

Revenue Statistics

Quality Assurance Processes

September 2017

Statistics & Economic Research Branch

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Overview

This document outlines the processes used in Revenue's Statistics & Economic Research Branch to ensure that the quality of each statistical product is of high quality.

For each of the processes (e.g., creation of new dataset, update of an existing dataset, etc), this document presents the steps involved in the production process.

This document should be read in conjunction with the "Quality Statement" and other relevant documents, which are also published on the Statistics section of the Revenue website.

In case of queries in relation to Revenue statistics, please contact statistics@revenue.ie.

New Dataset

Below are the steps involved in the creation of a new dataset or other statistical product by Statistics & Economic Research Branch:

In advance

1. Contact business owner – agree on ownership of data*
 - i. Send letter, including details on non-disclosure to business owner
2. Complete Open Data audit
3. Confirm the Meta Data
4. Complete the method statement for the new dataset
 - i. Refer to quality statement and data audit in the creation of the statement

Receive the dataset

5. Peer review data – ensure statistical non-disclosure
 - i. If fails peer review, return to business owner
 - ii. Otherwise, continue with publication
6. Request translation (from internal Revenue translation service)
7. Add to internal and external calendars with a prompt but achievable target for publication and updates.
8. Apply for official statistics accreditation (if appropriate)

Publication and dissemination

9. Publish the page and files per publication processes using the Content Management System (CMS) for Revenue website.
10. Add to list of new datasets for mailing list bulletin, and update audit tracking spreadsheet

*In many cases, the business owner will be Statistics & Economic Research Branch.

Update Dataset

Below are the steps involved in the updating and maintenance of an existing dataset or other statistical product:

In advance

1. Review publication calendar at the beginning of each month
2. Identify datasets due in the upcoming month that have not been received yet
3. Identify datasets that are due to be published in the following month
4. Contact all business owners, highlighting
 - i. The publication calendar
 - ii. The datasets due to be published this month
 - i. Highlight in red the datasets not yet received
 - iii. The datasets due to be published next month
 - iv. The statistical disclosure controls document
 - v. The quarterly report on statistical publications

Receive the dataset

5. Review dataset, per the peer review checklist
6. Update calendar

Publication and Dissemination

7. Complete the publication process in the CMS for Revenue website.
8. Add to list of 'updates' for mailing list bulletin.

Publication Process

Below are the steps involved in the publication of dataset or other statistical product onto the Revenue website:

1. Receive and review the dataset or report from the business user
2. If new
 - a. Ensure translation of pages text from internal Revenue translation serviceIf update:
 - b. Update English and Irish pages for metadata
3. Create CSV and 'Human' files (PDF, Excel or HTML)
4. Update the Open Data portal, including updated metadata
5. Inform Revenue Press Office of update, and request tweet
6. Add to updates for mailing list bulletin

Maintain

The items to maintain on an ongoing basis for the Revenue Quality Assurance team in Statistics & Economic Research Branch include:

1. The publication inventory and calendars
2. Publication report card – to be published at least every 3 months
3. Maintain list of users for the Revenue mailing list bulletin
 - a. *Update the list every Friday*
 - b. *Issue the mailshot at least once a quarter*
4. Maintain list of updated and new stats for the bulletin
5. Inform Revenue Press Office of every update
6. Prepare quarterly report for Revenue management on views of Statistics website pages