

## Interview Protocol

Code : IS 1  
Target : EMIS Unit  
Interviewee : .....  
Date, time : ... / ... / .... – ... : ...

1. *Can you please, briefly, explain the way you collect educational statistics in this country / in this institution?*

Prompt on:

- Existence of a MoE's EMIS policy
- Which sub-sectors, under your unit responsibility, are covered, which are not?  
Use Inventory Table 1.1
- Existence of ISCED mapping and tracking uncovered programmes
- Main data collection instruments (questionnaires)
- Medium of data collection (e.g. electronic or not)
- Periodicity of data collection
- Description of logistical chain (e.g. school → district → province → Ministry → National Statistical Office)  
Use Inventory Table 1.3
- Verify data quality checks at different levels, e.g. regarding year-on-year coherence, internal consistency (e.g. totals adding up), plausibility, etc.
- Timescales of data collection
- Data storage, archiving
- Ethics of data collection (confidentiality, professionalism, security)
  
- On going plans / past abandoned practices

[Collect: copies of main data collection instruments, if possible both hardcopy and softcopy]

2. *Can you please, briefly, explain how decisions are made about which data are collected?*

Prompt on:

- Existence of a monitoring and evaluation framework underpinning decision on statistical needs
- Adherence to international standards and procedures, including compliance with submission of UIS questionnaires

- Coordination meetings with colleagues across the organisation, including high-level stakeholders (assess ‘political’ influence of Unit)
- Coordination meetings with mother agency (CSO) under possibly existing NSDS
- Statistical considerations

[Collect: M&E framework document; copy of latest submission to UIS; minutes of coordination meetings; methodological papers]

3. *Can you please, briefly, say something about the organisational context of your work?*

Prompt on:

- Under which legal framework the unit operates (educational act, statistical act, public service regulations, ethical codes, international obligations and treaties)
  - Verify unit responsibility in terms of statistics
  - Use Inventory Table 1.1
- The place of the unit within the greater institutional framework of the organisation within which it operates
- Existence of government ICT policy?
- Risks of overlaps / duplication of work with other units within the same organisation, and synergies (ask for coordination meetings), including inter-linkage of datasets
- Coordination / collaboration / communication with relevant units outside of own organisation
- Financing / government budget process / Development partners support
  - Use Inventory Table 4
- Human and other resources (human resources both in terms of quantity and quality, including recruitment procedures and policies on career progression financial resources; equipment, both hard- and software)
- Training and the extent to which development needs are assessed and met

[Collect organigrams (Use Inventory Table 1.2); recruitment profiles; possibly inventory of Human resources (Use Inventory Tables 2.1 to 2.5), equipment (Use Inventory Table 2.6), including software and taking into account versions; legal documents; ethical code]

4. *Can you please, briefly, explain how data in your Unit are being processed and analysed?*

Prompt on:

- System/s being used (WinDem, MsAccess, Excel, StatEduc, R, SPSS, DevInfo, STATA, etc.)
- Team for data entry
- Analysis techniques and purposes (e.g. for planning / projections, understanding equity, regional analyses)
- Existence and use of unique school ID. Cross check with other DB existing in the Ministry (HR, finance, Exams) and verify its use at sub-national level and school level
- Existence, use and maintenance of Master list of schools
- Response rates and missing data  
Use Inventory Table 5.1 & 5.2
- Combination with other datasets, mainly output-oriented (e.g. SACMEQ), to understand relation inputs – outcomes

[Collect: softcopy of database; policies / papers describing analyses]

5. *Can you please, briefly, explain how data produced by your Unit are being published / disseminated / made public?*

Prompt on:

- The existence of a register for data requests from stakeholders either within, or outside the organisation
- users that most frequently request statistical outputs (including divisions in the Ministry)
- The existence of a register for feedback from users either within, or outside the organisation (that could be used for DCI reviewing)
- Existence / description of the DCI review process
- The existence of organisational publications (e.g. annual reports, abstracts, websites and online databases, analytical reports, submission of UIS and other questionnaires)  
Use Inventory Table 3.1 and 3.2
- Publication of metadata
- Publication of methodological papers, participation in conferences, etc.
- Accessibility of data for other organisations in ‘chain’, e.g. provinces, districts, schools, etc.
- Collaboration with other institutions such as universities, research institutes, etc.
- Level of collaboration with external consultants in the process of report elaboration