

**SELF-ASSESSMENT OF THE QUALITY OF THE ADMINISTRATIVE REGISTER
AS A SOURCE OF DATA FOR STATISTICAL PURPOSES
(Adapted from the CEA-ECLAC CECRA questionnaire)**

Please do not leave questions unanswered.

If you have questions, please use the USERS GUIDE or send your query to (by email to ...@...) with a copy to (...@...).

A. IDENTIFICATION DATA

1. DATES (dd/mm/yyyy)	Reception of the questionnaire	
	Return of the questionnaire	

2. IDENTIFICATION OF THE REGISTER

Name of the Registry	
Unit in charge of the Registry	
Unit performing statistical processing	
Institution	

NOTE: If the statistical processing is not carried out in the unit in charge of the Register, then it is suggested that the questions in sections C and D are answered jointly with the specialists of the unit in charge of the statistical processing.

REMARKS

A. IDENTIFICATION DATA

3. PEOPLE BY AREA OF RESPONSIBILITY

Responsible or Chief of Register	Name	
	Telephone	
	E-mail address	
Registry matters specialist	Name	
	Telephone	
	E-mail address	
Computer specialist	Name	
	Unit where you work	
	Telephone	
	E-mail address	
Statistician	Name	
	Unit where you work	
	Telephone	
	E-mail address	

REMARKS

B. CHARACTERISTICS AND FUNCTIONING OF THE REGISTER

4. GENERAL CHARACTERISTICS

Objectives of the Register	
Supporting legal standards	
Year of start of registration	
Indicate (if any) periods during which the Registry was inoperative	
Main users for administrative purposes	
Main users for statistical purposes	

REMARKS

B. CHARACTERISTICS AND FUNCTIONING OF THE REGISTER

5. SOURCES OF INFORMATION

The Register data are obtained from:		YES	NO
Persons		☐	☐
Companies		☐	☐
Institutions		☐	☐
Other Centralised Administrative Register		☐	☐
Specify			
Other decentralised administrative registers		☐	☐
Specify			
Other source(s)		☐	☐
Specify			

REMARKS

B. CHARACTERISTICS AND OPERATION

6. UNITS SUBJECT TO REGISTRATION		
Events, persons or entities subject to registration	YES	NO
Persons	☐	☐
Employed persons	☐	☐
Unemployed persons	☐	☐
People with disabilities	☐	☐
Companies	☐	☐
Workplaces	☐	☐
Vacancies	☐	☐
Professional organisations	☐	☐
Health and Safety Committees	☐	☐
Working regulations	☐	☐
Environmental studies	☐	☐
Agreements	☐	☐
Work permits	☐	☐
Accidents at work / Occupational injuries	☐	☐
Programmes / Projects	☐	☐
Beneficiaries of employment programmes	☐	☐
Job placements	☐	☐
Labour inspections	☐	☐
Complaints	☐	☐
Consultations	☐	☐
Infringements of labour law	☐	☐
Mediations in labour disputes	☐	☐
Labour disputes	☐	☐
Minutes	☐	☐
Construction works	☐	☐
Other unit (specify)		

B. CHARACTERISTICS AND OPERATION

7. OPERATION OF THE REGISTER	YES	NO
The registration procedure has been the same since it began	☐	☐
Actions are being planned for the improvement of the Register.	☐	☐
Registration is compulsory	☐	☐
If so, who is obliged to register?		
The Register is used:		
New cases only	☐	
To register and de-register (closures, etc.)	☐	
To add, delete or record modifications	☐	
The data is verified with supporting documentation.	☐	☐
The data is validated with the identity of the provider.	☐	☐
Data is recorded without verification of identity	☐	☐

8. REGISTRATION OF DATA	
What means are used to obtain data from the Register? (Check all that apply)	
Printed forms	☐
Electronic form	☐
Excel Template	☐
Mobile capture device	☐
Telephone	☐
E-mail address	☐
Online service (website, application)	☐
Other (specify)	☐

REMARKS

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B. CHARACTERISTICS AND OPERATION

9. IDENTIFICATION VARIABLES (of the register units)		YES	NO
A single variable is used to identify the units.		☐	☐
The variable coincides with that used by other registers of the Institution.		☐	☐
This variable is:			
A combination of identification variables is used		☐	☐
These variables are combined by means of an algorithm		☐	☐
These variables are:			
Algorithm for identification			

NOTE

The identification of the units in the register is fundamental in order to be able to relate information from different sources (registers, surveys, censuses). Examples of identification variables are identity card number, passport number, RUT number. A combination of variables could include 3 digits for nationality followed by the identity card or passport number.

REMARKS

B. CHARACTERISTICS AND OPERATION

10. CLASSIFICATION VARIABLES OF THE REGISTERED UNITS

Indicate which is the main unit of the Registry

For this unit, indicate whether it is possible to disaggregate the information according to the following classification variables	YES	NO
Department/Province (Higher administrative division of territory)	☐	☐
City/Town/County	☐	☐
Area (urban/rural)	☐	☐
Sex	☐	☐
Age	☐	☐
Nationality	☐	☐
Educational level	☐	☐
Branch of activity	☐	☐
Occupation	☐	☐
Size of the economic unit	☐	☐

REMARKS

B. CHARACTERISTICS AND OPERATION

11. DATA ENTRY AND STORAGE		YES	NO
The data is obtained from another Administrative Register		☐	☐
Data are recorded on paper forms and are not stored in computer files or databases.		☐	☐
They are entered by typing, reading or scanning.		☐	☐
They are entered in each of the departmental offices.		☐	☐
They are entered centrally		☐	☐
They are entered into electronic forms available on a website.		☐	☐
They are stored in spreadsheets		☐	☐
The Register is organised in a systematic way in files		☐	☐
The Register is organised in a database, with easy access to retrieve information for statistical purposes.		☐	☐
If classifiers are used, please indicate which ones.			
Classifiers used	International	National	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	

REMARKS

B. CHARACTERISTICS AND OPERATION

12. REGISTRY RESOURCES

The Registry has:	YES	NO
Human resources in the amount required for the tasks	☐	☐
Human resources dedicated exclusively to the Register	☐	☐
Staff trained in the rules of the Registry	☐	☐
Trained IT staff	☐	☐
Trained staff in the statistical area	☐	☐
Computer equipment suitable for the tasks of the Registry	☐	☐
Financial resources secured for the continuity of the Register	☐	☐

REMARKS

C. QUALITY ASSESSMENT

13. DOCUMENTATION		YES	NO
A manual with instructions for registration is available.		☐	☐
A manual for quality control of the Register is available.		☐	☐
Registry specialists have received training on registration procedures.		☐	☐
Registry specialists have been trained on quality controls at the time of registration and thereafter.		☐	☐
There is a document with the data model of the Register*.		☐	☐
There is a document with the dictionary of variables*.		☐	☐
The dictionary of variables is available for users		☐	☐
Changes and updates are documented in a timely manner		☐	☐
The information about the data (metadata) is documented.		☐	☐
The metadata is based on an international standard		☐	☐
Which standard?			
* Please attach the documents with the data model and the dictionary or provide a URL where they can be found.			

REMARKS

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C. QUALITY ASSESSMENT

14. QUALITY CONTROL			
Quality controls that are carried out on a regular basis	YES	NO	P
The number of registered units is compared to the number of previous periods.	☐	☐	
The number of registered units is compared with the number in other registers.	☐	☐	
Variations in the number of units recorded compared to previous periods are reasonable or can be explained by known facts or situations.	☐	☐	
All units have valid identification	☐	☐	
Checks for duplicate units are performed	☐	☐	
All units in the register are checked to ensure that they have information on the main variables	☐	☐	
The main variables are in valid formats	☐	☐	
The key variables are updated	☐	☐	
The codes used are valid	☐	☐	
Missing or erroneous data is a percentage of less than 5%.	☐	☐	
The frequency distribution of the variables are reviewed.	☐	☐	
	☐	☐	

Note: When the answer is yes, please add the periodicity (P).

Periodicity of control: **D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=Annual, N=Not applicable** or the quality control is carried out without any periodicity.

REMARKS

C. QUALITY ASSESSMENT

15. SECURITY	YES	NO
An information security policy is in place (passwords, backups, etc.).	☐	☐
Officials sign a confidentiality agreement in relation to individual data in the Register.	☐	☐
Registry databases are made available to users on request.	☐	☐
If yes, is the handover done through a protocol that guarantees the confidentiality of individual data?	☐	☐
Frequency with which the database is backed up (D, Y, M, Q, A, N)		

REMARKS

D. STATISTICAL USE

16. STATISTICAL EXPLOITATION	YES	NO
Are data from the Register used for statistical purposes?	☐	☐
The unit in charge of compiling the statistics is:		
The Registry	☐	☐
Other area of the Institution	☐	☐
The data in the Register is available to users outside the Institution.	☐	☐
Users for statistical purposes have access to perform the following operations:		
Making queries	☐	☐
Search the data of a registered unit	☐	☐
Classify the Register units	☐	☐
Perform calculations and apply filters	☐	☐
Obtaining indicators	☐	☐

Remarks:

D. STATISTICAL USE

17. DATA RETRIEVAL AND PROCESSING		YES	NO
The database allows the retrieval of information according to the "time-machine" paradigm *.		☐	☐
Data can be accessed via a web service		☐	☐
If yes, the web service is of the type:			
REST (REpresentational State Transfer)		☐	
SOAP** (Simple Object Access Protocol)		☐	
OTHER (specify)		☐	
The Registry's database stores information on:			
The original value and the corrected value in case of error or update		☐	☐
The type of error		☐	☐
Whether it is a bug or an update		☐	☐
The date of the correction or update		☐	☐
The data are related according to a data model:			
Relational		☐	
NoSQL		☐	
Other (specify)		☐	

Note: The "time-machine" paradigm is the ability of a system to allow database queries for values that were held at a given date in the past.

Remarks:

D. STATISTICAL USE

18. STATISTICAL PROCESSING		
Which of the following activities are carried out for the statistical use of the Administrative Register?	YES	NO
Data validation (control of dates and data within allowed ranges, valid codes)	☐	☐
Coding of variables (national or international classifiers, each variable that requires it uses a unique codebook).	☐	☐
Unit management (the recording unit matches the statistical unit to be tabulated or units are redefined by transformations or filters).	☐	☐
Missing or erroneous data management (missing units are discarded, the data is requested again or the missing or erroneous data is imputed).	☐	☐
Matching (several records may correspond to one unit of analysis, e.g. occupational accidents in one year that occurred in the same company).	☐	☐
Time references (choice between year average data or end of year data)	☐	☐
Flow or stock statistics (calculating indicators only for new cases in a period, computing current cases at certain dates or calculating both types of indicators).	☐	☐
Derived units (new statistical units are created from the registration units, e.g. "enterprise" by aggregating all its establishments, "injured person" by considering all injuries in a period of time).	☐	☐
Derived variables (creation of new variables for the calculation of indicators, for example, from the days lost in a strike, the variable sum of days lost in an establishment for all strikes in a year is created).	☐	☐

REMARKS

D. STATISTICAL USE

19. DISSEMINATION		YES	NO
Periodically, the Registry publishes indicators calculated from the registered data		☐	☐
Periodically, the Registry delivers indicators calculated from data to be disseminated by another agency.		☐	☐
Periodically, the Registry provides other units of the Institution with the databases for the elaboration of indicators.		☐	☐
The Registry provides information for statistical use through agreements or conventions.		☐	☐
The Registry provides information for statistical use in accordance with legal or regulatory requirements.		☐	☐
The standard, agreement or arrangement allows for the provision of identified microdata.		☐	☐
The standard, agreement or arrangement allows for the delivery of anonymised microdata through the deletion of identification keys		☐	☐
The standard, agreement or arrangement allows for the delivery of anonymised microdata through other non-disclosure techniques.		☐	☐
Specify			
The standard, agreement or arrangement only allows the provision of aggregated data.		☐	☐
There is a timetable for the delivery of information to users.		☐	☐
The timetable is regularly adhered to		☐	☐
Users (for statistical purposes) may receive the files electronically or via the Internet.		☐	☐
Users are informed of all methodological changes and/or updates made to the Register or to the databases.		☐	☐
User queries are answered within reasonable timeframes.		☐	☐

REMARKS

D. STATISTICAL USE

20. MAIN INDICATORS OF THE REGISTER

Please describe the statistical indicators obtained from the Register and the periodicity with which they are disseminated.

Consider the indicators that could be obtained if no statistical exploitation of the Register is currently carried out.

Indicator name	Periodicity

Please write the link to the website where the indicators are published.

REMARKS

THANK YOU VERY MUCH FOR YOUR
COOPERATION

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