

Statistical product– Air transport/ Operation of general use air transport (monthly, annual)

Processes	Sub-processes	Sub-process description
1.Specify needs		
	1.1 Identify needs	Regular changes are carried out in the statistical reporting form based on statistical information users' requirements changes.
	1.2 Consult & confirm needs	In order to provide clarifications on information collection, working discussions are held with representatives of interested organizations providing statistical data.
	1.3 Establish output objectives	The statistical information users' opinion related to the Five –Year and Annual Statistical Programs is periodically studied to reveal their attitude related to the inclusion of the proposed new indicator, as well as to the available indicator, the requirements and expectations. The users' opinions about statistical information are studied by business discussions as well as through the “User satisfaction survey questionnaire” which is available on Armstat website (see: https://www.armstat.am/am/?nid=131).

	1.4 Identify concepts	The need to introduce indicators is connected with the purpose to create and introduce the energy balance in Armenia, which has a large and growing demand among statistical information's users.
	1.5 Check data availability	As information is collected from one source, through a widespread observation, and therefore, the statistical summary reports have no alternative.
	1.6 Prepare business case	Before the approval of the statistical report form by the State Council on Statistics and its state registration by the Ministry of Justice, as a legal act, it is carried out discussions with different institutions, research organizations, and users as well as the international experts' opinion is taken into account.
2.Design		
	2.1 Design outputs	The data are collected based on the Law on "Official Statistics" and "Five Year Statistical Program", as well as the Resolution No. 05-N of RA State Council on Statistics "On Approval of the Procedure for the collection of statistical data" dated 20 June 2016 and Resolution "On Approval of Annual Statistical Program", as well as Resolution 26-N of RA State Council on Statistics dated 24 May 2019 on approval of statistical reporting form and the instruction to fill in it "On general use air transport operation", the Resolution 30-N of RA State Council on Statistics dated 26 May 2019 'on the approval of the statistical reporting form and the instruction to fill in it on "Timetable of airplanes and helicopters ", Resolutions No 27-N of RA State Council on Statistics dated 24 May 2019 on the approval of summary statistical reporting form and instruction to fill in it on "Aircraft and Helicopter Regulatory flights timetable operation" and the relevant Resolutions N 28-N, 29-N, 08-32 on approval of summary statistical reporting forms and instructions to fill them it on "Charter flights and their activities", "Regular flights and their activities", "Production of Armenian rolling stock through the general use air transport".
	2.2 Design variable	For the collection of the statistical indicators, there are 6

	descriptions	<p>approved statistical reporting forms:</p> <ol style="list-style-type: none"> 1. monthly which includes 29 statistical indicators 2. annual which include 480, 480, 124, 48 and 23 statistical indicators <p>Classification of Types of Economic Activity is used for the collection of indicators (Order of the Minister of Economy of RA N-1579 RA, OB 04.11.2013 30/(474)1, dated 10 December 2019) (NACE Rev.2) (see: https://www.armstat.am/am/?nid=370).</p>
	2.3. Design collection	Statistical data collection is carried out through the summary statistical reporting forms, approved by the State Council on Statistics. Data collection is carried out from an administrative sources.
	2.4 Design frame and sample	The design of the general population is implemented to provide complete information regarding the sphere. For this purpose, the receiving of information from all possible sources on the fact of activity of air transport organizations (RA General Department of Civil Aviation) previously known is implemented and immediately, organization is notified about being involved in the statistical observation field and then the relevant statistical information is collected.
	2.5 Design processing and analysis	After the collection of information the statistical indicators are subject to arithmetical and logical checks, and in case of necessity the appropriate adjustments are carried out also by contacting the relevant organizations that provide the information. In case of submission of not reliable, incomplete or corrupted information on indicators, in case of need the process of verification is also implemented according to the requirements of the Article 169.2 of RA Code on “Administrative Offences”, as a result the prior period data are subject to be adjusted.
	2.6 Design production systems and workflow	The preparatory work is carried out for all processes from the collection of information and until its publication, particularly, related to the appropriate notification of respondents, the

		training of the staff through professional courses and etc.
3.Build		
	3.1 Build collection instrument	The statistical reporting form needed for the collection of data and the instruction for filling it in, are available in paper and electronic version (see link: https://www.armstat.am/am/?nid=547).
	3.2 Build or enhance process components	The methodological guidelines and instructions necessary for information calculation and verification of needed information are available. Input software (Microsoft Office Access) has necessary tools for arithmetic and logical checks of input data.
	3.3 Build or enhance dissemination components	The dissemination of information is possible in paper, as well as in electronic form of publication of information on monthly, quarterly and annual basis in accordance with the Annual Statistical Program.
	3.4 Configure workflows	The derivation of statistical product is carried out by the following successive stages: <ol style="list-style-type: none"> 1. collection of information, 2. arithmetical and logical checks and adjustments, 3. information input through the pre designed input software (Microsoft Office Access software), 4. comparison of obtained summary data with the corresponding time series, 5. Dissemination of information in paper or electronic forms through the yearbooks, information reports, statistical handbooks, as well as through the official response letters upon the official requests.
	3.5 Test production system	Due to indicators changes in the statistical reporting form the input software is regularly undergoing to relevant changes. The testing of software is also carried out in case of need.
	3.6 Test statistical business production	In parallel with the inclusion of the indicators in the statistical reporting form, the field examination of the latter is implemented to reveal the opportunities of the respondents to provide with the indicators, as well as to test their understanding of it.
	3.7 Finalize	The composition of methodological clarifications on the

	production system	completion of indicators available in statistical reporting form and provision to the statistical information providers (respondents) is carried out. The consents of information providers on indicators got during the workshops are summarized.
4.Collection		
	4.1 Create frame and select sample	The information general population is formed in the result of widespread observation of information collection (administrative register) that includes the statistical data collected from the organization dealing with air transport activity.
	4.2. Set up collection	In order to organize the collection of statistical data, the formation of order on printing of relevant statistical reporting form and in case of need of the instruction of filling in it, their printing and distribution to the relevant organizations is implemented according to the number of organizations previously known as subject to observation. At the same time the statistical reporting forms and the instruction of filling them are accessible on the Armstat official website. The required network resources for the report collection in the electronic form are in place.
	4.3 Run collection	Statistical data collection is carried out by the Armstat relevant unit by hand, mail and electronic system means according to the Resolution of RA State Council on Statistics No 05-N on the “Approval of the Procedure of the collection of Statistical Data” dated 20 June 2016.
	4.4 Finalize collection	The collected information, after being arithmetically and logically cross checked, is input in the electronic environment. The information input is carried out automated, as well as by direct input of information in electronic environment.
5.Process		
	5.1 Integrate data	The unification of relevant data received from the Armstat Yerevan and marz (regional) departments in one common

		database is implemented, in a result of which the duplications would be excluded.
	5.2 Classify and code	The coding process by the main type of activity of the organization according to the classification of economic activities (NACE Rev. 2), as well as the encoding of marz and territorial units in accordance with a predetermined order are implemented.
	5.3.Review and validate	The cross checking of incomplete and corrupted presented data, as well as the compiling of incorrect encoded data with requirements of pre-approved classifications is implemented. In the case of need, the validation of relevant codes on registration in the tax bodies, identification, registration of organizations in state register is implemented using the data provided by the business register maintained by the Armstat and by the body of the RA Ministry of Justice implementing state register of legal entities being used as an administrative data source.
	5.4 Edit and impute	The completion of the missing data is implemented using the data on the indicator presented for the previous period in case of the lack of the alternative information on them. The completed data in case of being available for the next periods is subject to adjustment.
	5.5 Derive new variables and units	Additional calculations and estimations for the calculation of other indicators are not available.
	5.6 Calculate weights	As the information provided by the organization dealing with air transport activity ensures the statistical integrity of the sphere thus there is no need for additional weights calculation.
	5.7 Calculate aggregates	The summary data by separate statistical indicators are derived based on the input data through the pre-designed software.
	5.8 Finalize data files	Often, the calculation of primary indicators that are subject to further adjustment is done due to the necessity to obtain operative statistical data.
6.Analysis		
	6.1. Prepare draft	The creation of indicator groups, as well as time series of

	outputs	statistical indicators is implemented based on obtained statistical summary data. In particular, the main indicators of air transport are calculated: passenger transportation (ths. people), freight transportation (ths. tons), revenues from them (mln. drams), as well as income from subsidiary and additional activities (mln. drams), passenger turnover (million passengers - km) and freight turnover (mln. tons per km). The received indicators are also used to present the summary information on organizations determined by the employees' number, as well as to create the time series of indicators.
	6.2 Validate outputs	The methodological requirements to the received indicators are strictly followed during the whole process of indicators receiving according to the pre-defined classifications, methodological guidelines and the instruction on completing the statistical reporting form.
	6.3 Interpret and explain of outputs	The logical analysis of the received summary indicators is carried out taking into account the impact of various phenomena taking place in the economy on the given sphere.
	6.4 Apply disclosure control	The confidentiality of statistical indicators (not containing individual (personal) data) that is subject to publication, as well as requested by the users of statistical information is strictly followed according to the Law on Official Statistics and the Resolution of the SCS No 53 " Approval of the Order on Protection of Statistical Confidentiality" dated 25 June 2001, and only summarized data are provided (see: https://www.armstat.am/file/doc/99454478.pdf).
	6.5 Finalize outputs	Before the dissemination of summary information, it is conducted an analysis of the summary indicators of the air transport by time series, as well as the relevant indicators are compared with other types of formation sources.
7. Dissemination		
	7.1 Update output system	The work on the derivation and final checking of relevant tables of statistical indicators that are subject to publication is carried out, as well as the time series update is implemented. In case of the need the changes and/ or additions are made in the concepts and methodological explanations of the relevant indicator.

<p>7.2 Produce dissemination products</p>	<p>All the production steps are implemented for the disseminating products: preparation of explanatory text, tables, charts and other materials, editing of these products and making them compliant with publishing standards.</p> <p>The information on the statistical indicators is published in electronic versions in Armenian, Russian, English through the yearbooks, statistical handbooks and monthly informational reports.</p> <ul style="list-style-type: none"> • Statistical Yearbook of Armenia • Armenia in figures (annual) • RA transport and communication (each five years one time) • Social- economic Situation of the Republic of Armenia (monthly) <p>The report on Social- economic Situation of the Republic of Armenia (monthly) is published also in paper form.</p> <p>The electronic version of the yearbook is available on Armstat website :http://armstat.am/am/?nid=45</p> <p>Publications http://armstat.am/am/?nid=82</p>
<p>7.3 Manage release of dissemination products</p>	<p>The dissemination of statistical information is carried out according to the schedule envisaged by the Five-Year and Annual Statistical Programs. In case of the changes and adjustments made in the indicators provided by the providers of statistical information the indicators already published by the Armstat are also being changed and adjusted correspondingly.</p>
<p>7.4 Promote dissemination products</p>	<p>Various information presented on the Armstat official website (indicators, metadata, notifications, news about the sphere, micro-data, etc.) is not only a statistical tool, but also dissemination tool of information on the Armstat activity, which promotes the effectiveness of the sector's activities.</p>
<p>7.5 Manage user support</p>	<p>In case of the official request of the users of statistical information related to the information not being published, the calculation of additional indicators is carried out at possible extend and submitted to them following the principle of confidentiality of statistical information.</p>

8.Evaluation		
	8.1 Gather evaluation input	
	8.2 Conduct evaluation	The relevant information provided by administrative registers, such as the state registration agency of legal entities of the RA Ministry of Justice and / or the Ministry of Finance serves as informational basis for the evaluation of information quality.
	8.3 Agree an action plan	