

# NAMIBIA NATIONAL STATISTICS SYSTEM STANDARD FOR DATA AND STATISTICS DISSEMINATION

**Developed by**

Data Quality Assurance and National Statistics System  
Coordination Department, Namibia Statistics Agency

**2022**

**Namibia Statistics Agency**  
P.O. Box 2133,  
FGI House, Post Street Mall,  
Windhoek, Namibia

**Tel:** +264 61 431 3200  
**Fax:** +264 61 431 3253  
**Email:** [info@nsa.org.na](mailto:info@nsa.org.na)  
[www.nsa.org.na](http://www.nsa.org.na)





NAMIBIA NATIONAL STATISTICS SYSTEM STANDARD  
FOR  
**DATA AND STATISTICS DISSEMINATION**

**Developed by**

Data Quality Assurance and National Statistics System Coordination  
Department, Namibia Statistics Agency

**October 2022**

## For more information:

Namibia Statistics Agency,  
P. O. Box 2133, Windhoek,  
FGI House, Post Street Mall

Tel: +264 61 431 3200

Fax: +264 61 431 3253 | +264 61 431 3240

Email: [Standards@nsa.org.na](mailto:Standards@nsa.org.na)

Website: <https://nsa.org.na>

This standard is applicable to all data and statistics producers in the Namibian National Statistics System.

## DOCUMENT CHANGE CONTROL

Version control table

| Revision Number | Revision Date | Resubmission Date | Statistician-General approval date |
|-----------------|---------------|-------------------|------------------------------------|
|                 |               |                   |                                    |
|                 |               |                   |                                    |
|                 |               |                   |                                    |
|                 |               |                   |                                    |

## FOREWORD

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No.9 of 2011, with the mandate among others to collect, produce, analyse and disseminate official and other statistics in Namibia. In addition, the Act empowers the NSA to coordinate the National Statistics System (NSS) and for the Statistician-General (SG) to develop and issue statistical guidelines as well as standards necessary to produce quality statistics. The Data Quality Assurance (DQA) and NSS Coordination department is then tasked with the responsibility to coordinate the NSS as well as to develop and maintain statistical standards in the country.

An inclusive and holistic approach was taken to validate this standard in order to reach a consensus, this is to ensure acceptance among data providers in the country. The standard development followed a two-phase process, whereas the DQA and NSS coordination department prepared the first draft which was shared within NSA for inputs. In a second phase, the updated standard was shared with broader range of relevant national stakeholders to provide further inputs for finalisation.

The standard is issued by the Statistician-General as per the provisions of the Statistics Act No. 9 of 2011 and is gazetted for public usage.

The standard will be reviewed in accordance with the Namibian NSS Standards Review Programme.

## APPROVAL OF THE STANDARD

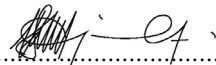
The Namibia NSS standard for Data and Statistics Dissemination was issued by the Statistician-General in line with the provisions of Part VI dealing with the NSS Coordination, section 36 dealing with standards, of the Statistics Act No. 9 of 2011.

Alex Shimuafeni  
.....

**Statistician-General**

19 October 2022  
.....

**Date**

  
.....

**Signature**

## TABLE OF CONTENTS

|                                  |    |
|----------------------------------|----|
| 1. Purpose.....                  | 8  |
| 2. Scope and applicability ..... | 8  |
| 3. Normative reference.....      | 8  |
| 4. Glossary .....                | 9  |
| 5. Requirements .....            | 11 |
| Bibliography .....               | 13 |

## 1. Purpose

The “Data and Statistics Dissemination Standard” prescribes the standard to be followed by all data and statistics producers when releasing statistical products. In particular, the standard will assist the statistics producers in enhancing the availability of their data and statistics in a timely and comprehensive manner. The standard will be implemented in line with the Namibia Quality Assurance Framework for Statistics (NQAFS), to improve the quality of statistical data and dissemination.

## 2. Scope and applicability

This standard outlines the requirements for publication and dissemination of data and statistics in Namibia. The standard is applicable to all data and statistics producers in the NSS who are responsible for producing data and statistics for public consumption.

## 3. Normative reference

The following documents are essential for the application of this standard:

- 3.1 Statistics Act, 2011 (No. 9 of 2011)
- 3.2 Namibia Statistics Policy, 2015
- 3.3 Data Collection, Processing and Dissemination Policy and Practice, 2015
- 3.4 Code of Practice: Professional and Ethical Standards applicable to Statistics Producers, 2015
- 3.5 Namibia Quality Assurance Framework for Statistics, 2020
- 3.6 International Monetary Fund (IMF), General Data Dissemination System (GDDS) standard, latest version
- 3.7 Guideline for Quality Reviewing of Statistical reports, 2020



## 4. Glossary

For the execution of this standard, the following definitions applies:

### 4.1 Anonymization

process of removing direct and indirect identifiers from the survey file to conceal the characteristics and identity of individual respondents.

### 4.2 Data

information from a survey, census or administrative source used to produce statistics.

### 4.3 Dissemination

release to the public information obtained through a statistical collection or report.

### 4.4 Data producers

includes the Namibia Statistics Agency or any government body that undertakes primary data collections or produces administrative data and where civil societies, private or international organisation obtained approval in terms of section 35(5) of the Statistics Act No.9 of 2011, to conduct a statistical collection.

### 4.5 Data set

organised collection of similar data, sharing a structure, which cover a fixed period of time.

### 4.6 Metadata

description of the characteristics (content, quality and condition) of statistical or spatial data.

#### **4.7 Microdata**

unit-level data obtained from sample surveys, censuses, and administrative systems on the characteristics of a population, such as individual, household, establishment, agricultural holding, etc.

#### **4.8 Publication**

preparation and issuing of a book, report, journal article, brief and other works for public consumption

#### **4.9 Statistics**

aggregated numerical information relating to demographic, economic, financial, environmental, social or similar matters, at national, regional or local level, which is compiled and analyzed according to relevant scientific and statistical methodology, and includes statistics on spatial data, available in digital or other applicable format.

#### **4.10 Statistics producers**

includes the Namibia Statistics Agency or any government body that produces statistics and where civil societies, private or international organisation obtained approval in terms of section 35(5) of the Statistics Act No.9 of 2011, to conduct a statistical collection.

#### **4.11 Timeliness**

lapsed time between the end of a reference period (or a reference date) and dissemination of data or statistics.

## 5. Requirements

### 5.1 Release of Statistical reports

- 5.1.1 All statistical reports shall be released officially by the Statistician-General or the head of a statistical production institution or their respective representatives.
- 5.1.2 An Advanced Release Calendar shall be made available to publicise the release dates of statistical reports in advance.
- 5.1.3 An Advanced Release Calendar shall be published at the beginning of each producers financial year (at least within the first month), on the official statistics producer's website.
- 5.1.4 In the case where an ad-hoc statistical undertaking exists, the approved project document that consist the project timelines and milestones including the release date of the statistical report shall be deposited in the official statistics producer's website and other dissemination channels 24 hours after its approval, for public noting and consumption.
- 5.1.5 All statistical reports shall be made available impartially and simultaneously to all users.
- 5.1.6 The release notice of statistical reports to the media and public shall be issued at least one week in advance before the release day.
- 5.1.7 Electronic statistical reports shall be release in the public domain via institutional website and other dissemination platforms, within a period of 24 hours upon its official release as per the Advanced Release Calendar.
- 5.1.8 In case the statistical report will not be released as per the Advanced Release Calendar, a notification shall be given at least two weeks in advance to the public through official medium, such as organisational website, prints media, social media, etc.; explaining the reasons and a new release date.
- 5.1.9 Preliminary and revised statistical reports shall be clearly identified as such when released to the users and the reasons for revisions shall be explained.

### 5.2 Release of Microdata

- 5.2.1 Microdata shall be released to the public within 24 hours after the official release of the statistical report.

- 5.2.2 Microdata shall be published on the official statistics producer's website and/or where possible in other dissemination tools.
- 5.2.3 All statistical microdata shall be anonymised before release in the public domain to guard the confidentiality of the data providers as per Section 44 of the Statistics Act, No 9 of 2011.
- 5.2.4 All users shall have equal access to anonymised statistical microdata.

### 5.3 Storage of Microdata

- 5.3.1 Microdata shall be stored in a National Data Repository (NDR).
- 5.3.2 The Namibia Statistics Agency as a custodian and repository of all official statistics in the country shall host the NDR.

### 5.4 Release of Metadata

- 5.4.1 The dissemination of statistical reports and microdata shall be accompanied by the supporting metadata in line with the provision of the Metadata Standard.

### 5.5 Timeliness of Statistical data

- 5.5.1 Economic and financial statistics shall be released as per the Advance Release Calendar as aligned to the latest Enhanced General Data Dissemination System (e-GDDS) published by the International Monetary Fund.
- 5.5.2 Demographic and social statistics shall be released as per the Advance Release Calendar.

## Bibliography

- Namibia Statistics Agency, (2015). Code of Practice: Professional and Ethical Standards applicable to Statistics Producers. Government Gazette, No. 19 of 2015.
- Namibia Statistics Agency, (2015). Data Collection, Processing and Dissemination Policy and Practice. Government Gazette, No. 20 of 2015.
- Republic of Namibia, (2011). Statistics Act, No.9 of 2011. Government Gazette, No. 148 of 2011, retrieved from  
<http://cms.my.na/assets/documents/p194tthggutjptku1bsq3ell8g1.pdf>
- Namibia Statistics Agency, (2020). Namibia Quality Assurance Framework for Statistics, Government Gazette, No. 231 of 2020, retrieved from <https://gazettes.africa/archive/na/2020/na-government-gazette-dated-2020-06-15-no-7242.pdf>
- Statistics South Africa. (N.d). Standards Development Training Manual.
- United Nations Statistical Commission & Economic Commission for Europe. (2000). Guidelines for Statistical Metadata on the internet.





NAMIBIA NATIONAL STATISTICS SYSTEM STANDARD FOR  
DATA & STATISTICS DISSEMINATION

2022

**Namibia Statistics Agency**  
P.O. Box 2133,  
FGI House, Post Street Mall,  
Windhoek, Namibia

**Tel:** +264 61 431 3200  
**Fax:** +264 61 431 3253  
**Email:** [info@nsa.org.na](mailto:info@nsa.org.na)  
[www.nsa.org.na](http://www.nsa.org.na)

