SIGMA

Celebrating 25 years

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Вступ до PAR.IS

OECD/SIGMA

Київ, 30 листопада 2017 р

Zoltán Mikolás, Data Analyst, zoltan.mikolas@oecd.org

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PAR.IS – The agenda

- What is it?
- Assessment process
- In the system
  - Access, user credentials, login
  - Data collection sheet (DCS)

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PAR.IS – What is it?

PAR.IS = **P**ublic **A**dministration **R**eform **I**nformation **S**ystem

Web application

- Online forms
- Granular user rights (roles) management
- Database
- Library = Document management
- Customizable analysis/reporting

On the web at: https://par.is.sigmaweb.org/

PAR.IS – What is it?

Tailor made software

Working system, ongoing development

Goals: To enable SIGMA to

- gather/store
- organise
- determine/calculate points and values
- analyse and use

the data and collected over time

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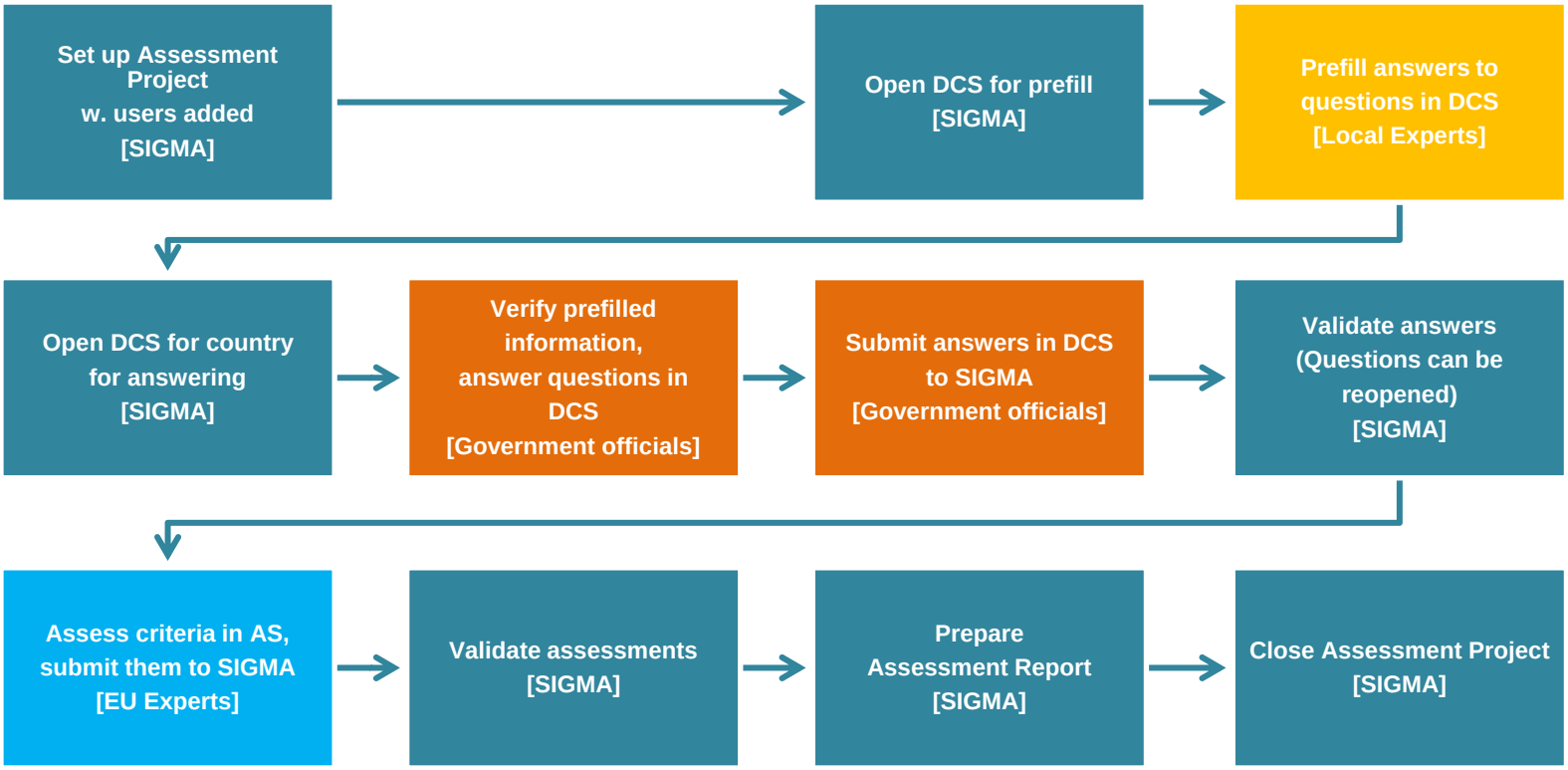
PAR.IS – Assessment process



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PAR.IS – Assessment process

	Main steps	PAR.IS tools	Stakeholders
Indicator frame-work . **Areas** .. **Principles** … **Indicators** …. **Sub-indicators** ….. **Criteria**	1. Collect data from country	Questions in **Data collection sheet (DCS)**	Local Experts Gov. Officials SIGMA
	2. Assess the information collected	Criteria in **assessment sheet (AS)**	EU Experts SIGMA
	3. Establish Indicator values based on criteria	Automatic functionality in PAR.IS	[SIGMA]
	4. Prepare Assessment Report	—	SIGMA

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PAR.IS – Assessment process

Providing data and documents is important, as not having the data and information means lower Indicator values. SIGMA is making the analysis based on evidence and, particularly for Indicators, we need the actual evidence in order to give a positive assessment.

PAR.IS – In the system

Access, user credentials, login

Access:

https://par.is.sigmaweb.org/

Supported browsers: Chrome, Firefox, Internet Explorer

Login:

- Username = email address (in all lowercase letters)
- Password (specified by user)

Before first login: account activation via automatic message

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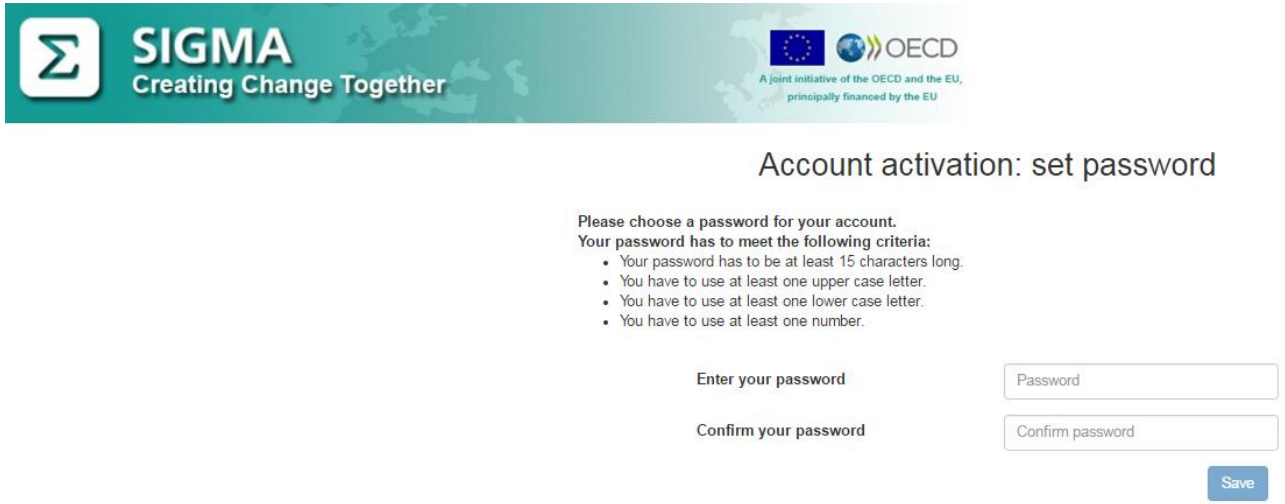
PAR.IS – In the system

Access, user credentials, login

Account activation: Set password



Only you know your password!

PAR.IS – In the system

Access, user credentials, login

Reset password

PAR.IS – In the system

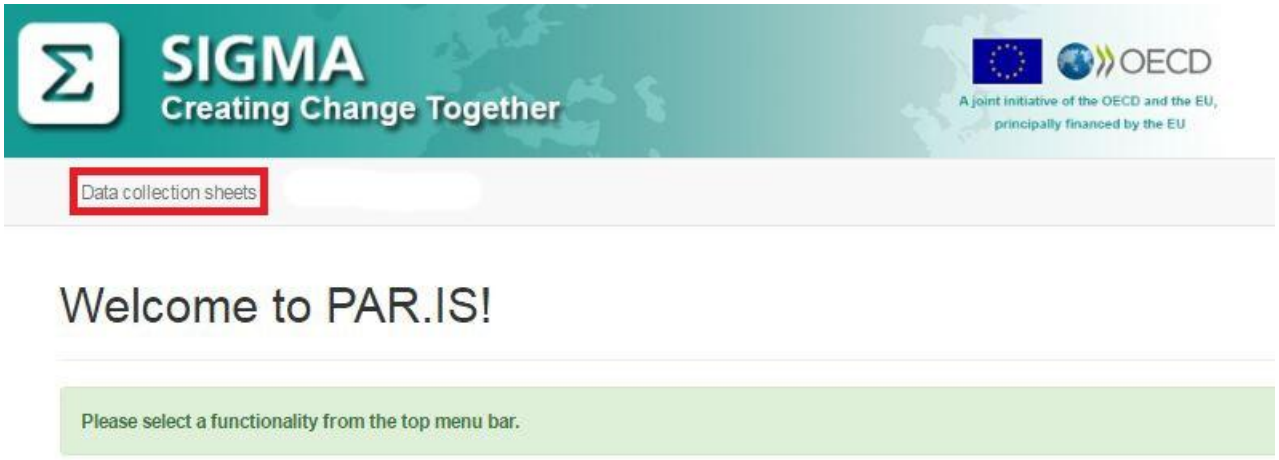
Access, user credentials, login

Login (sign in)

PAR.IS – In the system

Data collection sheet (DCS)

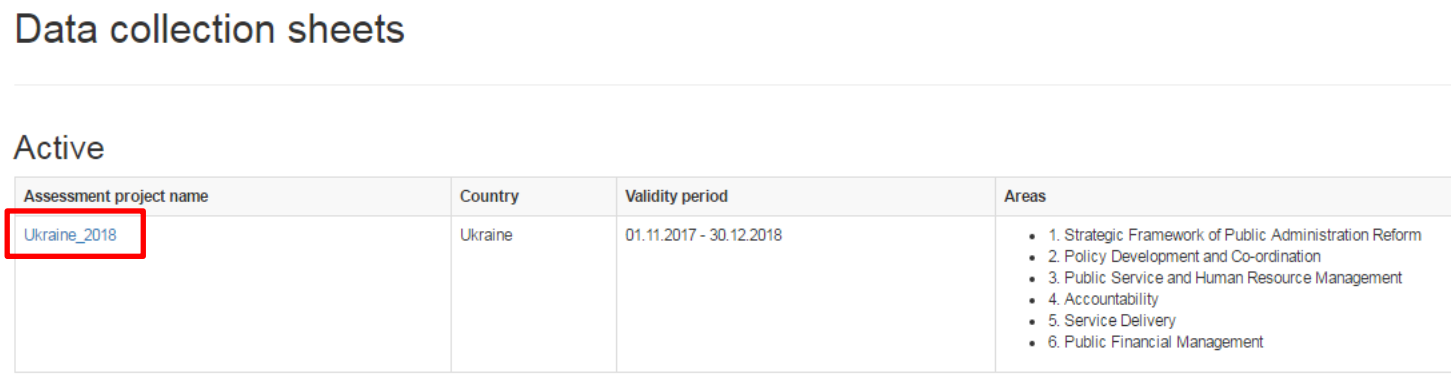
After login



PAR.IS – In the system

Data collection sheet (DCS)

Selecting your DCS



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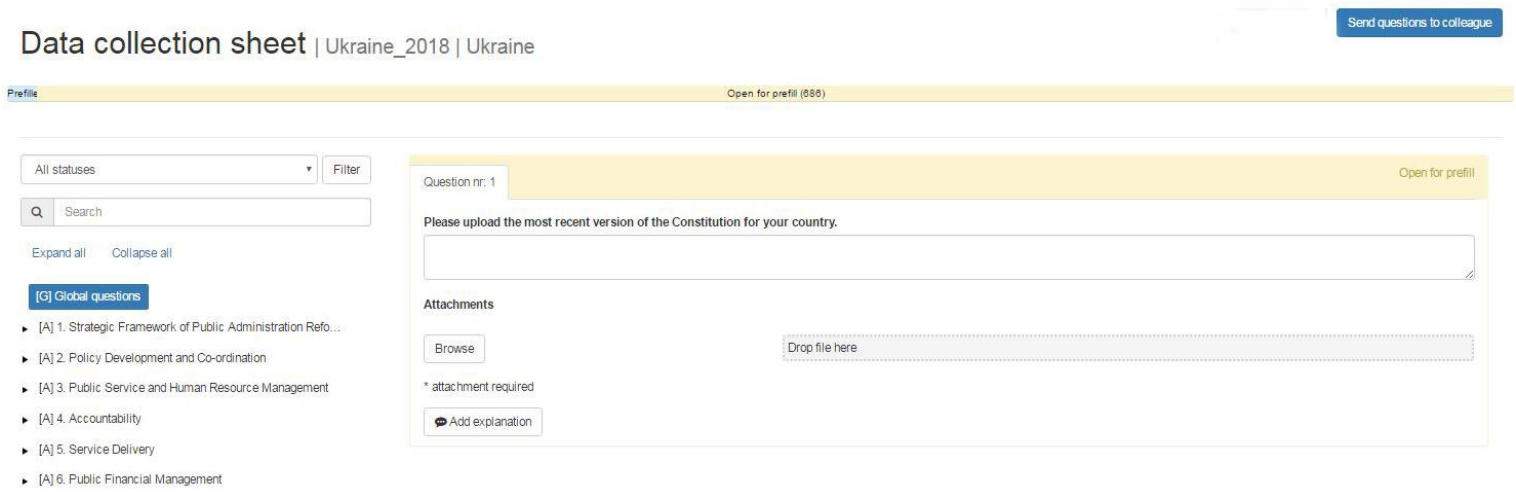
PAR.IS – In the system

Data collection sheet (DCS)

Questions – Global



In order to see the questions under a **Principle**, you need to click on the Principle in the DCS's left-hand navigation tree. Clicking on an **Area** will show those questions only that do not belong to any particular Principle, but to the Area as a whole. Selecting **Global** questions will show those questions that do not belong to any particular Area, but rather are important to all of them.

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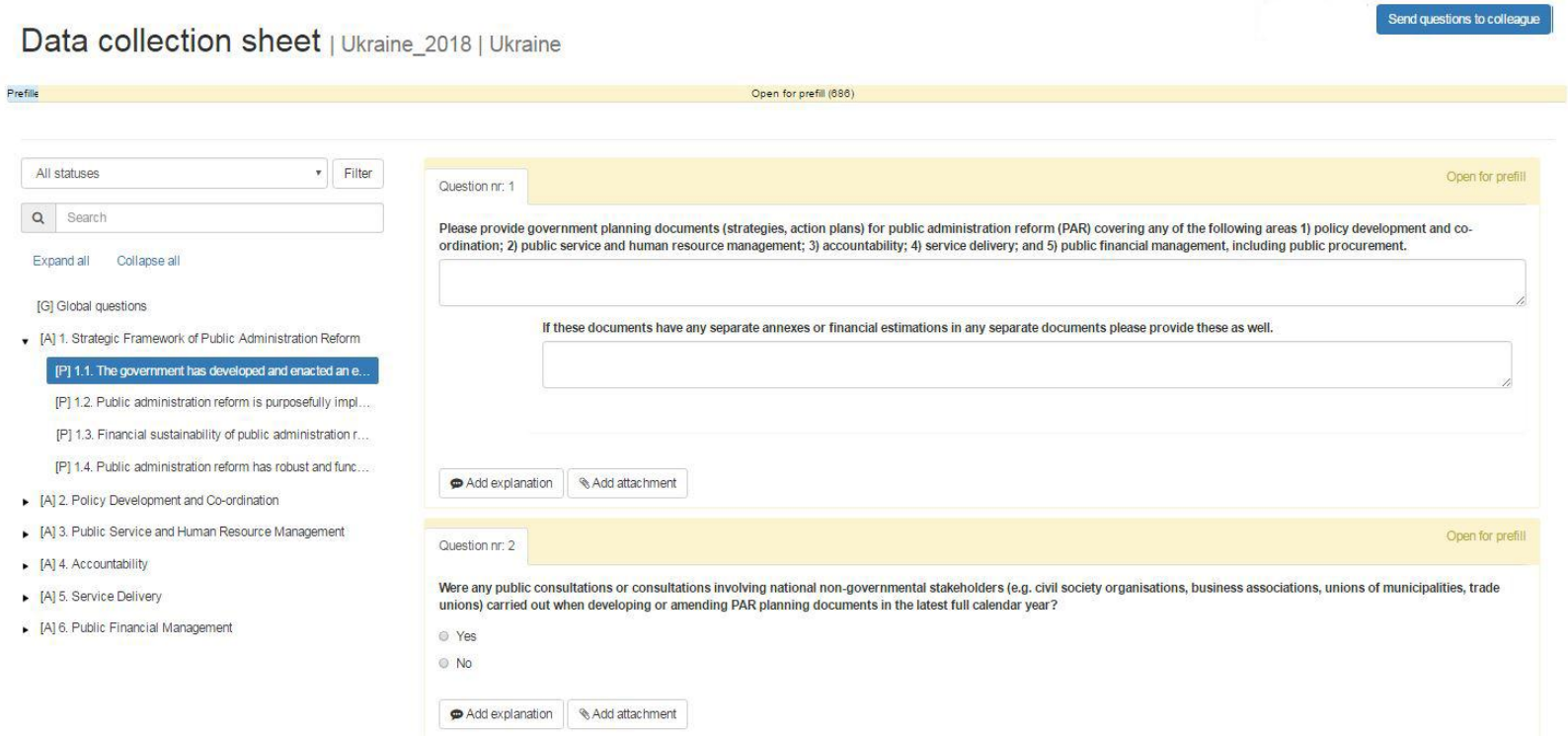
PAR.IS – In the system

Data collection sheet (DCS)

Questions – Principles



PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) types

- Text answer
- Radio buttons – typically Yes/No options (only one option allowed)
- Checkboxes – list of items to check (with more than one option allowed)
- Number as an answer
- Table (Matrix) to fill
- Group of questions, question + sub-question structure, conditional (skip logic) question

- You can (or are required to) upload attachments, add explanations

PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) statuses

- Open for prefill – Opened by SIGMA (light yellow) (seen by SIGMA + Local Expert only)
- Prefilled – Prefilled by Local Expert (light blue) (seen by SIGMA + Local Expert only, till SIGMA opens for answering)
- Open for answering – Opened by SIGMA (yellow)
- Answered (Draft) – Answered by Government Official or colleague (blue)
- Answered (Submitted) – Submitted by Government Official to SIGMA (light green)
- Answered (Validated) – Validated by SIGMA (green)

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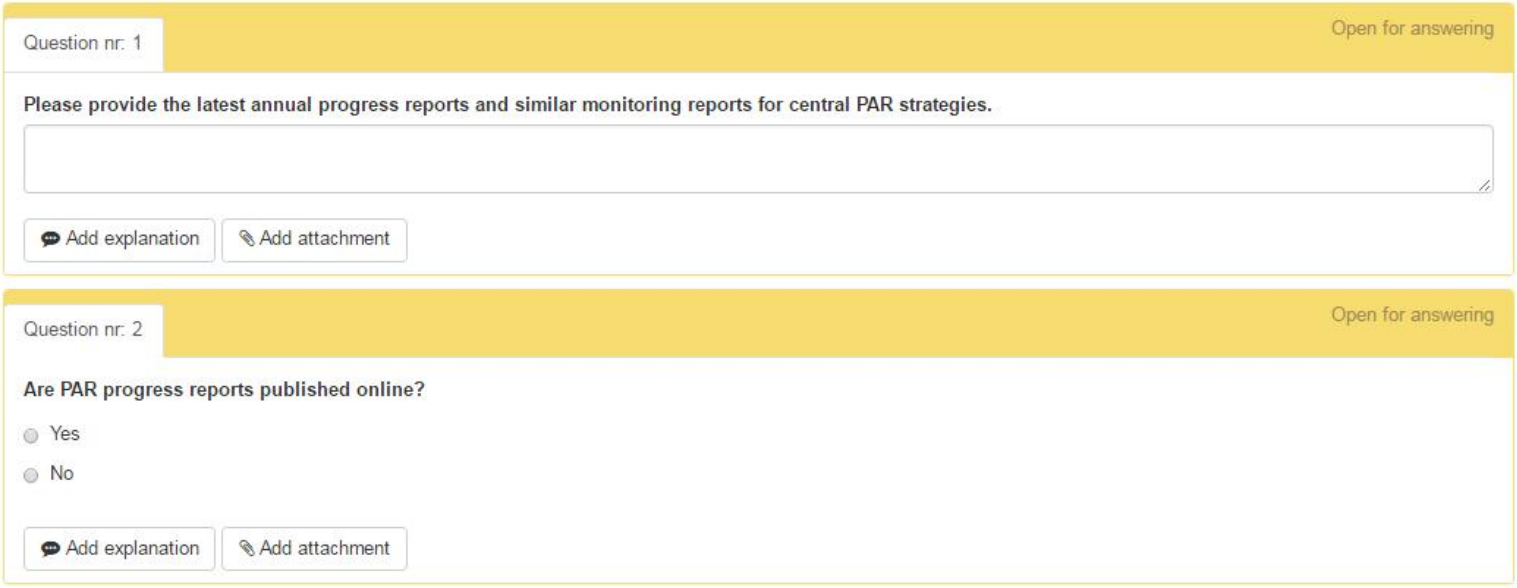
PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) types: Text, Radio buttons



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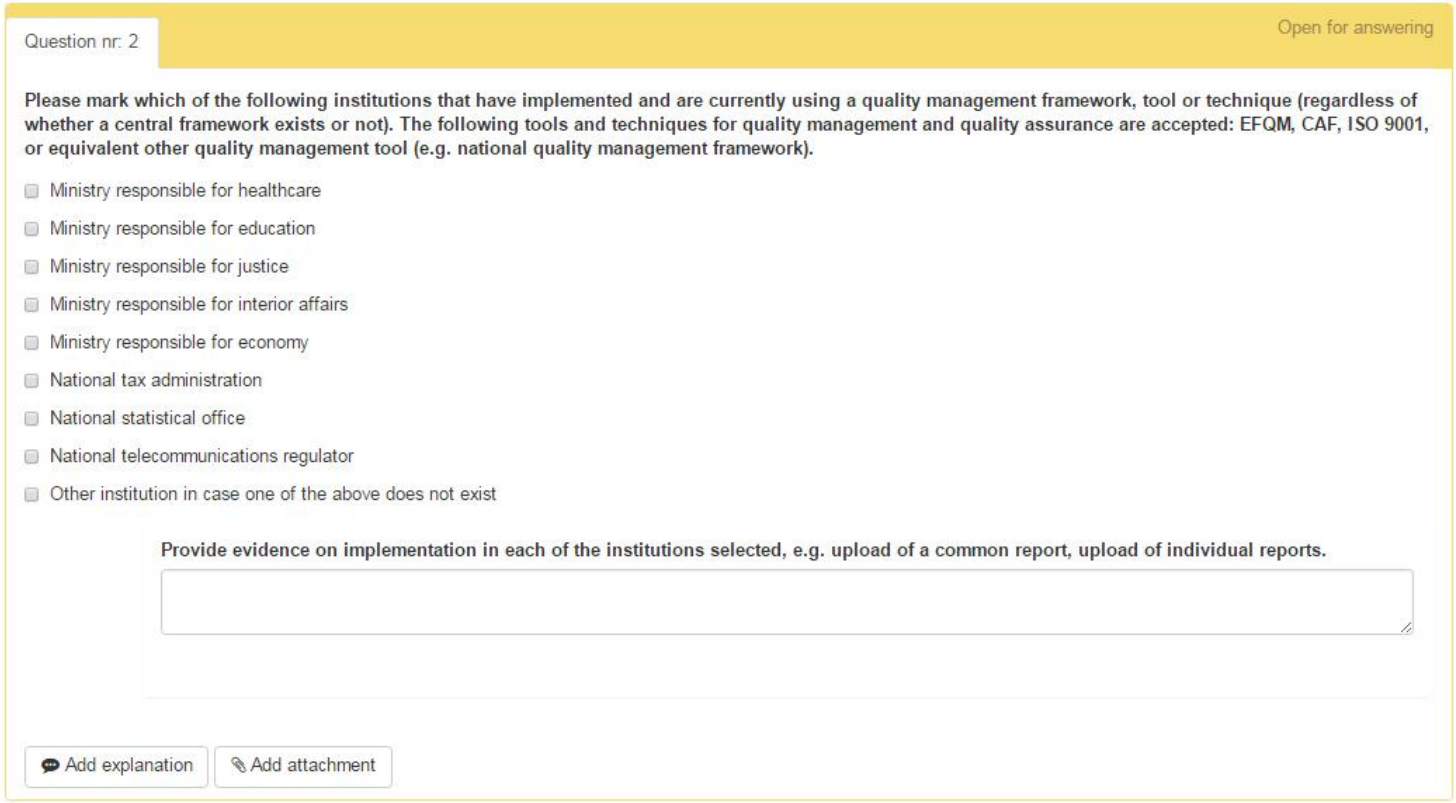
PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) types: Checkboxes



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Data collection sheet (DCS)

Question (answer) types: Number

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PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) types: Table (Matrix)

Question nr: 1 — Open for answering

Which institution(s) and which unit(s) is/are assigned for fulfilling the eight centre of the government functions listed below? How many officials are planned to be working in each unit according to the systematisation and how many officials are working in each unit as of the end of the latest full calendar year?

	Assigned organisation(s)	Assigned unit(s)	Number of planned staff as of the end of the latest full calendar year	Number of actual staff as of the end of the latest full calendar year
a. Co-ordination of preparation of the Government sessions				
b. Ensure legal conformity				
c. Co-ordination of preparation and approval of the Government's strategic priorities and work programme				

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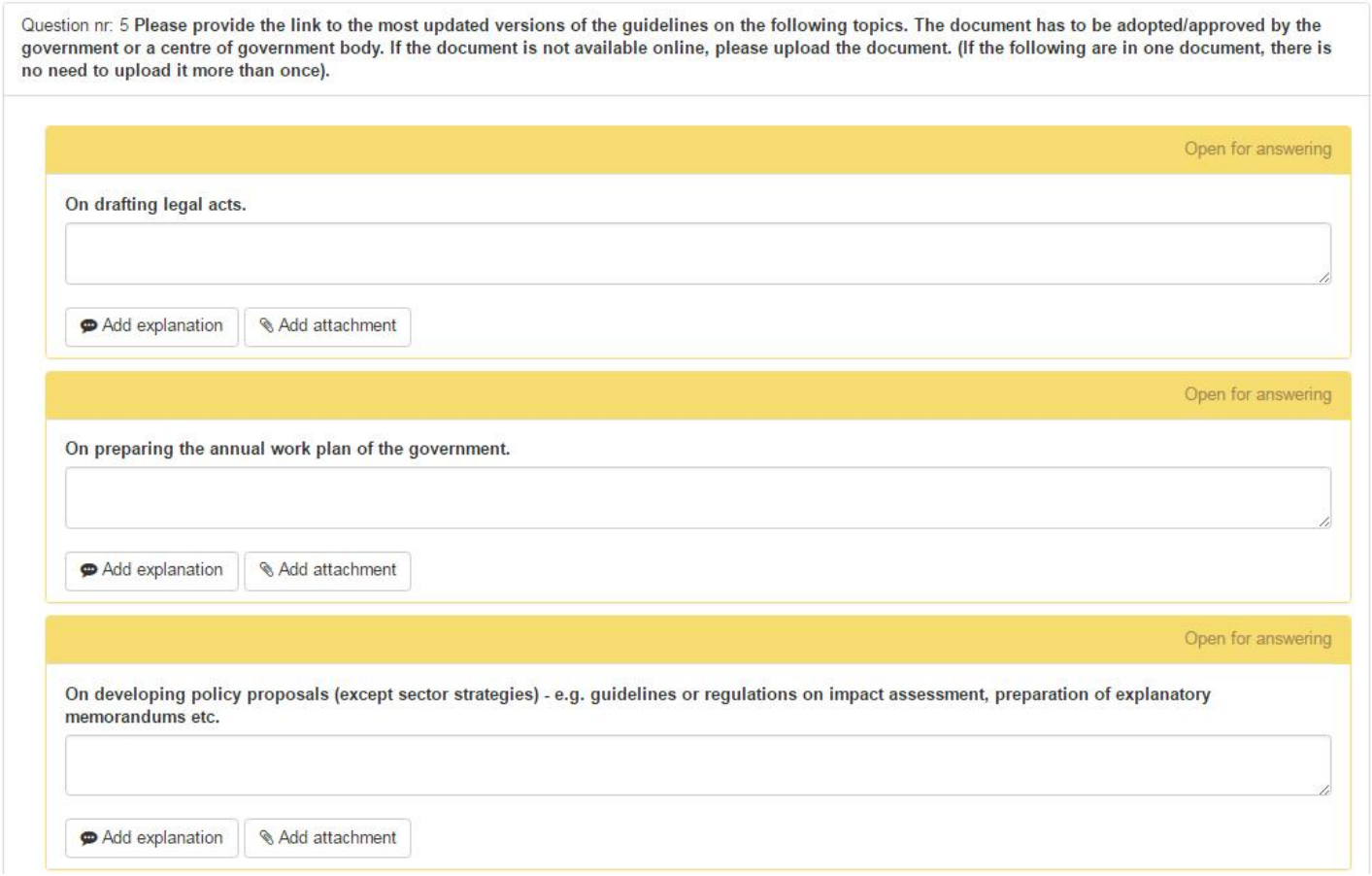
PAR.IS – In the system

Data collection sheet (DCS)

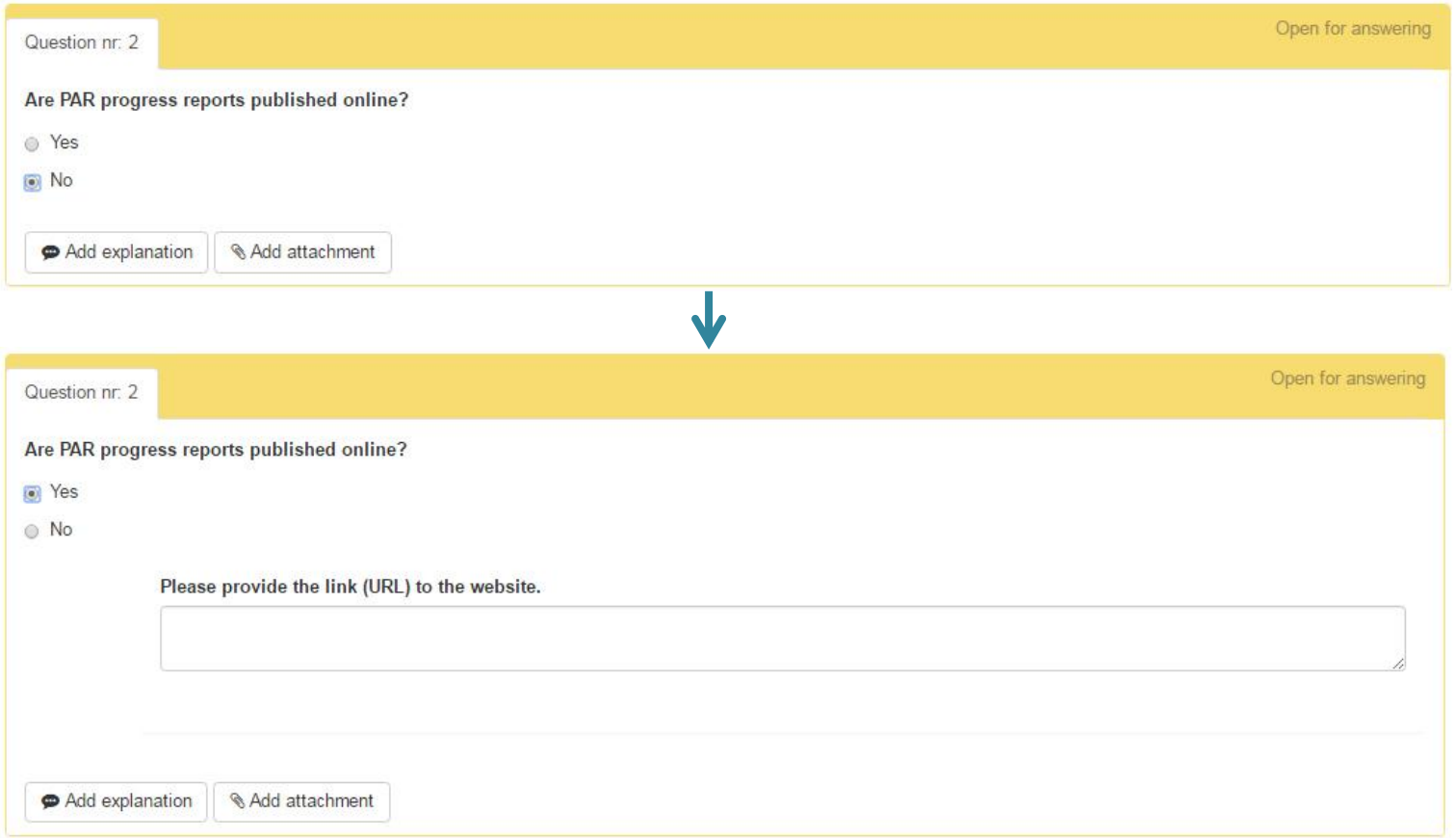
Question (answer) types: Group



PAR.IS – In the system

Data collection sheet (DCS)

Question (answer) types: Conditional (skip logic) question



PAR.IS – In the system

Data collection sheet (DCS)

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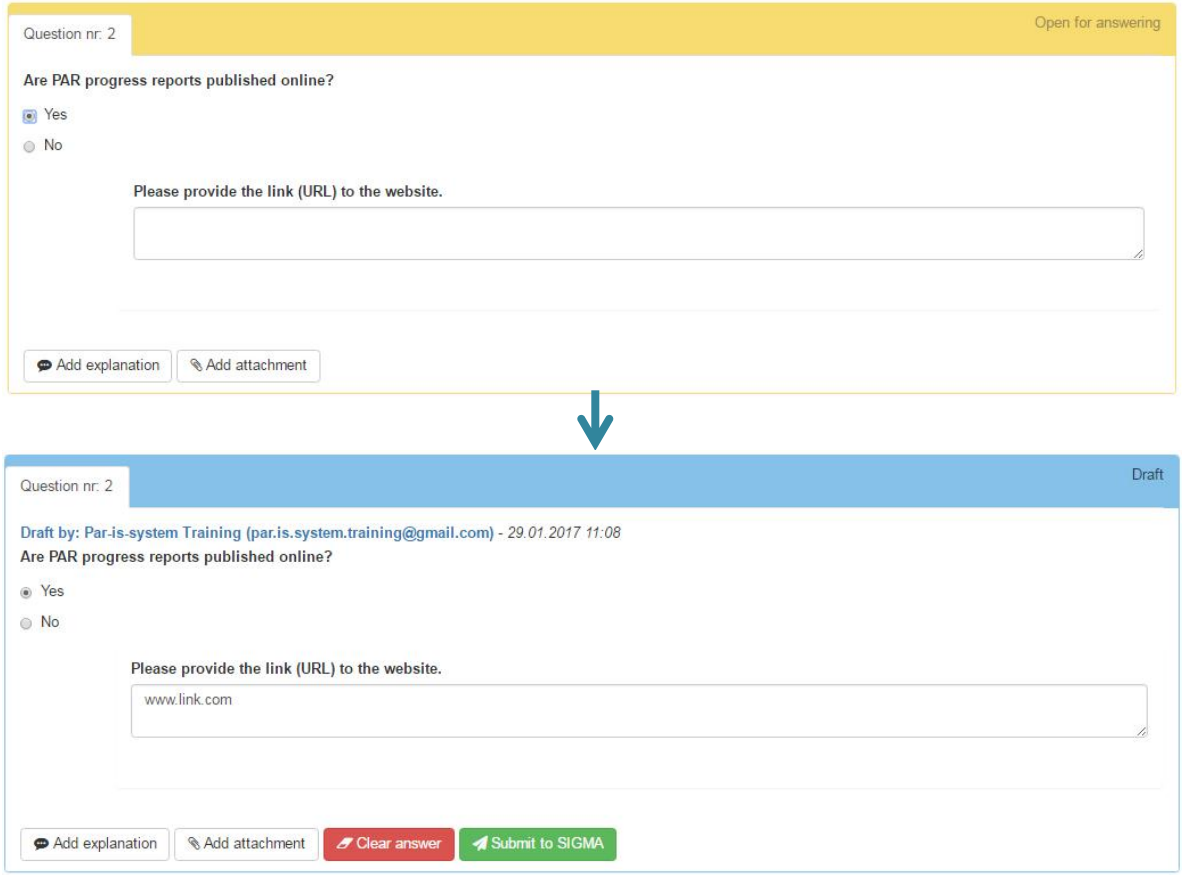
Answer a question

No **Save** button! Click into the next question or outside the question area to save!



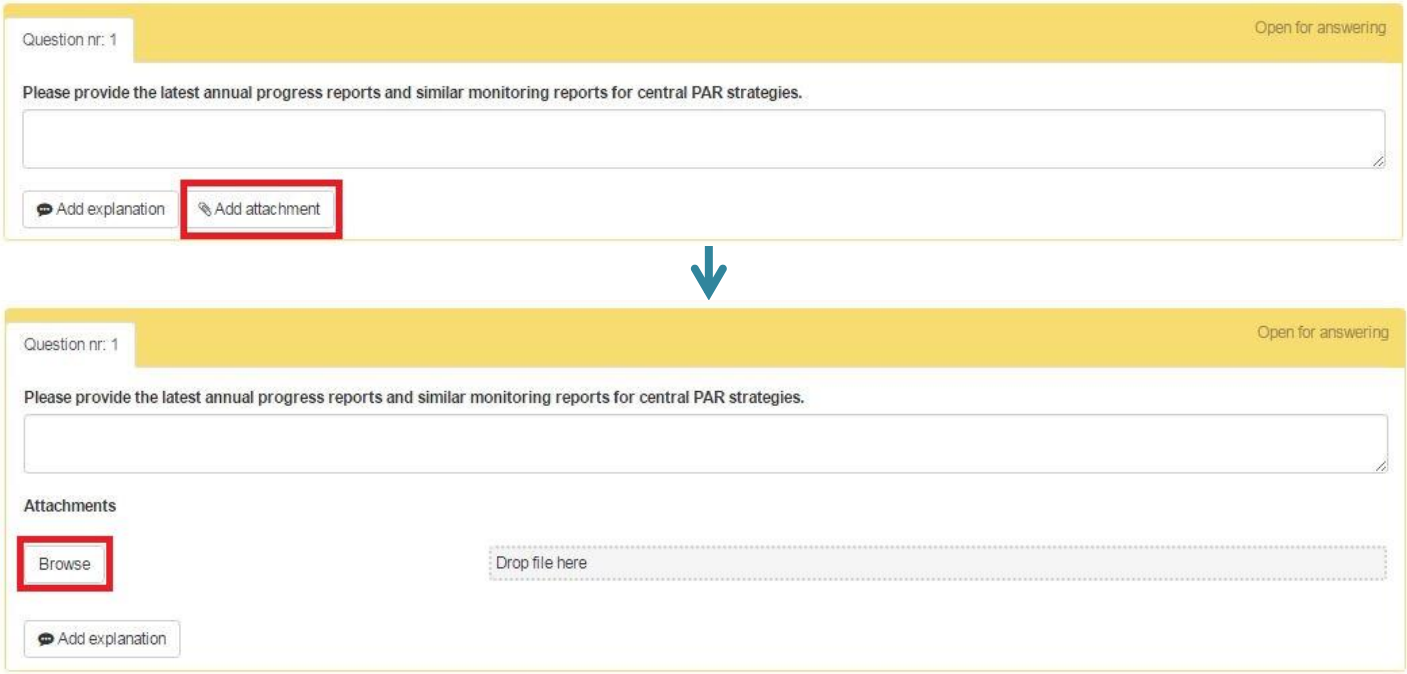
PAR.IS – In the system

Data collection sheet (DCS)

Answer a question – Upload attachment – 1.

Use the **Browse** button to select your file! Don't use Drag-and-drop!

The names of files that you upload must be unique (no identical filenames allowed)!

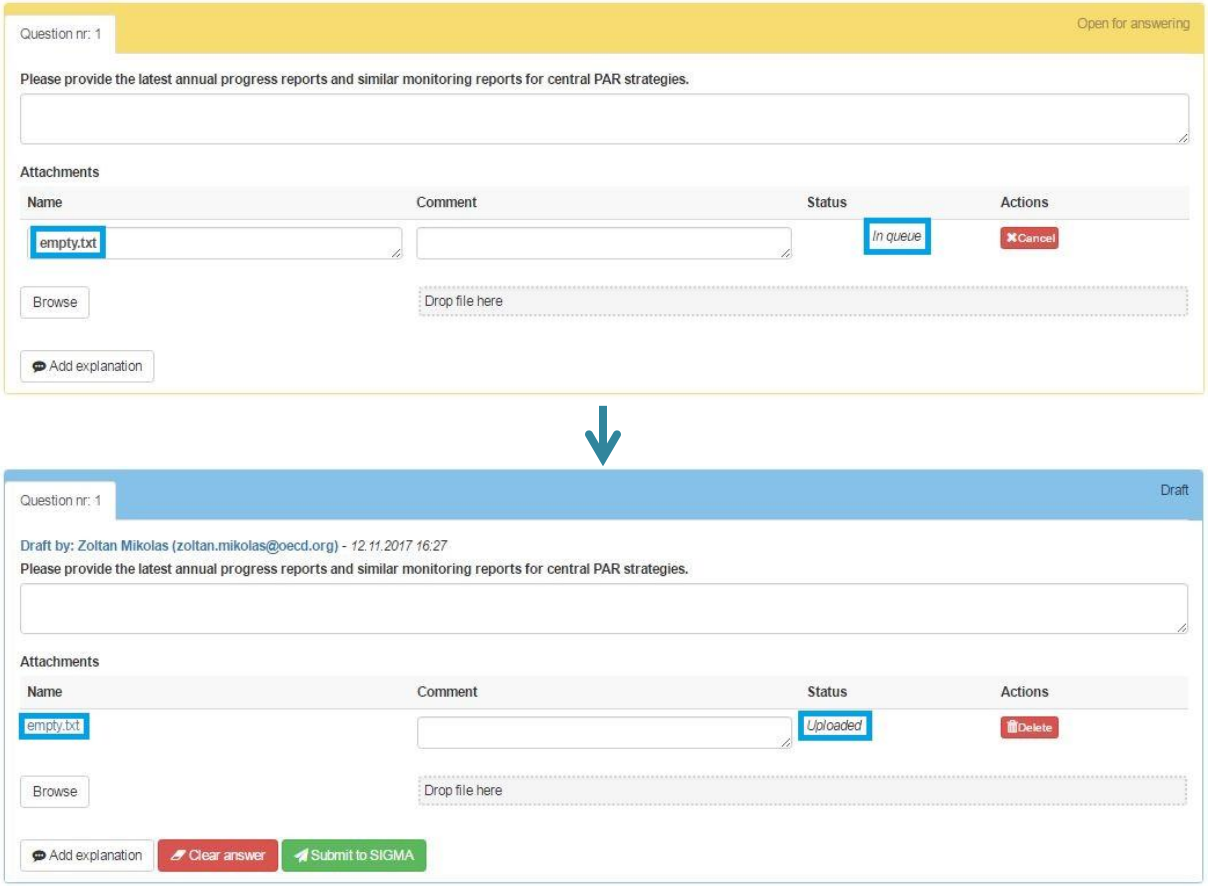


PAR.IS – In the system

Data collection sheet (DCS)

Answer a question – Upload attachment – 2.

No **Upload** button! Click into the next question or outside the question area to upload!



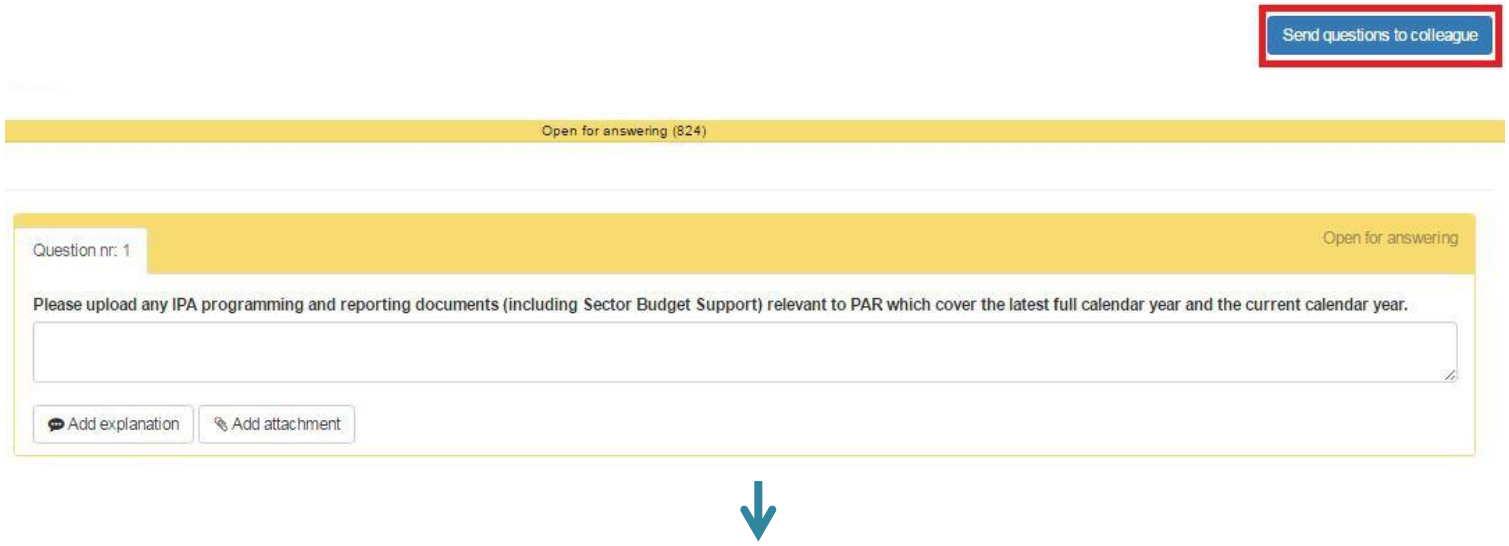
PAR.IS – In the system

Data collection sheet (DCS)

Send question(s) to colleague(s) for answering

Your colleague(s) will become anonymous (non-registered) users, and will see those question(s) only to which you send the link to them.

There is no **Save** button for them, either. They also need to click away from the question to save their answer. You will see their answer in the system.

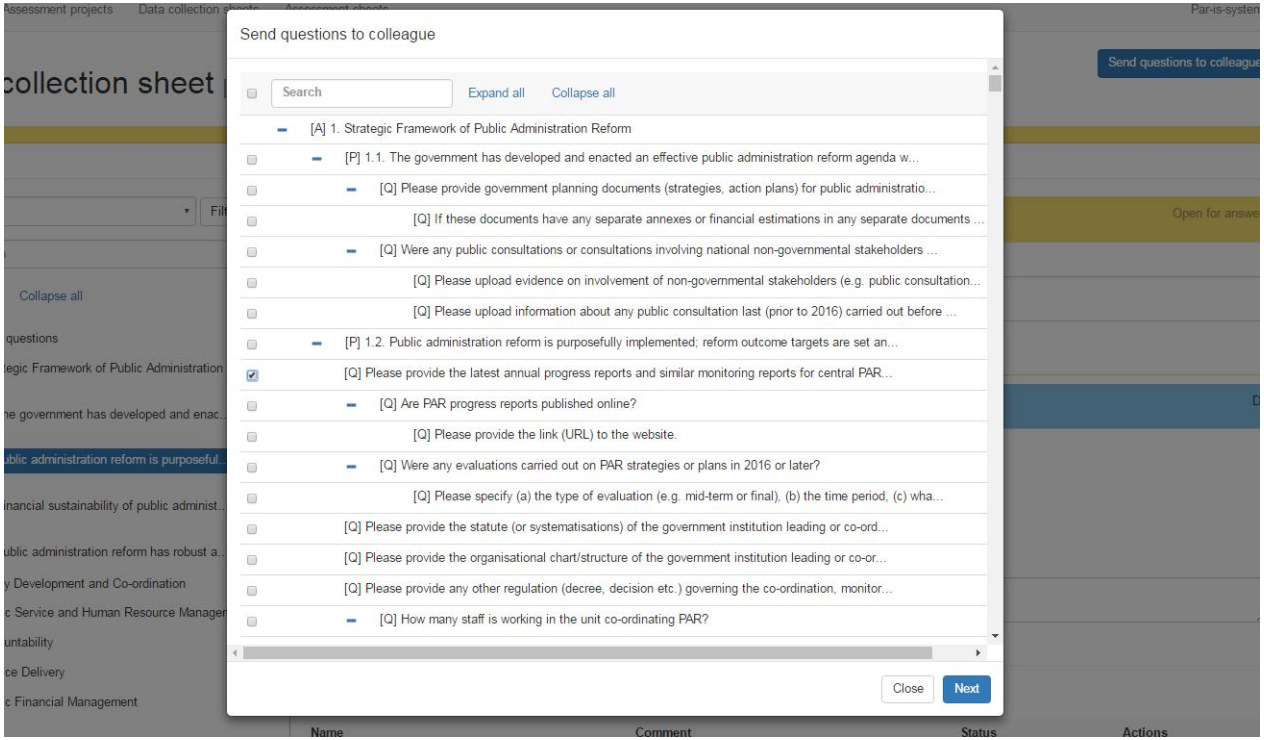


PAR.IS – In the system

Data collection sheet (DCS)

Send question(s) to colleague(s) for answering

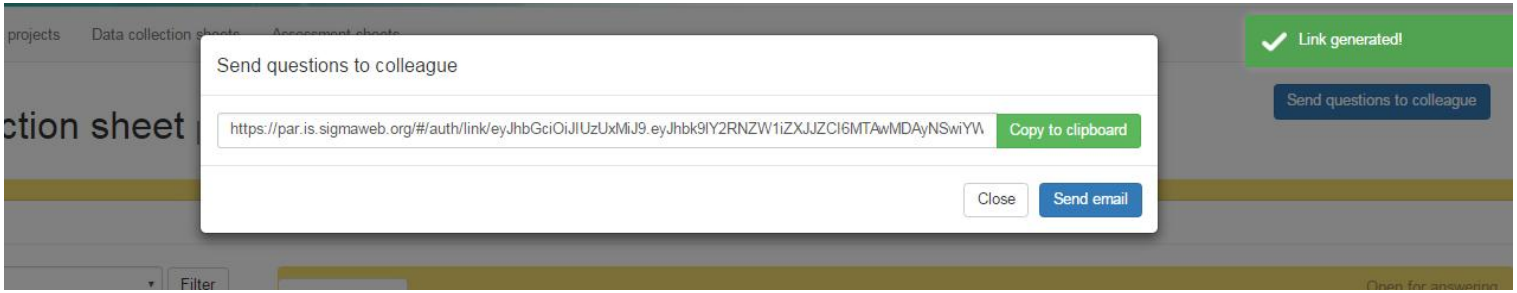
Sub-questions cannot be selected without their parent!



PAR.IS – In the system

Data collection sheet (DCS)

Send question(s) to colleague(s) for answering



PAR.IS – In the system

Data collection sheet (DCS)

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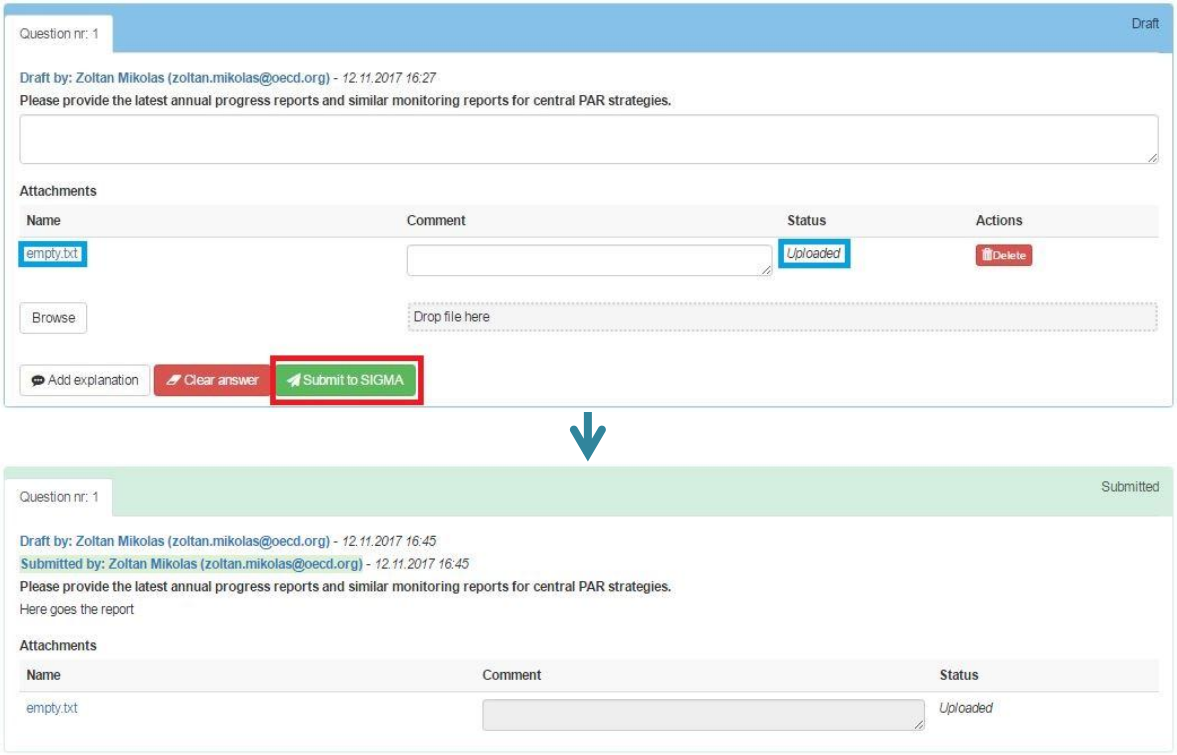
Submit your answer to SIGMA



When you are happy with an answer, you need to **submit** it to SIGMA.

You **cannot edit** a submitted answer. If you want to change it, ask your Country Coordinator to reopen the question for you.

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PAR.IS

Дякую!

У вас є питання?

Technical issues / questions?
Write to zoltan.mikolas@oecd.org

PAR.IS – Hands on session

https://par.is.sigmaweb.org/

Test account (for this session only):

- Username: **government_official@test.ee**
- Password: **government_official@test.ee**

DCS to be used (for this session only):

Experiment

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