory Commission
FSDA	Financial Services Development Authority
IMF	International Monetary Fund
MFEM	Ministry of Finance and Economic Management
NSDP	National Sustainable Development Plan
NSDS	National Strategy for the Development of Statistics
OPM	Office of the Prime Minister
PARIS21	Partnership in Statistics for Development in the 21st Century
PERCA	Public Expenditure Review Committee and Audit Office
PFTAC	Pacific Financial Technical Assistance and Cooperation

Definitions

Accessibility	The ease and conditions under which statistical information can be obtained.
Administrative data	Information primarily collected for the purpose of record-keeping, which is subsequently used to produce statistics. Some examples include data from registrars, hospital morbidity data, housing assistance data and child protection data.
Agency	Denotes either a Ministry, Department, State Owned Enterprise o Division of a Department
Data capture	The process by which collected data are put into a machine-readable form.
Data revision	Any change in a value of a statistic released to the public by an official statistical agency. Preliminary data are revised when more and better source data become available. "Data revision" describes the policy and practice for identifying the revision status of the data, as well as the availability of revision studies and analyses.
Data validation	Process of monitoring the results of data compilation and ensuring the quality of the statistical results. Data validation describes methods and processes for assessing statistical data, and how the results of the assessments are monitored and made available to improve statistical processes. In this process, two dimensions can be distinguished: (i) validation before publication of the figures and (ii) validation after publication.
Dissemination	Distribution or transmission of statistical data and metadata to users. Dissemination covers all activities by statistical producers aiming at making data and metadata accessible to users. For data dissemination, various release media are possible, such as electronic format including the internet, CD-ROM, paper publications, files available to authorised users or for public use; fax response to a special request, public speeches, press releases.
Impartiality	An attribute confirming that statistical authorities develop, produce and disseminate statistics in a neutral manner, and that all users must be given equal treatment. A critical pre-requisite for production of high quality statistics.
Institutional environment	Set of rules and the organisational structures that are used as the basis for producing statistics.
Metadata	Data that defines and describes other data.
Methodological soundness	The extent to which the methodology used to compile statistics complies with the relevant international standards, including the professional standards enshrined in the Fundamental Principles for Official Statistics.
National statistical system	The national statistical system (NSS) is the ensemble of statistical organisations and units within a country that jointly collect, process and disseminate official statistics on behalf of the national government.
Output	See statistical output
Periodicity	Frequency of compilation of the data (i.e., the relevant period covered by a data observation, e.g., annual, quarterly, monthly, weekly, daily, etc.).
Prerequisites of quality	Institutional conditions for the pursuit of data quality.
Relevance	The degree to which statistics meet current and potential users' needs. Relevance is concerned with whether the available information sheds light on the issues that are important to users. In assessing relevance, one approach is to gauge relevance directly, by polling users about the data. Indirect evidence of relevance may be found by ascertaining where there are processes in place

	to determine the uses of data and the views of their users or to use the data in-house for research and other analysis. Relevance refers to the processes for monitoring the relevance and practical usefulness of existing statistics in meeting users' needs and how these processes impact the development of statistical programmes.
Reference period	The period of time or point in time to which the measured observation is intended to refer.
Respondent burden	The effort, in terms of time and cost, required for respondents to provide satisfactory answers to a survey. This burden can lead to providers experiencing annoyance, anger, frustration, etc., at being requested to participate, with escalation of these feelings generated by the complexity, length and/or frequency of surveys.
Revision policy	A policy or set of policies, aimed at ensuring the transparency of disseminated data whereby preliminary data are compiled that are later revised when more and better source data become available. Data may also be subject to ad hoc revisions as a result of the introduction of new classifications, compilation frameworks and methodologies which result in the compilation of historical data that replaces previously released data.
Data security	The measures taken to prevent unauthorized access or use of data.
Serviceability	Set of practical aspects describing how well the available data meet users' needs. Serviceability is a term that captures the practical aspects of usability of data. The emphasis on "use" thus assumes that data are available. Thus, key aspects of usability include relevance, timeliness and frequency, consistency, revision policy and practices and availability of metadata.
Stakeholders	People or organisations with an interest in the output and various other aspects of an agency.
Standards	Documented agreements containing technical specifications or other precise criteria to be used consistently as rules, guidelines, or definitions of characteristics, to ensure that materials, products, processes and services are fit for their purpose. Documents, established by consensus and approved by a recognized body, that provide, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.
Statistical process	The complete set of sub-processes needed to support statistical production.
Statistical data	Characteristics or information that have been collected for statistical purposes, or processed from non-statistical sources, to contribute to the production of official statistics.
Statistical output	Results from a statistical process to be accessed by the final users. Can take the form of aggregate statistics, analysis, and microdata releases and can include different forms of media (e.g. the Internet and paper reports).
Timeliness	Length of time between data availability and the event or phenomenon they describe. Timeliness refers to the speed of data availability, whether for dissemination or for further processing, and it is measured with respect to the time lag between the end of the reference period and the release of data.
User	Recipient of statistical information, who transforms it into knowledge needed for decision making or research. The ultimate client of the statistical authority, who will make the judgment as to whether the data or services are fit for purpose.
User needs	Data or metadata requirements of persons or organisations to meet a particular use or set of uses. User needs refers to the description of users and their respective needs with respect to the statistical data.

Executive Summary

The purpose of the Economic Sector data audit is to assess the availability of statistical information of the sector vis-à-vis the long-term and medium-term national development plans through the preparation of a sectoral/thematic data collection and information management assessments (audits).

This report presents the assessment of agencies in the Economic sector. The information presented in this study will be synthesized as part of a national assessment and inform the development of a National Statistics Development Strategy (NSDS).

Overall, commonalities across the sector form the basis for sector based strategies that also link to the mandates of the sector agencies. In taking the assessment forward it is recommended that:

- All stakeholders within the Cook Islands National Statistics System develop an understanding of what the NSS is, how it should function, and its role in promoting improved collection and use of high quality statistical information in order to improve evidenced-based decision making across government.
- Guiding principles be developed that promote an integrated approach, foster cooperation, maximise the efficient use of existing facilities, staff and resources, draw on the expertise of those outside the sector .
- Objectives and outcomes are set that are based on international and national standards and contribute to monitoring the progress towards achieving NSDP results.
- Support and resources are mobilised to implement NSDS strategies.

❖ Recommendations for Prerequisites of Quality

Legal and Institutional Environment

- The Statistics Act 1966 needs to be reviewed and updated in order to ensure it reflects the full picture of the institutional infrastructure for official national statistics as well as current expectations and future directions.
- Review the NSDP indicators to ensure sector strategies clearly outline sector statistical priorities

Resources

- Conduct training needs analysis. This includes priority training needs and training opportunities matched to key job descriptions and incumbents.
- Prioritise needs and opportunities to build capacity across the sector. This includes identifying assets for upgrade such as equipment and facilities that are available and able to be shared across the sector.

Relevance

- Develop and implement protocols that will enable the appropriate sharing of information with sector agencies and stakeholders.

- Sector agencies should work together, potentially in an Economic Sector Statistics Committee, to agree on a set of Economic Sector priority statistics to be monitored and reported against on a regular basis.
- CISO should survey users to ensure the current list of statistical products are meeting users' needs and invite feedback on how they can be improved.

❖ Recommendations for Statistical Processes and Outputs:

Sound methodology

- Sector agencies should consult with CISO to identify with a view to adopt consistent and appropriate classification codes.
- CISO should actively engage with sector agencies to review what classifications are in use or could be used to ensure consistency across official statistical outputs.
- CISO should continue to work with IMF PFTAC to meet GDDS standards for metadata.

Accuracy and reliability

- All agencies expressed an interested in improving their data analysis and interpretation capabilities. Opportunities to improve these skills across the public service should be encouraged. CISO should consider what assistance it can provide in improving agency's data management capabilities – for example, annual or six-monthly MS Access training workshops.
- Clear and transparent procedures for assessing and validating the quality of information should be put in place and made available to the public through metadata documentation.

Serviceability

- Agencies should consider preparing and implementing a publication release schedule. This could then be consolidated for a sector wide release schedule.
- All agencies should seek opportunities to up skill their staff in basic data management software packages, such as MS Excel and MS Access

Accessibility

- Other agencies that produce statistical information for the public, such as CITC Visitor Survey, should continue to improve metadata and make this available to users.
- All agencies should develop dissemination strategies for public information to ensure wide use of important information. Establish and adopt standards to ensure timely dissemination of publications by appropriate means.

- Utilise agency websites to disseminate information to wider audience than sector stakeholders or members.
- All agencies should ensure that adequate metadata information is available for publically released data. CISO in particular should continue to develop thorough and complete metadata that is easily accessible by the public.

Introduction

The Government of the Cook Islands has an increasing desire to ensure and continually improved evidence-based decision making. In line with this goal, the Ministry of Finance and Economic Management's (MFEM) Cook Islands Statistics Office (CISO) has undertaken to design, implement, and monitor a National Strategy for the Development of Statistics (NSDS). With the assistance of the Partnership in Statistics for Development in the 21st Century (PARIS21), a work programme is currently underway which includes an assessment of data and capacity need across four sectors – Sustainable Economic Development, Sustainable Human and Social Development, Sustainable Natural Resources Environmental Management and Governance.

This report presents the assessment of agencies in the Sustainable Economic Development Sector. The information presented in this study will be synthesized as part of a national assessment and inform the development of a National Statistics Development Strategy (NSDS).

Purpose

The purpose of the Sustainable Economic Development Sector data audit is to assess the availability of statistical information of the sector vis-à-vis the long-term and medium-term national development plans through the preparation of a sectoral/thematic data collection and information management assessments (audits).

Detailed tasks

The work involved, the following tasks:

a. Conduct a review of the statistical system, with a focus on existing data collection and information management systems, and the availability of statistical indicators required for evidence-based decision making and the monitoring of development progress by examining the following:
   - Institutional and legal arrangements for statistical activities of data producing agencies
   - Current calendars of data collection activities and production of statistical outputs
   - Data needs and gaps
   - Assessment of data quality and reliability aspects of statistical outputs
   - Use of information technology in statistical data collection, processing, and analysis
   - Data dissemination practices
   - Human resources and training
   - Availability of internal and external resources for statistics
b. Review the past and on-going activities of donor agencies in building statistical capacity and their impact on statistical capacity building (SCB) and learning
c. Identify the strengths, weaknesses, and binding constraints that hinder the development of statistics and assess the gap between demand and supply of statistics, keeping in view the data needs of poverty assessment and MDG indicators, and other critical data needs

for developing indicators necessary for policy formulation, planning and monitoring of development targets

d. Check if and how cross-cutting issues such as gender, disability, children, youth intersect with the sector

e. Prepare an assessment report to include the recommendations on how to address the possible shortcomings and how to further improve existing sectoral databases and information management systems.

f. Present assessment findings in the workshops to be convened.

Methodology

The assessment was carried over a period of four weeks and used a mix of data gathering methods which included a review of existing documents and face-to-face interviews using a pre-determined questionnaire that was used for all four sector assessments (**Annex 1** provides a list of those consulted for this sector data audit). Overall, 31 participants were interviewed. This included 16 women ranging from CEOs to front line staff. In addition, information from other sector consultations was used.

Workshops were also held with Ministry and Agency representatives from the Sustainable Economic Development Sector to present and validate a summary of the preliminary findings. Summary reports were provided to each agency to be checked for accuracy and to include additional information if required. This process assisted in developing shared understanding of the sector's strengths, gaps, overlaps, and deficiencies in the data and statistics currently collected in the sector.

Report Structure

This report is divided into five sections. The introductory section profiles the economic sector, its agencies, datasets and outputs. Section 2 assesses the prerequisites of quality which includes the legal and institutional environment, resources and relevance of statistical information in the sector. Section 3 assesses statistical processes and outputs. Section 4 focuses on the data needs and challenges for the sector. The concluding section sets out next steps for the sector.

I.   Sector Introduction

For the purposes of this assessment and in line with National Sustainable Development Plan (NSDP) goals, the goals related to economic development were applied to define the sector. This includes seven agencies with a strategic focus on or interest in economic and financial statistics. They range from small to medium sized agencies with a mix providing direct services to the public while some provide services primarily to government.

The agencies assessed included in the Sustainable Economic Development Sector include the following:

1. Business Trade and Investment Board (BTIB)
2. Cook Islands Tourism Corporation (CITC)
3. Cook Islands National Superannuation Fund (CINSF)
4. Financial Services Development Authority (FSDA)
5. Financial Supervisory Commission (FSC)
6. Ministry of Finance and Economic Management (MFEM)
7. Ministry of Transport (MOT)

The FSDA and MOT were not initially identified as member agencies for the Sustainable Economic Development Sector and where added during the data audit process. Additionally, the Ministry of Internal Affairs, Ministry of Agriculture and Ministry of Marine Resources which contribute to the economic sector of the Cook Islands were assessed as part of the Sustainable Social and Human Development Sector (MINTAF) and the Sustainable Natural Resources and Environmental Management Sector (MoA and MMR).

A total of 40 datasets and outputs were identified from the seven agency audits. A large proportion of data sets and outputs (19 in total) are managed by MFEM divisions – Treasury, Revenue Management Division, Development Coordination Division and Statistics Office. A full list of all sector datasets and outputs for the sustainable Economic Development Sector is provided in **Annex 2**.

Agencies within the sector collect a range of information largely from administrative data, although some survey data is also collected (MFEM, CITC, FSDA). The Cook Islands Statistics Office is a division of the Ministry of Finance and Economic Management and the country's National Statistics Office (NSO). The core function of CISO is the provision of timely and appropriate official statistics for the use in effective policy and decision-making, and monitoring national development for the Cook Islands. As such, it plays a proportionately larger role in the collection and dissemination of official statistics than the other agencies within the Sustainable Economic Development Sector.

Business Planning and NSDP
All government agencies are required each year to update the agency Business Plan that includes a Statement of Intent that corresponds with the expectations from the Minister for the agency and a formal commitment from the Head of the agency to meet the expectations of the Government. This includes identifying key objectives in the NSDP (2011-2015) that are of relevance to the agency. The data audit and assessment has listed the NSDP goals and strategies for each of the agencies in **Table 1** below.

Table 1 Sustainable Economic Development Sector NSDP Goals and Targets

Goal	Strategy	Ministry/ Agency
Goal 1 – A vibrant Cook Islands Economy	**Strategy**: Ensure our tourism destination excellence	BTIB
		CITC
		MFEM
	Strategy: Unlock our potential from our marine resources	BTIB, (MMR)
	Strategy: Unlock our potential from our agricultural production	BTIB, (MOA)
	Strategy: Build our financial services	FSC
		FSDA
	Strategy: Ensure that cultural and creative industries are a key force in job and wealth creation and nation building	BTIB, (MOCD)
	Strategy: Sustain macroeconomic stability	MFEM
	Strategy: Ensure proactive economic development policies	BTIB, (MOA), (MMR)
		MFEM
Goal 2 – Infrastructure for economic growth, sustainable livelihoods and resilience	**Strategy**: Improve our transport infrastructure	MOT
Goal 3 – Energy security	**Strategy**: Provide incentives for renewable energy	MFEM, (OPM)
Goal 4 – Opportunity for people who reside in the Cook Islands	**Strategy**: Ensure gender equality and empower our women	BTIB, (MINTAFF)
Goal 7 - Good governance	**Strategy**: Ensure that Government service delivery is efficient and effective	MFEM, (OPSC)
	Strategy: Strengthen information and data collection, analysis and management for informed decision making	
	Strategy: Improve accountability and transparency of public financial management	

Note: CINSF is not identified in the NSDP as agency responsible for leading any of the key strategies to achieve NSDP Goals and objectives.

The table above shows those government agencies identified as the lead source of data for two of the NSDP goals and related strategies. Overall this shows that although several of the agencies in the Economic Sector play a role in implementing actions to achieve NSDP targets, only a few agencies are required to provide information for NSDP reporting purposes.

Table 2 How well does the Ministry/Agency Inform NSDP Targets?

	High	Med	Low	Comment
BTIB			✓	BTIB is lead or supporting agency for several actions, however its data does not significantly inform NSDP indicators. Datasets largely for regulatory purpose.
CINSF			✓	No data required for NSDP reporting, although can be a potential source of employment data
CITC			✓	CITC is lead or supporting agency for several actions, however its data does not significantly inform NSDP indicators.
FSC		✓		FSC is a lead agency for actions relating to building financial services. It is also the primary data custodian for information provided to MFEM on the CI financial services sector which is necessary for informing NSDP indicators for Goal 1.
FSDA			✓	FSDA is a lead agency for actions relating to building financial services, however currently its data does not inform NSDP indicators.
MFEM	✓			Range of data required to inform NSDP indicators for Goals 1 – 5, 7 and 8
MOT			✓	No data required for NSDP reporting. MOT collects data that could potentially inform NSDP indicators for Goal 2.

Table 2 shows the linkages between individual ministry data collection efforts and NSDP targets.

In 2012 the Office of the Prime Minister produced the first NSDP Monitoring Report. The report findings are largely based on perceptions rather than monitoring the indicators outlined in the NSDP, however, the report does provide some insight into progress made towards achieving NSDP targets. Ratings for Goal 1 (Priority Area – Economic Development) range from 'fair' to 'very good'. Anecdotal evidence is provided, although the NSDP Monitoring Report will benefit from the move to an increased focus on measuring progress against baselines, statistical analysis and a more clear and concise comparative discussion. One key finding, however, was the "obvious need for greater collaboration amongst and within the sector and with other key stakeholders".

II. Prerequisites of Quality

Prerequisites of quality includes elements and indicators that reinforce the idea that data users, who often cannot replicate or otherwise verify data, must place their trust in the institutions that produce statistics and the people who staff them.

Legal and institutional environment

> **GDDS 0.1**
>
> *The responsibility for collecting, processing and disseminating the statistics is clearly specified; individual reporters' data are to kept confidential and used for statistical purposes only; statistical reporting is ensured through legal mandate and/or measures to encourage response.*

The legal and institutional environment for statistical information collection is guided by a range of legislation, policy mandates and international conventions. A few key pieces of legislation provide a framework for all ministries and agencies. These include the Public Records Act 1984 and the Official Information Act 2008. The Public Records Act 1984 provides for the National Archives to ensure the preservation of public records and gives instructions on how long documents need to be maintained, and the circumstances under and methods by which they can be de destroyed. The Official Information Act 2008 provides a clear definition of 'official information' and outlines a clear principle of availability, unless there is good reason for withholding it. These two key pieces of legislation establish the foundation on which data management and availability are built and are relevant to all agencies.

For the Economic Sector specifically, there is a range of legislation and policies in place that provide the regulatory framework, as summarised in **Table 3** below. For most Ministries or agencies this is limited to national level laws and strategic policy instruments which provide each agency with its operating mandate and functions. For one agency (Ministry of Transport) this also includes international conventions.

Most legislation outlines the responsibility of the agencies to ensure, monitor and report on compliance to relevant regulations and do not include specific requirements to collect or produce statistical information. However, overall they provide each agency adequate to scope to collect the data it needs. The Statistics Act 1966 and the Banking Act 2011 are exceptions, which provide the relevant agencies with the right to request information as outlined in its legislation.

The Statistics Act 1966 is administered by the Cook Islands Statistics Office (CISO), a division of the Ministry of Finance and Economic Management (MFEM), and provides CISO with right to collect data as it sees fit, to be used for statistical purposes only. In its current state, the Act does not establish the desired role of the Statistics Office as a guiding agency for the National Statistical System (NSS) or outline the role and responsibilities of other agencies to collect and report on official statistical information.

Table 3 Legal and Institutional Environment

Ministry/ Agency	Legal Mandate and Legislation	International Conventions	Legislative provisions for collection of data?
BTIB	Development Investment Act 1995-96 Investment Code 2003 NSDP 2012-2022	-	No specified requirements, but legislation provides adequate scope to allow BTIB to collect data required
CINSF	Cook Islands National Superannuation Fund Act 2000	-	No specified requirements, but legislation provides adequate scope to allow CINSF to collect data required
CITC	Cook Islands Tourism Marketing Corporation Act 1998 NSDP 2012-2022	-	No specified requirements, but legislation provides adequate scope to allow CITC to collect data required
FSC	Banking Act 2011 Financial Transactions Reporting Act 2004 Financial Supervisory Commission Act 2003	-	**Banking Act 2011** Provides for Commission to issue written prudential statements to specify statistical and related info which a bank must submit
FSDA	Financial Services Development Authority Act 2009 NSDP 2012-2022	-	No specified requirements
MFEM	Ministry of Finance and Economic Management Act 1995-96 Income Tax Act 1997 Value Added Tax Act 1997 Customs Act 2013 Statistics Act 1966 Official Development Assistance Policy 2011 Cook Islands Financial Policies and Procedures Manual 2011 Government Public Financial Roadmap 2012-2015 Customs Strategic Plan 2012-2014 NSDP 2012-2022	-	**MFEM Act 1995-96** establishes MFEM's responsibility to produce economic and fiscal forecasts and updates; **Statistics Act 1996** outlines the role of the Statistics Office to collect, compile, analyse, abstract and publish statistics for the purpose of furnishing information required for Government policy;
MOT	Air Service Licensing Act 1984 Civil Aviation Act 2002 Department of Civil Aviation Act 1986-87 Aviation Security Act 2008 Civil Aviation Rules 2003 (modified 2010) Shipping License Ordinance 1963 Prevention of Marine Pollution Act 1998 Carriage of Goods Act 1998 International Shipping Act 1999 Ship Registration Act 2007 Maritime Transport Act 2008 Sale of Liquor Act 1991-92 Sale of Liquor Amendment 1994-95	International Civil Aviation Organisation (ICAO) Conventions and Annexes World Meteorological Organisation (WMO) Conventions Annex 3 to the Chicago Convention 1944	No specific requirements

	Motor Vehicle Dealers Licensing Act 1986 Motor Vehicle Dealers Amendment Act 2007 Meteorological Services Act 1995-96	United Nations Framework Convention on Climate Change (UNFCC)	

Note: '-' indicates no applicable information

Beyond the relevant legislation and conventions outlined above, there are no other provisions for the management of statistical information. However, it should be noted that work is underway within the Central Policy and Planning Office (Office of the Prime Minister) to develop define and develop sector strategies.

Overall, legislative and strategic policy directives of the sector guide the predominately administrative data collection and storage of information, while the analysis and dissemination of statistical work is led by CISO. Where there are gaps these relate to the lack of clarity provided by the existing policies and legislation in place.

Overall, the legislative framework relating to statistical management functions for the sector is weak and opportunities to maximise the use of existing data collection for transparency and accountability purposes are underutilized. Provisions for sharing and confidentiality need to be strengthened.

Resources

> **GDDS 0.2**
>
> *Staff, facilities, computing resources, and financing are commensurate with needs of statistical programmes.*

Among the agencies within the Economic Development sector, staffing capacity to collect, process, analyse and disseminate statistical information is limited. Data management mainly focuses on collecting and entering administrative data that relates t o the core duties of the agency. Other than the CISO, only the Cook Islands Tourism Corporation has a dedicated Research and Statistics Officer. Other agencies do still conduct limited data analysis, although this is largely for internal monitoring purposes and is not released to the public. The exceptions being: CISO, Treasury, CITC and FSDA. All agencies provide some information through Annual Reports or Half Year Budget updates.

In small agencies it is not always possible to have a dedicated team to statistics. Instead, staff are often forced to play a number of roles. Overall most of the agencies expressed a desire to improve their statistical and data analysis capabilities.

Where training is provided it is largely provided on the job. Agencies that maintain close ties to regional/international partners are able to access training programmes that can range from in-country visits by TAs to month long exchange programmes. There is no systematic approach to matching training needs to opportunities available.

Most agencies noted that their hardware and software is sufficient to carry out the basic data collection and storage tasks being undertaken. New databases are either under construction or consideration for DCD, FIU (FSC), BTIB, RMD, and Treasury. A few of agencies have purpose built databases to cater for their specific data needs (RMD, BTIB) while others have found that pre-packaged database software meets their needs. Physical infrastructure is overall adequate, with only one agency citing inadequate office space – the Treasury division of MFEM, in which several staff are crammed into the same room that houses the MFEM servers. However, MFEM is currently in the process of reviewing the building's layout in order to plan out a more efficient and comfortable workspace.

Overall, the management of data is covered by recurrent agency budgets. Few agencies maintain specific budgets for statistical outputs. Some examples include: the CISO, for large household surveys and the Census; RMD which annually contracts a NZ-based company to maintain the Revenue Management System database; and CITC which contracts AUT/NZITR to conduct and produce the quarterly visitor survey and accompanying reports.

Overall, agencies within the Economic Development sector are adequately resourced in terms of staffing numbers, and physical infrastructure (with the exception of Treasury). What will be critical will be to ensure that the staff within each agency have adequate capabilities to produce, understand and analyse the data that is being collected.

A full list of resources available to Economic Sector agencies is provided in **Table 4** (see **Annex 3**).

Relevance

GDDS 0.3

The relevance and practical utility of existing statistics in meeting users' needs are monitored.

Overall, most agencies within the sector are collecting data for internal, administrative purposes. Several agencies share this information with their specific industry members or stakeholders, but not publicly with those outside their specific industry organisations. For example, CITC shares its monthly Statistics Report or the Quarterly Visitor Survey results to tourism sector stakeholders, but the data is otherwise only available upon request. There is significant value in informing a wide range of users, and potential users, about the information available, as well as making information easily accessible, for example on a website for equal access.

Most agencies are able to clearly articulate who their users are, both internally within and outside of Government. However, these users are largely restricted to their sectors or industries and they appear to see limited value in sharing their information with agencies outside their specific industry. This leads to a lack of awareness of the data being collected by other agencies that could potentially replace or supplement data being collected by other agencies. For example, there is a clear lack of data collected and produced on the labour force. However, there is potential for CISO, RMD and CINSF to work together to share data to produce a more accurate picture of the labour force between censuses.

There is a need to prepare principles and protocols for sharing information that both meets users' needs and protects the confidentiality of the data held. This could include both a uniform set of steps to share information, and record with whom information is being shared, as well as the use of formal agreements. All agencies conduct some form of user consultation. However, overall some agencies noted that this is limited and they would like to be able to do more. A better understanding of what users need and use will enable individual agencies to ensure they are providing quality information at a level that is most useful.

Table 5 Identifying and Meeting Data User Needs

Agency/ Ministry	Main Users of Data		Main Use of the Data	Users consulted?
	Internal (Govt and Sector)	**External and Public**		
BTIB	Minister for Tourism; MFEM (RMD and Statistics Office); Public Service Commission	Private businesses	Develop policy and strategies for encouraging investment in priority industries; establish tax liability; complete UNCTAD annual questionnaire; ensure compliance with Development Investment Act 1995-96	Yes
CINSF	Administrative	Trustees	Monitor growth, track compliance with CINSF Act 2000; Produce Annual Trustees Report to Members	Yes
CITC	Administrative; MFEM; other government departments	Tourism industry members; schools; general public	Underwrite review; Keep informed of key tourism figures and trends	Yes
FSC	Administrative; MFEM (Statistics Office); FSDA	Trustee companies; International Financial Intelligence Unit (FIU) counterparts	**FSC** - Monitor growth; conduct internal assessment; Collect Banking Survey data **FIU** – data sharing in event of person of interest identified	Yes
FSDA	Administrative	Industry members	Monitor trends; Improve marketing strategies; Produce annual report	Yes
MFEM	**DCD** Administrative; MFEM (TMD)	Development partners; Civil society organisations and implementing agencies	Complete Budget reporting; monitor project/programme progress; Ensure transparency	Yes – ad hoc

				Only with limited users
	RMD **Customs** Administrative; Statistics Division; MOA; MINTAFF; MFAI; Ports Authority; NES; Police; MMR; MOH		**Customs** Monitor goods imported/exported; Produce Overseas Trade Statistics publication; Monitor imports of: produce and live animals, dangerous goods, ozone depletion substances, NCD related goods; Monitor exports of fish; Monitor arrival and departure of passengers and crew, arrivals of persons of interest;	
	Tax Administrative; Statistics Division; CINSF; TMD		**Tax** Monitor tax compliance; Produce Tax (VAT) Statistics publication; Check CINSF enrolment compliance; Complete Budget and financial reporting	
	Statistics Division MFEM (TMD); Government Ministries and Agencies	General public; International and regional bodies	Develop and monitor policy; complete budget and economic reporting; Monitor NSDP progress	Limited
	TMD Parliament; Cabinet; Treasury	Development partners; General public	Provide guidance on revenue targets; Establish budget allocations and economic forecasts; monitor budget and accruals for expenditure and consolidation of whole of government financial position and performance	Yes
MOT	Ports and Airport Authorities; Police; Maritime casualty investigators; Meteorological Service; other government agencies	Aviation industry members; Airline industry members; Ship and boat owners; Re-fuelers; Climate Change stakeholders; and general public	Ensure compliance with legislation	Yes

❖ **Recommendations for Prerequisites of Quality**

Legal and Institutional Environment

- The Statistics Act 1966 needs to be reviewed and updated in order to ensure it reflects the full picture of the institutional infrastructure for official national statistics as well as current expectations and future directions.
- Review the NSDP indicators to ensure sector strategies clearly outline sector statistical priorities
- in order to support and mobilise resources to implement the NSDS.

<u>Resources</u>

- Conduct training needs analysis. This includes priority training needs and training opportunities matched to key job descriptions and incumbents.
- Prioritise needs and opportunities to build capacity across the sector. This includes identifying assets for upgrade such as equipment, facilities, and/or software that are available and able to be shared across the sector.

<u>Relevance</u>

- Develop and implement protocols that will enable the appropriate sharing of information with sector agencies and stakeholders.
- Sector agencies should work together, potentially in an Economic Sector Statistics Committee, to agree on a set of Economic Sector priority statistics to be monitored and reported against on a regular basis.
- CISO should survey users to ensure the current list of statistical products are meeting users' needs and invite feedback on how they can be improved.

III. Statistical Processes and Outputs

International standards, guidelines and good practices are fully observed in the processes used by the statistical authorities to organise, collect, process and disseminate statistics.

Sound methodology

> **GDDS 2.**
>
> *The methodological basis for the statistics follows internationally accepted standards, guidelines, or good practices.*

a. **Concepts, definitions, and classifications**

The overall structure in terms of concepts and definitions follows internationally accepted standards, guidelines, or good practices. The scope is broadly consistent with internationally accepted standards, guidelines, or good practices.

As **Table 6** shows, four of the seven agencies reviewed have some awareness of appropriate systems of classifying their data entries. Both MFEM and MOT can clearly articulate some of these classification systems. Other agencies, while unfamiliar with the name of the standards or classifications used, noted they were in line with international requirements, as was the case with FSC. BTIB, CINSF, CITC were unaware of system of classifications being used to code their data, although many noted they would like to be using and FSDA doesn't currently use a system of classifications.

Given the number and range of datasets managed by MFEM, and that it houses the CISO, this agency is also most familiar with the classifications systems for coding survey and administrative information. Where the CISO does have room to improve is in providing adequate metadata on its series (including methodology, concepts, definitions and

classification systems used) and communicating to and training other government agencies in the available classification systems to be used. Without the use of the same standards and definitions, there is a risk of inconsistency and unreliability where similar data is being collected.

Table 6 Standards and Classifications

Ministry/ Agency	Awareness of Standards and Classifications Yes/No	Standard or Classification used
BTIB	No	Unknown. Likely using Cook Islands Standard Classification of Industry (CISCI).
CINSF	No	Unknown. Likely using Cook Islands Standard Classification of Occupations (CISCO).
CITC	No	Unknown
FSC	Some awareness	Unclear. IMF standards, Financial Action Task Force on Money Laundering
FSDA	Yes	None
MFEM	Some	**DCD** International Public Service Accounting Standards (IPSAS) **CISO** ISIC ISCO COICOP HS (Customs Tariffs) UN Practical guide to producing CPI, 2009 Money and Financial Statistics Manual SNA 1993 1986 GFS (moving to 2001) IMF Balance of Payments Compilation Guide, Textbook and Manual Edition 5 & 6 **RMD** ISIC HS **TMD** GFS 2001. Others unclear. PEFA Assessment standards, Fiscal responsibility ratios, IPSAS, Cook Islands Policy and Protocols Manual, Standard Charter of Accounts, IFRS
MOT	Yes	WMO, ICAO

Accuracy and reliability

> **GDDS 3.**
>
> *Source data and statistical techniques are sound and statistical outputs sufficiently portray reality.*

a. **Source data**

Source data available provide an adequate basis to compile statistics and are regularly assessed.

All agencies within the Economic Sector source data both through primary sources (collected by themselves) as well as through secondary sources (collected by other agencies), as indicated in Table 7. Most of the agencies, CITC excluded, collect primary administrative data through their daily operations, as well as secondary administrative data collected by other agencies. BTIB, CITC, FSDA, and MFEM (CISO) also collect data via surveys.

Where agencies do source data from other agencies, most have informal arrangements in place to ensure long term and regular data accessibility. One exception would be CITC, which has an agreement in which it pays the Ministry of Justice for marriage data on a monthly basis, as the data is only publically released on a quarterly basis.

Some agencies did highlight issues with receiving source data from other agencies in a timely manner. CINSF noted that not all applications forms are received on time and it is often forced to chase up employers to submit the forms. At present there is an open court case regarding non-compliance, which impacts CINSF's ability to collect the required information. MFEM, BTIB and FSC, have legal mandates to collect the information they require. However, in the case of BTIB, which maintains the only database of foreign investment, it does not have a legal mandate to collect information on local businesses and therefore cannot force them to register their information.

Table 7 Source Data

Ministry/ Agency	Primary Source (collected by the agency)		Secondary Source (collected from another agency)	
	Admin data	Survey data	Admin data	Survey data
BTIB	✓	✓		
CINSF	✓			
CITC			✓	✓
FSC	✓			
FSDA	✓	✓		
MFEM	✓	✓	✓	✓
MOT	✓		✓	

b. **Statistical techniques**

Statistical techniques employed conform to sound statistical procedures. Appropriate statistical procedures, implemented from data collection to data validation, underpin quality statistics.

All sector agencies are using some form of a Microsoft (MS) software package to manage their data, typically either MS Excel or MS Access. Additionally, four agencies have more robust database systems in place that are either custom built or use platforms such as Oracle or SQL to manage their data. Of the agencies using MS Access or other database platforms, there is limited capacity to design forms, databases and queries.

With the exception of a few agencies (both within MFEM), most agencies noted a limited capacity to analyse and interpret data. Some complicated statistical analysis is conducted in MFEM, particularly within Treasury and CISO. However, it should be noted that most complicated statistical analysis produced by the CISO is done with some form of technical assistance. For most agencies, data analysis is limited to basic trend analysis and there is significant scope for improving basic statistical and data management skills across the sector. Several agencies noted that they are eager to improve this capacity.

Table 8 (see **Annex 3**) provides a summary of statistical techniques by agency and statistical output.

c.   **Assessment and validation of data and statistical outputs**

Intermediate results and statistical outputs are regularly assessed and validated.

Few agencies have formal procedures for assessing or validating the quality of their outputs. Most check for data quality through time series analysis or against external data sources. A few agencies however, are the only source of information, and hence there is no data against which the primary source can be validated. This is the case with BTIB, which is the only source for information on foreign investment. Currently, BTIB only records applications on intent to invest by foreign investors, rather than what is actually invested. This is likely due to fact that there are too few staff employed in the Foreign Investment division to follow up with every application of intent to invest.

Some agencies have a working relationship with technical experts who are engaged to check and validate data quality. CISO (MFEM), for example does calls on assistance from SPC and IMF PFTAC for several of its economic series, such as National Accounts, Balance of Payments and its major surveys. **Table 9** below summarises agency actions in this area.

Table 9 Assessment and Validation

Ministry/ Agency	Identified Responsibility	Is validation done?	Procedures Exists	Comment
	Position	Yes/No	Yes/No	
BTIB	n/a	No	No	No other data for BTIB to validate against
CINSF	Yes	Yes	No formal procedure	Data assessed against mortality rates, migration data and tax data (PAYE payments)
CITC	Yes	Yes	No formal procedure	Visitor arrivals from NZ (CI Immigration) checked against Immigration NZ

				figures; unclear what validation procedures AUT/NZTRI follow
FSC	Yes	Yes	Limited, No formal procedure	Data assessed with time series comparison and against financial institution documents during site visits
FSDA	Yes	Yes	No formal procedure	Checks against MFEM and FSC data
MFEM	Yes	Yes	For some datasets	Checks against other data sets or forecasts; Review by Technical Experts
MOT	Yes	Yes where International and National Aviation standards are required	Yes	National datasets are not validated

Serviceability

GDDS 4.

Statistics, with adequate periodicity and timeliness, are consistent and follow a predictable revisions policy.

a. **Periodicity and timeliness**

Periodicity and timeliness follow internationally accepted dissemination standards.

All government agencies are required to submit six-monthly and/or annual reports to the Public Service Commissioner, and many noted Annual Reports to their Board or Minister. **Table 10** below outlines the datasets or outputs produced by each agency, and the periodicity and timeliness associated with each. Most data outputs are collected and produced on a regular basis, either monthly or quarterly. A few reports are produced on an annual basis, or less frequently for large surveys such as the Census and Household Expenditure Survey – 5 yearly and approximately 10 yearly, respectively.

Overall, most agencies collect and produce statistical information for internal use, primarily for monitoring or marketing purposes. A few agencies are publishing information for external users on a regular basis; these include BTIB, CITC, FSC, and MFEM (CISO and Treasury). Of the agencies that make their information publically available, MFEM (CISO and Treasury) is the only agency that publically announced its schedule to disseminate information – for CISO this is through a Publication Release Calendar available on the MFEM website, while Treasury is obliged under the MFEM Act to produce regular monthly and quarterly financial statements, as well as the Budget by the end of the financial year and the Half Year Budget Update by the end of the calendar year. Informing the general public of intended publication dates ensure agencies set standards for public dissemination of

information and provides the public a means for holding the agency accountable to its responsibilities.

Table 10 Periodicity and Timeliness

Ministry/ Agency	Published Data	Periodicity	Timeliness
	List output/product name	Annual, quarterly, monthly, ad hoc, as requested	
BTIB	Foreign Investment database	Ongoing	Monthly Business Gazette
	Vendor Survey	Irregular	--
CINSF	Tracker System database	Ongoing	--
	Annual Trustees Report to Members	Annual	According to schedule
	Quarterly Board and Trustee report	Quarterly	According to schedule
	Weekly internal report	Weekly	According to schedule
CITC	Visitor Survey	Quarterly	2 mo after reference period
	Statistics Report	Monthly	1 mo after reference period
FSC	Banking Survey	Quarterly	On time
	PFTAC – Financial Soundness Indicators website updates	Quarterly	On time
	FIU-In-A-Box (database)	Ongoing	--
	Online Registry for International Companies and Trusts	Ongoing	--
FSDA	Financial Services Industry Survey	Annual	According to schedule
MFEM Development Coordination	Monthly financial report to implementing agencies & donors	Monthly	~ 5 days after reference period
	Development Coordination Country Profile report	Annual	~ 3 mo after reference period
MFEM Revenue Management	Revenue Management System (RMS)	Monthly, annual reconciliations	--
	Border Management System (BMS)	Ongoing	--
MFEM Statistics	Consumers Price Index	Quarterly	15 days after reference period
	Tourism and Migration Statistics	Monthly	10 days after reference period
	Banking Survey	Quarterly	2 mo after reference period

	Tax Statistics	Quarterly	3 mo after reference period
	Government Financial Statistics	Quarterly	Last publication for FY2008/09. Waiting audited accounts to be released
	Vital Statistics & Population Estimates	Quarterly	2 months after reference period
	Miscellaneous Statistics	Quarterly	2.5 mo after reference period
	International Trade Statistics	Quarterly	Last publication Dec Qtr 2012
	Balance of Payments	Annual	Last publication 2010
	National Accounts	Annual	9 mo after reference period
	Census of Population and Dwellings	5 yearly	12 mo after reference period
	Household Income & Expenditure Survey (HIES)	~ 10 yearly	~12 mo after reference period
MFEM Treasury	Financial Information Management database	Monthly	--
	Quarterly financial statements	Quarterly	6 weeks after reference period
	Annual Consolidated Crown Accounts	Annual	2-3 years after reference period
	PayGlobal Payroll System	Ongoing	--
	Budget	Annual	According to schedule (MFEM Act)
	Half-year update & Budget policy statement	Annual	According to schedule (MFEM Act)
MOT	Maritime database	Six monthly	--
	Liquor Licenses database	Six monthly	--
	Motor Vehicle Dealers	Six monthly	--
	Civil Aviation	Six monthly	--
	Meteorological Services database – Island climate updates	Ongoing	--

Note: *'- -' indicates no public dissemination*

b. **Revision policy and practice**

Across the sector, data is updated particularly where there are formal publications or large datasets that are updated on an ongoing basis. Revision policies and practices vary in

relation to following a regular and publicised procedure. Few agencies have formal procedures in place for revision or documenting changes to data whether that is for revising data with better data sources or introducing new methodologies or classifications. However most noted that revisions are made as new information comes to hand. So while data is revised, this is not always carried out in a systematic approach.

Table 11 Revision Policy and Practice

Ministry/ Agency	Review and Revise Data Yes/No	Established procedures
BTIB	No	No published data to revise, although BTIB has recently revised their applications.
CINSF	Yes	When new field introduced or to better control process.
CITC	Yes	No set procedure other than to update data as new received. It is not clear if/how AUT revises its dataset.
FSC	Yes	No set procedure other than to update data as new received
FSDA	Yes	No set procedures in place, but survey has been revised with new data incorporated
MFEM	Yes	CISO clearly distinguishes between provisional and revised data DCD revises RMD updates as new data is received TMD revises its data when Crown Accounts are audited
MOT	Yes for international web datasets only	Yes for International web datasets only

Accessibility

> **GDDS 5.**
>
> *Data and metadata are easily available.*

a. **Data accessibility**

Statistics are presented in a clear and understandable manner, forms of dissemination are adequate, and statistics are made available on an impartial basis.

As this report has so far established, there is a significant amount of information being collected and produced across the Economic sector. Most agencies make some of the information they collect publically available, although BTIB, CINSF, FSC and FSDA highlighted issues of confidential or proprietary data as limiting access to data collected.

Where information is made publically available it is disseminated through three primary methods: in print (BTIB, MFEM, MOT), online (FSC, MFEM), and in digital reports that are e-mailed to a pre-determined distribution list, such as sector stakeholders or industry members (all agencies).

FSC and MFEM are the only agencies that provide data via their websites and hence they are the only agencies to provide universal access to these outputs. BTIB, CITC, FSDA and MOT, on the other hand, tend to provide their outputs to sector stakeholders or industry members only. Some of these agencies highlighted limited interest in their information beyond their respective industries. However, it is also possible that limited knowledge of the existing outputs leads to the limited demand.

Few agencies issue media releases regarding their statistical information. MFEM (CISO and Treasury) is one exception, as it regularly notifies the media when a new statistical release (CISO/Treasury) or the six monthly and annual Budget reports (Treasury) are published. In some instances, information for special launches is released to the media as information updates or with a media release, as is the case with MFEM's Census of Population and Dwellings or the Annual Budget Statement.

All agencies brief their respective Minister, where they see necessary or it is required.

Table 12 (see **Annex 3**) provides a summary of data accessibility by agency and statistical output.

b. **Metadata accessibility**

Up-to-date and pertinent metadata are made available.

Overall, the only agency that maintains metadata on its statistical information is the CISO. However, the metadata produced by the CISO is limited to four of the ten regular publications, as well as the Census and HIES.

Metadata is crucial for explaining the sources of data as well as methodology used to derive statistical information. When this information is not made easily accessible, confusion can arise. For example, three separate agencies calculate the average length of stay for visitors to the Cook Islands. Each agency uses a different data source and method for calculating the average days stay. Two of the agency's averages are similar, while a third is very different. As these agencies provide limited or no information to define and describe the data they produce, to someone not familiar with each series, it is unclear as to what is meant to essentially be the same measurement does not match across agencies.

The CISO has recently engaged IMF-PFTAC to assist CISO to meet the General Data Dissemination System (GDDS) standards. GDDS is a set of standards that guide the dissemination of economic and financial data to the public. Work is set to commence on GDDS in April 2014.

❖ **Recommendations for Statistical Processes and Outputs:**

Sound methodology
- Sector agencies should consult with CISO to identify with a view to adopt consistent and appropriate classification codes.

- CISO should actively engage with sector agencies to review what classifications are in use or could be used to ensure consistency across official statistical outputs.
- CISO should continue to work with IMF PFTAC to meet GDDS standards for metadata.

Accuracy and reliability

- All agencies expressed an interested in improving their data analysis and interpretation capabilities. Opportunities to improve these skills across the public service should be encouraged. CISO should consider what assistance it can provide in improving agency's data management capabilities – for example, annual or six-monthly MS Access training workshops.
- Clear and transparent procedures for assessing and validating the quality of information should be put in place and made available to the public through metadata documentation.

Serviceability

- Agencies should consider preparing and implementing a publication release schedule. This could then be consolidated for a sector wide release schedule.
- All agencies should seek opportunities to up skill their staff in basic data management software packages, such as MS Excel and MS Access

Accessibility

- Other agencies that produce statistical information for the public, such as CITC Visitor Survey, should continue to improve metadata and make this available to users.
- All agencies should develop dissemination strategies for public information to ensure wide use of important information. Establish and adopt standards to ensure timely dissemination of publications by appropriate means.
- Utilise agency websites to disseminate information to wider audience than sector stakeholders or members, aggregating data, where necessary, to protect confidentiality.
- All agencies should ensure that adequate metadata information is available for publically released data. CISO in particular should continue to develop thorough and complete metadata that is easily accessible by the public.

IV. Data needs and challenges

Through the sector assessment, the following common data needs for the sector have been identified and include:

- Improved financial data from all government agencies
- More accurate and regular GDP data
- More accurate, regular and timely BOP data
- More regular (minimum annual) and accurate labour market data
- Improved domestic visitor expenditure data

- Domestic travel data
- More detailed banking data including: international services, assets under management, assets under administration, international geographic breakdown
- Accurate and regular mortality data
- Local business data

- Lack of data analysis and interpretation skills
- Limited dissemination and communication of data outside sector/industry
- Data provider compliance

The major challenges within the Economic sector were identified at the July 2013 NSDS launch workshop, which remained constant during the sector assessments:

- Clear sector and agency policy driver
- Timeliness, reliability and credibility
- Prioritisation of statistical information
- Lack of knowledge of what data is collected by agency
- Protocols for treating sensitive or confidential data
- Revision processes and protocols
- Cross agency data sharing and communication
- Analysis and interpretation capacity
- Dissemination and public availability of data

V.   Next steps

In moving closer towards developing the NSDS, the next steps in the process are focused on the synthesis of this and the other three sector assessments into clear and achievable sector and NSS strategies.

Next, the four Sector Task Forces will meet to validate the sector reports and together draft the vision and mission all members see for the future of the NSS. Strategies to improve the NSS should be based on NSDP targets, agency mandates and the strengths and opportunities identified across the sectors.

Summary of strengths of the sector include:

- Legal mandate to collect data creates formal process for data capture
- Long time series availability for some data
- Most agencies are adequately resourced for computer and infrastructure purposes
- Long time serving staff with significant institutional knowledge
- See the value in quality data for improved decision making purposes
- Good working relationship with data providers and users

Summary of opportunities of the sector include:

- Good working relationships with external agencies that can provide technical assistance
- Available training by regional and international partners
- Moving to implement improved systems of data management including consolidated and automated reporting
- Scholarship and tertiary training opportunities available to train and up skill young staff
- Financial support from development partners to improve systems that will enable better data collection
- Small sector means it should be possible to work together to improve
- Increasing online presence provides new opportunities for communicating with stakeholders
- Increasing awareness of and demand for reliable, timely and high quality information
- Increasing desire to share data to ensure more efficient

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International Monetary Fund, 2006. Data Quality Assessment Framework.

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MFEM, 2013. Ministry of Finance & Economic Management Business Plan 2013/14.

Standard & Poor's, 2013, Supplementary Analysis: Cook Islands.

Annex 1 – List of those consulted for sector data audit

	Ministry / Agency	Name	Position	Gender
1.	Business Trade and Investment Board	Terry Rangi	CEO	M
2.	Business Trade and Investment Board	Teariki Vakalabure	Foreign Investment and Compliance Manager	M
3.	Business Trade and Investment Board	Te Tuhi Kelly	Trade and Marketing Manager	M
4.	Business Trade and Investment Board	Tangata Tou	Business Development Manager	M
5.	Business Trade and Investment Board	Ria Arthur	Foreign Investment and Compliance Officer	F
6.	Business Trade and Investment Board	Taimata Allsworth	Trade and Marketing Officer	F
7.	Cook Islands National Superannuation Fund	Anne Herman-Fua	CEO	F
8.	Cook Islands National Superannuation Fund	Angela Charlie	Operations Manager	F
9.	Cook Islands Tourism Corporation	Metua Vaiimene	Director of Destination Development	M
10.	Cook Islands Tourism Corporation	Jake Numanga	Research and Statistics Officer	M
11.	Financial Supervisory Commission	Margaret Tangimetua	Senior Supervisor	F
12.	Financial Intelligence Unit	June George	Senior Intelligence Officer	F
13.	Financial Services Development Authority	Jenner Davis	CEO	F
14.	Development Coordination Division, MFEM	Peter Tierney	DCD Manager	M
15.	Development Coordination Division, MFEM	Vanessa Jenner	ADB Liaison Officer	F
16.	Development Coordination Division, MFEM	Tunoa Kaina	Accounts Manager	F
17.	Development Coordination Division, MFEM	Marianna Bryson	Finance	F
18.	Development Coordination Division, MFEM	Andreas Demmke	Senior Programme Manager	M
19.	Revenue Management Division (Customs), MFEM	Ngapoko Ngataimane	Chief Customs Officer	M
20.	Revenue Management Division (Tax), MFEM	Phil Eyre	Senior Tax Advisor	M
21.	Statistics Division, MFEM	Taggy Tangimetua	Government Statistician	F
22.	Statistics Division, MFEM	Enua Pakitoa	Senior Statistics Officer	M
23.	Statistics Division, MFEM	Amelia Ngatorokua	Senior Statistics Officer	F
24.	Statistics Division, MFEM	Kevin Hosking	Senior Statistics Officer	M
25.	Statistics Division, MFEM	Tanga Morris	Senior Statistics Officer	F
26.	Statistics Division, MFEM	Anne Tangimetua	Statistics Officer	F
27.	Statistics Division, MFEM	Mareta Katu	Statistics Officer	F
28.	Treasury Management Divisions, MFEM	James Webb	Economic Advisor	M
29.	Treasury Management Divisions, MFEM	Elizabeth Tommy	Crown Accounts Manager	F
30.	Treasury Management Divisions, MFEM	Teu Teulilo	Treasury Operations Manager	M
31.	Ministry of Transport	Ned Howard	Secretary	M

Annex 2 - Complete list of sector datasets and statistical outputs

Ministry / Agency	Dataset/ Output title	Data source(s)	Frequency	Collection type	Accessibility
BTIB	Foreign Investment database	Foreign Investment Application Form	Ongoing	Administrative	Not available to public
	Vendor Survey	Vendor Survey form	Irregular	Survey	Not available to public
CINSF	Tracker System database	National Superannuation Fund Membership form	Ongoing	Administrative	Not available to public
	Annual Trustees Report to Members	Fund financials, spend	Annual	Report	Available to CINSF Members
	Quarterly Board and Trustee report	Fund financials, spend	Quarterly	Report	Available to CINSF Board and Trustees only
	Weekly internal report	Fund financials, spend	Weekly	Report	Not available to public
CITC	Visitor Survey	Online visitor survey sent to all visitors who provide their email address on Departure Cards.	Quarterly	Survey	Provided to tourism industry members
	Statistics Report	Visitor arrivals; domestic passenger movements; marriage data; Visitor Centre FAQs; Cruise ship arrivals	Monthly	Administrative	Provided to tourism industry members
FSC	Banking Survey	Banking Prudential Statement (Quarterly returns)	Quarterly	Survey	Not available to public. Provided to CISO for Banking Survey publication.
	PFTAC – Financial Soundness Indicators website updates	Banking data	Quarterly	Survey	Data available online http://afspc.pftac.org/fsi/
	FIU-In-A-Box (database)	FIu forms: (1) Border Currency Report form; (2) Suspicious Transactions Report form; (3) Cash Transaction Report NZ10,000 or More form; (4) Electronic Funds Transfer Report form	Ongoing	Administrative	Data available on request
	Online Registry for International Companies and Trusts	Updated by trustee companies	Ongoing	Administrative	Not available to public. Data from Registry available in Annual Report
FSDA	Financial Services Industry Survey	FSDA members	Annual	Survey & Report	Report provided to FSDA Board
MFEM Development	Monthly financial report to implementing agencies & donors	MS Dynamics database	Monthly	Administrative	MFEM website

Ministry / Agency	Dataset/ Output title	Data source(s)	Frequency	Collection type	Accessibility
Coordination	Development Coordination Country Profile report	Data from OPM, MFEM, NZ Aid Programme, Audited Annual Reports, MFAI	Annual	Administrative	Not yet published
MFEM Revenue Management	Revenue Management System (RMS)	monthly VAT/PAYE returns, monthly contractor turnaround, non-VAT personal returns, withholding tax on interest returns, departure tax	Monthly, annual reconciliations	Administrative	Not available to public. Data provided to CISO for VAT Statistics publication.
	Border Management System (BMS)	Import entries, scanned passenger passport data, passenger manifest	Ongoing	Administrative	Not available to public. Imports & exports data provided to CISO for Overseas Trade Statistics publication.
MFEM Statistics	Consumers Price Index	Prices of basket of goods surveyed every quarter	Quarterly	Survey	MFEM website
	Tourism and Migration Statistics	Arrival and departure cards (Immigration), Advanced Passenger Information (Customs), Scanned passenger passport details (Customs)	Monthly	Administrative data/survey	MFEM website
	Banking Survey	Banking Survey collected by FSC	Quarterly	Survey	MFEM website
	Tax Statistics	VAT data from RMD	Quarterly	Administrative	MFEM website
	Government Financial Statistics	Audited Crown accounts	Quarterly	Administrative	MFEM website
	Vital Statistics & Population Estimates	Births, Deaths and Marriages recorded by Ministry of Justice	Quarterly	Administrative	MFEM website
	Miscellaneous Statistics	Met Service climate data, MOIP building approvals, Airport Authority aircraft movement and Air NZ Cargo, BCI motor vehicle registrations	Quarterly	Administrative	MFEM website
	International Trade Statistics	Import data from Customs BMS database; export data entered manually by CISO	Quarterly	Administrative	MFEM website
	Balance of Payments	Value of goods, freight and insurance, number of visitors from Cruise ships, Govt Financial Accounts, Foreign Aid spent economy, Migration statistics,	Annual	Administrative	MFEM website

Ministry / Agency	Dataset/ Output title	Data source(s)	Frequency	Collection type	Accessibility
		Population Estimates, VAT data, companies financial statements, CPI, HIES data, FSC and FIU data – bank, trustees, and insurance companies data, Jet fuel sold to foreign owned airlines (eg Air NZ, Virgin Blue and Air Tahiti), MMR data on value of fish unloaded from foreign flag fishing boats, Airport and Port Authority data			
	National Accounts	VAT data, SOE financial statement, Government accounts, export data, CPI, migration data, company financial accounts, population estimates, banking data, education statistics, employment data,	Annual	Administrative	MFEM website
	Census of Population and Dwellings	Census of Population and Dwellings survey	5 yearly	Survey	CISO website (2001-2011)
	Household Income & Expenditure Survey (HIES)	HIES survey	Ad hoc	Survey	MFEM website
MFEM Treasury	Financial Information Management database	Agency/Ministry financial reporting (revenue, spend)	Monthly	Administrative	Not available to public
	Quarterly financial statements	Financial Information Management database	Quarterly	Report	MFEM website
	Annual Consolidated Crown Accounts	Financial Information Management database	Annual	Report	MFEM website
	PayGlobal Payroll System	Ministry/Agency employee information	Ongoing	Administrative	Not available to public
	Budget	Crown Accounts actual, National Accounts, Tourism Statistics, CPI, Building consents, Number of public service employees and pay scales, MFEM payroll data, Debt servicing (interest and loans), Donor contributions and	Annual	Report	MFEM website
	Half-year update & Budget policy statement		Six monthly	Report	MFEM website

Ministry / Agency	Dataset/ Output title	Data source(s)	Frequency	Collection type	Accessibility
		project and budget support, census data, Assets registered for outer islands, exchange rates (RBNZ), Ministry admin data: pearl, fisheries, private public holdings, Budget appropriations for ministries, capital expenditure, ministry capital schedules, AUT Tourism Survey data, Trade data, BOP data, Banking data			
MOT	Maritime dataset	Seafarers Report, Training School, IMO, International and Domestic Licensing	Annual and six monthly	Administrative	Not available to public unless requested
	Liquor Licenses dataset	Liquor Applications and licences	Annual and six monthly	Administrative	Not available to public unless requested
	Motor Vehicle Dealers dataset	MV Dealers applications and licences	Annual and six monthly	Administrative	Not available to public unless requested
	Civil Aviation dataset	Aircraft Registry. Air Services Licence Registry	Annual and six monthly	Administrative	Not available to public unless requested
	Meteorological Services dataset – Island climate updates	Seismic Activities, Island Climate updates, Daily weather updates, Aviation reports, Statistics MFEM	Daily, monthly, six-monthly	Administrative	Not available to public unless requested

Annex 3 – Large tables

Table 4   Available Resources for Statistical Outputs

Ministry / Agency	Staffing	Training Adequate to Stats Needs	Computer Resources	Facilities, Storage, and buildings	Budget	Development Partners
	Full time equivalent (FTE)	On the job, Training provided by	Adequate, Inadequate	Adequate, Inadequate	Recurrent, Specific, Adequate, etc.	
BTIB	4 FTE - 3 for Foreign Investment database and other tasks; 1 for Vendor Survey and other tasks	On the job; 1 staff with tertiary training in statistical analysis	Inadequate with current database system. In process of developing new database.	Adequate	Recurrent	-
CINSF	3 FTE – responsible for data entry and other tasks	On the job	Adequate	Adequate	Recurrent	-
CITC	1 FTE Research and Statistics Officer	CISO workshops; training in survey design provided by SPC	Adequate	Adequate	Recurrent budget covers personnel and ~$16,000 for quarterly survey conducted by AUT/NZTRI	-
FSC/FIU	FSC – 3 FTE responsible for collection and entry of data and other tasks FIU – 1 FTE responsible for data entry and other tasks	Training provided by NZ Companies Office. Technical support provided by international counterparts and regional development partners.	Adequate. FIU working with AUSTRAC to develop new database	Adequate	Recurrent	IMF-PFTAC; AusAID/NZ Aid Programme; NZ Companies Office; AUSTRAC
FSDA	1 FTE	On the job	Adequate	Adequate	Recurrent	-
MFEM DCD	2 FTE for financial report Other staff input data when necessary0.1 FTE for country profile report	On the job; Training provided for system upgrades	Adequate with new database. Looking to implement new Activity Cycle Management system.	Adequate	Recurrent	FTE position funded by: ADB (2), EU (1), NZ Aid Programme (1)

MFEM RMD	27 FTE entering data into database(s) and other tasks	On the job training; **Tax** Training provided by Data Torque for system upgrades (RMS); Training provided by Oceania Customs Organisation on valuation standards **Customs** Training provided by Customs NZ for BMS	Fit for purpose with new BMS database.	Adequate	Recurrent budget covers personnel; RMS ~$40,000/year covered by operational budget; BMS ~$2.3m to develop covered by Development Partners	Customs NZ via NZ Aid Programme (BMS)
MFEM Statistics	10 FTE	Training provided by SIAP, IMF-PFTAC; Technical Assistance provided by SPC, IMF-PFTAC, UNFPA	Largely fit for purpose. Overseas Trade database software requires upgrade to incorporate new tariffs.	Adequate	Recurrent budget covers personnel; Surveys covered by specific budget during survey year(s)	SPC, IMF-PFTAC, SIAP, Statistics NZ
MFEM TMD	22 FTE, some entering data, all using databases for analysis and reporting Crown Accounts- 8 FTE HR/Payroll – 2 FTE Budget – 5 FTE	Largely on the job Training provided by Pay Global consultant for Payroll system	Launching new payroll management system in January 2014. Financial information management system currently inadequate – looking to develop new database	Inadequate. Some staff currently housed in same room as CI Govt servers.	$332,000 for Payroll system implementation, $28,000 annual subscription Recurrent budget covers other personnel and operational costs	NZ Aid Programme
MOT	4 FTE	Some training; On the job	Adequate	Adequate	Recurrent	Met Services - AusAid, WMO, SPREP

Table 8   Statistical Techniques

Ministry / Agency	Dataset	Statistical Method	Capacity to design Forms, Database and Queries	Capacity to Analyse and interpret Data	External Assistance
		Excel, Access	Yes/No/Limited	Yes/No/Limited	Who?
BTIB	Foreign Investment database	Custom built trial database and MS Access	No	Yes but want to improve	PIFS, FIAS, CISO
	Vendor Survey	MS Excel	Limited	Yes but want to improve	PIFS, FIAS, CISO
CINSF	Tracker System database	MS Access	Yes	No	AON NZ
CITC	Visitor Survey	Unknown	n/a	n/a	Survey and report conducted by AUT
	Statistics Report	MS Excel	Yes	Limited	SPTO, CISO
FSC/FIU	Prudential Statement - Banking Survey	MS Excel	No	Yes	PFTAC
	PFTAC – Financial Soundness Indicators website updates	Web based	n/a	n/a	PFTAC
	Online Registry for International Companies and Trusts	Online registry	No	Yes	Foster Moore and NZ Companies Office
	FIU-In-A-Box (database)	Oracle database	No	Limited	AUSTRAC
FSDA	Financial Services Industry Survey	MS Excel/ Word	Yes	Yes but want to improve	-
MFEM DCD	Financial Report to implementing agencies and donors	MS Dynamics	Yes	Yes	MS Dynamics
	Development Coordination Country Profile report	MS Excel	No	Yes but want to improve	OPM, CISO, PIFS
MFEM RMD	Revenue Management System	Custom built database (Access based)	Limited	Yes	Data Torque NZ
	Border Management System	CusMOD & CusPCK	No	No	Customs NZ; NZ Aid Programme
MFEM Statistics	Consumers Price Index	MS Access	Yes	Limited	-
	Tourism and Migration Statistics	MS Access	Yes	Limited	-
	Banking Survey	MS Excel	Yes	Limited	-
	Tax Statistics	MS Excel	Yes	Limited	-
	Government Financial Statistics	MS Excel	Yes	Limited	PFTAC
	Vital Statistics & Population Estimates	MS Access	Yes	Limited	-
	Miscellaneous Statistics	MS Access	Yes	Limited	-
	International Trade Statistics	PC Trade (Access)	Yes	Limited	Statistics NZ
	Balance of Payments	MS Access	Yes	Limited	PFTAC
	National Accounts	MS Excel	Yes	Limited	PFTAC
	Census of Population and Dwellings	MS Access	Yes	Limited	SPC
	Household Income & Expenditure Survey (HIES)	MS Access	Yes	Limited	SPC

MFEM TMD	Financial Information Management database	MS Dynamics, MS Excel	Limited	Limited	PFTAC, Ernst & Young
	Quarterly financial statements	MS Excel	Yes	Yes	-
	PayGlobal Payroll System	SQL	Basic. Anything not already tailored would require external assistance.	No	Pay Global
	Budget	MS Excel	Yes	Yes	-
	Half-year update & Budget policy statement	MS Excel	Yes	Yes	-
MOT	Maritime dataset	MS Excel	Limited	Limited	-
	Liquor Licenses dataset	MS Access	Limited	Limited	-
	Motor Vehicle Dealers dataset	MS Excel	Limited	Limited	-
	Civil Aviation dataset	MS Excel	Limited	Limited	-
	Meteorological Services dataset – Island climate updates	MS Access	Limited	Limited	AusAid, UNDP, NZAid

Table 12   Data accessibility

Ministry / Agency	Dataset	Data Request Protocol	Dissemination to the Public		Inter-Agency and Cross Sector Sharing of Data		Brief Minister
		Formal, By Request	Type	Media release	Provide Data Output	Receive Data Input	
BTIB	Foreign Investment database	By request	Print	No	No	Yes	Yes
	Vendor Survey	By request only	- -	No	No	Yes	No
CINSF	Tracker System database	No – data is sensitive. Confidentialised data available on request and at discretion of CINSF.	- -	No	Limited - confidential	Yes – some issues with compliance	Yes - Annual Report
CITC	Visitor Survey	By request	E-mail to stakeholders	No	Yes	n/a	Yes
	Statistics Report	By request	E-mail to stakeholders	No	No – no demand	Yes	Yes – monthly Board meeting
FSC/FIU	Prudential Statement - Banking Survey	By request and at discretion of FSC.	- -	No	No - confidential	Yes	On request
	PFTAC – Financial Soundness Indicators website updates	No	FIAS website	No	Available online	Yes	On request
	Online Registry for International Companies and Trusts	By request and at discretion of FSC.	- -	No	No	Yes	On request
	FIU-In-A-Box (database)	By request and at discretion of FIU.	- -	No	No - confidential	Yes	On request
FSDA	Financial Services Industry Survey	By request and at discretion of FSDA.	E-mail to stakeholders	No	No – confidential and proprietary	Yes	Yes
MFEM DCD	Financial Report to implementing agencies and donors	By request and at discretion of DCD.	Yes	No	MFEM only	Yes	No
	Development Coordination Country Profile report	By request	No	Not yet	No	Yes	No
MFEM RMD	Revenue Management System	By request and at discretion of RMD	- -	No – only for major changes	No – confidential	Yes	Yes
	Border Management System	No	- -	No	No	Yes	Yes
MFEM Statistics	Consumers Price Index	No formal protocol, by request	MFEM website	Media informed	Yes	Yes	No
	Tourism and Migration Statistics	No formal protocol, by request	MFEM website	Media informed	Yes	Yes – some delays	No

Ministry / Agency	Dataset	Data Request Protocol	Dissemination to the Public		Inter-Agency and Cross Sector Sharing of Data		Brief Minister
	Banking Survey	No formal protocol, by request	MFEM website	Media informed	Yes	Yes	No
	Tax Statistics	No formal protocol, by request	MFEM website	Media informed	Yes	Yes	No
	Government Financial Statistics	No formal protocol, by request	MFEM website (table only)	No	Yes	Yes – although delayed	No
	Vital Statistics & Population Estimates	No formal protocol, by request	MFEM website	Media informed	Yes	Yes	No
	Miscellaneous Statistics	No formal protocol, by request	MFEM website	Media informed	Yes	Yes – some delays	No
	International Trade Statistics	No formal protocol, by request	MFEM website	Media informed	Yes	Yes – some delays	No
	Balance of Payments	No formal protocol, by request		No	Yes	Yes	No
	National Accounts	No formal protocol, by request	MFEM website	Media informed	Yes	Yes	No
	Census of Population and Dwellings	No formal protocol, by request	Print MFEM website	Yes	Limited	Yes	Yes
	Household Income & Expenditure Survey (HIES)	No formal protocol, by request	Print MFEM website	Yes	Limited	Yes	Yes
MFEM TMD	Financial Information Management database	By request	- -	No	Yes	Yes	No
	PayGlobal Payroll System	No	- -	No	Yes – PSC only	Yes – some delays	No
MOT	Maritime dataset	By request	Print	No	Yes	Yes	Yes
	Liquor Licenses dataset	By request	Print	No	Yes	Yes	Yes
	Motor Vehicle Dealers dataset	By request	Print	No	Yes	Yes	Yes
	Civil Aviation dataset	By request	Print	No	Yes	Yes	Yes
	Meteorological Services dataset – Island climate updates	By request	Print	Yes, for natural disasters	Yes	Yes	Yes

Note: '- -' denotes no public dissemination