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# **PRAIA GROUP ON GOVERNANCE STATISTICS**

## **WORK PLAN 2017**

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## PREFACE

The Report of the Praia Group on governance statistics ([E/CN.3/2016/16](#)) was endorsed by the UN Statistical Commission at its 47th session. The report contains its 2016-2020 road map for the development of a handbook on governance statistics for national statistical offices, which is the longer-term task of the Praia Group, including priority activities and rough deadlines. At the second meeting of the Praia Group, which was held from 4 to 6 July 2016 in Paris, Praia Group members discussed strategies to implement the activities set out in the road map. This work plan is based on the discussion and recommendation of the meeting and contains detailed tasks for each activity, timeframe and its resource implications.

Five priority activities for the production of a handbook and their initial deadlines set out in the road map are in Table 1. Since the delay in the implementation of activities I and II, the Secretariat proposes new deadlines.

**Table 1. Priority activities and deadlines for the production of a handbook**

Activity	Original Deadline	New Deadline
<b>Activity I:</b> A mapping, critical assessment and synthesis of available instances of the conceptualization and measurement of governance by various countries and continents, research institutions, agencies of the United Nations system and other actors using different approaches	2016	2017
<b>Activity II</b> and III: Mapping of the demand for governance statistics by various user constituencies, such as policymakers, parliamentarians, national human rights commissions, national anti-corruption commissions, national security systems, civil society organizations, research institutions, citizens and international and regional bodies concerned with governance	2016 and 2019	2017
<b>Activity IV:</b> Development of technical documents containing methodological and practical guidelines for improved gathering and compilation of governance statistics at all levels, covering issues of concept definition, data quality, comparability, methodology, possible sources and data compilation and dissemination mechanisms	October 2019	2017-2018
<ul style="list-style-type: none"> <li>• Consultation in the Economic Commission for Latin America and the Caribbean</li> <li>• The United Nations Economic Commission for Europe</li> <li>• United Nations Economic Commission for Africa</li> <li>• United Nations Economic and Social Commission for Asia and the Pacific</li> </ul>	2018-2019	
<b>Activity V:</b> Support by the Praia Group to Goal 16 of the Sustainable Development Goals.	To be defined by IAEG-SDG	-

The first draft of the handbook, which will be informed by the results of activity I, II and III, should be done before the Praia Group Meeting in October 2018. In order to execute the activities in a timely and effective manner, the Praia Group Steering Committee has agreed that the National Institute for Statistics and Geography of Mexico (INEGI) will be responsible for coordinating the generation of the Handbook (Activity IV) with the support of all required instances. The Praia Group will also establish working groups for all activities and invite volunteers from Praia Group members with interest and expertise to join. The members of the Praia Group will work in subgroups based on the outline of each activity provided in the detailed work plan in the following sections.

**The activities in the work plan need to be advanced through each working group composed of the Praia Group members and also need to directly solicit member participation and leadership of each of the working group. The Steering Committee will facilitate the work of the working groups and provide support to the implementation of the activities.**

*For the purpose of dissemination of outcomes of each activity and of facilitation of communication among Praia Group members, the Secretariat would undertake [Activity VI](#): Promote the Praia Group and its products and facilitate communications among Praia Group members. This activity will be performed in parallel with other priority activities set out in the road map.*

Due to the urgency and the importance of delivering Activity I, II and VI, this work plan specifically focuses on the year 2017. Detailed activity plans (and budget) for the year 2018 and onward will be developed during the process of activity I, II and VI, and shared with members at the third meeting of Praia Group, which is temporarily scheduled in October or November 2017. The work plan and budget ([Annex I](#)) will be discussed with and confirmed by the Praia Group Steering Committee.

Finally, follow-up activity to the decisions taken by the Steering Committee at the second meeting of the Praia Group is contained in [Annex II](#).

## **ACTIVITY I. A MAPPING, CRITICAL ASSESSMENT AND SYNTHESIS OF AVAILABLE INSTANCES OF THE CONCEPTUALIZATION AND MEASUREMENT OF GOVERNANCE BY VARIOUS COUNTRIES AND CONTINENTS, RESEARCH INSTITUTIONS, AGENCIES OF THE UNITED NATIONS SYSTEM AND OTHER ACTORS USING DIFFERENT APPROACHES**

National statistical offices, international organizations and civil society have already conducted critical and valuable work. The consolidation of best practices is needed, and such mapping is instrumental to initiating the methodological work pursued by the Group. Although several institutions have collected governance data, there is no agreement among relevant institutions on the concept used and its dimensions. The mapping will therefore focus on existing concepts of governance in use by different institutions, as well as on survey methodology, the structure of administrative records and procedures for data analysis and dissemination.

The purpose of this mapping is to ground the work of the Praia Group in existing initiatives, capitalize on the data revolution for sustainable development, and provide users with documentation referring to relevant work on governance statistics. In order to achieve this objective, the Praia Group will establish a working group that can take lead on this mapping activity. Since the OECD has an experience of mapping of the current governance statistical activities by NSOs in the UNECE/OECD region, the Praia Group would invite them to join the working group. The working group will conduct a survey among all identified producers of governance statistics and compile and analyse the results.

As discussed at the second meeting of the Praia Group, this mapping activity would focus more on measurement than conceptualization of governance. Three tools to deliver this activity are as follows:

1. Simplify the European survey and send around its short version to all NSO focal points through regional coordination bodies of NSOs.
  - a. The Praia group should use the questionnaire that used by the OECD as a basis. OECD's questionnaire could be a good starting point to develop it further and apply globally.
  - b. Considering that the OECD questionnaire was too detailed to burdensome so that lowered the response rate, however, it is necessary to make the questionnaire simple.
  - c. Mexico is responsible for sending the questionnaire to countries in American region. It is necessary to have a meeting with members from different regions to share the questionnaire.
  - d. Once the questionnaire is prepared, it will be made available online.
  - e. After the information is gathered, PARIS21 will return the information to the NSOs.
2. In-depth dive into a number of Praia Group members.

- a. Case study is to examine all national governance statistics being produced in a country in order to look at the governance data landscape and the relations between different ministries or institutions around governance statistics.
  - b. This activity is to look at not only the production of governance statistics but the eco-system around governance statistics. Once we know this landscape, it might be easier to figure out the target of the handbook.
- 3. In parallel, desktop mapping of governance data being produced by non-NSOs, such as CSOs, UN agencies, regional organizations and multilateral organizations, to complement the focus on what NSOs are producing, given that a lot of governance data is being produced by non-NSOs.
  - a. This activity could be led by non-NSOs of the Praia Group.
  - b. One entity from each group of non-NSOs can take lead on this mapping activity (i.e. UN agencies could do desk research about what UN agencies produce, CSOs to put together list of things produced by CSOs, and so on).

The outcomes of this activity will be developed in the form of technical documents of [Activity V](#). In this sense, the working group needs to be result-oriented by taking into account the desired outcomes or themes which could be addressed in this activity from the beginning of the mapping process. Table 2 shows the detailed tasks and timeframe of the activity I.

**Table 2. Work plan for Activity I – Mapping Concept and Measurement of Governance (Year 2017)**

No.	Activities	2017											
		1	2	3	4	5	6	7	8	9	10	11	12
<b>1</b>	<b>Mapping Concept/Measurement of Governance</b>												
1.1	Organize working group for Activity I												
	- Reach out to OECD and NSOs of Mexico, Philippines, Turkey to invite to join												
	- Establish sub-working group to conduct desktop research (activity 1.8)												
	- Nominate regional champions/bodies for coordination of survey												
	- Discuss the desired outcomes of this activity and how to incorporate the outcome into handbook (refer to <a href="#">Activity IV</a> )												
	- Confirm work plan and timeframe												
1.2	Develop/Simplify the European Survey												
(3a.1)	- Expert consultation on survey (invite NSOs having experience of governance statistics, i.e. Australia)												
	- Upload questionnaire on PARIS21 website												
1.3	Create the list of NSOs to reach out (by regional champions) and make contact in advance												
1.4	Send around the revised questionnaire to all NSO focal points (by regional champions)												
1.5	Collect questionnaire (by regional champions)												
1.6	Analysis of the result of the survey & select case study countries												
1.7	In-depth case study (by case study countries)												
1.8	Desktop research on governance data being produced by non-NSOs												
1.9	Compile all results of the Activity I												
1.10	Extensive discussion on the results of the activity (jointly with working group for handbook structure, <a href="#">Activity VI</a> )												
(3a.3)	- <b>The third Praia Group Meeting<sup>1</sup></b> to discuss results of Activity I, II and VI												
	- Make proposal on the content of the first draft of the handbook												
	- Transform the components into a handbook structure												

<sup>1</sup> PARIS21 has kindly agreed to provide funding for the third Praia Group Meeting. Date and place will be discussed and confirmed.



## ACTIVITY II. A MAPPING OF THE DEMAND FOR GOVERNANCE STATISTICS BY VARIOUS USER CONSTITUENCIES, SUCH AS POLICYMAKERS, PARLIAMENTARIANS, NATIONAL HUMAN RIGHTS COMMISSIONS, NATIONAL ANTI-CORRUPTION COMMISSIONS, NATIONAL SECURITY SYSTEMS, CIVIL SOCIETY ORGANIZATIONS, RESEARCH INSTITUTIONS, CITIZENS AND INTERNATIONAL AND REGIONAL BODIES CONCERNED WITH GOVERNANCE

The aim of governance is to deliver solutions to people's problems. In that sense, on the one hand, it is a universal concept and demand for better governance statistics thus could come from anywhere. On the other hand, however, as acknowledged at the first meeting of the Praia Group, states at different stages of development (fragile States, countries in transition or development and stable countries) will approach governance differently. Therefore, demand for governance statistics will come from different constituencies in different contexts with respect to different national policy space.

Besides the mapping of what already exists (Activity I), we need to know the new needs from the (potential) users. At the second meeting, potential users of governance statistics and potential information needs from each user were discussed (Table 3).

However, method of mapping or ways to engage with different sources of users—consultation, survey or other method—should be confirmed. Considering that firing surveys at potential users would not generate returns we are looking for, we need to break down against different sources of potential users and find better ways to tailor the interactions.

**Table 3. Potential users of governance statistics and information needs**

<b>Stakeholder/Users</b>	<b>Process description</b>	<b>Potential Information Needs</b>
<i>Citizens</i>	Focus groups/experts	Services, accountability, transparency and voice, inclusiveness.
<i>Business organisations (private sector)</i>	Consult in order to maximise economic and social progress	Statistics on crime, homicide and rate of victimization; Management aspect of the criminal justice which is the central function of government to organize law enforcement to protect citizens from crime such as criminal justice, law and order; Business environment, corruption, management of natural resources, maintenance of infrastructure, financial flows, education and service delivery systems, institutional capacity, bribery.

<i>National Policymakers, National Development plans and strategies</i>	Review of existing plans and strategies, survey to get the necessary information at a high level	Monitoring of essential state functions. Service delivery and perceptions on quality of service delivery.
<i>Researchers, research institutions</i>	Consult with them about Governance dimensions, methodologies and best practices	Agency specific/all dimensions. Access to micro-data once available.
<i>Development partners, UN agency, Int'l and regional bodies</i>	Identify all of them; Participation in the whole process will contribute towards understanding their needs	SDGs; Project specific needs in line with mandate; Covenant specific reporting requirements.
<i>Civil Society organisations</i>	Meeting at national level with group discussions	Need specific information related to their work
<i>National commissions in relation to Governance (anti- corruption, ombudsman, Human Rights)</i>	Consultation Prioritise dimensions and indicators within each dimension	Corruption, inclusiveness, service delivery, accountability, transparency and voice, inclusiveness
<i>National Security systems (Police/army etc.)</i>	Consult	Crime, criminal justice, law and order, representivity
<i>Media</i>	Make information more user friendly	All dimensions

In terms of the scope of work, it was agreed to include, but not be limited to, violence and perceptions of peaceful societies, quality of democracy, corruption, institutional capacity, child protection, justice, women's participation and empowerment, illicit financial flows and human rights.

As a part of consultation during the mapping processes, it was discussed at the second meeting that we could empower working groups on governance statistics at national level. In this sense, the INE-CV will hold two meetings with local stakeholders including university (May 2017) and research institutions (November 2017) in Praia, Cabo Verde. It will also complete 2012 and 2016 Governance, Peace and Security (GPS) report by March and October 2017, respectively, so that results of the report could be reflected into the outcome of the activity as well as the contents of the handbook.

In addition, the best way to gather as well as use the results of the consultation for the handbook should be considered. As aforementioned, outcome of the activity should be a basis of the technical documents to develop the handbook ([Activity V](#)). We could produce a report, a support paper or whatever forms to be useful for the handbook as a building block to feed into the chapter of the handbook.

The first mapping of demand will be conducted in 2017 and a second is planned for 2019 with the aim of aligning the handbook with rising demand and ensuring that new concerns and apprehensions are addressed in the methodology to be developed. Detailed work plan for Activity II is set out in Table 4.

**Table 4. Work plan for Activity II – Mapping of demand of governance statistics (Year 2017)**

No.	Activities	2017											
		1	2	3	4	5	6	7	8	9	10	11	12
<b>2</b>	<b>Mapping demand of Governance</b>												
2.1	Organize working group for Activity II												
	- Establish sub-working groups by users (or themes)												
	- Define mapping methodology (consultation, survey or other)												
	- Discuss the desired outcomes, form of its final product, and how to incorporate the outcome into handbook (refer to <a href="#">Activity IV</a> )												
	- Confirm work plan and timeframe												
2.2	Contact potential users												
	- Prepare a list of users including contact information of focal points												
	- Confirm method of collecting demands with potential users												
2.3	Collect demands for governance statistics												
	- i.e. (two-day) meetings with university and research institutions respectively in Praia (by INE-CV)												
	- i.e. complete GPS report (by INE-CV)												
2.4	Analyse the compiled results												
2.5	Extensive discussion on the results of the activity (jointly with working group for handbook structure, <a href="#">Activity VI</a> )												
(3a.3)	- <b>The third Praia Group Meeting</b> to discuss results of Activity I, II and VI												
	- Plan for 2019 mapping activity												
	- Make proposal on the content of the first draft of the handbook												
	- Transform the components into a handbook structure												

### **ACTIVITY III. EXPERT CONSULTATIONS ON THE VARIOUS CONSTITUTIVE DIMENSIONS OF GOVERNANCE STATISTICS AND USER CONSULTATIONS WITH MINISTRIES OR OTHER ENTITIES RESPONSIBLE FOR THE GOVERNANCE AGENDA AT THE NATIONAL, REGIONAL AND INTERNATIONAL LEVELS.**

Consultations will be conducted in selected countries, bringing together different stakeholders (statisticians, policymakers, human rights experts and civil society) to discuss concepts, statistical methodologies and policy uses.

As discussed at the second meeting, consultations could be convened at national, regional and international levels. (a) At the national level, stakeholders, both producers and users of governance statistics, should be invited. They include key actors within the national statistical system, government agencies, and non-NSO experts on governance, including academia and civil society involved in governance data production and use (i.e. human rights groups). Countries' specific strategic partners (i.e. The Philippines partners with university and Tunisia with President Office) could also be invited to consultation. (b) Consultation at regional level could be convened by (voluntary or nominated) regional champions/bodies. (c) The Praia Group could have one global level meeting that brings all members together to discuss the handbook.

While consultations could be held in the process of mapping activities as occasion demands (Table 5), consultations for the handbook will be conducted once the (first) draft of the handbook is available and before it is finalized (Table 6). Timeframe and theme of consultations will be discussed and confirmed in each working group. All consultations should have a repertoire to take minutes which should be shared with all members.

Since NSOs should be the main focus of the mapping as well as the subject and the main target of the handbook, NSOs of Praia Group members should take lead on the coordination of the consultation process.

Considering the budget constraints, existing consultation platforms or annual events could be used for the venue of the expert consultations (Table 7). In this sense, it is required to develop a mechanism, such as shared calendar or virtual platform, to share upcoming events ([Activity VII](#)). A number of Praia Group members volunteer for providing venues for expert consultations:

- *Open Society Foundation* could convene something around the theme of rule of law and access to justice;
- *Transparency International* has an annual international conference on corruption bringing together practitioners, national chapters, academia, etc.;
- *OHCHR* has a working group on governance and human rights as another forum for consultation.

**Table 5. Work plan for Activity III – Expert consultation on mapping activities**

No.	Activities	2017											
		1	2	3	4	5	6	7	8	9	10	11	12
<b>3a</b>	<b>Expert consultation on mapping activities</b>												
3a.1	National/regional consultations on survey (Activity 1.2)												
3a.2	National/regional consultations on demands (Activity 2.3, if need be)												
3a.3	Extensive discussion on the results of Activity I & II (jointly with working group for handbook structure, <a href="#">Activity VI</a> )												
	- <b>The third Praia Group Meeting</b> to discuss results of Activity I, II and VI												
	- Consultation on the results of activity I/II												
	- Consultation to discuss how to incorporate outcomes to handbook												

**Table 6. Work plan for Activity III – Expert consultation on handbook**

No.	Activities	2018			2019												2020		
		10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
<b>3b</b>	<b>Expert consultation on handbook</b>																		
3b.1	The fourth Praia Group Meeting to discuss the draft of handbook																		
	- The Secretariat will organize the meeting (in Praia, Cabo Verde)																		
	- Confirm which NSO members will run-up the regional meeting <sup>2</sup>																		
3b.2	Regional consultations and review of the handbook based on the results of the consultations																		
	- Regional consultation in Africa																		
	- Regional consultation in Asia-Pacific																		
	- Regional consultation in Europe/OECD																		
	- Regional consultation in America																		
3b.3	International consultation on the handbook																		
3b.4	Final review on the handbook																		
3b.5	Submit handbook to the UN Statistical Division																		
3b.6	Present handbook to the UNSC																		

<sup>2</sup> Cabo Verde and Côte d'Ivoire for African region consultation, Philippines and Timor-Leste for Asia-Pacific region, and Mexico for American region.

**Table 7. Upcoming regional and international events in 2017**

Time and Place	Theme	Organization	Link/Note
15-18 January Cape Town, South Africa	UN World Data Forum	Statistics South Africa with support of the UN Statistical Division	<a href="http://undataforum.org/">http://undataforum.org/</a>
24 January, New York	Informal meeting of UNGA on the Sustaining Peace Agenda	Office of the President of the General Assembly	Email: <a href="mailto:daniel.thomas@un.org">daniel.thomas@un.org</a> <a href="http://www.un.org/pga/71/2016/11/08/sdg-implementation-strategy/">http://www.un.org/pga/71/2016/11/08/sdg-implementation-strategy/</a>
7-10 March UN Headquarter, New York	UN Statistical Commission 48th Session	UN Statistical Commission	<a href="http://unstats.un.org/unsd/statcom/48th-session/documents/">http://unstats.un.org/unsd/statcom/48th-session/documents/</a>
28-31 March Ottawa, Canada	5th Meeting of the IAEG-SDGs	UN Economic Commission	
24-28 APRIL 2017 UN Headquarter, New York	16th Session of UN Committee of Experts on Public Administration (CEPA)	UN Division for Public Administration and Development Management (DPADM)	<a href="https://publicadministration.un.org/en/CEPA/session16">https://publicadministration.un.org/en/CEPA/session16</a>
3-4 May Stockholm, Sweden	Stockholm Forum on Peace and Development	Stockholm International Peace Research Institute (SIPRI) and Swedish Ministry for Foreign Affairs	<a href="https://www.sipri.org/news">https://www.sipri.org/news</a> The Forum has a session on SDG 16.

## ACTIVITY IV. DEVELOPMENT OF TECHNICAL DOCUMENTS CONTAINING METHODOLOGICAL AND PRACTICAL GUIDELINES FOR IMPROVED GATHERING AND COMPILATION OF GOVERNANCE STATISTICS AT ALL LEVELS, COVERING ISSUES OF CONCEPT DEFINITION, DATA QUALITY, COMPARABILITY, METHODOLOGY, POSSIBLE SOURCES AND DATA COMPILATION AND DISSEMINATION MECHANISMS

In order to develop the handbook, several technical documents will be produced based on the outcomes of the activities listed above. Working groups for Activity I & II should consider the themes which will be covered by the technical documents (Table 8) from the early stage of their mapping activities.

**Table 8. Themes of technical documents**

Themes of Technical Documents	Relevant Activity
(a) Guidance on the content (concepts, definitions, metadata, questionnaires, etc.) and the process of operationalization (planning, budget, actors to be involved);	Activity I & II
(b) Main components of the final product (for example, guidance, handbook, operational manuals);	Activity VI
(c) Existing international standards relevant to governance, human rights, corruption, peace and security;	Activity I
(d) Conceptual framework: main dimensions of the subject of measurement;	Activity I
(e) Methodological framework: data sources (administrative data, survey-based data, big data, crowdsourcing), data quality and safeguards for data collection (such as data confidentiality in line with existing legal frameworks);	Activity II
(f) Core list of indicators with metadata information, as well as flexibility to develop contextually specific indicators;	Activity I & II
(g) Guidance on operationalization at the country level (planning, institutional coordination and arrangements, data collection, consolidation, dissemination and analysis of results, tabulation plans, access to microdata/open data, capacity-building, information technology tools);	Activity I & VI
(h) Guidance to be developed on cross-cutting issue of data disaggregation (legal, methodological and practical terms);	
(i) Inclusive data collection system (guidance on new partnership with other government agencies, private sector, civil society and others);	Activity II
(j) Populations that are vulnerable, marginalized and at risk of discrimination (women, the homeless, migrants, minorities, etc.);	
(k) Disaggregation;	
(l) Good practices on compiling governance statistics.	Activity I (Case study)

## **ACTIVITY V. SUPPORT BY THE PRAIA GROUP TO GOAL 16 OF THE SUSTAINABLE DEVELOPMENT GOALS**

The Sustainable Development Goals and targets were adopted by the General Assembly at its seventieth session. The indicators framework is the responsibility of the IAEG-SDGs. The proposal includes indicators on governance and, although several indicators are based on sound methodologies, some need further discussion (for example, conflict-related deaths per 100,000 people). This set of indicators will be the Praia Group's first priority for methodological and technical discussions. The second priority is to develop complementary indicators that could be used at the regional and national levels. These indicators will assist countries to identify gaps and orient policies. A specific technical document addressing each approved global indicator for Goal 16 will be elaborated.

The Praia Group stands ready to assist the IAEG-SDGs regarding governance indicators for the Goals. In this regard, the Group set up working groups for each SDG16 Tier III indicator<sup>3</sup> (modified Tier III indicators in Table 9) to respond to requests from the IAEG for information, methodology and technical guidance or other relevant concerns and needs. In accordance with the work plan<sup>4</sup> and timeframe (incorporated into Table 10) agreed at the 4th IAEG-SDG meeting, chair of each working group should facilitate discussion promptly in order to produce work plan and metadata sheet that should be submitted to the IAEG-SDGs. The Praia Group Secretariat updated contact list of working groups and will share the list with members without delay.

The Praia Group will rely on existing groups that bring together governance experts, development practitioners, statisticians, UN agencies and civil society. Such groups include the Virtual Network on Indicators for Sustainable Development Goal 16 (coordinated by UNDP) and the Transparency, Accountability and Participation Network (represented by Saferworld).

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<sup>3</sup> Indicator for which there are no established methodology and standards or methodology/standards are being developed/tested.

<sup>4</sup> See the updated work plans of the IAEG-SDGs for Tier III indicators:  
<http://unstats.un.org/sdgs/files/meetings/iaeg-sdgs-meeting-04/Tier%20III%20Work%20Plans%2011.11.2016.pdf>



**Table 9. SDG 16 Tier III classification (modified as of 10 November 2016)<sup>5</sup>**

<b>Target</b>	<b>Indicator</b>	<b>Initial Proposed Tier (by Secretariat)</b>	<b>Possible Custodian Agency(ies)</b>	<b>Other Involved Agencies</b>	<b>Updated Tier Classification (by IAEG-SDG Members)</b>	<b>Explanation for Change in Tier (if applicable)</b>
16.1 Significantly reduce all forms of violence and related death rates everywhere	16.1.2 Conflict related deaths per 100,000 population by sex, age and cause	Tier II/III	OCHCR	UNMAS, DESA-Pop Division	Tier III	There is no established methodology.
16.2 End abuse, exploitation, trafficking and all forms of violence against and torture of children	16.2.1 Proportion of children aged 1-17 years who experience any physical punishment and/or psychological aggression by caregivers in the past month	Tier I	UNICEF		Tier III	There is no international standard for this indicator.
16.4 By 2030, significantly reduce illicit financial and arms flows, strengthen the recovery and return of stolen assets and combat all forms of organized crime	16.4.1 Total value of inward and outward illicit financial flows (in current United States dollars)	Tier III	UNODC		Tier III	
16.6 Develop effective, accountable and transparent institutions at all levels	16.6.2 Proportion of the population satisfied with their last experience of public services	Tier III	UNDP		Tier III	
16.7 Ensure responsive, inclusive, participatory and representative decision-making at all levels	16.7.1 Proportions of positions (by sex, age, persons with disabilities and population groups) in public institutions (national and local legislatures, public service, and judiciary) compared to national distributions	Tier III		UN-Women	Tier III	

<sup>5</sup> See the updated tier classification of the SDG indicators revised by the Inter-agency and Expert Group on SDG Indicators (IAEG-SDGs): <http://unstats.un.org/sdgs/files/meetings/iaeg-sdgs-meeting-04/Updated%20Tier%20Classification%20of%20SDG%20Indicators%2010-11-16.pdf>

	16.7.2 Proportion of population who believe decision-making is inclusive and responsive, by sex, age, disability and population group	Tier III	UNDP		Tier III	
16.10 Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements	16.10.1 Number of verified cases of killing, kidnapping, enforced disappearance, arbitrary detention and torture of journalists, associated media personnel, trade unionists and human rights advocates in the previous 12 months	Tier III	OCHCR	ILO, UNESCO	Tier III	
16.b Promote and enforce non-discriminatory laws and policies for sustainable development	16.b.1 Proportion of population reporting having personally felt discriminated against or harassed in the previous 12 months on the basis of a ground of discrimination prohibited under international human rights law	Tier III	OHCHR		Tier III (Repeat of 10.3.1)	

**Table 10. Work plan for Activity IV – Support by the Praia Group to goal 16 of the SDGs**

No.	Activities	2016		2017												2018		
		11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
IAEG-SDGs work plan and next steps																		
Nov. 2016 ~ Mar.2017	Finalization of the indicator refinements and preparation of the report to the Statistical Commission																	
	Further development of work plans for Tier III indicators and preparation of a background document to the Statistical Commission																	
	Harmonization of categories for data disaggregation for the global indicators																	
	Review of work plan of Tier III indicators for possible re-classification to be discussed at the 5 <sup>th</sup> IAEG-SDG meeting																	
Mar. 2017 ~ Mar. 2018	Regularly update the work plans for Tier III indicators based on inputs received from custodian agencies																	
	Review indicators for tier reclassification when needed																	
	Initiate the consultation on possible additional indicators, review inputs and finalize a list of proposed additional indicators to present to the 49th session of the UNSC in March 2018																	
	Joint working group of the IAEG-SDGs and the HLG will review the data availability for Tier I and Tier II indicators and make recommendations for increasing data coverage of Tier II indicators																	
	Harmonize the categories for data disaggregation and review the indicators based on the data disaggregation categories																	
	Continue the work of the three working groups on SDMX, Geo-spatial information and interlinkages																	
	Two physical meetings, the first in March 2017 and the second in the fall of 2017, at dates to be determined, and continue to interact electronically and via teleconferences, as needed.																	
5	Praia Group SDG16 working group work plan																	
5.1	Share the updated contact list of working groups with members																	
5.2	Create virtual platform to proceed with working group discussion																	
5.3	Hold meeting by chair of each working group																	
	- Follow up on the 4th meeting of the IAEG-SDGs and confirm work plan																	
5.4	Development of the draft work plans for Tier III indicators																	
5.5	Development of the draft metadata sheet																	
5.6	Hold expert consultations to get feedback on work plans and metadata sheets																	
	- STHLM Forum session on SDG 16 indicators could be a possible venue																	

Fifth meeting of  
the IAEG-SDGs

49th session of  
the UNSC

## ACTIVITY VI. HANDBOOK STRUCTURE

Main activity of the Praia Group is to produce “a handbook on governance statistics for national statistical offices, which will cover the conceptualization, measurement methodology and dissemination of governance statistics”. The Handbook should be a reference framework for the production of governance statistics.

At the second meeting, it was highlighted that the handbook should delimit the concept of governance, such as its dimensions, sub-dimensions and statistical subjects; contribute to the needs assessment in terms of data, available sources and the need for data; guide data collection processes and databases; and support the organization and coordination of governance statistics.

In order to make sure that all relevant elements are well reflected into the handbook and to facilitate the development of handbook, working group for handbook outline focusing on structure will be established. The working group should work closely with other working groups for [Activity I](#) & [II](#), and consider the draft handbook structure (Box 1) presented by the Secretariat and the results of the discussion on the handbook structure (Box 2) at the second meeting.

### **Box 1. Draft handbook structure**

In terms of processes, the Praia Group envisages three phases in its work:

- Phase 1. Preparation of the first draft of the handbook (by Oct. 2018)
- Phase 2. Consultation on the draft handbook (Oct. 2018 – Sept. 2019)
- Phase 3. Review in light of consultations (Oct. 2018 – Mar. 2020)

The handbook will focus on the following three aspects:

- I. Concept, dimensions and operational definitions of governance
- II. Statistical Methodologies and Data Sources
- III. Examples of Users in Terms of Policy

Draft structure (based on the themes of technical documents of Activity V)

1. Mapping initiatives in governance statistics
  - a. What is governance
  - b. Mapping and description of key international standards of governance, human rights, peace and security, and corruption
2. Framework for governance statistics: concept and structure
  - a. Conceptual framework: main dimensions of subject of measurement
  - b. Definition of governance statistics
  - c. Delineating the scope of governance statistics
3. Presentation of governance statistics: Characteristics and challenges
  - a. Objective, scope and main users of governance statistics
  - b. Information, data, statistics and indicators in governance
  - c. Data sources
  - d. Classifications and other nomenclatures relevant to governance statistics
  - e. Institutional dimension of governance statistics
4. Dimension of governance and the core set of governance statistics
  - a. A list of (non-exhaustive) statistics that can be used to measure governance
  - b. Each dimension, sub-dimensions, subject, indicator associated with each topic
  - c. Definition
  - d. Core list of indicators with metadata as well as flexibility to develop contextually specific indicators

5. Operationalization
  - a. Challenges in collecting data on governance
  - b. Guidance on operationalization at the country level
  - c. Data quality
  - d. Confidentiality
  - e. Comparability of data
  - f. Dissemination and interpretation of results, tabulation plan, access to microdata/open data, capacity building, computer tools, coordination of national statistical systems
6. Guidance on cross-cutting issue of data disaggregation
  - a. Inclusive data collection system
  - b. Disaggregation and taking into account populations that are vulnerable, marginalized and at risk of discriminated
7. Information on good practices (in box)

## ***Box 2. Results of discussion on the handbook structure***

Participants were divided into working groups that addressed the list of chapters to be included in the Handbook, the operationalization of the handbook, and the development of collection tools. Results of the working group discussions include:

- Review of all surveys by NSOs to determine best practices.
- Disaggregation, especially in relation to samples, will also cover the disabled.
- Issues around expert assessments need to be covered in the handbook (i.e. what are the best practices?).
- Handbook should be a signpost to other resources.
- Include the implications of choice of sources.
- Approach the handbook by theme (i.e. corruption, justice, etc.).
- The Praia Group's mandate is beyond SDG16 so handbook needs to be broader but be useful for countries grappling with goal 16.
- Review other handbooks for good and bad that have come before—can take up to 10 years.
- Mapping of uses/users for governance statistics: Using governance stats itself helps with good governance.
- Key issue: how to harness the expertise of the group in taking forward the Handbook?
- Bedrocks exists (compendium of indicators in the sourcebook).
- Maximize partnerships.
- What kind of indicators (outcomes, process, principles, and structures)?
- Transparency International: Keep in mind international comparability even when translated. Indicators in the handbook to be cross country.
- Need to develop the criteria for engagement of civil society in the various processes in developing the handbook (NSO South Africa).
- Take a volume approach to the Handbook.
- Handbook is a guide for those who produce statistics, and not users.

**Table 11. Work plan for Activity VI – Handbook structure**

No.	Activities	2017												2018									
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
<b>6</b>	<b>Handbook Structure</b>																						
6.1	Organize working group for development of the handbook structure																						
	- Follow-up on the discussion at the second meeting																						
	- Reflect the discussion on the desired outcomes of Activity I & II (activity no. 1.1 & 2.1) into draft handbook structure																						
	- Draft the handbook structure																						
	- Establish sub-working groups by chapters or themes (i.e. methodology, data disaggregation, etc.)																						
	- Confirm work plan																						
6.2	Develop detailed outline of each chapter																						
	- Identify expertise for contracting a consultant to work closely with the working group in drafting the handbook																						
6.3	Extensive discussion on the results of the <a href="#">Activity I</a> & <a href="#">II</a> (jointly with working groups for mapping activities)																						
(3a.3)	- <b>The third Praia Group Meeting</b> to discuss results of Activity I, II and VI																						
	- Transform the components into a handbook structure																						
	- Finalize the handbook structure																						
6.4	Preparation of the first draft of the handbook																						

## **ACTIVITY VII: PROMOTE THE PRAIA GROUP AND ITS PRODUCTS, AND FACILITATE COMMUNICATIONS AMONG PRAIA GROUP MEMBERS**

In order to raise awareness of the importance of governance statistics as well as the role of the Praia Group in developing guidance of governance statistics, the Secretariat will undertake a series of promotional activities. The Group operates a five-year period, from 2015 to 2020, after which time a review would be carried out to assess whether the group is still needed. From the longer-term perspective, in terms of sustainability of the Praia Group, it is essential to make the Group more visible on the national, regional and international stages and to disseminate its products including the handbook.

In this regard, the Secretariat will publish a brochure containing a brief introduction and history of the Praia Group, a summary of its road map, and work plan with timeline. This will be in the form of both electronic file which can be downloaded online as a pdf file and hard copy which can be carried in quantity and handed out at various occasions including conferences and casual meetings. The brochure will be distributed to Praia Group members. It can also be translated into different languages, such as Portuguese and French, for domestic demand, if need be.

Since the INE-CV launched its new website and created page for the Praia Group, the Secretariat will develop its web page further to be served as a virtual platform that can provide all information and monitor the progress of Praia Group's activities. It will rely on INE-CV's in-house expertise of the IT team. Detailed feature of the website will be discussed and confirmed at the upcoming Steering Committee meeting. Development of the website is expected to promote a better understanding among national and/or international actors on the Praia Group as well as to enable collaborative work by allowing all members to access all relevant information and share governance expertise.

**Table 12. Work plan for Activity VII – Promote the Praia Group**

No.	Activities	2017											
		1	2	3	4	5	6	7	8	9	10	11	12
<b>7</b>	<b>Promote the Praia Group</b>												
7.1	Publish the brochure												
	- Develop its contents and design												
	- Share the draft with members, collect feedback and revise it accordingly												
	- Confirm the final version and ready to publish in hard copy												
	- Upload the brochure online and send hard copies to members												
7.2	Develop the website/virtual platform												
	- Discuss the feature of the website												
	- Develop the pilot website/virtual platform												
	- Develop the full version of website/virtual platform												
	- Maintenance of the website/virtual platform												



## ANNEX I. PRAIA GROUP BUDGET 2017<sup>6</sup>

Praia Group Detailed Budget					
Implementation Period	1 Jan 2017 - 31 Dec 2017	Total Budget			
Currency	USD	\$55,060			
	Description	Proposed Budget			
		No. of Units	Units	Unit Cost (US \$)	Amount (US \$)
<b>Activity II</b>	<b><i>Collect demands for governance statistics-national meetings in Praia-two 2-day events</i></b>				
(activity 2.3)	- Venue	4	days	\$160	\$640
	- Coffee break/catering	50	ppl	\$30	\$1,500
	- Publication (program, etc.)	200	copies	\$1	\$200
	- Equipment (microphone, beam projector, etc.)	4	days	\$500	\$2,000
	<b>Subtotal</b>				<b>\$11,340</b>
<b>Activity VII</b>	<b><i>Praia Group brochure publishing</i></b>				
(Activity 7.1)	- Editorial	20	days	\$35	\$700
	- Brochure publishing	2,000	copies	\$1	\$2,000
	- Postage costs	100	institutions	\$1	\$100
(Activity 7.2)	<b><i>Website development</i></b>				
	- Develop the pilot website/virtual platform	20	days	\$55	\$1,100
	- Develop the full version of website	20	days	\$55	\$1,100
	- Maintenance of the website				\$0
	<b>Subtotal</b>				<b>\$5,000</b>
<b>Travel</b>	<b><i>Trip to New York (48th session of the UNSC)</i></b>				
	- Air travel	2	ppl	\$1,500	\$3,000
	- Transfer	2	ppl	\$50	\$100
	- Local travel	10	multiple	\$20	\$200
	- Hotel	10	nights	\$200	\$2,000
	- Per Diem	10	nights	\$50	\$500
	- Misc. (Visa)	2	ppl	\$160	\$320
	<b><i>Trip to Ottawa, Canada (5th meeting of the IAEG-SDGs)</i></b>				
	- Air travel	2	ppl	\$1,500	\$3,000
	- Transfer	2	ppl	\$50	\$100
	- Local travel	10	multiple	\$20	\$200
	- Hotel	10	nights	\$130	\$1,300
	- Per Diem	10	nights	\$50	\$500
	- Misc. (Visa)	2	ppl	\$100	\$200
( Activity 3a.3)	<b><i>Expert Consultation on the results of the activity I&amp;II and handbook structure</i></b>				
	- Air travel	2	trip	\$1,300	\$2,600
	- Transfer	2	trip	\$50	\$100
	- Local travel	2	multiple	\$20	\$40
	- Hotel	10	nights	\$150	\$1,500
	- Per Diem	10	nights	\$50	\$500
(others)	<b><i>Possible expert consultations and other international meetings</i></b>				
	- Air travel	6	trip	\$1,500	\$9,000
	- Transfer	6	trip	\$50	\$300
	- Local travel	18	multiple	\$20	\$360
	- Hotel	24	nights	\$150	\$3,600

<sup>6</sup> Budget for Praia Group meeting to discuss the draft handbook is included in the budget 2018. Please refer to the excel spreadsheet.

	- Per Diem	24	nights	\$50	\$1,200
	<b>Subtotal</b>				<b>\$30,620</b>
<b>Equipment</b>	Computer	5	ea	\$1,600	\$8,000
	Tablet	5	ea	\$300	\$1,500
	Table/chair	5	ea	\$170	\$850
	(Multifunction) Printer	1	ea	\$3,000	\$3,000
	<b>Subtotal</b>				<b>\$13,350</b>
<b>Operating Costs</b>	Video projector	1	ea	\$1,000	\$1,000
	Electric screen	1	ea	\$750	\$750
	<b>Subtotal</b>				<b>\$1,750</b>
<b>GRAND TOTAL</b>					<b>\$55,060</b>

## ANNEX II. FOLLOW-UP TO THE STEERING COMMITTEE MEETING AT THE SECOND MEETING OF THE PRAIA GROUP

Follow up on the Steering Committee Meeting (6 July 2016)																										
No.	Activities	2016								2017																Responsibility/Notes
		November				December				January				February				March				April				
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
1	Update the list of the Praia Group Member (including the list of SDG16 working groups)																									Secretariat, Steering Committee <sup>7</sup>
2	Strengthen the Secretariat																									Secretariat/Carlos Mendes replaced Mariana Neves and a support team was created. <sup>8</sup>
3	Recruitment of the International Consultant for the Secretariat																									Secretariat, UNDP
4	Secondment <sup>9</sup> dialogue of other NSOs																									Secretariat
5	Steering Committee meeting every 6 weeks starting August													10												Secretariat/The Secretariat was not able to convene meeting scheduled in August because the INE-CV has been in transition.
6	Next Praia Group Meeting																									Secretariat/Possible agenda for the next Steering Committee meeting
7	Develop the Praia Group Work Plan with budget																									Secretariat
8	Draft and share the Meeting Report																									Secretariat
9	Reach out to CSOs for new membership: Global Data Alliance and SDG 16 Initiative																									Steering Committee
10	Fundraising																									UNDP, PARIS21, OHCHR and AfDB

<sup>7</sup> Since Saferword would step down from Steering Committee members, new membership of the Steering Committee needs to be discussed.

<sup>8</sup> Support team for the Praia Group consists of three INE-CV statisticians: Mr. Clodomir Pereira, Mr. João de Pina Mendes and Mr. Fernando Rocha.

<sup>9</sup> Transfer of an employee from one of Praia Group members' NSO to the INE of Cabo Verde.

<sup>10</sup> The Secretariat proposes to convene a virtual meeting in the first week of February. At the meeting, schedule for Steering Committee meetings could be discussed. Possible sideline meeting could be held during the 5<sup>th</sup> meeting of the IAEG-SEG (28-31 March, Ottawa).