Figure 3: Process map showing the collection of trade union administrative data
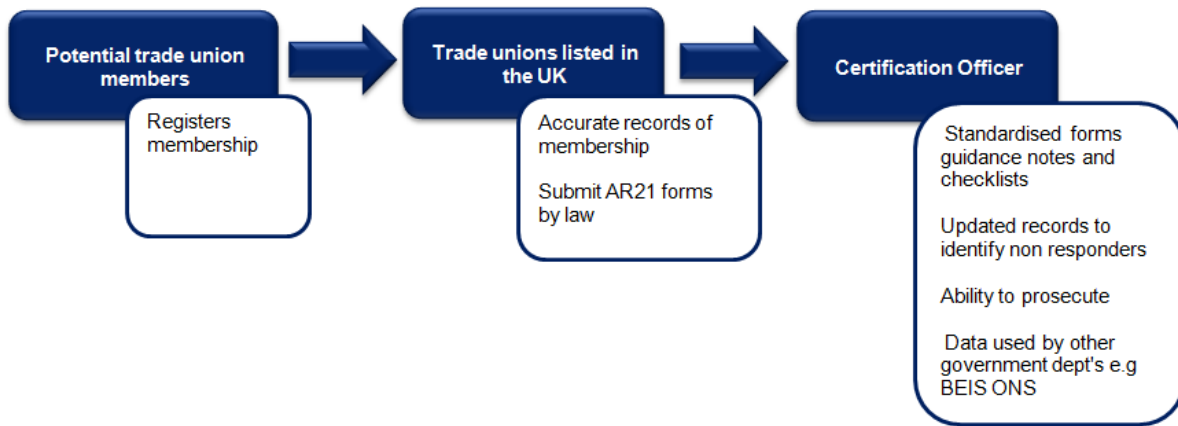
Potential trade union members
- Registers membership

Trade unions listed in the UK
- Accurate records of membership
- Submit AR21 forms by law

Certification Officer
- Standardised forms guidance notes and checklists
- Updated records to identify non responders
- Ability to prosecute
- Data used by other government dept's e.g BEIS ONS

Figure 4: Process map showing the flow of communication between data suppliers to output producers

Trade unions in the UK
- Contact details
- Face to face meetings

Certification Officer
- Face to face meetings
- Contact details
- Guidance notes

BEIS
- Email address
- Telephone contacts

NAES
- Email address
- Telephone contacts
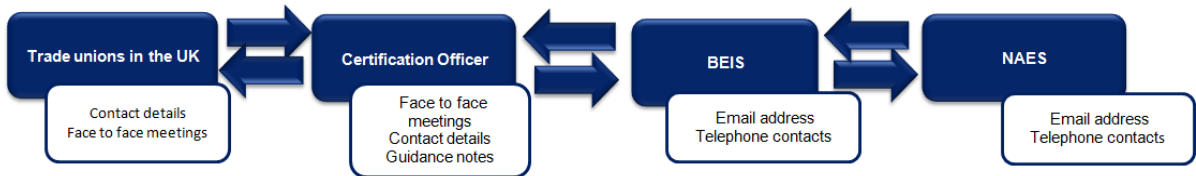
Figure 5: Process map showing the quality assurance checks by Data suppliers

Trade unions with more than 10,000 members
- Appoint independant qualified auditor and assurers to check the data on forms

Trade unions with less than 10,000 members
- Appoint Officer of the trade union to check the data on forms

Certification Officer
- Checks each form contains all the information required figures add up

BEIS
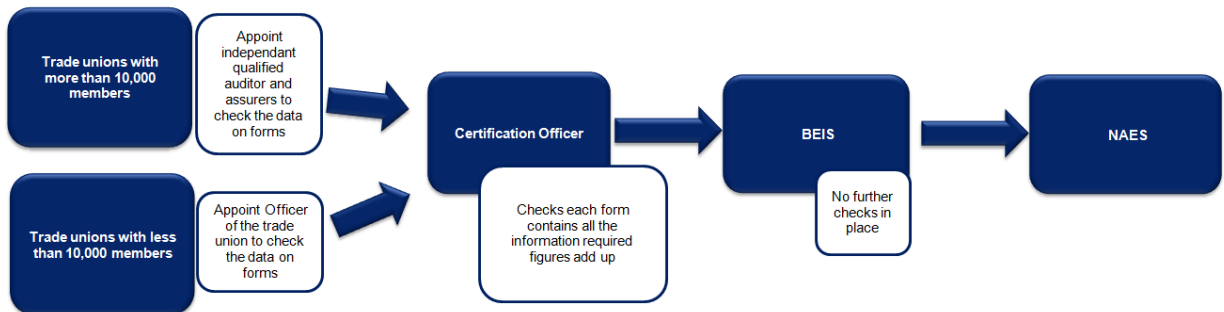- No further checks in place

NAES

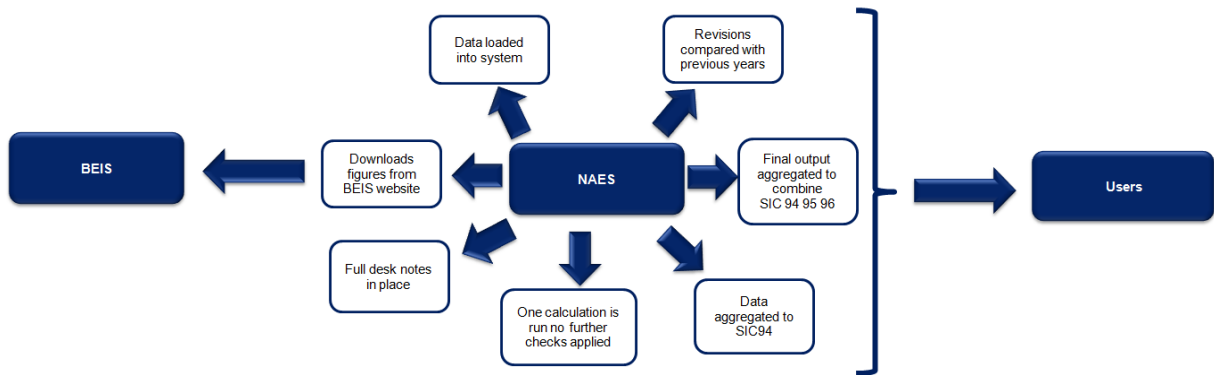**Figure 6: Process map showing the quality assurance method from ONS to users**

Figure 7: Process map showing the overall flow of trade union statistics from suppliers to ONS