Interview Guide

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

[Collect: publications, website addresses; conference papers]