

A Operational context and administrative data collection	
A.1 Description of administrative system and operational context	Governance
A.1.1 Process map explaining why data are collected, who by and how	Governance
A.1.2 Differences across areas in collections and recording of data	Governance
A.1.3 Explanations for classifications and whether data is recorded objectively or subjectively	Users
A.1.4 Design and definition of targets	Risk
A.2 Sources of bias and error in the administrative system and implications for accuracy and quality of data	Improvement
A.3 Safeguards used to minimise risks to data quality	Risk
B Communication with data suppliers	
B.1 Agreements with suppliers covering:	Governance
B.1.1 Roles and responsibilities	Governance
B.1.2 Data supply process (timing, form and content)	Governance
B.2 Change management process	Governance
B.3 Security and confidentiality protection	Risk
B.4 Regular communication with suppliers	Governance
C Suppliers' QA principles, standards and checks	
C.1 Suppliers' QA principles, standards (quality indicators), and checks	Improvement
C.2 Review of audit and quality reports for the administrative data	Users
C.3 Findings of data audit and investigations (including targets)	Users
C.4 Implications of data quality for the statistics	Users
D Producer's QA investigations and documentation	
D.1 Producer QA checks on the administrative data	Improvement
D.2 General approach and findings for specific quality indicators (give quantitative/qualitative findings for M3)	Improvement
D.3 Comparisons with other relevant sources	Improvement
D.4 Possible distortive effects of targets	Users
D.5 Strengths and limitations of the admin data	Users
D.6 Degree of risk to the quality of the admin data provided by the operational context and data collection approach	Users