

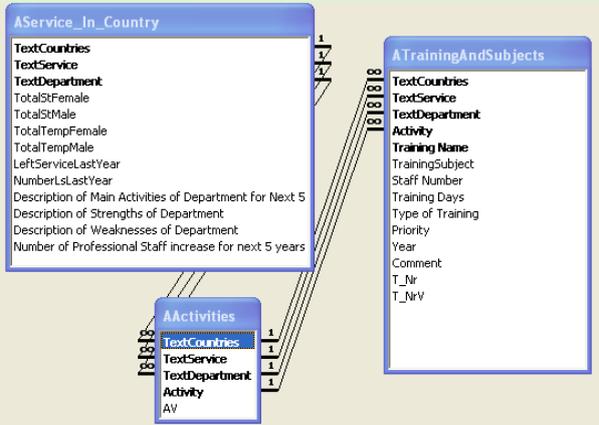
Description of ASTRA Database for Monitoring Statistical Capacity Building in Sub Saharan Africa's National Statistical Systems

Initial Remarks

ASTRA is an ACCESS Database designed to support the MIS-ST Toolbox in order to increase evaluation capacity of Stakeholders, Training Institutes and other to monitor Statistical Capacity Building in Sub Saharan Africa.

The Database is functional and is filled with some dummy material in order to allow testing and handling of the database screens. The ASTRA concept follows the following scheme of steps for data input and related assessment reports. The green marked parts of the indicated steps is ready for input and produce and release Assessment Report and can be tested. This part should allow understanding the handling of the Database, how the steps are executed in the Database, how the Assessment Reports are produced and how they appear. The subsequent steps, which are not yet implemented, are comparatively simple, based on the selected and generated Reports AR3 from the Database for different DPUs of a country, asking for Comments by resource persons of the NSS (step 3 -> AR4), Donor demands (step 4-> AR5), Training Institutions (step 4 -> AR6) and resource persons of regional organizations (step 4-> AR7)

Stepwise use of ASTRA

Step	Description	Data Base	Table	DB Fields
1	Step1: Data Producing Unit (DPU) Identifies Training Needs	Describe Data Producing Unit (Step0 on Switchboard)	AService_In_Country	Country (Text)
Data Model 				Name of Organization – DPU (Text)
				Department or Unit (Text)
				Description of Department (Text)
				Description of Main Activities of Department for Next 3 years (Text)
				Description of Strengths of Department (Text)
				Description of Weaknesses of Department (Text)
				Number of Staff - Female (Number)
				Number of Staff –Male (Number)
				Σ Number of Professional Staff (No calculated)
			Number of Staff left during last 12 Months (Number)	
			Number of Professional Staff increase envisaged for next 3 years (Number)	
The Data Model shows all main tables and principal variables (DB Fields). The DM shows in brief that for each DPU (Data Producing Unit, e.g. Statistical Office, identified by country and name) and related Departments, there are multiple Activities and for each activity there can be multiple trainings. Trainings are thus always related to one (and only one) activity and identified by		Describe Training Needs for Activity, Department and Years (Step1 on Switchboard)	AActivities ATrainingAndSubjects	Activity (Enter List / Select)
		Training Name (Enter List / Select)		
		Training Subject (Text)		
		Estimated No of persons to be trained (Number)		
		No of training days Estimated (Number)		
		Training Type (Enter List / Select)		
		Priority (Select)		
		Year (Select from List)		
		Training Comment (Text)		

Step	Description	Data Base	Table	DB Fields
Training Names and are attributed an internal Number for identification				
Assessment-Report-1: Unit Training Needs and Assesment-Report-2: Summary of Unit Training Needs				
2	Step2: Institutional Decision makers allocate budget and priorities	Prioritized Institutional Training Demand and Budget Allocation	Data from previous Tables. Comments in A3For_Service_In_Country	Priorities (Select)
				Budget Shares (Select)
				Comments on Training Budget Allocation and Priorities (Text)
				Comments on Long Term Staff and Training Demands (Text)
Assessment-Report-3: Prioritized Institutional Training Demand				
Subsequent steps based on the selected and generated Reports AR3 from the Database, asking for Comments by resource persons of the NSS (step 3 -> AR4), Donor demands (step 4-> AR5), Training Institutions (step 4 -> AR6) and resource persons of regional organizations (step 4-> AR7)				
3	Step3: National Statistical System Coordination Assesses Training Needs	NSS Training Demand		NSS National Training Demand Assessment (Text)
Assessment-Report-4: Training Demand of all producers of NSS and demand from NSDS coordination				
4-1	Step 4-1 Donor Decision Support System	Donor Demand		Donor Demand / Comments (Text)
Assesment-Report-5: Summarized Training Demand and Additional Donor Needs				
4-2	Step 4-2: Training Institutions	Training Institutions Supply and Comments		Training Institutions Supply and Comments on Demands (Text)
Assesment-Report-6: External Training Needs and necessary mid- and long-term staff replacement				
4-3	Step 4-3: Regional Organisations	Regional Training Demand		Regional Training Demand (Text)
Assesment-Report-7: Regional Training Needs				

ASTRA is a tool to analyze training availability and demand. It does not mean that ASTRA has to be used stepwise, starting from Module 1 to 5. However elementary input of training demand by Training Institutions or Organizations offering Statistical Trainings is needed to produce meaningful Assessment reports, at least of the type AR1, AR2 and AR3. On the other hand, it seems reasonable that donors or resource persons of regional organizations state their demands and funding possibilities (AR4, AR5, AR6 and AR7) before any particular demand of Training Institutes has been recorded. It even could be useful for national suppliers of statistical training to know about funding and needs of regional entities or donors.

It must be mentioned, that the Database in a developing stage and shortcomings might still occur. The current development stage allows to test all input schemes and practices. It generates the elementary and most important Assessment reports for further analysis. Apart from technical problems, the central problem might be the comprehension of the Workflow by the user. ASTRA has to be tested by a variety of users to overcome any traps and hurdles for inexperienced users. Although largely self-explaining, the database handling presupposes basic computer skills as well as knowledge of MICROFT Office Tools and programs. It has been developed and tested for screen resolutions of 1280*800 and higher. Higher resolution will improve readability, lower resolution is not recommended, as it will make orientation on input Forms more difficult, although functionality of ASTRA is fully assured also for lower screen resolutions.

Starting the Database:

Call ASTRA1.mdb and enter the Switchboard: The central data handling cockpit.

The four steps above are reflected in the first four steps of the Switchboard, the initial step 0 is for identifying the DPUs. A DPU is in general a data producing unit, but can at the same time be a user of data. For the five Data Entry procedures, often a sequence of data entry screens, are subsequently called **Modules**, representing the Steps of the Workflow.

Module 1

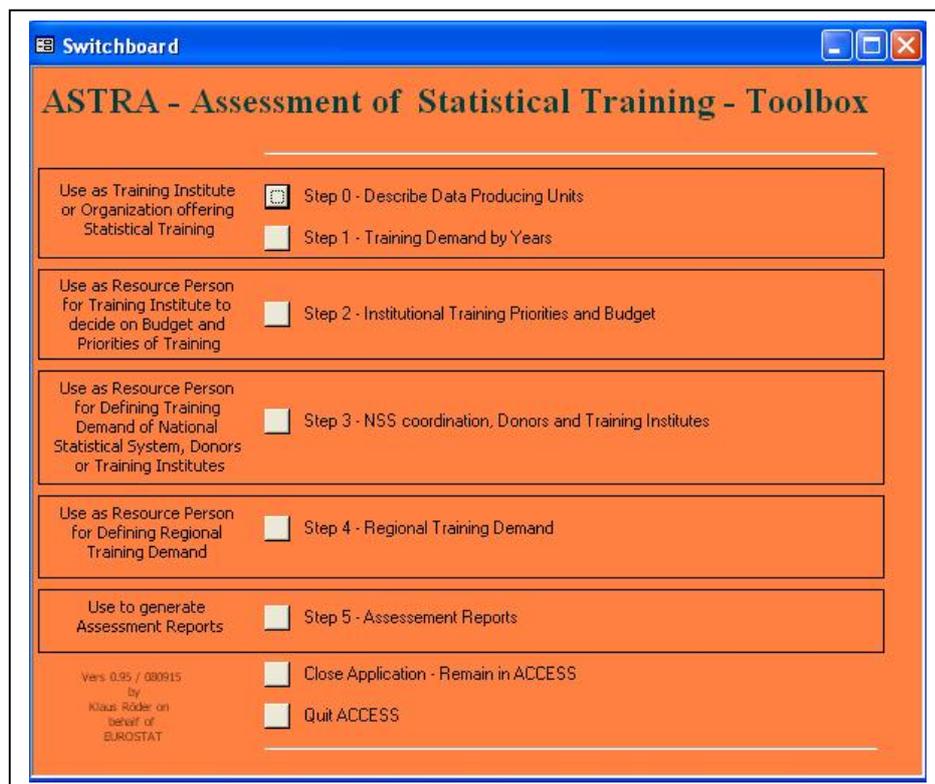
The different Modules are meant for different types of users: This Module is primarily for Training Institute or Organization offering Statistical Training. Again no restriction is meant to prevent users of statistics to enter the step0 and step1, if the preconditions for data input to this Module are given: So a user of this module or DPU can mean a company with need of statistical training, a ministry with a limited offer of in-house training capabilities or a Statistical Training Institute with Training Needs been identified related to an identifiable activity of some sort, not necessarily a statistical task.

Preferably, the trainings have been given priorities, duration and number of participants by the resource person completing the forms. Budget figures will not necessarily be provided but can be added in available data entry boxes for comments.

Country, Organization and Department of a Data Producing Unit (DPU) have to be indicated and an Activity and related Trainings have to be defined. Details of the Data Entry Screens will be given later. The output of this module is in AR1 and AR2 giving comprehensive structured and comparable information of the departments of the DPU.

Module 2

After information have been provided by different departments of the DPU, the resource person of the DPU Organization is able to gather all the information and training needs of the different departments producing a comprehensive report. The resource person, as an example the HR and training manager of ministry, will allocate Budget shares to the different training for each year. The sum of budget shares shall not exceed 100%. Priorities of the different trainings can be modified and remodelled at this stage. General comments and an evaluation of staff necessities related to trainings and activities conclude the input to this module. The output of this module is in AR3 for further use. As in the previous modules it is assumed, that a user of modules (steps) consults the related Assessment Reports. These reports will usually be hierarchically lower (Consult AR1 and AR2 in step 2 and produce AR3)



Module 3
The NSS resource persons gather the different Assessment Reports 3

comprising the different Budget Share allocations and Priorities, given for several national DPUs. The user of this module adds recommendations and suggestions, backed by rules and guidelines of the National Statistical System (NSS) and providing subsequent steps and modules with a comprehensive analysis of the NSS.

Module 4

Based on AR4

Module 5

The fifth Module allows producing the Assessment Reports
The last two options allow quitting the application.

The Data Entry Forms

Most of the data input sub-menus (for each of the steps) have at least two options: Data Input in a form based Data Entry screen or Data Entry/ View in a Table Based Screen. This is only true, when data are store in files (Module5 for example does produce Reports based on previously entered data)
The following Picture shows both types.

The screenshot shows two interfaces for data entry. On the left is a menu titled 'Step 0 - Describe Data Producing Units' with three options: 'New Country, Service and Department/Unit', 'New Country, Service and Department/Unit as Data Sheet', and 'Main Menu'. On the right is a form titled 'ASTRA: Describe Data Producing Unit and Department'. The form includes fields for Country (Uganda), Organization (MinAgri), and Name Department (Population and Social Statistics). It also has input fields for Permanent Staff Members (Female: 12, Male: 18), Temporary Staff Members (Female: 18, Male: 12), and How Many (Permanent Staff) Left Service Last 12 Months? (9). There are also checkboxes for 'Are these Numbers?' and 'Exact'. Below these are text areas for 'Description of Main Activities of Department for Next 3 years', 'Description of Strengths of Department', and 'Description of Weaknesses of Department'. A table at the bottom of the form shows data for various countries and departments.

	TextCountries	TextService	TextDepartment	TotalStFemale	TotalStMale	TotalTemp
▶	Burkina Faso	NSI	Central	4	2	
	Uganda	MinAgri	Population and Social Statistics	12	18	
	Uganda	UBOS	Central	129	171	
	Uganda	UBOS	National Accounts	12	8	
*				0	0	

Both screens allow the handling of data (new entry, modification, deleting), the first type screen is called a Form and easier to read, the second called a Data Sheet is more functional, addresses the experienced user and allows faster maintenance, for example delete multiple records

Step 0- Identifying the Data Producing Unit

ASTRA: Describe Data Producing Unit and Department

Country: 0 Organization: Name Department: 2

Permanent Staff Members (Female) 0 How Many (Permanent Staff) Left Service Last 12 Months? 0 Are these Numbers? 8-10

Permanent Staff Members (Male) 0 Number of Professional Staff increase envisaged for next 3 years: 0

Temporary Staff Members (Female) 0

Temporary Staff Members (Male) 0

Description of Main Activities of Department for Next 3 years:

Use this Button below to enter or change explicit Activities in separate Form

Add New/Delete Activities

Description of Strengths of Department: 11-13

Description of Weaknesses of Department:

Datensatz: 7 15

Formularansicht

Always watch and use the Navigation Buttons at Left Bottom of Form

Click Select Button for Country to select Country and then add Services or Departments Make sure, that if you change an existing record, you know what you intend to do !

How to use this Form

On First Access to Form: You will enter last Record of File containing Training Institutes or Organizations offering Statistical Training. Move backwards to Change Information. Move Forward and Select Country, enter new Organization and Department and enter new general Information on Staff, Description of Activities, Strength and Weaknesses. This Form does not enter Activities. This is done after pressing the Button "Add New/Delete Activities"

The following fields are meant for data input (or modification) for this form

Number	What to enter or to do?
0	Country (select from list)
1	Organization (enter correct name)
2	Department (enter correct name)
3	Back to Switchboard (click button)
4 - 7	Staff numbers (enter numbers)
8	How many permanent staff members left last year from DPU
9	Number of professional staff needed for next 3 years in DPU
10	Are the numbers ? (select from "exact", "guessed" or "unknown")
11-13	Describe in Fields Activities, Strengths and Weaknesses of DPU. These descriptions will be later available as comments, if new activity should be entered for Data Base use choose button 14
14	Enter new activity, modify or delete existing ones
15	Navigation Buttons to move in Data Table of Database (the different buttons mean, from left to right: "go to first record", "go one record backwards", "go one record forwards", "current record number", "go to last record", "enter new record", "total number of records in data table", Delete record by choosing from menu "Record Delete (X) ")
16	Help and Information about the Form content

After clicking button 14: Add, delete or modify activity. This shows the next data entry screen: Having selected Country, Organization and Department, these show in the below mentioned form.

Number	What to enter or to do?
1	Select from list of DPU (click button), related selection field is toggled (switched on/off) if button is clicked
2	Select country, org. and dept. These choices are transferred to related fields below
3	Enter or Modify Activity for DPU, Use menu options of filters to limit selection to filtered choices in order to check activities already entered. Make sure no additional activities are entered due to spelling mistakes. There will be further options to check the entered DPUS, Activities, Trainings etc.

Having described all DPU and some activities (this can also be done later) the Step 0 Form can be closed, information is stored in the Database. At least one DPU is has to be described and stored in Step 0 in order to continue.

Step 1- Identifying the Training Demand of the Data Producing Unit

The following fields are meant for data input (or modification) for this form

Number	What to enter or to do?
0	Select DPU (select from list). A select box appears to select a DPU from the ones described in Step 0. The choices (country, organization and department) will appear in text fields (1-3) below and in the purple fields at the bottom above the navigation buttons (22). This is a toggle button; select box will appear and disappear, if this button is clicked. If choices have been made, selection box will disappear likewise.
1	Country (selected form list after clicking button 0)
2	Organization or Institute (selected form list after clicking button 0)
3	Department (selected form list after clicking button 0)
4	Enter new DPU or modify one (click button). This transfers control to Step 0 Form
5	Back to Switchboard (click button)
6	Refresh Form, if errors occur or user got stuck (click button). <ESC> button might still be pressed before being able to continue
7	Shows current activity. This shows highlighted activity form 14. If no activity is available (field is empty), click button 9 to choose a new activity for the selected DPU
8	Shows current training. This shows highlighted training form 15. If no training is available (field is empty), click button 10 to choose a new training for the selected activity and DPU
9	Add new activity (click button). This shows small Form from Step 0 section to add or modify activity
10	Add new training (click button). This shows small Form (see below) to add or modify training for given DPU and activity
11	Add training subject, a training description to explain the training in more detail. Even more details can be entered in the field comments (21)

Number	What to enter or to do?
12	Help and Information about the Form content
13	Buttons to activate other Modules /Steps (click button). Current Module (Step) is grey, others can be selected
14	List of activities (this is not the description in Step0 but the list of activities having been entered for the selected DPU before in small Form from Step 0). Generally one of the activities is selected and displayed also in 7. This selection cannot be changed here. Instead use small Form from Step 0 to modify, delete or add activity. The list here will be refreshed by a click somewhere in the list area.
15	List of trainings for the selected DPU and activity. Generally one of the trainings is selected and displayed also in 8. This selection can be changed here. The list here will be refreshed by a click somewhere in the list area. If training is missing, use 10
16	Type of training. Generally one of the trainings is selected. This selection can be changed here. If type of training is not available, a new "type of training" can be added, pressing the button below 16. Another entry form will appear (see below). The list here will be refreshed by a click somewhere in the list area.
17	Priority of training (Choose from selection list)
18	Year of training (Choose from selection list)
19	Staff number to be trained in this training
20	Number of training days envisaged for this training
21	Comment on this training (this is a memo field and can contain abundant text – until 2 MB)
22	Display of essential selections (DPU and training). These fields are for information only and cannot be changed. Moving to a next record by clicking the navigation buttons will update the current record . Records are storage units of tables, think of them as rows, columns of database tables are called variables , the header is the variable name, the cell contents are the value of variables, each cell content or value belongs to a variable and a record .

After clicking button 10: Add, delete or modify training. This shows the next data entry screen:

The screenshot shows the 'ASTRA: Describe New Training for Activity in Data Producing Unit' form. On the left, a dropdown menu is open for 'Select Country / Orgzation / Department and Activity', with '1' next to it. The form fields are: Country: Uganda, Organization: UBOS, Department: Central, Activity: Supervise and Coordinate 2009 Census (with '2' next to it), New Training Name: Dissemination Strategy (with '3' next to it), and New Training Subject: Project Management and Project Coordination. On the right, a list of activities is shown, with a green arrow pointing from the 'Activity' field to the list. A 'Back to Switchboard' button is located below the form fields. At the bottom, there are navigation buttons and the text 'Datensatz: 14 von 18'.

Number	What to enter or to do?
1	Select from list of DPU and activity (click button), related selection field is toggled (switched on/off) if button is clicked
2	Select country, org, dept. and activity (see separate screenshot). The choices from the selected line are transferred to related fields below
3	Enter or Modify training for DPU and activity, Use menu options of filters to limit selection to filtered choices in order to check activities already entered. Make sure no additional trainings are entered due to spelling mistakes, e.g. "PMgmtmt" and "PMgmtmnt" will be stored as two different training in the database even if this is not intended. There will be further options to check the entered DPUS, Activities,

Number	What to enter or to do?
	Trainings etc.

Watch out that the having added a new training related to activity, this relation has been added to the database and is shown in Step1- Form, but not necessarily as last record because that data file is sorted according to Country, then Organization and then Department. Having added a new training related to an activity, move to that training in Module 1 and complete the information (type of training, priority, year, staff number, training days and comments).

After clicking button below 16 Add, delete or modify type of training. This shows the next data entry screen:

Number	What to enter or to do?
1	Select record from table "Type of training" using navigation buttons. Modify and move to next record to modify text, delete using menu option  . Add new "Type of training" by using menu option  , then enter new text and move to next record. This stores a new "Type of training" which will be displayed in field 16 of Step1-Form. However this new type of training is not selected yet, this has to be done in field 16 of Step1-Form by clicking on the appropriate line.

Having described all trainings and relate them to DPU and a activity the Step 1 Form can be closed, information is stored in the Database. If no activity is selected or two activities are related to the same training, the database responds with an error. Return to normal by pressing <ESC> or press the Refresh button (6) and continue. However more than one training can be related to one activity but this has to be done in subsequent steps, no multiple selection is possible at present. This is envisaged for future use. At present a combination of different "Types of trainings" would have to be entered if the training responds to more than one type, e.g. enter a new record in the "Type of training" table as "Regional Training and Train the Trainers" in order to relate the selected training to these two types.

Step 2- Describe Institutional Training Priorities and Budget

This Form allows choosing Budget Shares for different Trainings per Year. All Trainings are displayed having been entered for the Country/Organization selected.

Initially the Form is almost blank and having selected a Country/Organization (Button 0), the Budget Shares and Priorities can be modified (8) , Budget Shares can be displayed (9) and Final Comments can be added or modified

The following fields are meant for data input (or modification) for this form

Number	What to enter or to do?
0	Select DPU (select from list). A select box appears to select a DPU from the ones described in Step 0. The choices (country, organization) will appear in text fields (1-2) below. This is a toggle button; select box will appear and disappear, if this button is clicked. If choices have been made, selection box will disappear likewise.
1	Country (selected from list after clicking button 0)
2	Organization or Institute (selected from list after clicking button 0)
3	Information only, No Navigation Buttons in this Form
4	Enter new Country/ Organization or modify one (click button). This transfers control to Step 0 Form
5	Back to Switchboard (click button)
6	Refresh Form, if errors occur or user got stuck (click button). <ESC> button might still be pressed before being able to continue
7	Buttons to activate other Modules /Steps (click button). Current Module (Step) is grey, others can be selected
8	Shares and Priorities can be modified. Clicking shows and Removes Items (Toggle)
9	Budget Shares can be displayed. Clicking shows and Removes Items (Toggle)
10	Final Comments can be added or modified. Clicking shows and Removes Items (Toggle)
11	Help and Information about the Form content

After selecting Country/Organization (Button 0) select Modifying Budget Shares (8) the Form shows the following:

ASTRA: Describe Institutional Training Priorities and Budget

Country: Uganda
Organization: JUBOS

Data for 2009

TextDepartment:	T_NrV:	Training Name:	Priority:	BudgetShare
Census and Surveys	24	GIS Training	Low	20
Census and Surveys	26	Poverty Analysis	High	15
Central	8	Project Management and Project Coordination	Very High	10
Central	9	Project Management and Project Coordination	Very High	10
Central	10	Project Management and Project Coordination	Medium	10
Central	13	Project Management and Project Coordination	High	20
Central	15	Project Management and Project Coordination	High	15

Data for 2010

TextDepartment:	T_NrV:	Training Name:	Priority:	BudgetShare
Census and Surveys	23	Training on Population Forecasts	High	10
Census and Surveys	25	GIS Training	Very High	50
Central	11	Quality Management	High	30

Data for 2011

TextDepartment:	T_NrV:	Training Name:	Priority:	BudgetShare
Census and Surveys	27	Public Relations	Medium	50
Central	12	New Training1	Very High	50

How to use this Form

Move to Modify Budget Shares to distribute 100 Percentage points among the different Trainings within one year. Select "Show Overall Budget Shares" to Verify that Sum does not exceed 100 (%). Finish Data Input and Continue entering Institutional Comments on: Training Demand, Budget and Long Term Staff Requirement by Clicking on Button "Institutional Comments...". You can start AR3 from there by pressing Button "Show Report". Move to Switch Board for Assessment Reports and use AR3 there to Export Tables to EXCEL.

Number	What to enter or to do?
1	Each of the three Forms in a Form display a selection of Trainings data for that particular year and country and organization.
2	Modify Priorities if required. The Priorities are displayed as indicated in Module 1. For the sake of harmonizing Priorities within the Organization, they can be modified here
3	Modify Budget Shares if required. Budget Shares initially are set to 0 each. The Budget Shares are considered Percentages. The Total Sum of Column should not exceed 100. This can be verified in the next screen (Button 4)

After having modified the Priorities and Budget Shares, preview contents of Assessment Report 3 by pressing Button 4.

ASTRA: Describe Institutional Training Priorities and Budget

Country: Uganda
Organization: JUBOS

All Data

TextDepartment:	T_NrV:	Training Name:	Priority:	BudgetShare	2009	2010	2011
25	25	GIS Training	Very High			50	
26	26	Poverty Analysis	High	15			
27	27	Public Relations	Medium				50
8	8	Project Management and Project Coordination	Very High	10			
9	9	Project Management and Project Coordination	Very High	10			
10	10	Project Management and Project Coordination	Medium	10			
11	11	Quality Management	High			30	
12	12	New Training1	Very High				50
13	13	Project Management and Project Coordination	High	20			
15	15	Project Management and Project Coordination	High	15			
Gesamtergebnis				100	90	100	

All Comments

TextDepartment:	Training Name:	Comment:	Year:	Training Name:	Comment:	Year:	Training Name:	Comment:
Census and Surveys	24 GIS Training	This GIS Training is for Ext	2010	23 Training on Populator Training for decs	2	2011	27 Public Relations	PR T
Central	26 Poverty Analysis	Training for Trainers at High		25 GIS Training			12 New Training1	More
Central	8 Project Management : Project Management (PM)			11 Quality Management	Design of Dissemination St			

How to use this Form

Move to Modify Budget Shares to distribute 100 Percentage points among the different Trainings within one year. Select "Show Overall Budget Shares" to Verify that Sum does not exceed 100 (%). Finish Data Input and Continue entering Institutional Comments on: Training Demand, Budget and Long Term Staff Requirement by Clicking on Button "Institutional Comments...". You can start AR3 from there by pressing Button "Show Report". Move to Switch Board for Assessment Reports and use AR3 there to Export Tables to EXCEL.

Number	What to enter or to do?
1	This table displays Budget Shares for each of the Trainings. Trainings are identified by Department, Training Nr, Training Name and Priority. That table shows the Budget share for the corresponding year, No changes can be administered here. If Sum (Red numbers in last line) exceed 100, return to previous Form pressing Button 4
2	This table displays Comments on Trainings as entered in Module 1. No changes can be administered here. If comments have to be modified, this is only possible in Module 1. Tables allow scrolling with scroll bars. These tables are meant to be previews of Assessment Report 3 contents. These comments differ from the ones in the subsequent screen, as they are given in Module 1, whereas the Final comments are supposed to summarize the opinion of the organization.
3	Move to next screen to add or modify final comments or return to previous screen to modify data (press Button 4)

Being satisfied with the Budget Shares and Priorities given to the Trainings, press Button 3 for the Final Comments

Number	What to enter or to do?
1	This table displays Comments by the Organization on General Issues. New Comments can be added here for a new Organization in the Data Base or an existing one can be modified as in a text editor
2	This table displays Comments by the Organization on Staff Issues The same applies as for table in 1
3	Move to next screen to display Assessment Report pressing Button 3, Button 4 closes the Final Comments and stores them. If you want to display the Assessment Report 3 using the Module 5 you can do so. The advantage of the Report Module is the Export to EXCEL. (more about this in the description there)

The Assessment Report 3 will show after pressing Button 3 and can be printed, preferably in PDF to maintain the layout. More details about AR 3 will be given in the next chapter

Modules (Steps) 3-4

Subsequent steps based on the selected and generated Reports AR3 from the Database, asking for Comments by resource persons of the NSS (step 3 -> AR4), Donor demands (step 4-> AR5), Training Institutions (step 4 -> AR6) and resource persons of regional organizations (step 4-> AR7). These Modules are not working at present.

Module 5 Assessment Reports (1 and 2)

This Step5-Form has no Navigation Buttons, since there are no records to store; the Assessment Reports are created from database information. Choosing one of the Assessment Reports, choices

have to be made for selecting the necessary input for the corresponding Report.

Choosing "Assessment Report1" opens the following form

The toggle button (1) allows as in the other form to select a DPU clicking on a selected line to fill the corresponding fields for country, organization and department.

No modification is possible;

modification of table contents is only possible through other entry forms as explained in Step0 and Step1.

Having chosen a DPU, press Report button (2)

The Assessment Report 1 is generated for the DPU, showing on different pages:

1. General information about the DPU (1)

The screenshot shows a window titled "Assessment Report 1". The main content is titled "Training Needs of Departments of Data Producing Units". It lists a Data Producing Unit in Uganda, UBOS, Central, with a page number "1" highlighted. The report provides details on staff members (300 permanent, 129 female, 171 male; 12 nonpermanent, 6 female, 6 male) and notes that 48 professional staff members left the department last year. It lists 12 new professional staff members needed for the next 3 years and details of staff requirements. The report also lists main centralized activities for the next 3 years, such as supervising and coordinating censuses and surveys, and harmonizing donor budgets. It mentions main strengths of the department, such as strong teambuilding and good computer skills, and main weaknesses, such as project management skills of supervisors not up to date. The footer of the report includes "Assessment Report 1", "22.07.2008", and "Page 1". At the bottom of the window, there is a navigation bar with "Seite:" and navigation buttons, with the page number "1" and a highlighted "2" next to it.

like Name of Country, Organization and Department, Number of Permanent and Temporary Staff etc. as stored in Step0. Move to next pages with the Navigation Buttons in Report (2). The report can also be exported to Word or printed in PDF. For the chosen DPU the following information is shown

2. Training by Activity

Training by Activity

Filterfelder hierher ziehen

Activity:	Year: ▼		
	2009 + -	2010 + -	2011 + -
Coordinate Data Dissemination (Standards and Procedures)	Project Management and Project Coordination	8	
Coordinate Line Ministries Inputs and Feedback as defined in NSDS	Project Management and Project Coordination	9	
Harmonize Donor Budgets for 2009 Census	Project Management and Project Coordination	10	
Harmonize Donor Budgets for 2011 HH Surveys new	Quality Management	11	
New Activity			New Training1
Supervise 2012 Survey	Project Management and Project Coordination	13	
Supervise and Coordinate 2011 HH Survey	Project Management and Project Coordination	15	

The Trainings are listed according to activity and by years. Each training has been attributed a Number (in red) by the Database. All the Tables produced in the Reports are Microsoft Pivot Tables and as such can easily be exported to EXCEL format for more flexible formatting than is possible in ACCESS. This export feature has to be managed by menu choices but can easily be implemented as a database facility of ASTRA

3. Training Details

On the subsequent page the training details are shown in the ACCESS Pivot Table or as an example as a possible presentation in EXCEL or WORD after export

Training Details by Year

Filterfelder hierher ziehen

Tr N	Training Name:	Training Subject:	Activity:	Staff Nr	TrgDays	Type of Training:	Priority:	Year:
8	Project Management and Project Coordination	Project Management and Project Coordination	Coordinate Data Dissemination (Standards and Procedures)	2	5	Individual Training	Very High	2009
9	Project Management and Project Coordination	Project Management and Project Coordination	Coordinate Line Ministries Inputs and Feedback as defined in NSDS	33	5	Individual Training	Very High	2009
10	Project Management and Project Coordination	Continuous coaching of supervisors	Harmonize Donor Budgets for 2009 Census	12	7	Individual Training	Medium	2009
11	Quality Management	Continuous coaching of supervisors	Harmonize Donor Budgets for 2011 HH Surveys new	12	2	In-house Consultation	High	2010
12	New Training1	Other CM	New Activity	33	10	In-house Consultation	Very High	2011
13	Project Management and Project Coordination	New Training1 Other	Supervise 2012 Survey	9	2	Individual Training	High	2009
15	Project Management and Project Coordination	Design Control Operations	Supervise and Coordinate 2011 HH Survey	2	5	Individual Training	High	2009

Tr N	Training Name:	Training Subject:	Activity:	Staff Nr	TrgDays	Type of Training:	Priority:	Year:
8	Project Management and Project Coordination	Project Management and Project Coordination	Coordinate Data Dissemination (Standards and Procedures)	2	5	Individual Training	Very High	2009
9	Project Management and Project Coordination	Project Management and Project Coordination	Coordinate Line Ministries Inputs and Feedback as defined in NSDS	33	5	Individual Training	Very High	2009
10	Project Management and Project Coordination	Continuous coaching of supervisors	Harmonize Donor Budgets for 2009 Census	12	7	Individual Training	Medium	2009

Tr N	Training Name:	TrainingSubject:	Activity:	Staff Nr	TrgDays	Type of Training:	Priority :	Year :
	n							
11	Quality Management	Continuous coaching of supervisors for QM	Harmonize Donor Budgets for 2011 HH Surveys new	12	2	In-house Consultants External	High	2010
12	New Training1	Descr QM	New Activity	33	12	In-house Consultants Local	Very High	2011
13	Project Management and Project Coordination	New Training1 Descr	Supervise 2012 Survey	5	2	Individual Training	High	2009
15	Project Management and Project Coordination	Design Central Dissemination Strategy and supervise implementation	Supervise and Coordinate 2011 HH Survey	2	5	Individual Training	High	2009

4. Training Comments

Training Number	Comment:
8	Project Management (PM) has to be improved on Central Level: Execution of PM and Controlling can be transferred to Departments
9	Coaching of PM by consultant -> hands on task
10	Coaching of PM by consultant -> hands on task
11	Design of Dissemination Strategy by NSI Central Services. Execution of Dissemination Strategy can be transferred to Departments
12	More Comment New 1
13	Comments
15	Design of Quality Management Strategy by NSI Central Services. Execution of Quality Management Strategy can be transferred to Departments

The last page shows the comments about each training of the DPU. Here the export to EXCEL / WORD seems to be especially useful allowing adjustment of cell sizes to text, which is not possible in ACCESS Pivot Tables.

The Assessment Report 2 is very similar asking for a selection of Country and Organization and producing a very similar report for the whole organization, splitting up for the different Departments

The screenshot shows a web browser window with the title "FormMod5b_ChooseDPUForAR2 : Formular". The main content area has a heading "ASTRA: Choose Data Producing Unit to Release Assessment Report 2". On the left, there is a sidebar with a menu item "Select Country and Orgzation:". The main form contains two input fields: "Country:" with the value "Uganda" and "Organization:" with the value "UBOS". To the right of these fields are two buttons: "Back to Switchboard" and "Assessment Report 2".

A Sample of both the Assessment Reports 1 and 2 are annexed in PDF Format

Module 5 Assessment Reports 3

As in the previous reports, choose main form in Module 5 as above, then choose Assessment Report 5 and Country and Organization as usually

Pressing the Button “Assessment Report 3” shows first the Pivot Table displaying the Budget Shares and behind it the Table containing the comments as explained in Module 2. Additionally a Message box is displayed allowing the following options

1. Yes = Close all Tables and Show Report
2. No = Close all Tables and Cancel
3. Cancel = Leave Tables on Screen and Cancel

Option 3 allows exporting the tables to EXCEL (using the menu item  or using the file menu) allowing improving layout or including tables in other documents. The differences can be seen above or in an Annex showing Assessment Reports in WORD layout or in PDF as printed by Database.

Option 1 shows the Assessment Report 3 as would be done in Module 2, showing on different pages:

1. General information about the Organization

Allowing to leaf through the report with the navigation buttons showing next the
2. Budget Share of Trainings by years

Budget Share of Trainings by Year

File				Year		
				2009	2010	2011
Text	Department:	Training Name:	Priority:	Budgetshare	Budgetshare	Budgetshare
	Census and Surveys	23 Training on Population Forecasts	High		10	
		24 GIS Training	Low	20		
		25 GIS Training	Very High		50	
		26 Poverty Analysis	High	15		
		27 Public Relations	Medium			50
	Central	8 Project Management and Project Coordination	Very High	10		
		9 Project Management and Project Coordination	Very High	10		
		10 Project Management and Project Coordination	Medium	10		
		11 Quality Management	Medium		30	
		12 New Training	Very High			50
		13 Project Management and Project Coordination	High	20		
		15 Project Management and Project Coordination	High	15		
Gesamt Ergebnis				100	50	100

and next

3. Comments on Training by Years

Comments on Trainings by Year

File				Year:			
				2009	2010	2011	
Text	Department:	Training Name:	Comment	Training Name:	Comment	Training Name:	Comment
	Census and Surveys	24 GIS Training	This GIS Training is for Ex	23 Training on Population	Training for decision makers	27 Public Relations	P.R. Training
		26 Poverty Analysis	Training for Trainers at High	25 GIS Training	This GIS Training is for Ex		
	Central	8 Project Management	Project Management (P.M.) by consult	11 Quality Management	Design of Dissemination St	12 New Training	More Comm
		9 Project Management	Coaching of P.M. by consult				
		10 Project Management	Coaching of P.M. by consult				
		13 Project Management	Comments				
		15 Project Management	Design of Quality Manager				

and on the last page the

4. Final Comments

General Comments:	Training Demands on Central Level have to be satisfied with high priority; knowledge transfer to Departments has to be assured. Skills necessary for Project Management and Quality Control are extremely urgent. External supply might be necessary for this.
Comments on Staff Demands:	Long Term Training Demand: 4 Economists for Business Tendency Surveys, 4 Economists/Data Analysts, 2 Statistics Economics Analyst, 4 Computer Specialist for Web Administration, 2 Economists for Harmonizing SNA together with SNI

The Assessment Reports 3 together with AR 1 and AR2 are meant to be the core of information given and modified by the appropriate resource person. All subsequent reports will rely on these information

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and blend the into further analysis of demand, may it be by the NSS management summing up all AR3 for the country and commenting on them, a donor organization analyzing demand in a specific sector, a training institute shaping its immediate short term workshops accordingly or finally allowing regional managers to direct funds and action according to identified training demand in several countries.