ASEAN SECRETARIAT

Federal Foreign Office

giz — Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

MISSION REPORT

Project:	**"Capacity Building for the ASEAN Secretariat, 2011-2013"**
Activity:	**Capacity Building for the ASEAN Integration Monitoring Office/ ASEANStats, 2011-12**
Venue:	**Jakarta, Indonesia 05. November to 30.November 2012**
GIZ Project No.:	**11.9084.2-005.02**
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Attachments:

1. Plan for strengthening ASEANstats Draft proposal (27/08/2012) – EASCAB Project (Plan for Strengthening ASEANstats v5.docx)
2. Implementation Concept and Work Plan - (ConceptlRöder_IndonesiaAIMO2012_2_121015.pdf)
3. Terms of reference of the Project (12-10-11_TOR_ AIMOx.pdf)
4. Introduction for the User of the ASEANStats Report Writer (Introduction to ASEANStats Report Writer 121201.doc)
5. Weekly Progress Reports (All Progress Reports of Mission 2012 II to ASEC 1211203.pdf)

List of abbreviations

ASEAN   Association of Southeast Asian Nations

AusAID   Australian Agency for International Development

ASEANStats   Statistics Department of ASEAN Secretariat

ASEC   Short for ASEAN Secretariat – Jakarta

EASCAB   The EU-ASEAN Statistical Capacity Building Programme (2009 – 2012)

AIMO   ASEAN Integration Monitoring Office at ASEC , ASEANStats reports to AIMO

GIZ   Deutsche Gesellschaft für Internationale Zusammenarbeit

FDI   Foreign direct investment (FDI) is direct investment into production in a
               country by a company in another country,

REXDBS   Regional Information Exchange Database System (Product of EASCAB)

EUROSTAT   Statistical Office of the European Union (situated in Luxembourg)
               http://epp.eurostat.ec.europa.eu/portal/page/portal/about_eurostat/introduction

1.   Abstract

The Mission report tries to be brief on the mission scope and on some technical details of the work result of the mission, including the future perspectives of the project. Reducing the description to the minimum allows that the reader concentrates on the essentials which are aimed to be a strategy's view (what can be achieved) and a less technical description in the mission's report. In the last chapter some recommendations on a possible future of the projects are given, keeping in mind that the author was a valued guest at AIMO and ASEANStats and tries not to criticize in any respect but to foster and support the efforts of ASEANStats for the benefit of the ASEAN community.

2.   Intermediate, General considerations

The objective of the mission for this project was to design and implement an integrated database to produce and streamline the production of statistical abstracts at ASEANStats and the main publications of the department.

The Terms of Reference state as **Expected Results:**
• Definition of the overall ASEAN Statistical Yearbook publication process;
• Description of the various tasks;
• Definition of the rules for: aggregation, computing share, growth rate, data checking format of the tables and font size, among others;
• Preparation of an Integrated Dissemination Database within the existing REXDBS– with footnoting facility, building on and by broadening the coverage of statistics contained in the existing REXDBS;
• Preparation of programme application (under access, SQL, Visual basic or other platform) that produces basic tables, publication tables, and charts – taking into account the availability of basic data on merchandise trade, trade in services,, and FDI in the existing dissemination database component of the REXDBS (Pc-Axis);
• Quality check.
The activity shall be elaborated in very close cooperation with the respective ASEANStats staff.

Further, the following deliverables were expected within this assignment:
• An integrated dissemination database that supports ASEANstats/AIMO publications, e.g. ASEAN Statistical Yearbook, with footnoting facility;
• Programme application - under Access/SQL/Visual Basic/other platform - that produces tables and charts of macro-economy, population, labour and employment, tourism, education and health, agriculture, manufacturing and other sectors for use in ASEANstats publications, e.g. ASEAN Statistical Yearbook;
• Draft on-the-job training programme on the re-engineering of ASEANstats publications process to be discussed with ASEC and GIZ;
• Final version of on-the-job training programme;
• Comprehensive 'End of assignment report'

The report will start with a general assessment of the project scope; continue with the items which have been delivered and on some which have not been delivered and the reason for this. Further the process of elaboration of the delivered database tool will be described and the various progress steps necessary to arrive at a final delivery

3.   Documentation of the mission

3.1   The project scope

The TOR have been drafted by GIZ project management AIMO and ASEANStats, but has been substantially influenced by a document, attached as (1).
Few essential lines are cited here because they define the problem quite clearly:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

"Capacity Building for the ASEAN Secretariat, 2011-2013"

Report on Project No.: 11.9084.2-005.02

Attachment (1): pages 5/ 6
Citation starts:…

(It is recommended, that).. A detailed analysis of the current preparation process of each publication needs to be done. In a second step, general guidelines for the preparation of publications need to be set up; they will include:
• Definition of the overall publication process; description of the various tasks;
• Definition of the rules to be applied for publication preparation: data checking, processing of missing data, format of the deliverables among others;
• Definition of the layout for ASEANStats publications;
• Definition of the general specification for printing (paper quality, colour scheme, etc.)

In a third step IT tools supporting the automation of the preparation of the publication need to be developed.…

…A more systematic approach of the data collection for dissemination purpose would be less burdensome both for ASEANStats and the ASEAN Member States (AMS). Such an approach would rely on:
• The definition of a data transmission protocol for all the data used for publication purpose (outside the existing data transmission protocols): list of data, format and schedule of the data collection;
• The use of the data transmission tool;
• The use of data base to store the data.

An analysis of the data collected by ASEANStats from different sources would be the first step to get an overview of the data collection work. In the medium term, data transmission protocol(s) will have to be agreed with the countries to deal with all data collection processes. ASEANStats will have to define general work procedures for data collection.

In a third step IT tools supporting the automation of the preparation of the publication need to be developed
..Citation ends.

Even if the two passages are somewhat redundant with similar statements, in its core they say:
1. The publication layout has to be defined
2. The publication process has to be defined
3. An IT tool supporting the automation of the publication need to be developed

The objectives of the current project, as defined in the terms of reference of the mission, concentrated on the 3.and last item in this list and was quite clear at the start, that without the definition of the first two, the development of an IT tool, automatic data publication for ASEANStats can only deliver a prototype with the other two project milestones pending.

However it was clear that ASEANStats wanted more than a feasibility study and it's quite true that by developing the IT tool, the character of the missing milestones might become more evident and the ground for preparing publication layout and process might be prepared and the present deficits better understood.

So a database tool (called tentatively *ASEANStats Report Writer*) has been developed. The assessment of the current use of data sources showed that EXCEL sheets, EXCEL graphs and occasionally ACCESS database tables were the form of data sources to be published. The four publications to be automated are:

Example of selection of data from REXBS for data output / publication

the "ASEAN Statistic Yearbook", the "ASEAN Community in Figures" (ACIF), the "ASEAN Economic Community Chartbook" and the "ASEAN Statistic Leaflet" with a strong priority decrease in the named order.

The EXCEL data sources are either produced by the REXDBS: (e.g. see above) or other EXCEL tables /graphs extracted from national or international data bases. REXDBS produces in its dissemination element graphs and EXCEL tables but no layout and ready-to-print page.

It is clear that the publication process is complicated by the heterogeneity of the sources (this would rather refer to item 2. of the publication process but also largely by the absence of a consistent layout). The mission so far has delivered a prototype of a document production database for the "ASEAN Community in Figures" (**ACIF**) and a prototype treatment of some few of the pages of the 2011 ACIF report have been implemented and the Introduction (Attachment 4) explains this and how to import other data in brief but in more detail. This database is called the ***ASEANStats Report Writer*** (now in version 0.895).

A training schedule is not very easy to be given at this stage (this refers to the training schedule at ASEANStats and the progress report which states that a training schedule at this stage is not possible or feasible yet) . The focus should rather be on the scope and feasibility of the technical implementation. After the definition and implementation of the process, the various phases of the publication process, like training and consultancy scope etc., will have to be defined in due time.

3.2   Reference to activity plan

In tabular form the consultant has documented (in black), which activities were foreseen during the mission and to which extent they have been achieved and which ones are still pending is marked (in red).

Overview of activities[1]

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[1] As proposed in Document: ConceptIRöder_IndonesiaAIMO2012_2_121015.pdf

- Definition of the overall automated publication of ASEANStats documents process (*advanced, fine concept redefined, partly concluded, to be finalized*)
- Agreement with AIMO and ASEANStats on Input, Output, Outcome and Impact of the assignment (*initial, advanced to 3. Meeting – There have been four working meeting with ASEANStats apart form many informal communications. These meetings had different participants, scope and objectives, all are documented in the progress reports*)
- Definition of requirements for data exchange and data storage (*initial prototype finalized and described in attachment 4. , to be finalized for completed product*)
- Description of various tasks including the requirements for establishing the integrated dissemination database (*initial prototype finalized and described, to be finalized for completed product*)
- Definition of the Data Model (*modified, concluded for the prototype*)
- Agreement of programming interface to produce automated publication of ASEANStats documents process (*further agreements due to 4. Meeting, to be finalized for completed product*)
- Conducting on-the-job training to automated publication of ASEANStats documents process / Introduction to DevInfo 7 (*Introduction to ASEANStats RW for technician Fathur Rachman during 4th week of mission - time of ASEANStats very constrained*)
- Ad-hoc advisory services (*done during mission- concluded via mail on 09.12.2012*)
- A comprehensive list of requirements and results of the automated publication of ASEANStats documents process, defining envisaged Input, Output, Outcome and Impact of the process allowing future monitoring of results (*concluded – as proposal- here, in final report of mission*)
- Final agreement with ASEANStats and GIZ on training program for ASEANStats' staff (*in the context of a proposal for the project's future - here, in final report of mission*)
- Final definition and agreement of further VB / SQL programmes to be delivered by consultant to speed up and enhance the automated publication of ASEANStats documentation (*concluded – in the context of a proposal for the project's future - here, in final report of mission*)

3.3   Weekly Progress Reports

The progress reports were aimed at the stakeholders and the project management to maintain and overview about the activities of the mission. The weekly reports were always supplementary, so a week 4 report will contain a replica of the reports of the previous weeks. The week's report was structured in a reference to the activity plan, which serves as a reference for the consultant to his own intentions before the mission started, a summary of the week and some technical chapters, which usually were elaborated in details in other technical documents. A Summary and an outlook or recommendation for further activities concludes the progress report. The summary of the progress reports can be found here, the complete progress reports are to be found in attachment (5).

Summary of activities in week 1

- Meetings with Dr. Agus Sutanto and Fathur Rachman about preliminary agenda of mission (5th of November)
- Installation of current version of ACCESS 2007 and resolution of library problems inherent to the version ACCESS 2003 and also 2007. ("Error in loading dll" , solution : http://support.microsoft.com/default.aspx?scid=kb;EN-US;2019235) (6th of November)
- Consideration of first design of integrated Database (called tentatively **ASEANStats Report Writer**) (7th of November)
- Meeting with Philippe Coreman and Philip Turnbull (EASCAB) on REXDBS facilities and interface to be used by ASEANStats Report Writer, Generating Tables and Graph from REXDBS as EXCEL files (8th of November)
- Working on prototype of ASEANStats Report Writer with automated publication of ASEANStats documents process. Documentation of Work Progress (9th of November)

Summary of activities in week 2

The main work of this week has been activities of a technical kind:

- Specification of project scope and work tbd
- Definition and test of the data model
- Agreement with AIMO and ASEANStats on Input, Output, Outcome and Impact of the project's output
- Programming of a prototype of an interface of the preliminary version of the *ASEANStats Report Writer*
- Resolving programming issues and coding of prototype functions

The main event involving planning and decision making about the project was a meeting on Tuesday, 13th of November with Dr. Aladdin Rillo (head of AIMO), Dr. Agus Sutanto (head of ASEANStats), M. Fathur Rahman, (senior technical officer at ASEANStats) and Mr. Joerg Meier (coordinator of GIZ projects at ASEC) .The meeting boarded initially on the availability of a preliminary project result of the author together with AIMO and ASEANStats:
ASIP a project database to monitor the integration process of ASEAN has been placed on the server with full functionality:

1. ASIP (http://asip.asean.org), this chapter is skipped here in the compact progress report because it is subject of a previous project – it is documented in the complete progress reports – attachment (5)
2. The principal reason for this meeting was to clarify some doubts about the specification of the current project and the concerned database.

In short, the following more specific agreements were drafted:
- The database *ASEANStats Report Writer* should allow to process all tables and graphs produced and otherwise delivered by ASEANStats for the publication process
- *ASEANStats Report Writer* will be a programmed MS-Office (2007) ACCESS database, programmed in VBA (Visual Basic for Applications)

- The output of **ASEANStats Report Writer** will be publication templates in PDF and EXCEL table of separate data tables contained in the database
- The functionality of **ASEANStats Report Writer** should comprise import of data tables in EXCEL, ACCESS or generic format (Text format), it should allow editing and modification of data tables as well as format features (graphs, footnotes, headings, page layout and other form features) to allow the production of a most look-alike print-page of one of the above mentioned 4 print products of ASEANStats. Notably it will allow to import the output of REXDBS for further processing of the data for publications[2]
- According to the TOR **ASEANStats Report Writer** should further allow: "aggregation, computing share, growth rate, data checking format of the tables and font size... Quality check".
  It should be mentioned here, that the author expressed his opinion, that production and dissemination should be separated technically and by conception. This statement in the TOR is viewed by ASEANStats as a possibility to produce further tables within ASEANStats Report Writer based on other imported elementary tables. According to ASEANStats these further tables should allow to produce tables containing (e.g.) growth rate of indicators between data series (like % increase / decrease, column sums, percentages etc.). The author stated that the available standard ACCESS facilities to produce and modify content of referred tables using the ACCESS Operators, such as + (plus) or - (minus) and functions, such as SUM or AVG would be incorporated in the solution.

Summary of activities in week 3

The main work of this week has been programming activities, progressing on the technical realization of a prototype data production process:

- Specification of project scope and work tbd
- Definition and test of the data model
- Agreement with AIMO and ASEANStats on Input, Output, Outcome and Impact of the project's output
- Programming of a prototype of an interface of the preliminary version of the **ASEANStats Report Writer**
- Resolving programming issues and coding of prototype functions

The main event of this week involving planning and decision making about the project was a meeting on Wednesday, 21st of November with Dr. Agus Sutanto (head of ASEANStats), M. Fathur Rahman, (senior technical officer at ASEANStats). The meeting had technical characteristics informing the stakeholders of ASEANStats of the progress:

The principal reason for this meeting was to clarify some doubts about the specification of the project and the solution implemented in the concerned database.

In short, the following additional (see preliminary on week's 2 report) agreements were drafted (*opinion, additions and recommendations of the author in Italics*):
- The database **ASEANStats Report Writer** should allow to process all tables and graphs produced and otherwise delivered by ASEANStats for the publication process.
- The output of **ASEANStats Report Writer** will be publication templates in PDF and EXCEL table of separate data tables contained in the database and also in WORD format

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[2] It is liable to misunderstanding to read the paragraph in the TOR: "Preparation of an Integrated Dissemination Database within the existing REXDBS". This could be interpreted as if **ASEANStats Report Writer** would be programmed and be part of REXBDBS. This is and will not be the case. The **ASEANStats Report Writer** is a stand-alone ACCESS data base on the computer of ASEANStats.

       o   The rest is a repetition of week 3

Summary of activities in week 4

The main work of this week has been to finalize and document the programming activities, to be able to deliver a prototype data production process to ASEANStats:

- o Specification of project scope finalized
- o Enhancement and test of the data model
- o Further discussion and agreement with AIMO and ASEANStats on Input, Output, Outcome and Impact of the project's output
- o Finalize programming of a prototype of the preliminary version of the ***ASEANStats Report Writer***
- o Resolving programming issues and coding of prototype functions

- o The main event of this week involving planning and decision making about the project was a concluding meeting on Friday, 30th of November with Dr. Agus Sutanto (head of ASEANStats) and Joerg Meier (coordinator of GIZ projects at ASEC). This meeting covered technical issues and planning issues and will be referred to later. There has been an introduction of the features of the modified ***ASEANStats Report Writer*** to M. Fathur Rachman, (senior technical officer at ASEANStats). The meeting was rather short and a demonstration of the then achieved technical characteristics of the ***ASEANStats Report Writer,*** but it was no training and not intended as such in view of the work in progress of the ***ASEANStats Report Writer.*** Time of ASEANStats stats members was extremely limited in the current week due to external events on Tuesday (EASCAB final conference), Wednesday and Thursday (International Stats conference hosted by ASEANStats) and Friday (Teambuilding workshop of ASEAN at Bogor).

The principal reason for this meeting was to wrap up the work results and give a short presentation of the current state of the ***ASEANStats Report Writer***. Further it was to clarify some doubts about the specification of the project and the future solutions to be implemented in the concerned database. This could not substitute any future project specification, but allowed to exchange the views of ASEANStats and the consultant.

3.4   On the technical realization of the ASEANStats Report Writer

The development of the ***ASEANStats Report Writer*** proved to be quite a complex task. One reason is the complexity of the different print products:

- the "ASEAN Statistic **Yearbook**",
- the "ASEAN Community in Figures" (**ACIF**),
- the "ASEAN Economic Community **Chartboo**k" and
- the "ASEAN Statistic **Leaflet**.

The work so far has concentrated on the "ASEAN Community in Figures" (ACIF). The only feasible solution within the program's time frame was a prototype for ACIF, the only publication of ASEANStats with a consistent layout. The prototype for ACIF is workable for all the current 60+ pages and could be used for the publication process of ACIF in the current or a future year. Additional wishes of ASEANStats like printing columns on demand, tailoring format layouts would still have to be programmed.
A prototype treatment of some of the pages of the 2011 ACIF report have been implemented and the Introduction (Attachment 4) explains this in brief but in more detail.

The ***ASEANStats Report Writer*** allows the export of pages and tables in PDF, EXCEL and Text format and it can then be elaborated further on these two latter results in other MS-Office programmes, the output of ACCESS is done in Reports. ACCESS allows quite a variety of formatting options for these reports but notably will have some limits because the ACESS report facility is not a
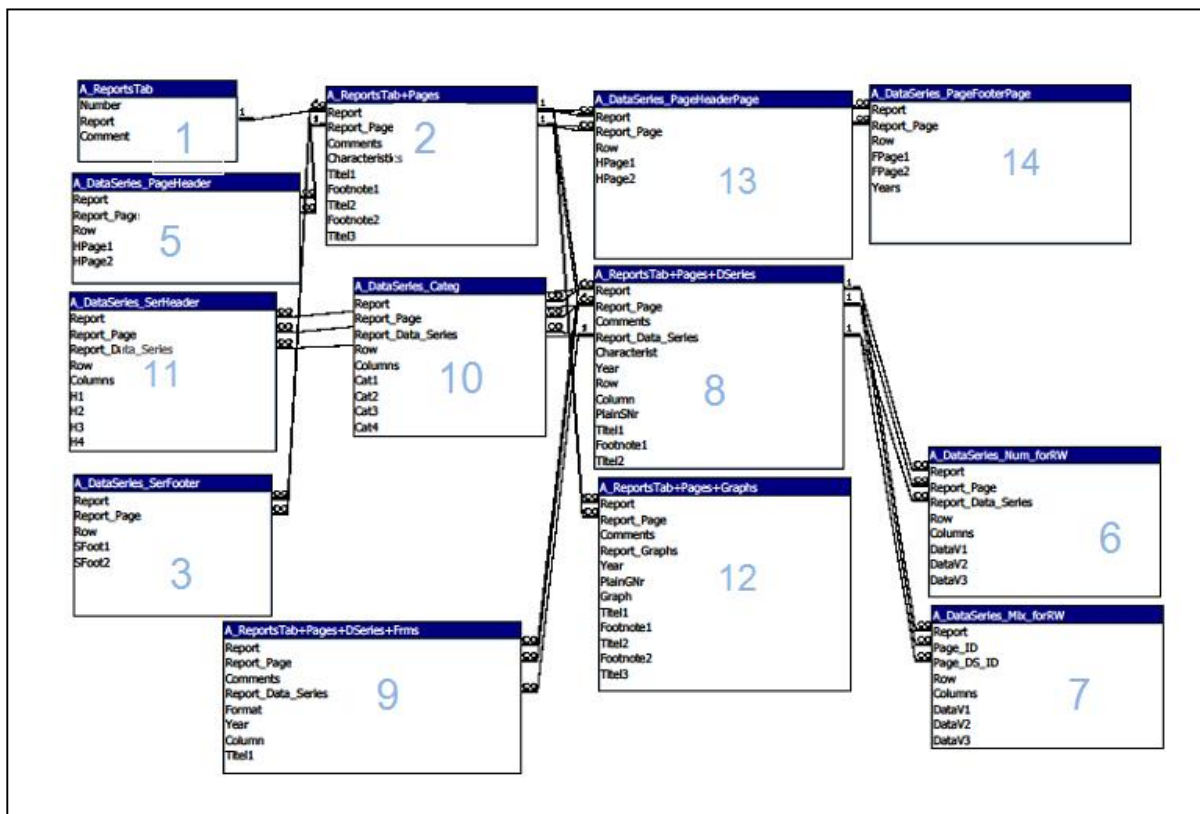
layout program and has some limits designing a page. A DTP or layout program (Page Maker / Ventura / Quark Express) might come into play at this stage to control the layout better than is possible in ACCESS reports.

These programs would have to be bought , (about 300 US$ each) and require some training. It should be tested before any further investment if entry-level DTP programs like MS Office publisher (included into Office 2007) or Open Office will be sufficient for the job.

3.4 About the Data Model

The preliminary data model of the **ASEANStats Report Writer** is shown in the following graph. Detailed information can be found in Attachment (4)

A_ReportsTab (1)
- Number
- Report
- Comment

A_ReportsTab+Pages (2)
- Report
- Report_Page
- Comments
- Characteristics
- Titel1
- Footnote1
- Titel2
- Footnote2
- Titel3

A_DataSeries_PageHeaderPage (13)
- Report
- Report_Page
- Row
- HPage1
- HPage2

A_DataSeries_PageFooterPage (14)
- Report
- Report_Page
- Row
- FPage1
- FPage2
- Years

A_DataSeries_PageHeader (5)
- Report
- Report_Page
- Row
- HPage1
- HPage2

A_DataSeries_SerHeader (11)
- Report
- Report_Page
- Report_Data_Series
- Row
- Columns
- H1
- H2
- H3
- H4

A_DataSeries_Categ (10)
- Report
- Report_Page
- Report_Data_Series
- Row
- Columns
- Cat1
- Cat2
- Cat3
- Cat4

A_ReportsTab+Pages+DSeries (8)
- Report
- Report_Page
- Comments
- Report_Data_Series
- Characterist
- Year
- Row
- Column
- PlainSNr
- Titel1
- Footnote1
- Titel2

A_DataSeries_Num_forRW (6)
- Report
- Report_Page
- Report_Data_Series
- Row
- Columns
- DataV1
- DataV2
- DataV3

A_DataSeries_SerFooter (3)
- Report
- Report_Page
- Row
- SFoot1
- SFoot2

A_ReportsTab+Pages+Graphs (12)
- Report
- Report_Page
- Comments
- Report_Graphs
- Year
- PlainGNr
- Graph
- Titel1
- Footnote1
- Titel2
- Footnote2
- Titel3

A_DataSeries_Mix_forRW (7)
- Report
- Page_ID
- Page_DS_ID
- Row
- Columns
- DataV1
- DataV2
- DataV3

A_ReportsTab+Pages+DSeries+Frms (9)
- Report
- Report_Page
- Comments
- Report_Data_Series
- Format
- Year
- Column
- Titel1

3.5 The current user interface of the ASEANStats Report Writer (in brief)

Detailed information can be found in the Attachment (4) and (5)

View, Modify and Print content of Data Base

Some work has been done on the user interface starting from the calling structure, the so called switch board, which will be the main control centre of the *ASEANStats Report Writer.*
The principal screen can call different subsequent control screens to allow calling the *ASEANStats Report Writer* functions, usually in proper ACCESS forms (screen). All forms of all switchboard forms allow to see a version information (1) or / and help text (2) as mentioned above (This is a PDF - text book)
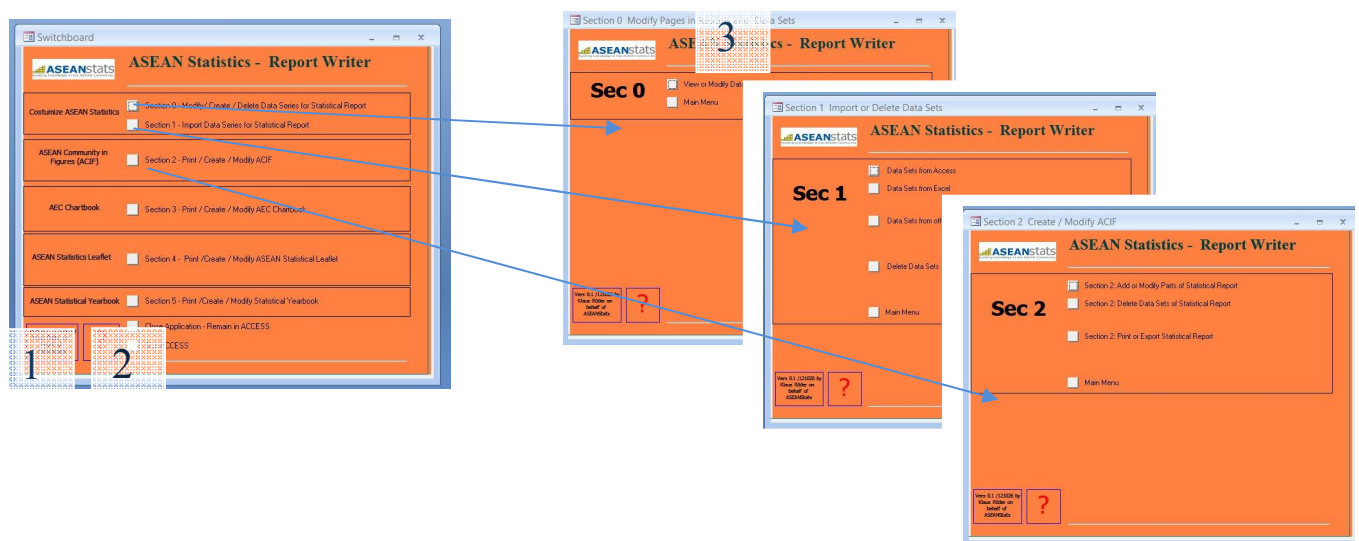
Sample of Calling Structure of ASEANStats Report Writer

Section 0 (Sec0) contains the centrepiece of the ASEANStats Report Writer as it has been developed so far, the modification of numerical data series (tables) and the modification of series and page elements.

The central window of the form fills with the elements of the page. In this case the elements of Data Series S01 of Page 036 of the Report: "ASEAN Community in Figures (ACIF)". This information is repeated in the top section above the central window. The elements of the Series are stored and displayed in tables and these tables are displayed and can be edited in this screen. Selecting Series S02 in the series selection, the central part of the screen changes to show the second data series contents.

Showing and Modifying Statistical Report in ASEANStats Report Writer: The data entry screen for page 36 from ACIF 2011 (first of the two data series)

The movement within the central window and the five different sections is standard to MS-Windows computer users. The scroll bars, if available allow scrolling (right, left, up, down).

All of the different parts of the page can be changed:
- data cells can be edited
- columns of tables can be added (this is only possible for some tables like the data series, series header lines and categories table)
- lines can be added (only in all tables you see a line number)
- lines can be deleted

Finally the section to print and publish in section (6) from the main entry screen above:

Here the choice is obvious:

Press any of the keys to print a page in PDF or in WORD format or save the appropriate EXCEL file. Note that only the current data series value will be save as an EXCEL file and NOT both data series.

Old files with the same name will be overwritten without warning.

## *Add, Import New Data to the Data Base*
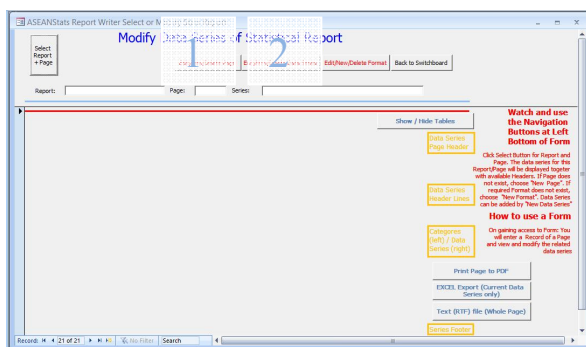
The main editing screen allows for the time being the creation and import of new data. This function should be dislocated in future solutions to other sections, notably sec 1 for generic import and to the section 2 – 5 for the import to the specific publications.

A generic form of data import is shown in this section. Generic means general import based on a mix of typing and the use of ACCESS import facilities.

In order to create a new page for publishing you need to create a new page (instance) and a data series belonging to that page.

The first step to introduce a new page is by clicking (1). After that button (2) will be selected to enter new series. The following screen will appear after clicking (1):
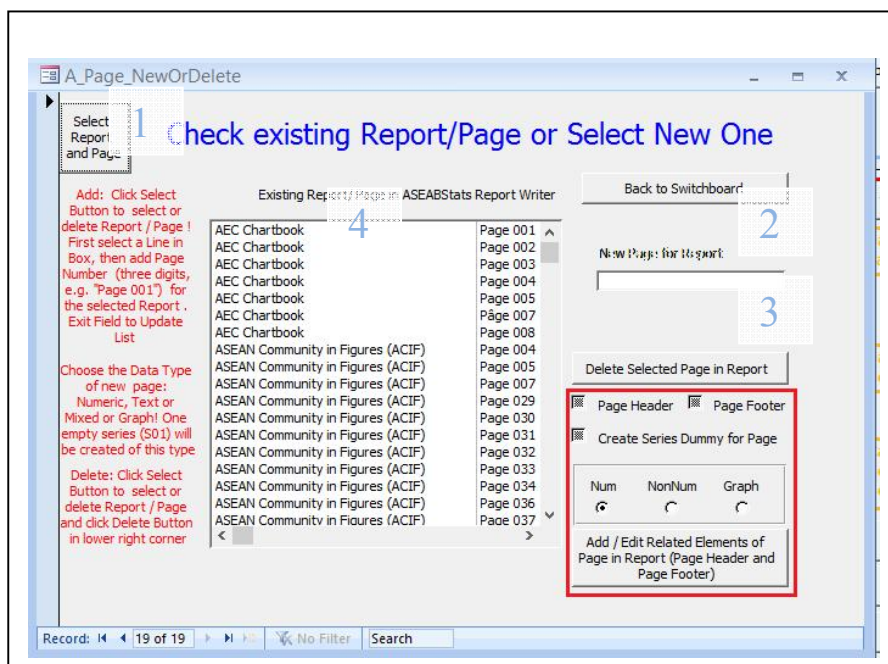
This screen allows selecting between insert, edit and deletion of a page. The different options are available by click (1) and selecting a line in the selection box and entering a new page name in (2) or delete one or several selected items in the list by clicking (3). Make sure, that a line is selected (black) in the list "Existing Report / Page …" (4).
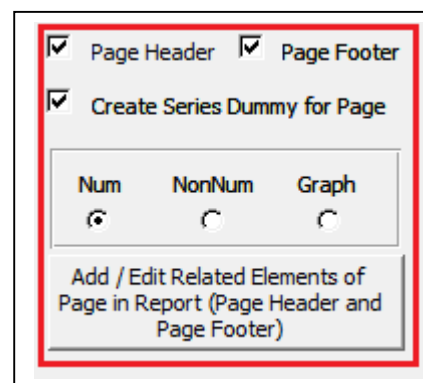
The red box is for editing, modifying the elements of the page, the page header, the page footer and (generically) a new dummy series for the page – Obviously a new page does not have a series (or graph) associated with the page.

Select in section (1) if you want the page header or footer to be updated, select Create Dummy, if you want a new data series to be added. This all has to be done manually and should be facilitated by programmed approach.
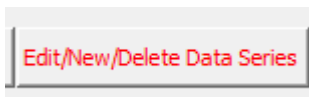
Likewise select in section (2) the data type of a series to be created; only Numeric is available so far

From the first screen of this paragraph: button (2) will be selected to enter new series


Edit/New/Delete Data Series

The process of editing and addition of series information works quite similar to the editing and addition of series.
You will have the following screens appear
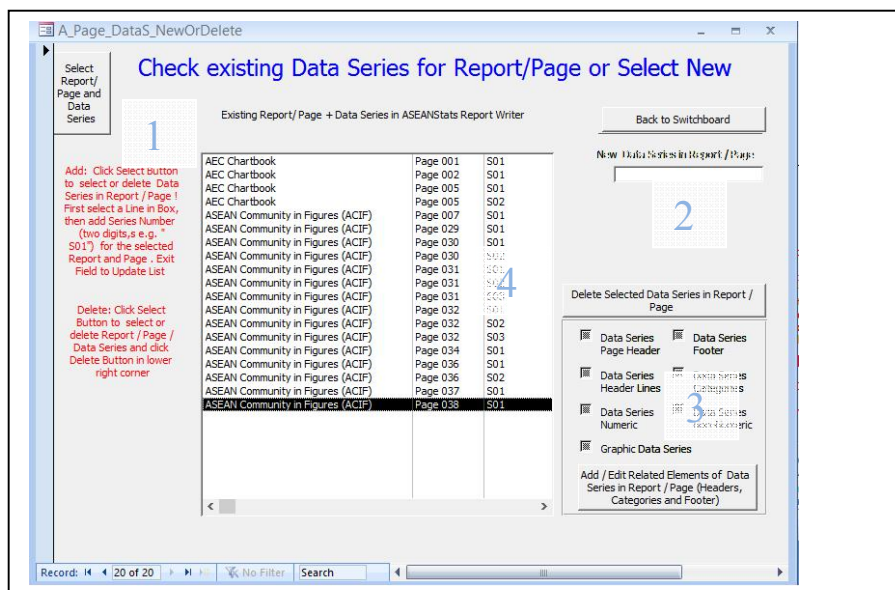
This screen allows again selecting between insert, edit and deletion of a series. The different options are available by click (1) and selecting a line in the selection box and entering a new series name in (2) or delete one or several selected items in the list by clicking (3). These two fields / buttons alternate. A line has to be selected (black) in the list "Existing Report/Page + Data series …" (4).
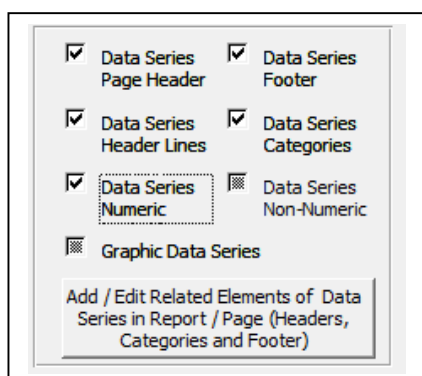
The check box below is again for editing, modifying the elements of the series, the series page header, the series footer, the series header lines, the series categories, and the series values. The data type should be read from the data base. For now the update has to be done manually and should be facilitated by programmed approach.

Likewise select in the data type of the series to be created; only Numeric is available so far
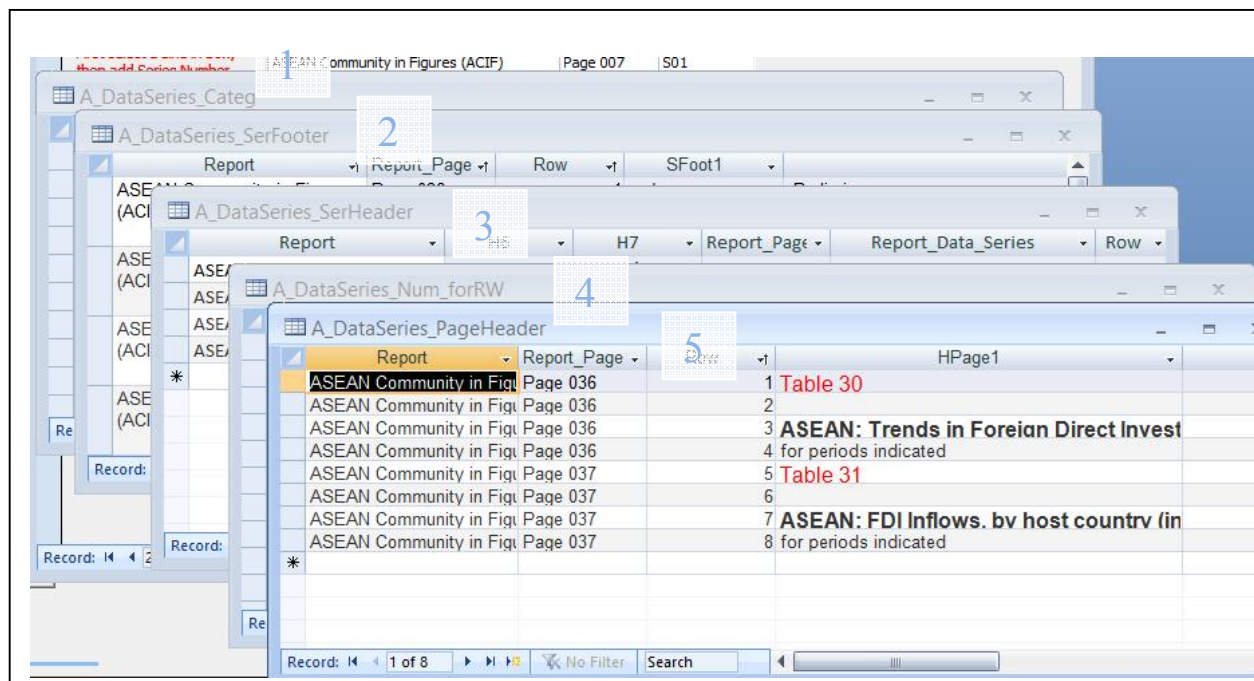
The data table to appear after clicking on Add /Edit related elements will be the following:
Starting with table (5): This can be done manually: copy line (one by one) and edit the appropriate index fields, other fields can also be edited but these 3 are mandatory index fields:
Other tables like the data series header (3) only need a change in the index fields. After editing you close the tables.

For this we first export the 3 tables to maintain the data structure, field names etc. Then copy the data from EXCEL to three different import tables and proceed with the import. Import, Export is done by choosing in ACCESS: menu: External Data and then ribbons: Import or Export.

The prepared EXCEL file will look about like this:
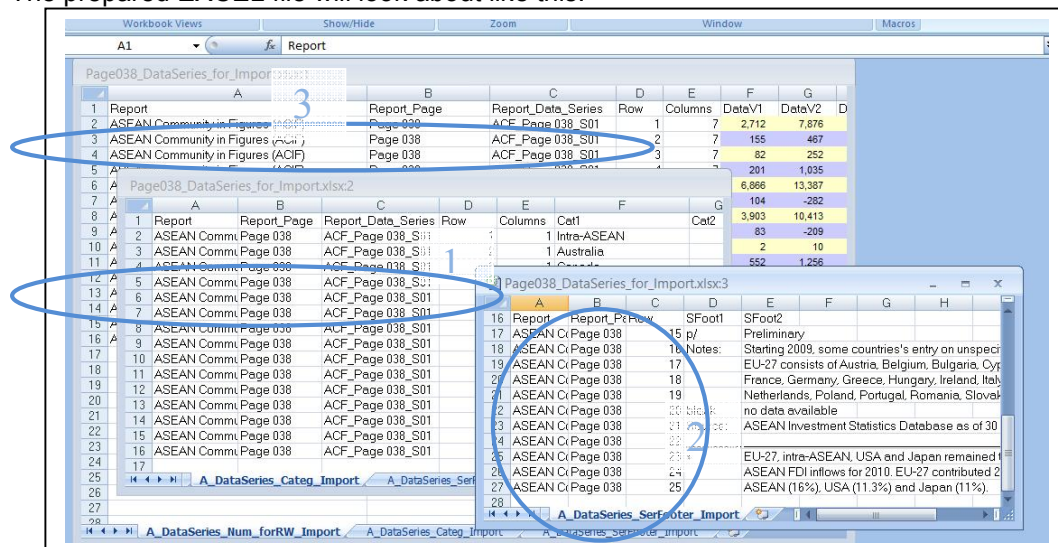
The circled areas have been modified with EXCEL facilities to correspond to the index field demands: the content of the fields *Report, Report_Page* and *Report_Data_Series* of the data series has to be copied for all lines and the Row Number has to be unique and continuous for all lines in to the series related *Row* field.

The ACCESS import facility allows importing and appending to existing tables:
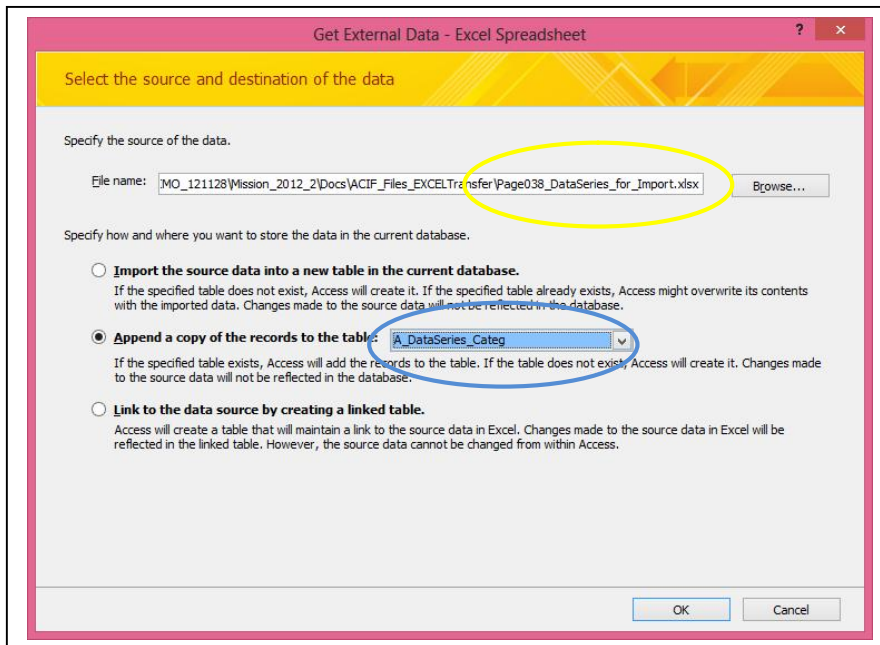
This is how you import to the Categories Table (from the Yellow to Blues circled file)

You select the appropriate Folder in the Worksheet, select First Row as Headers and Import one file to the corresponding table:
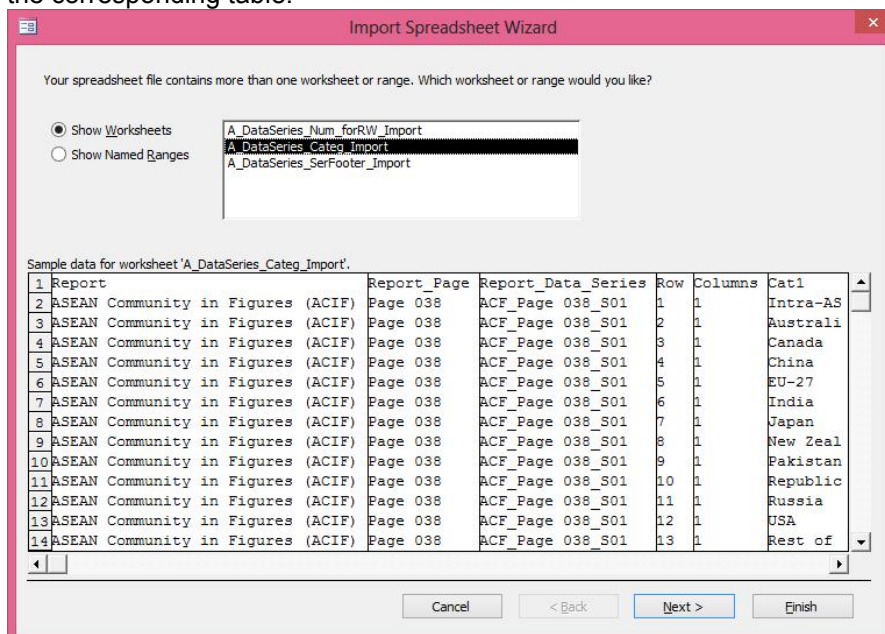
Again, that import of data for now has to be done manually in the prototype and should be facilitated by programmed approach.

Opening the main editing window and selecting the new updated series S01 of Page 038 of ACIF shows that the Database contains the correct and updated data:

Printing will confirm the successful update of the *ASEANStats Report Writer* with a new Page 038 of ACIF:

4 Summary and preliminary outlook at the future of the project

In a total of five weeks of conceptual work and programming *ASEANStats Report Writer* could not results in much more than a prototype of the database. A future definition of the project scope will need some attention and time and it should be approached as a regular software project. For the final implementation (programming) and support, it is recommended to employ expertise, either locally IT-experts from ASEC or hired expertise from outside (ACCESS programmer from Jakarta) to finalize the product as it is certainly recommendable and also mentioned (in Attachment 1) to keep the product in-house. It is likely that a time frame of about 6 months can be expected to finalize a working version of the prototype for the two major publications the yearbook and ACIF. The conceptual work will take less time but a recheck of a successful implementation seems to be necessary.

It is obvious, that ASEAN and ASEANStats will have to pursue a tailor-made solution. The contact to a local IT-consultancy is recommended, following in rough patterns the example of EUROSTAT, not neglecting that EUROSTAT has an employment status of 800 and serves 27 member countries and is engaged in intense consultancy work for neighbouring countries and regional organisations. The solution for ASEANStats should be downscaled according to the capacity of ASEANStats and the scope of work ASEAN covers.

To the author it is obvious the ToR have been drafted without in depth knowledge of a **programmed** publication process. The idea of an automated publication process without a proper software project is only feasible, if standard software for this purpose would be available. This is not the case. The weekly progress reports of the author have mentioned this from the second report onwards (sent on 19.11.2012 to ASEANStats and GIZ): A solution for the envisaged products within the time frame of 30 days is and was clearly impossible. This was not recognized by the author from the ToR due to the fact that the publication process of ASEANStats was not known to the author. After two weeks the scope of work became clear and was mentioned in the 2. progress report: "It is that two more weeks of programming *ASEANStats Report Writer* will not results in much more than a prototype of the database, It should be considered to employ expertise, either locally form ASEC or hired expertise from outside (ACCESS programmer from Jakarta) to finalize the product…" and it has been mentioned in the progress reports ever since.

The only feasible solution within the program time frame was a prototype for ACIF, the only publication of ASEANStats with a consistent layout. The prototype for ACIF is workable for all the current 60+ pages and could be used for the publication process of ACIF in the current or a future year. Additional wishes of ASEANStats like printing columns on demand, tailoring format layouts would still have to be programmed.

The automated publication process for ASEANStats is a major software project and could only be handled with local programming support. Maybe a future continuation of a EUROSTAT cooperation with ASEANStats would incorporate the publication process into the software solution, which is now called REXDBS. REXDBS has a "dissemination"part which has seen a public launch on the 11.12.2012. The dissemination section of the REXDBS is NOT a publication tool but could be linked to one in the future. In the past to the knowledge of the author no effort has been made to incorporate the existing publication process of ASEANStats into the REXDBS. ASEANStats publishes form various sources, several of them are from the REXDBS, others are stand-alone or come form international and national data bases. So a future incorporation of the publication process into the REXDBS would make sense.

As for referring to the procedure, EUROSTAT has adopted for its publication process, some best practices can be recollected, especially considering some of the publication guidelines.

Eurostat: Statistics Publication Guidelines

http://epp.eurostat.ec.europa.eu/portal/page/portal/publications/publications_guidelines

One very crucial aspect will be the adoption of a publication layout, ACIF's layout will be an example to start from, otherwise the publication process will be almost impossible to handle.

Another aspect is that external expertise should be used for publication. The data production however, should remain under the supervision of ASEANStats, the *ASEANStats Report Writer* could be the interface to assure reliability and consistency of the published data.

For further information, two examples of regular on-line publications of EUROSTAT are included which resemble in kind if not in scope the regular publications of ASEANStats:

Eurostat: Statistics Yearbook:

http://epp.eurostat.ec.europa.eu/portal/page/portal/publications/eurostat_yearbook_2011

Eurostat: Statistics in Focus
http://epp.eurostat.ec.europa.eu/portal/page/portal/publications/collections/sif_dif

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Publication Guidelines and Examples by EUROSTAT

The presumably most important section are the Publication Guidelines.It has been mentioned that a heterogeneous style of publication as adopted in the **Yearbook** for ASEANStats will make an automated publication process almost impossible to handle. Besides, the reduction to tables and graphs in the **Yearbook** call for a verbal abstract by section.
An example, to be considered as best practice, is referred to in the Eurostat: Statistics Yearbook section above. The separation in subject matter sections is also recommended for the ASEANStats Yearbook, especially for an online version, making the statistical abstracts more readable and responding to potential subject interest of the user. An example of the publications "Statistics in Focus" respond to special subject interests. As one will notice, the style guide applies to Yearbook and Statistics in Focus and references to data in table form allow analysis and cross-reference of any analytically minded reader.