



Institutional, Organizational and Operational Arrangements: **Milestones and Landmines**

Regional Coordinators Meeting
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Objective and Focus



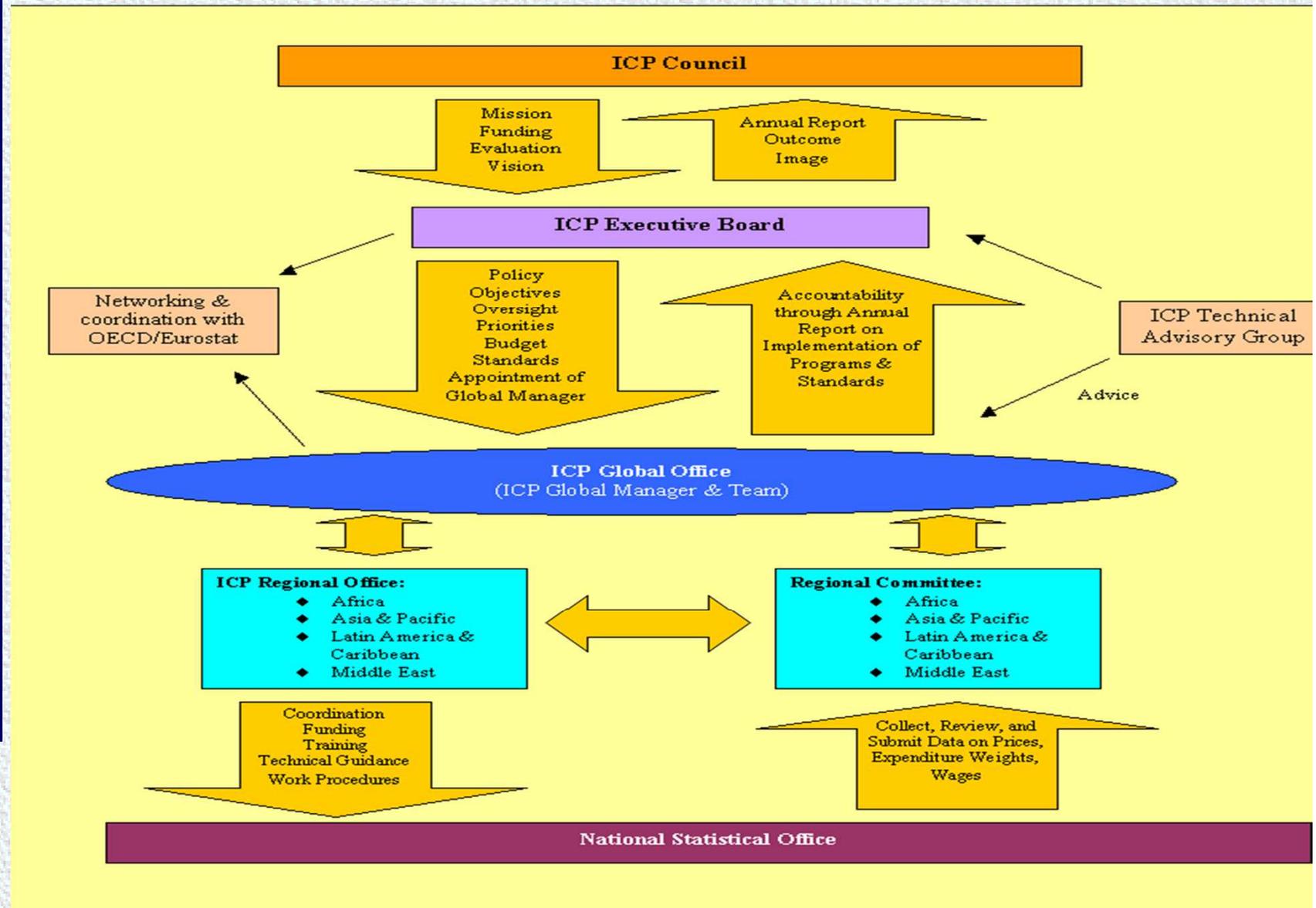
► Objectives

- To provide an overview of the ICP governance structure and institutional relationships
- To highlight organizational and operational arrangements, with the aim of showing what needs to be done, who should do it and when
- To provide some guideline on the integration of ICP and CPI.

► Focus

- Essentially with management and coordination issues rather than technical detail.

Management Structure



National Coordination

- ▶ **Roles, Responsibilities and Accountabilities**
 - Planning and execution of national program
 - Recruiting and training ICP staff
 - Providing Expenditure Weights (155 BH GDP)
- ▶ **Relationship with Regional Coordinator (RC)**
 - RC sets regional standards and ensures consistency
 - Providing funding and technical assistance
 - Setting program timelines and enforcing compliance
- ▶ **Capacity Building Components of ICP**
 - Strengthening national CPI and NA programs
 - Developing statistical development strategic plan

Planning



- ▶ **Organizing National Program**
 - **Appoint a Multi-disciplinary Project Team**
 - **Ensure that the people responsible for CPI and NA are fully integrated into the project**
 - **Organize training sessions – the success of the program depends on the team conducting it**
 - **Appraise existing CPI sampling frames, and resources to design ICP survey framework**
 - **Prepare a comprehensive plan of action and contingency plan**
 - **Build flexibility in the plan to deal with bottlenecks and slippages**

Developing Survey Framework



- ▶ Before price surveys can begin, it is necessary to make all the detailed plans for their execution, covering:
 - Selection of geographic areas
 - Selection of shopping districts
 - Selection of specific outlets
 - Survey questionnaires
 - Survey dates: frequency and timing
 - Selection of suppliers from whom prices can be collected centrally

Capitalizing on the CPI Program



- ▶ Efforts have been made in defining the regional PSs to ensure max overlap between ICP and CPI.
- ▶ ICP PSs should all be compared closely with the CPI product list in order to establish which of the ICP products are identical with, or almost identical with, those in the CPI.
- ▶ Where products are found which are closely alike (e.g. the only difference is the package size), two questions should be asked:
 - Can the CPI specification be adapted to the ICP specification?
 - If not, can the CPI product be used in the ICP survey as a close substitute? (The regional office will need to be consulted on this).

ICP Staff



- ▶ **National Coordinator and Deputy NCs**
 - Responsible for the overall program – technical (price and NA), and administrative tasks
 - Responsible to design survey framework - geographic stratification, outlets selection,
- ▶ **Head of regional statistical office (if they exist)**
 - Assist national coordinator in survey design
 - Provide support in training of staff
 - Coordinate data collection & processing
- ▶ **Supervisors and Data collectors**
 - Collect data, verify and document
 - Respond to queries and ensure quality

Training for Supervisors

- ▶ It is expected that supervisors will be familiar with the CPI methodology and survey procedures.
- ▶ Topics to be included in the training:
 - Intro to ICP – history, objectives, methods
 - Survey planning and management
 - ICP product lists - differentiating between representative and non-representative items
 - Procedures when specifications cannot be matched exactly – documentation guide
 - Method of selection of outlets and frequency of price collection
 - Knowledge of the functionalities of Tool Pack

Training for Data Collectors



- ▶ The success of the program depends on the quality of the data collected. Much of this falls to the local price data collectors, who must:
 - Understand what the aim of the exercise is
 - Be thoroughly familiar with the products on the list
 - Know which outlets they are to visit
 - Know how many prices they are supposed to collect for each product
 - Understand the rules for product substitution
 - Understand what type of comments are needed on their price sheets

Implementation

- ▶ **Implementing ICP-2004 Round of Surveys**
 - **Conduct the required price surveys**
 - **Establish quality control mechanism at data collection and processing stages. For example random revisits by supervisors to outlets by supervisors is essential to assure data quality**
 - **Submit to RC the periodic (monthly etc) data collected after suitable checking for validity, as well as the appropriate documentation**
 - **Assist in resolving any queries arising from data analysis by the regional coordinator**
- ▶ **Providing expenditure weights**

Communication



- ▶ Regular and effective communication between national coordinators and RC is critical for the success of the program.
- ▶ Issues which will require contacts with RC
 - Building the list of products to be included in the 2004 regional surveys;
 - Agreeing on survey framework and data collection and verification procedures;
 - Technical assistance and sharing experiences
 - Training Issues, including on use of Tool Pack and data collection, verification and processing;
 - Regular status and progress reports;

Execution of Price Surveys

- ▶ Having made the decisions on
.... regions, towns, shopping districts, and outlets
- ▶ having decided on
.... the frequency and timing of the surveys, and
data collection and verification procedures;
- ▶ having trained
..... Data collectors and supervisors on data
collection and verification procedures and the use
of Tool Pack
- ▶ having prepared
..... price collection forms, and
- ▶ having received the go ahead from the RC
- **We are now ready to launch Data Collection!**

Ensuring Quality



- ▶ In the early stages especially, it will be necessary to make frequent and careful checks on the data supplied.
- ▶ The National Coordinator should make visits to observe the fieldwork in operation for himself
- ▶ Supervisors should exercise daily rigorous control over all of the surveyors for whom they are responsible.
- ▶ It is inevitable that there will be some misunderstandings, and it is important that these should be identified and corrected at the earliest opportunity.

Avoiding Potential Land Mines



- ▶ What sort of checks need to be made on the data during the early days of the survey?
 - Do the products which have been priced correspond exactly with those on the PS?
 - In cases of substitution, are substitutes acceptable?
 - Is there much variation between the surveyors in respect of: 1) average prices collected?, 2) variability of prices collected? 3) numbers of prices collected?
 - Have the surveyors reported the prices and comments clearly and legibly?
 - Are there problems of non-cooperation with retail outlets?

Transmitting Data to RC

- ▶ **Transmitting data to RC**
- ▶ **Responding to queries from RC**
- ▶ **Comment on Preliminary PPP results**

Capacity Building



▶ Capacity Building Components of ICP

- Strengthening national CPI and NA programs
- Developing statistical development strategic plan

Thank You!



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