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Trade and Investment Information System Phase I Business Assessment

AMIR II Achievement of Market-Friendly Initiatives and Results

December 2005

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JORDAN AMIR II

Achievement of Market-Friendly Initiatives and Results

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Author(s): Rana Dababneh, Riwa Saied and Lutfi Sayegh from Al Jidara Development Consulting

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Abstract

This report summarizes the outcome of work undertaken for developing a trade and investment information system (TIIS) in Jordan. It reports communications with participating entities throughout the reporting period December 21, 2004 – October 31, 2005. The report primarily addresses current business needs and examines trade and investment statistics in terms of availability and compliance to international standards. The report also provides metadata for a set of defined trade and investment data items with a glossary for all selected trade and investment specialized terms. It presents initial operational procedures including change, retirement, current and new data registration procedures. Next steps for the next implementation phase are also outlined in this report.

List of Abbreviations and Acronyms

AMIR	Achievement of Market-Friendly Initiative and Results Program
USAID	United States Agency for International Development
UNCTAD	United Nations Conference on Trade and Development
ESCWA	United Nation Economic and Social Commission for Western Asia
IMF	International Monetary Fund
ISO	International Organization for Standardization
WTO	World Trade Organization
US	United States
FTA	Free Trade Agreement
EU	European Union
FDI	Foreign Direct Investment
TIIS	Trade and Investment Information System
ISIC	International Standard of Industrial Classification
CPC	Central Product Classification
SITC	Standard International Trade Classification
HS	Harmonized Coding System
SNA	System of National Accounts
IE	Industrial Estate
QIZ	Qualifying Industrial Zone
ASEZA	Aqaba Special Economic Zone Authority
CBJ	Central Bank of Jordan
DOS	Department Of Statistics
JIB	Jordan Investment Board
JIEC	Jordan Industrial Estate Corporation
MIT	Ministry of Industry and Trade
MOP	Ministry of Planning
GPD	Government Performance Directorate
SSC	Social Security Corporation
CCD	Companies' Controller Department
ACI	Amman Chamber of Industry
JOD	Jordanian Dinar
MOU	Memorandum of Understanding
BOP	Balance of Payments
QA	Quality Assurance
FAQ	Frequently Asked Questions
PMI	Project Management Institute

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1 Executive Summary

Various AMIR studies have emphasized the shortcomings in trade and investment systems and data collected by different governmental entities. Realizing the implications of these shortcomings, AMIR, a USAID funded program, commissioned Al Jidara and Allied Soft to undertake a scoping study which was concluded recently in 2004. The proposed TIIS came as the core recommendation of the scoping study. Few months later, AMIR contracted the same consultants team to carry out the actual implementation of the TIIS in two phases: *Phase I – Data Governance of the TIIS*, December 21, 2004-October 31, 2005, and *Phase II – TIIS Development*, November 2005-March 2006.

This report focuses on Phase I of the project, Data Governance of the TIIS. The following are the main areas covered: a detailed business assessment of the trade and investment entities, in terms of quality, availability, and compliance to local and/or international standards; metadata development; research on international standards governing trade and investment data; research on best practices in implementing similar endeavors in the international community; presenting general operational procedures for the day-to-day operation of the TIIS; discussing sustainability issues; identifying pitfalls and listing next steps for the following phase, i.e. Phase II – TIIS Development.

In an effort to assess data availability and main data features, several data survey visits were conducted in addition to a substantial amount of formal and informal communication through working sessions, e-mail and telephone correspondence. Concurrently, a MOU between participating entities was signed formulating their commitment to the project.

Data sets that were qualified to be included in the system were identified and located in their respective entities. Other datasets were excluded simply because they either do not exist or qualify. The vision for the TIIS is to include new data as it matures.

The results of the data survey showed that a lot of house-keeping is needed inside the entities in order to notch up the quality of data they collect and/or provide. The consultants team is planning to allocate a considerable amount of time to work with individual entities in order to improve their data quality. This is expected to take place in concurrent with the Phase II, i.e. the TIIS actual development.

Following the identification of the data sets to be included in the TIIS, the consultants' team developed unified definitions and data features (also known as metadata), i.e. frequency of collection, key outputs, breakdown, purpose of collection, etc.

A substantial amount of research on international standards has taken place. Research revealed the trade and investment related data classification standards will be applied to TIIS data items.

Additionally, operational aspects of the system were studied and developed based on best practices. However, the operational and governance procedures suggested were tailored to the needs and specifications of the governmental environment in Jordan. It was agreed that the TIIS will be set up within a unit under a department in the Department of Statistics.

To ensure that the TIIS management body and staff are of high caliber, a set of qualifications along with their duties within the foreseen TIIS unit were developed.

By doing so, most business aspects of setting up the TIIS were covered, however, the issue of the sustainability of the project beyond AMIR's life-time was a major concern for both the participating entities and the consultants' team. Sustainability concerns revolved around two main pillars: Leadership and Funding. The main recommendations in this regard can be summarized as follows:

- Ensure that a well positioned and empowered champion is leading the effort
- Seek direct support from the government to assign a certain annual budget for TIIS
- Institutionalize the TIIS in the participating entities
- Seeking alternatives for funding
- Maintain high visibility and publicity

The technical and business team will work together on the next implementation phase, i.e. Phase II – TIIS Development, to make sure the system will be guided from the business and end user side. The next phase will focus on the actual construction of the system. The end-in-mind goal in the next phase is to have an up and running TIIS system.

Aside from the primary keys to sustainability mentioned above, the following are the main items that the consultants' team considers them as the factors of success for the next phase:

- Recruit TIIS's staff on merit basis
- Maintain communication channels between TIIS task-force members (business and technical representatives) and consultants team
- Brief interested parties on TIIS progress.
- Distribute and explain the detailed operational procedures
- Work with participating entities, to the extent possible, to improve the quality of their data on the business and technical levels.
- Assign trained back-up staff for the TIIS Registration Authority and the TIIS Registry, and Data Submitters and Data Stewards for the Participating Entities.
- Engage media towards the end of Phase II to establish name recognition and credibility for the TIIS

The Trade and Investment Information System will enhance Jordan's trade and investment services by providing an integrated system to access, retrieve, share, communicate, collaborate, and control information in order to provide the end users with useful and accurate data. The TIIS revolutionizes the way business is conducted at the trade and investment entities, it will better serve employees, stakeholders, policy makers and all those interested in trade and investment data.

2 Introduction

2.1 Background

Currently, Jordan actively participates in the global market by moving forward with its commitments under the World Trade Organization (WTO), and other free trade agreements, such as the Jordan-US FTA and the EU Association Agreement. Despite this active participation in the global market, Jordan's statistics lack accuracy and timeliness, and only few organizations commit to international trade and investment standards in the collection, classification, and presentation methods of statistics. Various AMIR studies found that despite the fact that the trade and investment information systems in Jordan are concentrated in few government agencies; the systems are uncoordinated and fragmented.

The origins of this project go back to 2001, when AMIR conducted an assessment of the trade and investment information systems in Jordan. The findings of the assessment pointed out that trade and investment systems in Jordan are disjointed with noticeable shortcoming. Of these, systems appear to undertake minimal processing of information; hence, trade and investment data lack timeliness, consistency, and compliance to standards or minimal presentation requirements.

In 2003, AMIR commissioned a group of consultants (Al Jidara to undertake the business assessment of TIIS and Allied Soft to undertake the technical assessment) to carry out a scoping study of the trade and investment information system project. The proposed TIIS came as the core recommendation of the scoping study. Additionally, guidelines on how the system should be established, governed, and structured were provided. This effort was concluded towards the end of year 2004. Realizing the pressing need to actually establish the TIIS, as per the scoping study's recommendations, AMIR called for the assistance of the two consulting firms (Al Jidara and Allied Soft) to set-up and implement the Trade and Investment Information System (TIIS). A two-phase approach was chosen for the implementation as follows with Al Jidara leading the project management efforts:

Phase I – Data Governance of the TIIS, December 21, 2004-October 31, 2005: This phase is the focus of the report at hand. This phase deals with the business aspects of the system, which include, but are not limited to, the following: forming a TIIS Task Force that encompasses participating entities, surveying technical and business data, developing metadata, researching best practices and international standards, developing operational procedures and a governance structure.

Phase II – TIIS Development, November 2005-March 2006: The focus of this phase is the actual technical development of the TIIS. This phase guided by the business requirements and needs aims at selecting the appropriate technical solution and constructing the system. The end-in-mind goal is an up and running TIIS.

2.2 Definitions and Terminologies

Trade and Investment Information System (TIIS): An envisioned system in development, which in due course, should be the unified on-line source of all trade and investment data in Jordan; the TIIS hosts trade and investment data from relevant governmental entities.

Stakeholders: Entities involved in issuing data about different trade and investment activities, those entities are: Department of Statistics (DOS), Jordan Investment Board (JIB),

Ministry of Industry and Trade (MIT), Customs Department, Companies' Controller Department (CCD), Jordan Industrial Estates Corporation (JIEC), Aqaba Special Economic Zone Authority (ASEZA), and the Chamber of Industry (ACI) in addition to some important data users such as the Central Bank of Jordan (CBJ), the Ministry of Planning (MoP) and the Government Performance Directorate (GPD).

Data Set: A statistical set of data related to a specific economic activity that partially answers one or more of the business questions of the stakeholders. Questions can be answered by more than one data set.

Metadata: Data that is used to describe other data; data definitions are sometimes referred to as metadata. Metadata provides information about the content, format, quality, condition, utility of the data set, and other characteristics of data. Examples of metadata are attribute name, definition, source, frequency, scope and coverage, statistical unit, purpose, etc.

Registered Item: A registry item (data) for which administrative information is recorded for in the TIIS Registry.

TIIS Glossary: A comprehensive alphabetical listing of trade and investment related terms and their common meanings and related standards, with a listing of references.

3 Methodology

The consultants followed the Project Management environment of PMI as a guideline framework for the TIIS project in order to demonstrate commitment to sound project management principles and quality of work. Project management techniques were tailored to specific requirements for the project.

After a successful implementation of the TIIS Scoping Study, AMIR issued Phase I Scope of Work which covered the following:

- Developing a draft work plan for subsequent TIIS development
- Establishing a business and governance framework for metadata management between the stakeholder entities
- Developing metadata for the TIIS and surveying current data holdings
- Analyzing business and technical requirements, including reviewing IT solutions and selecting appropriate technologies
- Obtaining stakeholder agreement to the proposed TIIS

3.1 Project Tasks

The following tasks in detail were conducted:

3.1.1 *Developing a Work Plan*

The work plan which describes all the tasks encompassed in this assignment, itemizes responsibilities, staffing of consultants team and collaborations between stakeholders and AMIR, suggested start dates and anticipated duration per task.

The Work plan is attached to this report as **Annex I**.

As a result of the occurrence of various unanticipated commitments, the dates previously scheduled within the work plan had to be rescheduled in the course of the assignment depending on several factors, such as: unavailability of entities representatives (due to other pressing engagements at their entity). The stakeholders' representatives workloads and other binding obligations have imposed changing dates for pre-itemized activities in the work-plan. It should be noted that some items in the worplan were slightly delayed due to factors mentioned above.

Overall, the project moved as scheduled due to the entities' enthusiasm and commitment to the success of the TIIS project.

3.1.2 *Ensuring Stakeholders Buy-in*

The main objective of this task was to introduce each entity to the TIIS system and its benefits. A tailored presentation was conducted for the head of each entity discussing the TIIS System with relevance to each entity's own needs and specifications. Handouts were distributed at the presentations which included: project summary, roles and responsibilities, and FAQs in Arabic and English.

After informal agreement between AMIR and the TIIS stakeholders, it was of essence to formulate the agreement in a Memorandum of Understanding (MOU). Towards the end of September 2005, all MOUs were signed by the heads of each entity; those include Ministers of ministries and general directors of departments.

MOUs in Arabic and English are in **Annex II and III**.

3.1.3 Forming a TIIS Task Force

The objective of this task was to have empowered counterparts from each trade and investment entity participating in the TIIS Task Force and attending all TIIS meetings in preparation of the actual development of the system. Each stakeholder assigned a business and a technical counterpart to represent them on the TIIS in order to work, in conjunction with the consultants team on all issues related to the project.

The contact information for all the entities representatives and main counterparts are in **Annex IV**.

3.1.4 Conducting TIIS Task Force Meetings

The TIIS consultants' team conducted a series of five meetings with all business and technical counterparts of the trade and investment entities to inform them on the progress of the TIIS Project, discuss any surfacing issues, and agree on next steps.

The meetings allowed stakeholders to give their feedback, share ideas and develop recommendations that would assist the project team in the implementation of the TIIS. The main areas discussed in the stakeholders' meetings were:

- Best Practices in implementing a similar system
- Governance Framework & TIIS Roles and Responsibilities
- Options for international standards on data definitions, classifications, and coding methods
- Datasets and metadata development
- TIIS Memorandum of Understanding
- Proposed technical structure

Minutes of Meeting from all Stakeholders Meetings are in **Annex V**.

3.1.5 Conducting Metadata Working Sessions

The TIIS Team also conducted eight working sessions with selected counterparts that have extensive experience in data definitions and standards.

Two working groups were formed, one for investment and one for trade, each working group met once a week over a period of one month. Working groups agreed on the datasets to include in the TIIS, depending on data availability and accuracy.

After identifying the trade and investment datasets, the consultants' team developed a metadata template for both groups to be filled by each counterpart.

Based on the counterparts' feedback, investment and trade metadata sheets were developed discussed with the entire group and verified. In closure, both working groups reached agreement on the metadata sheets.

The agreed upon trade and investment definitions and attributes are in **Annex VI**.

3.1.6 Desk Research

The gathering and harmonization of international statistical data in a multidisciplinary environment are key to international comparative analysis and policy work.

TIIS consultants team resorted to international best practices and standards (ISO, SNA, UN Statistics Division), in order to improve the data and metadata collection, validation, processing, storage, and dissemination. Following international standards and best practices is essential to improving quality, eliminating errors and incoherencies.

Throughout this project, various internationally recognized references were reviewed.

Internet and desk research resulted in coming across a number of standards, data definitions, and useful websites that are relevant to trade and investment data standards. Examples of these are:

- The United Nations Statistics Division website: <http://unstats.un.org/>
- International Trade Center UNCTAD/WTO website: <http://www.intracen.org/>
- The Australian Institute of Health and Welfare website: <http://meteor.aihw.gov.au>
(Note: the Australian Institute of Health and Welfare is the first institute to adopt ISO 11179 standards for its metadata registrar)
- The United Nations Conference on Trade and Development Website: <http://www.unctad.org/>

Elsewhere, and aside from researching the international community of official statistics, other material available in annual reports, statistical bulletins, and websites of Jordanian trade and investment related entities were also reviewed.

3.1.7 Business and Technical Data Survey

The consultants surveyed each entity's current data. The data survey method was two folds: business data survey and technical data survey. Over a course of two months, the TIIS consultants' team paid two visits (one for technical data surveying and another for business data surveying) to each stakeholder.

After information was collected, the consultants verified all information with the entities using informal communications via telephone and e-mail. Findings of the business data survey are reported in Section 4.0 of this report. The technical data survey is reported in the Technical Assessment Report.

4 Business Data Survey

The objective of the business data survey visits was to gather information on data that each stakeholder collects and their current data features (metadata), in order to develop a list of data items that should be included in the system along with their metadata.

The business data survey was conducted with the following data sources: MIT, DOS, CCD, Customs Department, ASEZA, JIEC, CBJ, JIB, ACI, and SSC. The latter was included in an effort to expand the scope of the system by including employment data; however, data survey visits to the SSC showed that the SSC data needs a complete overhaul to qualify. A decision was made to postpone the involvement of SSC in the TIIS. Conceptually, the vision for the TIIS is to include new trade and investment relevant entities as their data matures. Based on the data survey findings, it is evident that other entities such as JIB, JIEC, and CCD need a lot of house-keeping in order to notch up the quality of data they collect and/or provide.

4.1 TIIS Datasets

The datasets that have been identified for inclusion in the TIIS are the following:

Trade-related datasets:

1. ASEZ Imports/Exports
2. Imports
 2. a. Bonded Deposits
 2. b. Import for Consumption
 2. c. Imports (Temporary Admission)
 2. d. Re-import
3. Imports of Services
4. Exports and Export Value of Goods (Merchandise)
 - 4.a. Permanent Exports
 - 4.b. Temporary Exports
 - 4.c. Re-exports
5. Value of goods in Transit
6. Exports of Services
7. Free Zones Exports/Imports
8. Exports of the Public Industrial Estate
9. QIZ Exports

Investment-related Datasets:

1. Approved Investments by JIB
2. Domestic Direct Investment
3. Foreign Direct Investment
4. Gross Capital Formation

5. Gross Fixed Capital Formation
6. Number of companies and Invested Capital in Industrial Establishments
7. Investment for Infrastructure
8. Investments by Private Sector
9. Investments by Public Sector
10. Investments in the QIZ (capital and number of establishments)
11. Investments in ASEZ (registered and permitted capital and number of establishments)
12. Number and registered capital of Individual Establishments in Jordan
13. Number and registered capital of companies in Jordan

4.2 Development of Metadata

As part of the TIIS Scoping Study developed by the TIIS Consultants, they (refer to section 2.1 Background) came up with a set of suggested TIIS metadata. Throughout this assignment, TIIS metadata was amended; the final metadata elements along with a brief description are listed below. TIIS metadata falls into two categories: a) Business Metadata and b) Technical Metadata

a) Business Metadata

For business metadata, the following information can be collected.

Attribute Name	Standardized name by which a dataset, data item or term is identified and recognized.
Attribute Definition	A high level description of the attribute that includes all aspects of its use.
Definition Source	This field identifies where the definition was taken from.
Data Steward	This field records the organization that is responsible for the publication and/or maintenance of the attribute.
Contact Officer	This field records the nominated officer who is directly involved in the collection, analysis and/or dissemination of the attribute.
URL	This field indicates the Internet address of the data steward.
Data Source	Main organization that is responsible for the collection of the attribute.
Collection Frequency	Frequency of data updates (daily, weekly, monthly, etc.).
Scope and Coverage	The coverage refers to the actual set of units regarding information that can be obtained or inferred.
Statistical Unit	Unit of measure (JOD, persons, households, etc.).
Main Breakdown	This field includes levels at which the data are to be disaggregated e.g. by governorate, by section, by HS code, by year etc.
Purpose of Collection	Purpose for collection of data element (policies, issues, actions, etc.).

Key Outputs	This field indicates the main outputs and/or indicators that came as a result of the collection of a certain attribute.
Main Users	The main users of this data.
Sources of Error	Possible sources of error in this data (data entry, etc.).
Geographic Areas	What geographic areas are covered by this data (governorate, all export destinations, etc.).
Timeframe for Data Availability	The time span for which a specific dataset/the attribute is available.
Major Changes	List of past major changes to the data source which impact on outputs and comparability over time (changes in target population, frequency, content, collection methods, sample design, benchmarking, etc.)
Release Frequency	Frequency of data publication/release (monthly, quarterly, annually, etc.).
Release Format	Form of data release, i.e. publication, website database, etc.
Time span between Collection and Release	This field indicates the time period between collection and release (to provide an indication of the timeliness of the data).

A full set of metadata elements can be found in **Annex VI**. The following are examples of the above metadata:

Attribute Name	Definition	Definition Source	Data Steward	Data Source	Frequency of data source	Statistical Units	Main breakdowns	Timeframe for Data Availability
ASEZ Exports/Imports	Exports/imports from the Aqaba Special Economic Zone, a liberalized, low-tax, duty-free, and multi-sectoral development area that was established in January 2001. The zone incorporates approximately 375 square Km. of Aqaba governorate.	TIIS Team	ASEZA's Customs	ASEZA Customs	Up to the minute	JOD, weight (KG), quantity number	Destination, Country of Origin, Country of exportation, by commodity (HS Code).	16 Feb. 2001
Bonded Deposits (IM7)	(USA) This term refers to goods which are held, stored or transported under circumstances where applicable duty or taxes have not yet been definitely determined or paid, and admissibility has not yet been arranged. Bonds must be posted by those who are re	International Trade Data System (ITDS) http://www.itds.treas.gov/	Department of Statistics	Customs Department	Up to the minute and monthly, annually	JOD, weight (KG), quantity number	Destination, Origin, HS Code	-
Exports and Export Value of Goods (merchandise)	Goods leaving the statistical territory of a country. In the general trade system, the definition of the statistical territory of a country coincides with its economic territory. In the special trade system, the definition of the statistical territory com	United Nations (1998b). International Merchandise Trade Statistics -- Concepts and Definitions. Statistics Division, Series F, No. 52, Rev. 2 (United Nations publication, Sales No. E.98.XVII.16).	Department of Statistics	Customs Department	Monthly	JOD, weight (KG), quantity number	Destination, Origin, By commodity (mainly by HS code. Possible also: CPC), by sector (ISIC code), and by trade agreement. Possible also to break it down by public vs. private sector (depending on customs data)	Since the customhouse have been computerized

Attribute Name	Definition	Definition Source	Data Steward	Data Source	Frequency of data source	Statistical Units	Main breakdowns	Timeframe for Data Availability
Exports of Services	Represents the receipts from travel, transportation, government and other services gained by residents from non-residents, as well as workers remittances working abroad.	Central Bank monthly statistical bulletin.	Central Bank of Jordan	Central Bank of Jordan	either monthly or quarterly depending on the data availability that CBJ collects to calculate "exports of services"	JOD	Travel, Transportation (broken down as Passengers and Freight), Government, and other services.	1988 to date
Free Zones Exports/Imports	Exports/Imports in an area within a country (a seaport, airport, warehouse or any designated area) regarded as being outside its customs territory where importers may bring goods of foreign origin without paying customs duties and taxes, pending their eve	International Trade Data System (ITDS) http://www.itds.treas.gov/	Department of Statistics	Customs Department	Monthly	JOD, weight (KG), quantity number	Destination, Origin, HS Code	2001- 2005
Import for Consumption (IM4)	Total goods imported with the exception of those which are kept in the customs insurance warehouses plus good which are drawn from the warehouses	Customs Department	Department of Statistics	Customs Department	Up to the minute and monthly, annually	JOD, weight (KG), quantity number	Destination, Origin, HS Code	Since the custom house has been computerized (depends on custom house)
Imports of Services	Represents the payments on travel, transportation, government and other services paid by residents to non-residents. As well as payments for non-resident workers including seasonal and cross boarder workers.	Central Bank monthly statistical bulletin.	Central Bank of Jordan	Customs Department	Monthly	JOD	Travel, Transportation (broken down as Passengers and Freight), Government, and other services.	since the customhouse have been computerized
Imports/temporary Admission (IM5)	This form is used for goods entering into the country under temporary entry status where the duties and other taxes are guaranteed with a bank security	Customs Department	Department of Statistics	Customs Department	Up to the minute and monthly, annually	JOD, weight (KG), quantity number	Destination, Origin, HS Code	Since the custom house has been computerized (depends on custom house)

Attribute Name	Definition	Definition Source	Data Steward	Data Source	Frequency of data source	Statistical Units	Main breakdowns	Timeframe for Data Availability
Exports of the public IEs	Exports of goods of the three public industrial estates of Jordan that are managed by the Jordan Industrial Estates Corporation. These are: Abdullah II Industrial Estate, Al Hassan Industrial Estate, and Al Hussein Industrial Estate.	TIIS Team	Department of Statistics	Customs Department	Monthly	JOD, weight (KG), quantity number	Destination, Origin, HS Code, (by QIZ, Non-QIZ).	Since the custom house has been computerized
Permanent Export (EX1)	Sending goods from one country to another one for the purpose of trade or goods exported abroad	Customs Department	Department of Statistics	Customs Department	Up to the minute and monthly, annually.	JOD, weight (KG), quantity number	Destination, Origin, HS Code	since the customhouse have been computerized
QIZ Exports	Exports of the Qualifying Industrial Zones. A Qualifying industrial zone is an area that has been designated by local authorities as an enclave where a product manufactured in the zone may enter U.S market without payment of duty and without the requirement	Customs Department	Department of Statistics	Customs Department	Monthly	JOD, weight (KG), quantity number	Destination, origin, HS Code	Since the custom house has been computerized
Re-exports (EX3)	Goods, materials or articles exported in the same condition as they were imported, and imported goods which have undergone operations such as repair, re-packing, or bottling which leave them essentially unchanged before exporting.	Customs Department	Department of Statistics	Customs Department	Up to the minute and monthly, annually.	JOD, weight (KG), quantity number	Destination, Origin, HS Code	since the customhouse have been computerized
Re-Import (IM6)	It is a Jordanian-origin good that was exported from Jordan and is subsequently imported back to Jordan in mostly the same condition as when it was exported	TIIS Team	Department of Statistics	Customs Department	Up to the minute and monthly, annually	JOD, weight (KG), quantity number	Destination, Origin, HS Code	Since the custom house has been computerized (depends on custom house)

Attribute Name	Definition	Definition Source	Data Steward	Data Source	Frequency of data source	Statistical Units	Main breakdowns	Timeframe for Data Availability
Temporary Export (EX2)	If goods are to be sent abroad on a temporary basis it is imperative that the carrier /shipping agent consigns them a temporary export. If this is not carried out customs and excise will treat goods as an import and charge any	Customs Department	Customs Department	Customs Department	Up to the minute and monthly, annually.	JOD, weight (KG), quantity number	Destination, Origin, HS Code	since the customhouse have been computerized
Transit (TR8)	Passing goods via a certain country or passing from one place to another one	Customs Department	Department of Statistics	Customs Department	Up to the minute and monthly, annually	JOD, weight (KG), quantity number	Destination, Origin, HS Code	Since the custom house has been computerized (depends on custom house)

b) Technical Metadata

For technical metadata, the following information can be collected.

1. **Data Type:** type of data (character, numeric, etc.). Information on data type is to be collected in Phase II – TIIS Development.
2. **Data Size:** bytes this data occupies. Information on data size is available in the Technical Assessment Report

4.3 Development of TIIS Glossary

Aside from the metadata development, it was important to develop a glossary of trade and investment-related terms, referred to hereinafter as the TIIS glossary.

The TIIS glossary combines all definitions of specialized terms that are relevant to trade and investment statistics. These specialized terms encompass the pre-identified dataset elements (which are already defined through the development of metadata) along with other terms that may not be known to the general public. The consultants team used the SNA Manual, the Balance of Payments 5th Edition (BOP5), and the UN Statistics Division Glossary to come up with internationally standardized definitions. Most of the definitions were covered using these sources, however, there was a need to define some items based on local interpretations, hence, the main sources of local definitions was the glossary of the Monthly Statistical Bulletin of the Central Bank of Jordan, and the Customs Department.

For the latest version of the TIIS Glossary, refer to **Annex VII**.

4.4 Issues and Pitfalls

As discussed in detail in the scoping study (refer to section 2.1 Background), data is produced by many organizations for many different purposes, and often lack consistency and accuracy. Although the business data survey visits emphasized the findings of the scoping study, they also shed light on more detailed issues and pitfalls in trade and investment data, as mentioned below:

- **Government budgetary reasons:** Often result in some statistical data being irregular, i.e. available for some years and not others, or produced for a short time then discontinued.
- **Comparability:** Sometimes a long time series of data is not possible because of past major changes. Consistent long time series data may be a problem if there have been methodological changes instituted.
- **Frequency:** Whether annual, quarterly, monthly or daily data is required.
- **Source:** Whether the data comes from an official source such as a country's Statistical Office, Central Bank or government department.
- **Timeliness of data:** Some data is slow to be published/released. In DOS surveys there is often a two to three year time lag.
- **Collection of Data:** Some data is simply not available because it is not collected, for example Foreign Direct Investment (FDI) figures are only collected for Balance of Payments (BOP) purposes, being the best measure of FDI in Jordan. FDI statistics by sector or by country are not available for Jordan. However, reports by the International Monetary Fund (IMF) and the United Nations' Economic and Social Commission for

West Asia (ESCWA) have identified major problems in Jordan's FDI statistics in terms of their unavailability, inconsistency, lack of accuracy and thus limited reliability. Based on IMF and ESCWA findings, a project to collect Jordan's FDI indicators was initiated in the year 2005, on which the TIIS project would build depending on its progress and achievements.

These issues and pitfalls in data cannot be treated in isolation from the TIIS. The TIIS should host quality data to the most extent possible. Listed in the table below are the main problems and their implications on TIIS:

Data Problems and their Implications on TIIS

Problems and Pitfalls	Implications on TIIS
Government Budgetary reasons	If data series are discontinued, the TIIS will still host the historical data with a note on the date and reason on the discontinuation.
Comparability	After examining the data timeframes against the major changes that impacted data series, the consultants' team reached a decision that the TIIS should host data starting year 1995.
Frequency	Although some data items are collected up to the minute, the system will only update trade and investment data at specified time intervals allowing data editing and QA mechanisms to take place.
Timeliness of Data	The system might be able to retrieve data from their original sources before they are officially published. This possibility should be examined in Phase II of the project for further investigations.
Collection of Data	Some important trade and investment related data are not included in the system. However, the TIIS attempts to include the best available measure of a certain data item by leveling stages and by specifying which data items can be registered in the system at different quality statuses.

4.5 International Standards on Classification and Presentation of Trade and Investment Data

The expected benefits from implementing international standards to the Trade and Investment Information System can be summarized as follows:

1. Facilitating the building of a single well structured and e-enabled information system in Jordan which provides accurate, timely and reliable data and provides the option of analyzing and generating consolidated reports needed to assist the policy makers in Jordan in making better and speedier decisions and setting a national trade and investment strategy.
2. Helping Jordan meet its international obligations in reporting on key macroeconomic and microeconomic indicators.
3. Limiting the possibility of policy-makers adopting incorrect decisions based on faulty or inaccurate data definitions.
4. Opening communication channels and setting a cooperation mechanism between different entities involved in collecting and publishing information on trade and investment.

Business data survey showed that only few stakeholders adhere to international standards. However, the TIIS will be designed to pool different classifications into unified international standards.

In the next phase “Implementation Phase”, the consultants’ team will be working with each stakeholder on improving the quality of their data and their adherence to international standards to the most possible extent.

Trade and investment related data classification standards that will be applied to data items hosted in the TIIS can be categorized into two areas: classification of activities and classification of regions. Other classifications should be locally established by the interpretation of law and will not be discussed in their international context. E.g. the different legal statuses of establishments.

1. Classification by activity

The International Standard of Industrial Classification (ISIC) Rev. 3.0 and the Harmonized System (HS) will be used as the main classifications for trade and investment activities.

Unlike other ISIC revisions, ISIC Rev. 3.0 required harmonization with other activity classifications and with classifications of goods and services.

An attempt to link the Central Product Classification (CPC), Standard International Trade Classification (SITC), and Harmonized System (HS) in collaboration with DOS will be examined in Phase II of the project.

The difference between CPC, HS, and SITC result from the fact that they were created for different purposes as mentioned below:

- HS Code: HS is the detailed classification for international trade of transportable goods.

- SITC: is a more aggregated classification for analytical purposes with the same scope as HS (trade of transportable goods).
- CPC: The Scope of CPC exceeds that of HS and SITC, in that it is intended to cover the production, trade and consumption of all goods and services.

Both CPC and SITC, Rev. 3.0 re-group HS categories.

Because each SITC and CPC class is generally produced by only one ISIC class, and the whole items of SITC can be aggregated to one CPC sub-class, and the whole CPC sub-classes can be aggregated into one group of SITC, the use of these international systems make the whole classification system well-integrated and functioning smoothly.

2. Classification by geographical region

Geographical classifications are many, some of those are country specific, for example, Jordan could use the classification of their trade and investment data into its twelve governorates or its new three regions (north, south, and middle).

Other classifications that are internationally recognized are as follows:

- By Country - The normal classification of individual countries: United Nations Statistics Division presents a list of the names of countries or areas in alphabetical order, three-digit numerical codes used for statistical processing purposes by the Statistics Division of the United Nations Secretariat and three-digit alphabetical codes assigned by the International Organization for Standardization (ISO).¹ For more details on the country classifications and coding, refer to the link: <http://unstats.un.org/unsd/methods/m49/m49alpha.htm>
- By Geographical regions and compositions: Examples of classifications of geographical regions are Regions identified in UN Statistics Division websites: Africa, Asia, Eastern European countries, Western European countries, North American countries, Middle American countries, etc. For the detailed list of regions classifications and coding, refer to link: <http://unstats.un.org/unsd/methods/m49/m49regin.htm>.
- By Economic and Trade Groupings: Other than the geographical groupings of countries, it is important to design a coding mechanism that can gather economic and trade groupings. The UN Statistics Division listed a number of possible economic and trade groupings that we may want to expand on to include other trade groupings that the UN did not account for (for example: the grouping of the 4 Agadir member states. Those are: Jordan, Egypt, Tunisia, and Morocco). Examples of economic and trade groupings include: European Union (EU), Group of Eight (G8), East Asian Economic Grouping (EAEG), The Organization of Economic and Cooperative Development's OECD countries, Economic Community of West African States (ECOWAS), Organization of Petroleum Exporting OPEC countries.) For the list of economic and trade groupings, refer to link: <http://unstats.un.org/unsd/methods/m49/m49groupe.htm>

¹ International Standard ISO 3166-1, Codes for the representation of names of countries and their subdivisions--Part 1: Country codes, ISO 3166-1: 1997 (E/F), International Organization on Standardization (Geneva, 1997).

- By other country groupings: According to the United Nations Statistics Division, examples of country classifications may include: Least Developed Countries (LDCs), Major Petroleum Exporters, Major exporters of Manufacturers, Landlocked Countries, Heavily Indebted Poor Countries, and Developing Countries by Income Group. For the list of country classifications according to development levels and statuses refer to link: <http://unstats.un.org/unsd/methods/m49/m49regin.htm>.

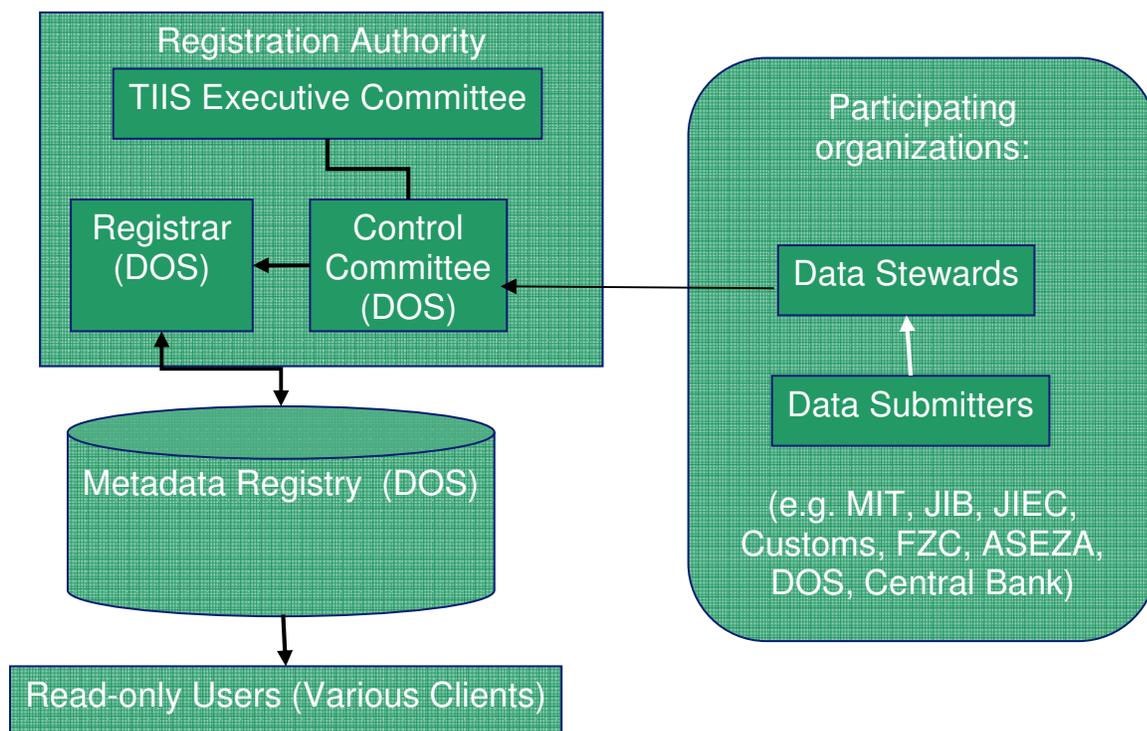
5 Governance and Operational Aspects of the TIIS

As part of the scoping study recommendations, the TIIS will be set up within a unit under a department in the Department of Statistics. The operation of the TIIS will be according to the Governance Framework Structure, which is introduced below in Section 5.1. Additionally, the operations of the TIIS are inspired by the ISO 11179. However, operational procedures suggested in this report are tailored to the needs and specifications of the governmental environment in Jordan.

5.1 Governance Framework Structure

The Governance Framework structure is a system for managing data networks including; data standards, data exchange protocol, and data maintenance, quality, integrity and security. It is simple and flexible enough to evolve over time and accommodate changing requirements and circumstances. Hence, the system will be able to host new entities (stakeholders), new data items, and metadata elements as it matures.

As shown in the figure below, the system will consist of a Registration Authority (Executive Committee, Control Committee and a Registrar), Data Submitters, Data Stewards and Registry (database). All the parties to the MOU agreed that the Registry and the Registrar will be located at the Department of Statistics, the Control Committee will be composed of selected representatives of the parties to the MOU and the Executive Committee will consist of representatives of all participating entities which will be chaired by the Department of Statistics. Each of the participating entities should assign a Data Steward and a Data Submitter.



The following are the different roles in the Governance Framework structure:

1. The Data Submitter is the person or group of people in an entity responsible for identifying and reporting data suitable for registration in the Metadata Registry. They will ensure completeness of mandatory metadata attributes to be submitted. They will report their data to the Data Steward. (Some submitters may be Data Stewards.)
2. The Data Steward is the person or group of people in an entity responsible for ongoing maintenance of metadata items at their entity. They will check for accuracy, reliability and currency of descriptive metadata for Registered Items. The Steward will coordinate with other Data Stewards to prevent or resolve duplicated data. They will submit their data to the Control Committee.
3. The Control Committee is responsible for providing technical direction and harmonization of data and metadata for the Metadata Registry. They will provide Metadata Registry policies to the Executive Committee for approval and approve authorized submitters, read only users, and types of users. Structure, staffing, procedures and membership of the Committee are determined by the TIIS Executive Committee. The Control Committee will submit the data to the Registrar.
4. The Registrar is responsible for facilitating the registration of data and metadata and making them widely accessible and available to the community. They will be the single point of contact for managing/maintaining information about data in the Metadata Registry. The Registrar will enforce policies, procedures and formats for populating the Metadata Registry. The TIIS Executive Committee shall appoint the Registrar.
5. The Executive Committee is responsible for the overall policy formulating committee of the Registration Authority and the whole system. They are also responsible for administering responsibilities and delegating authority and facilitating the registration of data and metadata and making them widely accessible and available to the community. They will resolve all business management issues relate to the Metadata Registry (copyrights, stewardships, executive members, etc.)

5.2 Suggested Criteria for Selection of Committees' members

5.2.1 Executive Committee

The Executive Committee will consist of select representatives of all participating entities which will be chaired by the Department of Statistics.

It is proposed that Members of the Executive Committee possess the following qualifications and skills and be able to follow the duties mentioned below.

Qualifications

- Bachelor's degree or preferably a Masters Degree in Economics or related degree with a minimum of 4 years experience directly related to the duties and responsibilities specified
- An executive position at a government entity
- Minimum 5 years working in government entities on trade and investment statistics
- Minimum 5 years of management experience

Skills and Knowledge

- Excellent trade, business and investment knowledge
- An understanding of Metadata and its purpose
- An understanding of the entities trade and investment databases
- Good written and verbal communication skills in Arabic and English
- Possess strong analytical skills for effective problem solving and decision making
- High level of personal organization with a structured approach to work

Duties

- Establish overall Registry policies
- Resolve of all business management issues pertaining to the Registry, e.g., copyrights, stewardship, Executive Committee membership, etc.
- Ensure the long-term success and performance of the Registry
- Establish and update the Registry charter and strategic plans
- Meet periodically in face-to-face meetings, with additional meetings and/or teleconferences held as needed. The Executive Committee will normally fulfill its responsibilities via consensus building.

5.2.2 Control Committee

The Control Committee will be composed of select representatives of the parties to the MOU. The membership of the Committee may include Registrars and Stewards. At least one representative in the Control Committee should be an IT specialist. Details of their qualifications, skills and duties below:

Qualifications

- Bachelor's degree or preferably a Masters Degree in Economics or related degree with a minimum of 4 years experience directly related to the duties and responsibilities
- Bachelor's degree or preferably a Masters Degree in IT related field (only applicable for representatives assigned as IT specialists)
- Minimum 4 years working in government entities on trade and investment statistics
- Minimum 4 years of management experience
- Strong communication skills

Skills and Knowledge

- Excellent trade, business and investment knowledge
- Strong understanding in infrastructures, databases and networking (only applicable for representatives assigned as IT specialists)
- Project management skills and the ability to lead a team
- An understanding of Metadata and the purpose of the system
- An understanding of the entities trade and investment databases
- Good written and verbal communication skills in Arabic and English

- Possess strong analytical skills for effective problem solving and decision making
- High level of personal organization with a structured approach to work

Duties

- Overall conduct of registration operations
- Promote the reuse and sharing of data in the Registry within and across functional-areas, and among external interested parties to the enterprise
- Resolve technical issues associated with Registered Items, e.g., overlap, duplication, etc.
- Approve updates to Registered Items
- Receive and process applications for the registration of new items, assign international registration data identifiers values, and maintain a Registered Item Registry in accordance with provisions.
- Propose Registry policies to the Executive Committee for approval
- Approve authorized Submitters, Read-only Users, and types of users of the Registry
- Approve Registry content, procedures, and formats
- Submit management-related recommendations and issues to the Executive Committee
- Act on directions from the Executive Committee
- Meet periodically in face-to-face meetings, with additional meetings and teleconferences held as needed
- Work with people from all levels of their entity or other government entities

5.3 Suggested Staffing of the TIIS Unit

The TIIS Registrar is responsible for facilitating the registration of data and metadata and making them widely accessible and available to the community. The Registrar:

- Is the point of contact for managing/maintaining info about data in the Metadata Registry
- Monitor/manage Registry content
- Enforce policies/procedures for using the Registry
- Propose procedures/formats for the Registry
- Record current registration status for all Registry items
- Enforce data registration procedures
- Assist in progressing items submitted to the Registry
- Maintain contact information of all Data Submitters, Data Stewards, members of the Control Committee and the Executive Committee
- Add new users as required

5.3.1 Staffing of the Registrar

The Registrar needs to staff a full time Technical Registrar and a Business Registrar from the Department of Statistics to work on the TIIS according to the Governance Framework Structure; the Business Registrar will advise the Technical Registrar on how to check for accuracy of data. The Executive Committee shall appoint the Registrar.

A. Business Registrar: They will be staffed in DOS on a full time basis working with the Technical Registrar and providing guidance. They will be an expert in registration processes, responsible for facilitating the registration of Registered Items and making those Registered Items widely accessible and available to the community. Based on the Business Registrar's recommendations and observations, the Control Committee may ask them to take an action and advise the Technical Registrar on changes to make on the System.

Details of their qualifications, skills and duties below:

Qualifications

- Bachelor's degree or preferably a Masters Degree in Economics or related degree with a minimum of 4 years experience directly related to the duties and responsibilities specified
- Minimum 4 years working in government entities on trade and investment statistics
- Minimum 4 years of management experience

Skills and Knowledge

- Excellent trade, business and investment knowledge
- An understanding of Metadata and the system
- An understanding of the entities trade and investment databases
- Full understanding of the TIIS Operational Procedures and Governance Framework
- Good written and verbal communication skills in Arabic and English
- Possess strong analytical skills for effective problem solving and decision making
- High level of personal organization with a structured approach to work
- Detail oriented with strong documentation skills

Duties

- Monitor and manage the Registry contents
- Enforce policies, procedures, and formats for populating and using the Registry
- Propose procedures and standard formats for the Registry to the Control Committee for consideration
- Record current registration status for Registered Items in the Registry
- Ensure access for authorized users to contents in the Registry
- Assist in the identification and resolution of duplicate or overlapping Registered Items in the Registry
- Act on direction from the Registration Authority
- Archive and keep track of all reported data errors for future reference
- Provide the Control Committee with regular updates on the data errors archive for their action
- Continuously update the Control Committee on any changes in the international community that may impact the data. Examples of these changes may include: inclusion of countries into the EU, changes on the standards, release of a new version of a certain standard, etc.
- Seek alternative funding sources and write proposals for obtaining grants

- Deliver presentation to government officials, donors and the TIIS Registration Authority on the TIIS status, challenges, progress, etc. when requested

B. Technical Registrar: They are responsible for the installation, usage, accuracy, efficiency, security, maintenance, administration and development of TIIS database and the associated software products. Holder of this position is also responsible for defining requirements for improving any aspect of the system. They will be working on a full time basis in the Registrar.

Details of their qualifications, skills and duties below:

Qualifications

- Bachelors Degree in Computer Science or equivalent
- Minimum 4 years working in government entities on trade and investment statistics

Skills and Knowledge

- Knowledge and skills in networking, infrastructure and databases
- Full understanding of the TIIS Operational Procedures and Governance Framework
- Strong communication skills

Duties

- Ensure that the TIIS database is updated accurately and regularly
- Maintain database parameters for all production
- Develop maintenance procedures
- Implement maintenance to database
- Test the functionality of database, report bugs, and resolve problems
- Control access to data in the database
- Conduct performance monitoring and tuning adjustments as necessary
- Initiate regular exercises to optimize performance
- Plan and co-coordinate database capacity
- Plan and co-coordinate database security measures
- Plan and coordinate database backup
- Devise, develop and implement disaster recovery and archiving procedures
- Identify and resolve users' problems in data access
- Assist users or act on their behalf to create simple query definitions in order to extract data on an ad hoc basis
- Collaborate in the design and development of the TIIS database to meet entities/user needs as per the recommendations and the Control Committee's approval
- Conduct code reviews, and performance application auditing and walkthroughs
- Respond to/anticipating technological innovations
- Maintain database schemas and data documentation
- Maintain database document and data dictionary
- Complete thorough functional and technical evaluation of products and database upgrades and patches

- Carry out routine configuration/installation and reconfiguration of database and related products and upgrading software servers and application tools
- Use database management systems software and appropriate analysis tools to collect routine database performance statistics to assist in planning, and creating reports, including proposals for improvement
- Ensure and document that procedures and scripts for all aspects of database administration are established and maintained
- Develop and maintain software inventory lists tracking system, license and warranty duration
- Complete thorough, accurate, and timely status reports of access to information and databases
- Provide technical database direction and training of database utilities and software products to users, software development and support staff on all corporate standard databases
- Archive and keep track of all reported data errors for future reference
- Provide the Control Committee with regular updates on the data errors archive for their action
- Provide access privileges for end users

5.4 Suggested Criteria for Selection of Data Submitters and Data Stewards

5.4.1 Data Submitter

The Data Submitter is the person or group of people in an entity responsible for identifying and reporting data suitable for registration in the Metadata Registry in coordination with the Data Steward. Details of their qualifications, skills and duties below.

Qualifications

- Bachelor's degree in Economics or related degree
- Minimum three years in entity working on trade and investment statistics

Skills and Knowledge

- Excellent trade, business and investment knowledge
- Good written and verbal communication skills in Arabic and English
- An understanding of the entities trade and investment databases
- An understanding on Metadata and the purpose
- A detailed understanding of the process and functionalities of the system
- A detailed understanding of trade and investment statistics
- High level of personal organization with a structured approach to work
- Work flexibly, reprioritize and respond to changing requirements

Duties

- Interpret, evaluate, and interrelate trade and investment data upon request
- Locate and pull out Registered Items from its database or other forms of storage

- Document changes in data features, coding for data steward's reference
- Report any problems in data collection, quality, and timeliness to the Data Steward
- Verify data quality with data sources
- Train others on the Trade and Investment Information System (TIIS)
- Conduct proper Quality Assurance (QA) on the data entered

5.4.2 Data Steward

The Data Steward is the person or group of people in an entity responsible for data quality and its adherence to the specified standards and formats. (S)he is also responsible for submitting any changes in the data specified (i.e. metadata, codes, standards, etc.). Details of their qualifications, skills and duties below:

Qualifications

- Bachelor's degree in Economics or related degree with a minimum of 4 years experience directly related to the duties and responsibilities specified
- Minimum three years in entity working on trade and investment statistics
- Minimum of three years of management experience

Skills and Knowledge

- Excellent trade, business and investment knowledge
- An understanding of Metadata and its purpose
- An understanding of the entities trade and investment databases
- Good written and verbal communication skills in Arabic and English
- Possess strong analytical skills for effective problem solving
- High level of personal organization with a structured approach to work

Duties

- Interpret, evaluate, and interrelate trade and investment data
- Standardize data naming with the Control Committee for new data and establishing consistent data definitions
- Provide guidance to the Data Submitter
- Expert point of contact for coordinating and organizing data provision according to the set TIIS formats and standards.
- Acts in two roles as the Data Submitter and Data Steward when needed
- Validate data with respective Data Steward(s)
- Report any changes/updates in data features, coding, etc. to the Control Committee
- Provide solutions to data issues and reports those issues to the Control Committee
- Advise the Control Committee on any new items found to be necessary for inclusion in TIIS
- Submit proposals to the Control Committee on the inclusion of new items for the committee's approval
- Fill-out metadata requirements to new items according to the TIIS metadata template
- Resolve conflict on data and provide additional information to the Registration Authority

- Coordinate with other Stewards to attempt to prevent or resolve duplicated efforts
- Ensure the quality and continuously update metadata attributes for Registered Items
- Work flexibly, reprioritize and respond to changing requirements
- Train others on the Trade and Investment Information System (TIIS)
- Conduct proper Quality Assurance (QA) on the data entered in the system

5.5 TIIS Operational Procedures

The following are the operational procedures for the different roles involved in the TIIS in terms of processing current and new data and change management and retirement procedures for data.

5.5.1 Current Data Process

The Current Data Process begins at each entity. According to the technical layout of the system (refer to the technical assessment report), stakeholders will continue to locate their data on their own databases. The technical solution proposes that the system will retrieve data from their original locations (i.e. from the different participating entities' databases) and process it through an ETL tool which will unify codes, standards, and formats of data. The cleansed data will then be stored in a data warehouse. At this stage the TIIS unit staff (business and technical registrars) will make sure that data available at the warehouse complies with TIIS standards and formats. The following are the detailed procedures for the day-to-day operations of the system (i.e. the management and processing of pre-identified items, referred to hereinafter as "Registered Items").

- The Data Submitter and/or Steward should ensure that the requested data are present on a physical secure location out of their databases servers at pre-specified time intervals. Data should be presented in compliance with TIIS standards and formats.
- After processing the data through ETL, it will be transferred to the final Data Warehouse layer. In the Data House layer, the Database Administrator will be able to see all the entities data. An Alert check system will be placed on all suspicious data in the Data Warehouse. If there is suspicious data, the Administrator will communicate with the Data Steward in each entity to check on accuracy.
- The Data Steward will check on the suspicious data based on the Registrar(s)'s feedback. The Data Steward should verify the data's accuracy within the entity and/or with other participating entities if need be. Then, communicate with the Registrar(s) on quality of data. Data Steward should document his justification of the error for future reference.
- All justifications of data errors (technical and business) should be stored in a central archive. The benefit of having this archive for past data errors are to improve the data quality and/or the TIIS ability to process, cleanse, and manage data over time.
- The verified data automatically goes to the web application server, where it can be available to the end users based on access privileges.

5.5.2 New Data Entering the System Process

- Data Stewards that wish to add new items will identify the new data item to be included in the TIIS during their course of normal activities.
- The Data Stewards will submit a registration proposal (a proposal requesting the registration of a new data item into the TIIS) to the Control Committee to add a new data item with a rationale why this item should be added.
- If the Control Committee initially approves the addition of the proposed new data item, it asks the submitting entity to develop metadata according to the TIIS metadata template. In addition, the Control Committee asks the submitting entity to hand-in definitions of related terms to be added in the TIIS glossary.

- The submitting entity researches internationally accepted definitions and standards, etc. in addition to local interpretations, the metadata for the new data item will be developed accordingly.
- The submitting entity will then send the proposal and the filled-out metadata template to the Control Committee for approval.
- The Control Committee will provide closure on the new item's metadata and related terms definition by giving a pre-defined period for general discussion and then the Committee will develop the final definition and metadata based on what would be acceptable to official statistical bodies in the international community (e.g. UN statistics division) or the local interpretations of specific terminologies.
- The Control Committee will then send the approved proposal and the metadata template to the Executive Committee for final approval.
- If approved by the Executive Committee, the Control Committee will send the approval to the Data Steward for processing copying the TIIS Registrars for registration purposes
- TIIS registrar will work on technical and business requirements for inclusion into the TIIS.
- At this stage, the new data items becomes an administered data item, hence, it will go through the **Current Data Process**.
- If the data item is not approved by the Executive Committee, a rationale has to be documented and sent to the Control Committee for discussion.
- All approved and disapproved registration proposals must be archived within the entity (specifically the Data Steward), the Control Committee, and the Executive Committee for future reference/consideration.

5.5.3 Change Procedures for registered data items

Required changes in a data item(s) and its business and/or technical metadata must be reported immediately to the Control Committee. The Control Committee should advise the TIIS Registrar(s) on the needed actions, e.g. the Customs Department has recently added a new trade agreement, the Jordan-Singapore Trade Agreement along with its new code to the agreements lists.

In the event a data item in the Registry is proposed for any changes, the following procedures will apply:

- The requestor of the change will send a change request form to the Control Committee for approval.
- The Control Committee will review the change request form and approve or disapprove the change. If approved, the Control Committee will send the form to the Registrars for immediate action.
- All approved and disapproved Change Request Forms must be archived within the entity (specifically the Data Steward), the Control Committee, and the Executive Committee for future reference/consideration.
- Changes need to be documented in a Version Change mechanism.

5.5.4 Retirement Procedures for data items in the Registry

A data can be proposed for retirement for a number of reasons, it may be placed by entirely new data in the Registry or it might have been inappropriately placed in the Registry.

In the event a data item in the Registry is proposed for retirement, the following procedures will apply:

- Participating entity that wishes to retire a data item(s) will submit a retirement proposal, in which a strong rationale on why the data item(s) should be retired.
- The Control Committee verifies the retirement justification with the submitting entity and calls for a discussion meeting with relevant stakeholders (e.g. data users or other data sources). Depending on the meetings results, the Control Committee reports the outcome of the meeting attaching the retirement proposal, as well as the Control Committee's recommendations on the matter under consideration.
- The Executive Committee reviews the Control Committee's report(s) and approves or disapproves retirement of data item.
- Based on the final decision made by the Executive Committee, the TIIS Registrar(s) are advised to undertake the necessary actions to retire the data item(s) from the TIIS.
- If the proposal of retiring a data item(s) is not approved by the Executive Committee, a rationale has to be documented and sent to the Control Committee for their reference.
- All approved and disapproved retirement proposals must be archived within the entity (specifically the Data Steward), the Control Committee, and the Executive Committee for future reference/consideration.

6 Sustainability of the Project

The purpose of this section is to present some sustainability matters and propose a preliminary structure to ensure the continuation of the program after the initial funding and technical assistance of AMIR draws to a close.

Now that the project is close to completion, in terms of funding and implementation of the proposed solution, it is important to develop a sustainability plan to keep the TIIS up and running as a respected institutionalized system.

The consultants' team considers it premature to develop more than this preliminary structure; since it is necessary to engage the TIIS committees' and the registrar in the process of developing a sustainability plan based on the system's sustainability performance. The Registrar will be holding the on-going process of reporting on the system's sustainability performance and creating a more detailed version of this structure.

Throughout the working sessions, participants continuously raised the issue of the sustainability of the project beyond AMIR. Therefore, it was important to conduct a working session specifically for discussing sustainability issues.

Based on previous experiences, participants noted that many projects or systems that have been provided by consultants or donors were shelved or have become obsolete due to lack of attention, ownership and upgrading. In specific the following concerns were raised:

Concern	Primary Keys to Sustainability
1. Budgetary Concerns: new initiatives are always a challenge within the government. It is especially challenging now, due to revenue shortfalls and budget cuts.	Seek funding alternatives
2. Commitment and Leadership: provides fuel and direction. Initiatives that last are led by empowered entities/people that have the position and power.	Get an empowered champion on board
3. Management and employees turnover	Institutionalize the system

Based on the views and concerns of the various stakeholders, as well as the consultant's team analysis, the following were identified as the primary keys to sustainability:

1. Ensure that a well positioned and empowered champion is leading the effort.
2. Keep communication channels open between participating entities and the TIIS Registration Authority.
3. Seek direct support from the government (request from the government to assign a certain annual budget for TIIS).
4. Institutionalize the TIIS in the participating entities and raise employee awareness on the TIIS benefits, their entity's commitment to it, and its sustainable practices.

5. With the budgetary constraints in mind, the TIIS Authority should be looking at funding alternatives to maintain the TIIS.
6. In order to ensure that government, public, and donors see TIIS as a system that is worth supporting, it is important that it gains name recognition and credibility and maintain a high visibility and publicity.

7 Next Steps

The architecture and the set up of the system will be guided by the business needs. The technical and business team will work together on the implementation phase to make sure the system will be guided from the business and end user side. Below is an overview of the next steps of the implementation phase:

7.1 TIIS Setup

- Expand on the operational procedures of the TIIS
- Work with entities on improving their data quality
- Analyze business and technical requirements
- Design tool requirements and specifications
- Select appropriate tools
- Design Technical Architecture
- Design Information Architecture: the blueprint of the online database upon which all other aspects are built form, function, navigation and user interface, interaction, and visual layout
- Graphic design for the interface of the system

7.2 TIIS Development

- Develop procedures for data gathering and optimization.
- Design and develop TIIS applications
- Construct the TIIS system
- Develop end user and technical manuals
- Test the TIIS
- Amend the TIIS as per feedback results
- Train the business users of the TIIS
- Train the technical users of the TIIS

8 Success Factors

Aside from the primary keys to sustainability aforementioned in Section 6, the following are the main items that the consultants' team considers them as the factors of success for the next phase:

1. Recruitment of personnel for the TIIS management body and staff should be on merit basis.
2. Task-force members should communicate with the TIIS consultants team on any issues that come up during implementation.
3. Top managers and heads of departments should be continuously briefed on the progress of the project.
4. Task-force working sessions should be convened regularly to discuss milestones and provide input to the TIIS consultant's team. This was a factor of success in Phase I.
5. Communication channels between all task-force members, especially between the technical representatives and the business representatives should be maintained. Cooperation between the business and technical representatives was maybe the weakest link in Phase I of this project.
6. Upon completion of a more detailed version of the TIIS operational procedures, they should be properly distributed and explained to the TIIS Task Force Members, TIIS Registration Authority and staff.
7. Work on improving participating entities' access to each other's databases in order to facilitate the quality of data in terms of timeliness and scope. For example: Work on facilitating access of DOS to the Customs Department's database "ESKUDA" in order to include trade data items that are wider in scope in the TIIS.
8. Work with participating entities, to the extent possible, to improve the quality of their data on the business and technical levels. Assistance on technical issues could include, building miniature database(s) for some important data-items that are processed and stored manually.
9. Assign trained back-up staff for the TIIS Registration Authority and the TIIS Registry, and Data Submitters and Data Stewards for the Participating Entities.
10. Media should be engaged towards the end of Phase II to establish name recognition and credibility for the TIIS.

Annexes

Annex I-Work Plan

	Activity	Milestones	Start Date	End Date
Phase I: Project Set-up				
Establish Business and Governance Framework	Communicate with key stakeholders	Obtain key stakeholders' buy in	3 Feb. 05	19 May .05
	Ensure that a counterpart in each participating organization is nominated		3 Feb. 05	31 May. 05
	Form the TIIS Task force	Ensure the smooth implementation of the TIIS	1 May. 05	12 Jun. 05
	Develop an MOU among stakeholders	MOU is finalized	1 May. 05	1 Jun. 05
	Survey of stakeholders current data (business and technical)		22 May. 05	30 Jun. 05
	Survey and develop metadata elements according to international recognized references	Develop comparable data elements from various stakeholders	14 Jun. 05	15 Jul. 05
	Conduct a stakeholders' meeting and sign MOU	MOU is signed	12 Jun. 05	14 Jun. 05
	Educate stakeholders staff on data governance	-	12 Jun. 05	15 Jul. 05
	Develop TIIS Governance procedures	Governance framework finalized	12 Jun. 05	31 Jul. 05
	Setup governance units in participating entities	Ensure the smooth implementation of the TIIS	31 Jul. 05	15 Sep. 05
	Establish and staff TIIS registration authority*		31 Jul. 05	30 Sep. 05
	Draft work-plan for TIIS development	Plan the development phase	15 Sep. 05	30 Sep. 05
Phase 2: TIIS Development				
Technical Setup	Analyze business and technical requirements	Technical setup of the TIIS	1 Jun. 05	30 Jun. 05
	Design tools requirements and specifications.		1 Jul. 05	31 Jul. 05
	Select appropriate tools		1 Aug. 05	15 Aug. 05
TIIS Development	Develop procedures for data gathering and optimization.	The TIIS is up and running	1 Oct. 05	28 Feb. 06

	Design and develop TIIS applications	1 Oct. 05	31 Oct. 05
	Construct the TIIS system	1 Nov. 05	31 Dec. 05
	Develop end user and technical manuals	2 Jan. 06	1 Feb. 06
	Test the TIIS	2 Jan. 06	1 Feb. 06
	Amend the TIIS as per feedback results	2 Feb. 06	16 Feb. 06
	Train the business users of the TIIS	17 Feb. 06	28 Feb. 06
	Train the technical users of the TIIS	17 Feb. 06	28 Feb. 06

Annex II-Memorandum of Understanding-English

**MEMORANDUM OF UNDERSTANDING (MOU)
FOR THE
TRADE AND INVESTMENT INFORMATION SYSTEM
(TIIS)**

MOU BETWEEN

**THE TRADE AND INVESTMENT AUTHORITIES OF THE
GOVERNMENT OF JORDAN:**

**The Ministry of Industry and Trade
And
Ministry of Planning
And
Central Bank of Jordan
And
Customs Department
And
Aqaba Special Economic Zone Authority
And
The Department of Statistics
And
Government Performance Directorate
And
Amman Chamber of Industry
And
Jordan Investment Board
And
Social Security Corporation
And
Jordan Industrial Estates Corporation
And
Companies' Controller Department**

Concerning the establishment of structures and processes through which the Jordanian Government Trade and Investment authorities will develop the Trade and Investment Information System to improve, maintain and share national trade and investment information.

1. INTRODUCTION

The AMIR Program is involved in a consultancy project to develop the Trade and Investment Information System that will provide infrastructure, standards and services to support the sharing of trade and investment data across Jordan. The planning and provision of trade and investment information are important and complex undertakings in which governments, government agencies, private organizations, trade and investment professionals, have shared responsibilities.

Trade and Investment statistical information is generated by government trade and investment authorities and trade and investment professionals in the conduct of their normal activities. Trade and Investment information should be optimized and shared between the different government authorities. Collections should be rationalized to eliminate duplication and eliminate errors.

As governments provide most trade and investment information, they are major producers and users of trade and investment information. Therefore, the MOU and the Appendices will cover government authorities initially but efforts will be made to involve other sectors in the process.

This MOU and the attached Appendices are to ensure that the collection, compilation and interpretation of national information are appropriate and are carried out efficiently. This will require agreement on definitions, standards and rules of collection of information and on guidelines for the co-ordination of access, interpretation and publication of national trade and investment information.

Trade and Investment information has multiple purposes, including informational purposes, administrative purposes and statistical purposes. However, the main focus of this MOU and the Appendices covers trade and investment information used for statistical purposes.

2. AIM AND OBJECTIVES

The purpose of the TIIS MOU and the Appendices are to ensure the availability of nationally consistent trade and investment data to support development and improvements in the quality, efficiency, effectiveness and accountability of trade and investment statistics provided to local and international government authorities and organizations and researchers seeking trade and investment information about Jordan.

The TIIS will ensure consistent and internationally recognized definitions and data sets across trade and investment authorities. It will facilitate greater collaboration between users and stakeholders, faster access to data, improved integration and consistent data systems and definitions across Jordan.

The ultimate objectives are to:

- Have a fully interoperable system publishing information on trade and investment; and
- Collecting and automating each entity's data according to international standards;

The specific Objectives are to:

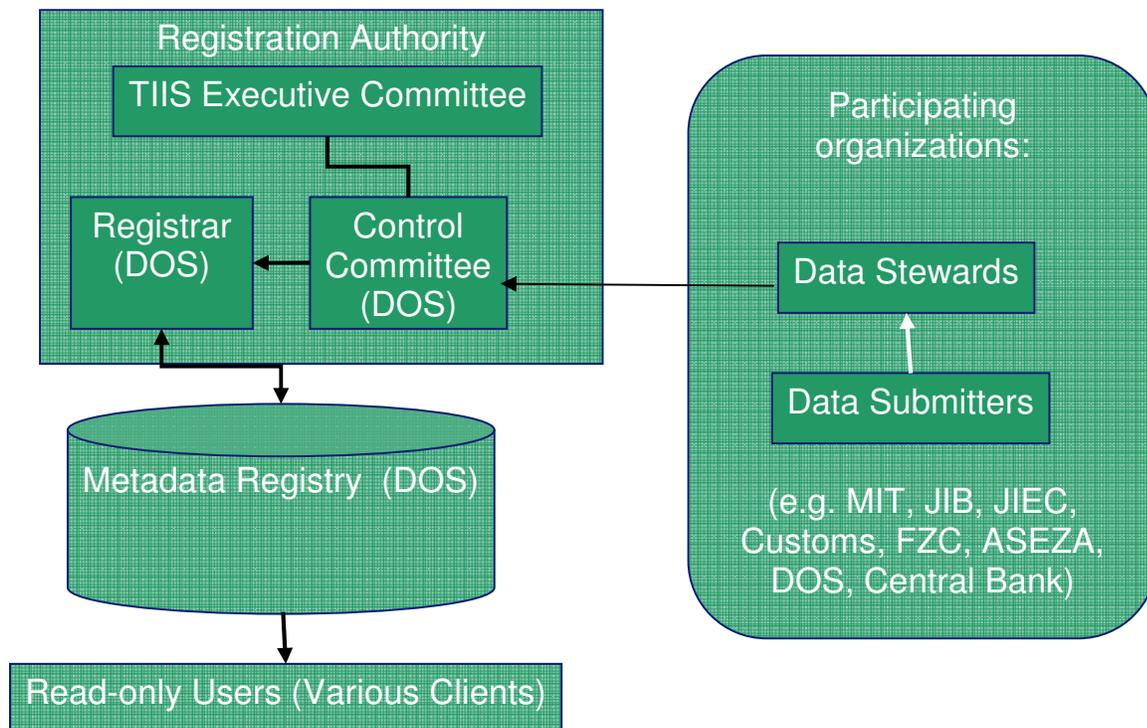
- Share trade and investment data between different government authorities;
- Have all data available online from a single source;
- Have consistent definitions within and among authorities;
- Allow speed in data collection, analysis and reporting (and corresponding cost savings);
- Improve decisions and policy formulation by policy makers;
- Streamlining and organizing each authority's data collection efforts;
- Promote the collection, compilation, analysis and dissemination of relevant, timely, accurate and reliable trade and investment information concerned in accordance with nationally agreed protocols and international best practices;
- Provide the information required to research, monitor and improve trade and investment information;
- Promote the extension of the range of national trade and investment information and encourage other groups and individuals in government and non-government sectors to participate by making available information that they hold; and
- Improve consistency of data definitions and collections;

3. STRUCTURE OF THE SYSTEM

The Trade and Investment Information System (TIIS) provides infrastructure, standards and services to support the sharing of consistent and interoperable trade and investment data across Jordan...

The Governance Framework structure is a system for managing data networks including; data standards, data exchange protocol, and data maintenance, quality, integrity and security. It is simple and flexible enough to evolve over time and accommodate changing requirements and circumstances. Briefly the system will consist of a Registration Authority (Executive Committee, Control Committee and a Registrar), Data Submitters, Data Stewards and Registry (database). The parties to this MOU agreed that the Registry and the Registrar will be located at the Department of Statistics, the Control Committee will be composed of selected representatives of the parties to this MOU and the Executive Committee will consist of representatives of all participating organizations which will be chaired by the Department of Statistics. The Data Stewards and the Data Submitters will be located at each of the participating authorities.

The following is the agreed upon Governance Framework Structure (for detailed procedures, refer to Appendix I and for detailed roles and responsibilities refer to Appendix II):



4. CONTEXT

This section describes the context and underlying principles within which the MOU will operate.

4.1 Collection of National Trade and Investment Information:

- 4.1.1 Trade and Investment information under this MOU will be gathered and maintained with the approval of the Executive Committee and within the trade and investment information arrangements outlined in the Governance Framework Structure.
- 4.1.2 Responsibility for the quality and completeness of contributed data will remain with the Party providing the data.
- 4.1.3 The Trade and Investment Information System will be linked to each authority's database that will pull out all agreed upon data sets and enter them into a filtering process to cleanse data and unify the coding to comply with international standards.
- 4.1.4 Authorities will need to agree on data sets to be included in each of their systems.

4.2 Rights and Privileges:

When publishing or releasing any national trade and investment information each Party shall acknowledge the authorship as advised by the provider of the data.

4.3 Responsibilities of Parties

- 4.3.1 Providing representation on the Trade and Investment Information System MOU and on other Standing Committees as agreed.
- 4.3.2 Ensuring that the information they collect and maintain is consistent with the definitions and standards contained in the Trade and Investment Information System.
- 4.3.3 Maintaining the information they collect under the guidance of the MOU in such a way that it can be readily made available to approved individuals, groups and authorities for purposes which require access to national trade and investment information kept under the terms of the MOU.
- 4.3.4 Ensuring that the information they hold is maintained in such a way as to ensure that the privacy provisions of the MOU are observed.
- 4.3.5 Allocating proper resources to take on the role of data submitters and data stewards.

In addition, the specific responsibilities of the parties to the MOU are:

- 4.3.6 Each of the stakeholders involved in the TIIS will need to provide a high-level representation (senior manager, if not CEO or his/her delegate) to the TIIS Executive Committee. The Executive Committee will be responsible for the overall policy formulation of the Registration Authority and the whole system. The detailed responsibilities for this Committee and other elements of the governance model are presented in Appendix II Roles and Responsibilities of the Governance Framework Structure.
- 4.3.7 The TIIS Registrar will be managed and reside in the Department of Statistics. It will comprise technical and business representatives within the department. Similarly the Trade & Investment Metadata Registry itself will be housed in the Department of Statistics. The TIIS Control Committee will be chaired by the Department of Statistics but will include senior representatives of the stakeholder agencies. The Data Stewards and Data Submitters will be identified in each of the stakeholder agencies and their respective responsibilities are outlined procedures in Appendix II Roles and Responsibilities of the Governance Framework Structure.

4.4 Standards for Trade and Investment Information:

- 4.4.1 The Parties will agree and comply with the agreed upon definitions and standards for national information collections, including completeness and timeliness standards.
- 4.4.2 Efforts are currently being made with the participating authorities to define the relevant trade and investment terms and to agree on standards referred to for such definitions.

5. OPERATION OF THE MOU

The MOU is a multilateral agreement between the Parties and operates under the auspices of the Executive Committee of the Trade and Investment Information System.

5.1 Ownership and Release of Information:

- 5.1.1 The owner of the information is the collecting authority. Owners also may have custodial roles in respect of information they receive from and manage for other parties.
- 5.1.2 Information will be made available nationally to all levels based on user privileges of the Trade and Investment Information System according to ethical and privacy considerations discussed elsewhere in this document.

5.2 Collection of Information:

- 5.2.1 Agreed definitions and standards will be applied rigorously to ensure that information is capable of national comparison.
- 5.2.2 Information will be collected in such a way that it is timely and of high quality.

5.3 Maintenance of Information:

Information will be maintained by the Parties to the MOU who will release it in a way consistent with agreed definitions and standards.

5.4 Privacy:

All parties will respect the rights to privacy and confidentiality requirements of any person or organization named or otherwise identified in any information resource.

5.5 Funding for the Trade and Investment Information System:

The cost of implementing the agreed activities will be met by the AMIR Program for the initial phase. Trade and investment authorities will be responsible for costs relating to updating their systems. The AMIR Program is currently analyzing the technical infrastructure at each authority to verify if any necessary modifications are needed. Each authority will need to accommodate the collection and dissemination of data according to the standards and definitions referred to in section 4.4. Subsequent support is contingent on successful completion of Phase I in a timely manner.

5.6 Duration of the MOU:

This MOU will remain valid from date of commencement unless it is superceded by another MOU from the participating authorities.

5.7 Variation to the MOU:

- 5.7.1 The MOU may be amended at any time by agreement between all the Parties.
- 5.7.2 Additional authorities may become parties to the MOU if all existing parties agree.

5.8 Termination of the MOU:

The MOU may be terminated at any time by agreement in writing from all Parties.

6. MANAGEMENT OF THE MOU

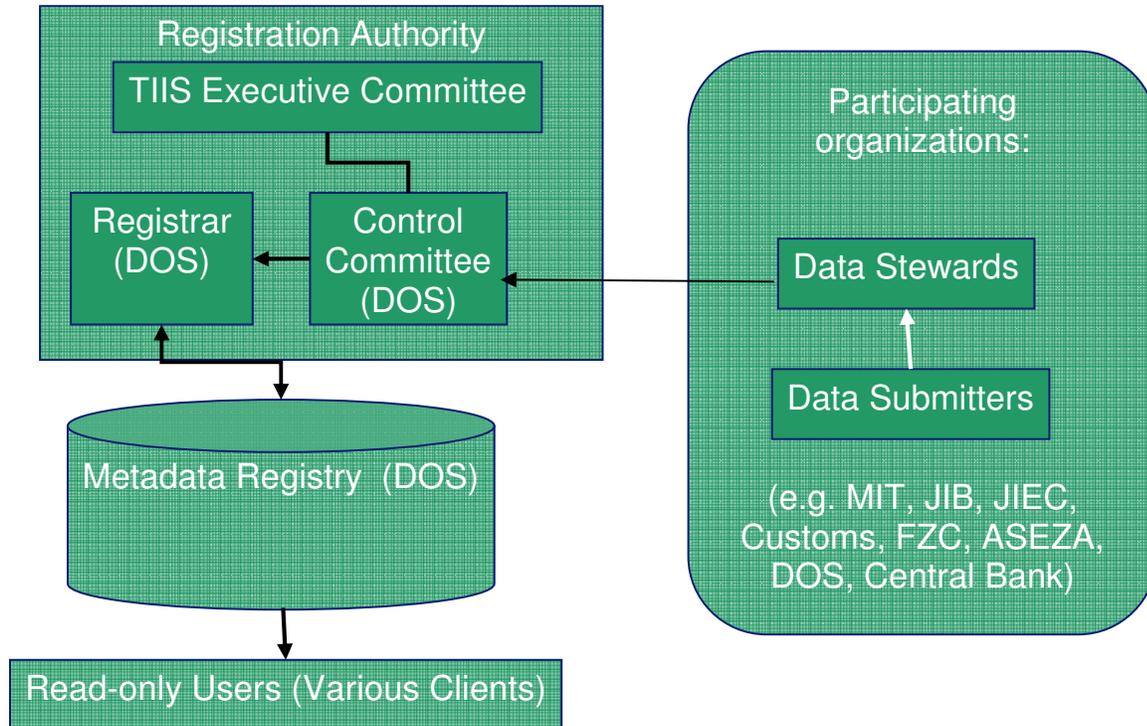
- 6.1 This MOU will operate under the auspices of the Executive Committee.
- 6.2 The Executive Committee will be the ultimate authority for resolving issues relating to the MOU including determination of national priorities, the work schedule and other management matters.

7. DATE OF COMMENCEMENT OF THE MOU.

The MOU will commence on September 1st, 2005

Appendix I – Processes and Procedures of the Governance Framework Structure

The Governance Framework structure is a system for managing data networks including; data standards, data exchange protocol, and data maintenance, quality, integrity and security. A series of committees has been established to manage to undertake specific tasks associated with the development and maintenance of the Trade and Investment Information System. The key responsibilities of these committees in relation to this MOU and related matters are set out below.



1. The Data Submitter is the person or group of people in an entity responsible for identifying and reporting data suitable for registration in the Metadata Registry. They will ensure completeness of mandatory metadata attributes to be submitted. They will report their data to the Data Steward. (Some submitters maybe Data Stewards.)
2. The Data Steward is the person or group of people in an entity responsible for ongoing maintenance of metadata items at their entity. They will check for accuracy, reliability and currency of descriptive metadata for Registered Items. The Steward will coordinate with other Data Stewards to prevent or resolve duplicated data. They will submit their data to the Control Committee.
3. The Control Committee is responsible for providing technical direction and harmonization of data and metadata for the Metadata Registry. They will provide Metadata Registry policies to the Executive Committee for approval and approve authorized submitters, read only users, and types of users. Structure, staffing, procedures and membership of the Committee are determined by the TIIS Executive Committee. The Control Committee will submit the data to the Registrar.

4. The Registrar is responsible for facilitating the registration of data and metadata and making them widely accessible and available to the community. They will be the single point of contact for managing/maintaining information about data in the Metadata Registry. The Registrar will enforce policies, procedures and formats for populating using the Metadata Registry. The TIIS Executive Committee shall appoint the Registrar.
5. The Executive Committee is responsible for the overall policy formulating committee of the Registration Authority and the whole system. It is also responsible for administering responsibilities and delegating authority. They will resolve all business management issues relate to the Metadata Registry (copyrights, stewardships, executive members, etc.)

Appendix II: Roles and Responsibilities for the Governance Framework Structure

Responsibilities of the Program Management Unit:

- Ensures that the interdependent activities currently identified in the project achieve their objectives.
- Ensures that the outputs of the individual activities are integrated with each other and to supervise and coordinate project planning.
- Measures and tracks the benefits of the change as it progresses.
- Implements a risk measurement framework that will allow the project sponsor to consider the project risks as a whole and to judge between varying courses of action at any time. The program management unit is also proactive in identifying key risks.
- Consolidates project monitoring, to accurately measure and forecast actual project costs, analyze projected benefits, and verify the actual benefits achieved.
- Ensures that the project plans are kept up-to-date: establishing disciplines to monitor the ways in which the project changes as it progresses; analyzing the impact of changes, issues and risks; and re-planning the project, as necessary, under change control.
- Reports project progress in a way that can be communicated to the project sponsor, across the project team (MIT, MoP, AMIR, Al Jidara, and Allied Soft) and to all stakeholder agencies.
- Assures the quality of project outputs, so that they conform to agreed-upon requirements. Implement quality control and measurement procedures.
- Resolves, or raises and elevates, issues and risks that affect the project.
- Maintains the project information base: activities, deliverables, dependencies, issues, risks, costs, resources, benefits, and so forth.

Responsibilities of Data Submitters

- Identify themselves to the TIIS registrar
- Identify and document data appropriate for the registry
- Ensure completeness of mandatory attributes for data to be submitted
- Submit data to the Registry
- Provide mandatory metadata elements required by the TIIS Registration Authority (TRA)
- Ensure that when data has been registered, specification of its attributes are not changed without advising TRA
- Provide any additional information required by the TRA

Responsibilities of Data Stewards

- Provide specific expert points of contact for coordinating, organizing and establishing registered data for use throughout the organization
- Coordinate the identification and documentation of data
- Ensure the registration of data
- Prevent data duplication (Coordinate with other Stewards)
- Review all data once they are in

- Ensure the quality of metadata proposed to be registered
- Ensure adherence to data registration formats/procedures
- Recommend data Submitters to the Registry

Role of the TIIS Control Committee

- Provide overall direction and resolution of technical issues related to the Metadata Registry, its content and technical operation
- Receive and process proposals from submitting organizations for the registration of data items related to trade and investment
- Responsible for overall conduct of registration operation
- Promote the re-use and sharing of data in the Registry
- Resolve technical issues related to registered data
- Propose registry policy to the Executive Committee
- Approve authorized submitters
- Approve metadata registry content, procedures and formats
- Approves authorized submitters, read only users, and types of other users of the Metadata Registry.
- Submits management related recommendations and issues to the Executive Committee.
- Meets periodically in face to face meetings.

Role of TIIS Registrar

- TIIS Registrar is the point of contact for managing/maintaining info about data in the Metadata Registry
- Monitor/manage Registry content
- Enforce policies/procedures for using the Registry
- Propose procedures/formats for the Registry
- Record current registration status for all Registry items
- Enforce data registration procedures
- Assist in progressing items submitted to the Registry
- Maintain contact info of all members of CC and EC
- Add new users as required

Role of the TIIS Executive Committee

- Establish overall policy and business direction for the Metadata Registry
- Resolve all business management issues (copyrights, stewardship, executive membership, etc.)
- Ensure the long-term success and performance of the system

Roles of the TIIS Registration Authority

- TIIS Registration Authority is comprised of: Executive Committee, Control Committee and Registrar
- It is Responsible for managing the Trade and Investment Metadata Registry

Annex III: Memorandum of Understanding-Arabic

مذكرة تفاهم بخصوص "نظام المعلومات الخاص بالتجارة و الاستثمار" (TIIS)

مذكرة تفاهم بين كل من

هيئات التجارة والاستثمار في حكومة المملكة الأردنية الهاشمية:

وزارة الصناعة والتجارة

و

وزارة التخطيط

و

البنك المركزي الاردني

و

دائرة الجمارك

و

سلطة منطقة العقبة الاقتصادية الخاصة

و

دائرة الاحصاءات العامة

و

مديرية الأداء الحكومي

و

غرفة صناعة عمان

و

هيئة تشجيع الاستثمار

و

مؤسسة الضمان الاجتماعي

و

مؤسسة المناطق الصناعية الأردنية

و

دائرة مراقبة الشركات

وذلك بخصوص تأسيس الهياكل والعمليات التي من خلالها ستقوم هيئات التجارة والاستثمار في حكومة المملكة الأردنية الهاشمية بتطوير نظام المعلومات الخاص بالتجارة و الاستثمار بغية تحسين و تبادل و المحافظة على معلومات الاستثمار والتجارة الوطنية.

1. المقدمة

ينخرط برنامج أمير حالياً في مشروع استشاري لتطوير نظام المعلومات الخاص بالتجارة والاستثمار TIIS، والذي سيوفر البنية التحتية والمعايير اللازمة لدعم تبادل بيانات التجارة والاستثمار في الأردن. ويعتبر تحضير وتوفير معلومات التجارة والاستثمار اللازمة أمر بالغ التعقيد يشارك في مسؤوليته كل من الحكومات، والوكالات الحكومية، المنظمات الخاصة والمهنيون في مجالي الاستثمار والتجارة.

إن كثيراً من المعلومات الإحصائية في مجالي التجارة والاستثمار تتوفر نتيجة لنشاط هيئات التجارة والاستثمار الحكومية والمهنيون في المجالين المذكورين، ولا بد من تجذير هذه المعلومات المتوفرة باستمرار من أجل تبادلها واستبعاد الأخطاء وتجنب التكرار ليسار في النهاية إلى الاستفادة منها من قبل الهيئات الحكومية المختلفة.

إن المصدر الرئيسي لمثل هذه المعلومات هي الهيئات الحكومية، وهي أيضاً من أكثر الجهات استخداماً لها. وعليه، فإن مذكرة التفاهم هذه والملاحق الخاصة بها ستغطي مبدئياً الهيئات الحكومية، ولكن سيبدل لاحقاً مزيد من الجهد لشمول جهات وقطاعات أخرى في هذه العملية.

تهدف هذه المذكرة والملاحق المرفقة بها إلى التأكد من أن عمليات جمع وتحضير وتفسير المعلومات الوطنية تتم بطريقة مناسبة وتستعمل بكفاءة. وهذا الأمر يتطلب وجود الاتفاق على التعاريف والمقاييس الواردة فيها، وعلى قواعد جمع المعلومات والإرشادات المتعلقة بتنسيق الحصول على المعلومات المتعلقة بالتجارة والاستثمار وطريقة تفسيرها ونشرها.

ومن الجدير بالذكر أن معلومات التجارة والاستثمار تخدم عدة أهداف معلوماتية وإدارية وإحصائية. ويغطي المجال الأساسي لهذه المذكرة والملاحق المرفقة بها المعلومات التجارية والاستثمارية المستخدمة لأغراض إحصائية.

2. الغرض والأهداف

تهدف هذه المذكرة والملاحق المرفقة بها إلى التأكد من توفر البيانات التجارية والاستثمارية السليمة والضرورية لدعم تطوير وتحسين نوعية وكفاءة ونجاعة ومسؤولية الإحصائيات التجارية والاستثمارية المقدمة إلى الهيئات الحكومية والمحلية والمنظمات والباحثين الساعين للحصول على معلومات التجارة والاستثمار الخاصة بالأردن.

ويعمل نظام المعلومات الخاص بالتجارة والاستثمار على توفير مجموعات بيانات وتعريفات متسقة ومعترف بها دولياً، بالإضافة إلى توفير المعلومات اللازمة إلى هيئات التجارة والاستثمار. كما تهدف هذه المذكرة إلى تسهيل مزيد من التعاون بين المستخدمين وأصحاب العلاقة، ووصول أسرع وأيسر للبيانات، وتحسين نظم التكامل والبيانات والتعريفات عبر الأردن.

وتتلخص الأهداف الرئيسية فيما يلي:

- الوصول إلى نظام تبادلي متكامل لنشر البيانات الخاصة بالتجارة والاستثمار
- جمع وأتمتة البيانات المتعلقة بكل جهة على حدة وفقاً للمعايير الدولية المتعارف عليها

أما الأهداف المحددة، فهي:

- تبادل بيانات التجارة والاستثمار بين مختلف الهيئات الحكومية
- توافر جميع البيانات على الشبكة ومن مصدر واحد
- الحصول على تعريفات متسقة (غير مختلفة) من مختلف الهيئات

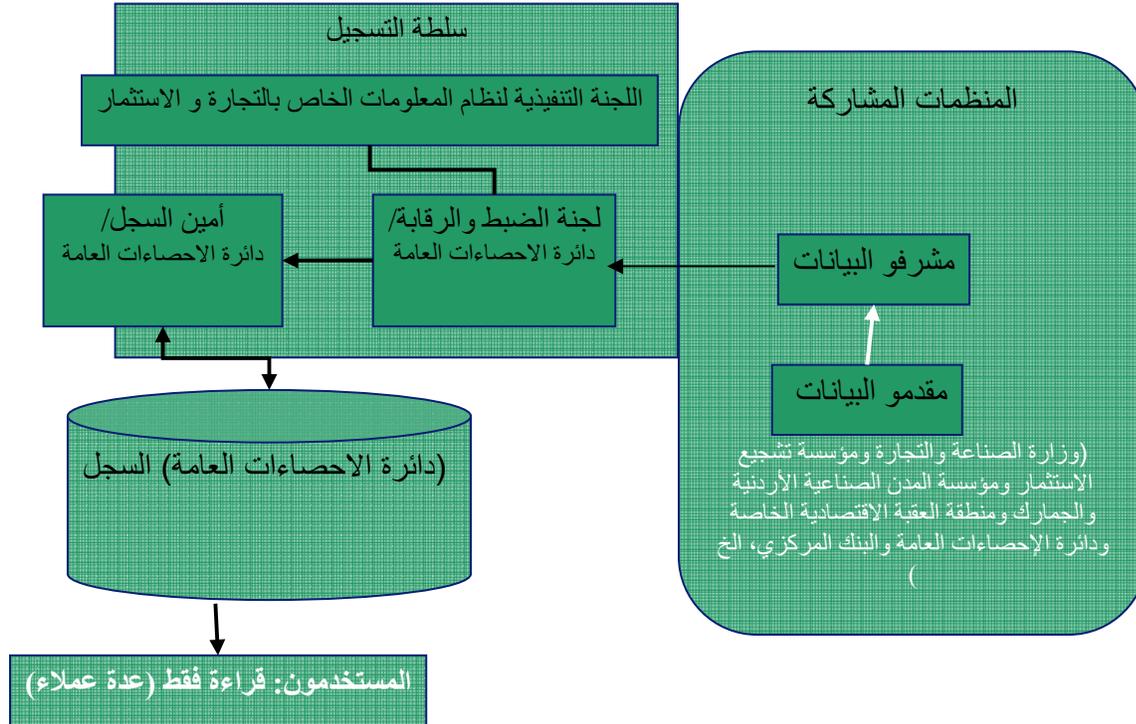
- سرعة جمع البيانات وتحليلها ونقلها (وما يرافق ذلك من توفير في النفقات)
- تحسين القرارات وصياغة السياسات من قبل صناعات السياسة
- تبسيط وتنظيم جهود جمع البيانات من قبل كل هيئة على حدة
- تعزيز وتشجيع جمع وتحضير وتحليل ونشر المعلومات التجارية والاستثمارية المناسبة والدقيقة، والتي يُعتمد عليها وفقاً للاتفاقيات (البروتوكولات) المتفق عليها وأفضل الممارسات العالمية
- توفير المعلومات الضرورية اللازمة للأبحاث ومراقبة وتحسين المعلومات الاستثمارية والتجارية
- تعزيز وتشجيع توسعة مجال المعلومات التجارية والاستثمارية الوطنية، وتشجيع أفراد ومجموعات من داخل وخارج القطاع الحكومي لتبادل المعلومات التي بحوزتهم
- تحسين اتساق المفاهيم وطريقة جمع البيانات

3. بنية النظام

يوفر نظام المعلومات الخاص بالتجارة و الاستثمار البنية التحتية والمعايير والخدمات اللازمة لدعم مشاركة وتبادل البيانات المتعلقة بالاستثمار والتجارة في الأردن.

إن بنية إطار العمل هو نظام لإدارة شبكات المعلومات والتي تشمل مقاييس المعلومات واتفاقيات تبادل المعلومات والمحافظة عليها، والنوعية والسلامة والأمان. وهذا النظام بسيط ومرن بما يكفي ليتطور مع الوقت لاستيعاب المتطلبات والحقائق المتغيرة. وباختصار، فإن النظام المذكور سيتألف من سلطة التسجيل (اللجنة التنفيذية ولجنة الضبط والمراقبة وأمين السجل)، ومقدمو ومشرفو المعلومات والسجل (قاعدة المعلومات). وقد اتفقت الأطراف المشمولة بمذكرة التفاهم هذه على أن يكون مركز التسجيل والمسجل في دائرة الاحصاءات العامة. وستشكل لجنة الرقابة من ممثلين يتم اختيارهم من قبل الأطراف المشمولة بمذكرة التفاهم هذه، كما ستشكل اللجنة التنفيذية من ممثلين من كافة المنظمات المشاركة، والتي ستكون برئاسة دائرة الاحصاءات العامة. هذا وسيكون مقر كل من مقدمي ومشرفي المعلومات كل في سلطته المشاركة في المذكرة.

وفيما يلي بنية إطار العمل المنفق عليها (لمزيد من الاجراءات التفصيلية أنظر الملحق رقم 1، وللمهام التفصيلية والمسؤوليات أنظر الملحق رقم 2



4. المجال

يصف هذا الفصل المجال والمبادئ التي ستعمل مذكرة التفاهم من خلالها.

1.4 جمع معلومات التجارة والاستثمار الوطنية:

1.1.4 سيتم جمع معلومات التجارة والاستثمار والمحافظة عليها بموجب هذه المذكرة بموافقة اللجنة التنفيذية وضمن الترتيبات المتعلقة بالمعلومات الاستثمارية والتجارية المبينة في بنية إطار العمل .

2.1.4 ستبقى مسؤولية واكتمال البيانات المقدمة على "الطرف" المقدم للبيانات.

3.1.4 سيتم ربط نظام المعلومات الخاص بالتجارة و الاستثمار بشبكة المعلومات الخاصة بكل هيئة على حدة، على أن تقوم بترحيل جميع البيانات المتفق عليها واخضاعها لعملية تنقية (فترة) لتجذيب المعلومات وتوحيد كافة الرموز لتتوافق مع المعايير الدولية.

4.1.4 ستحتاج الهيئات للاتفاق على مجموعة البيانات التي سيتم إدخالها في انظمتهم.

2.4 الحقوق والامتيازات

على كل "طرف" أن يذكر اسم المؤلف/المصدر حسب ما يفيد به مقدم المعلومة في كل مرة يتم نشر أو بث أي معلومات تخص التجارة والاستثمار.

3.4 مسؤولية الأطراف

1.3.4 توفير التمثيل على مذكرة تفاهم نظام المعلومات الخاص بالتجارة و الاستثمار، وعلى اللجان القائمة حسب ما تم الاتفاق عليه.

2.3.4 التأكد من أن المعلومات التي تجمع وتحفظ منسقة مع تعاريف ومعايير نظام المعلومات الخاص بالتجارة و الاستثمار.

3.3.4 حفظ المعلومات المجمعة تحت إشراف مذكرة التفاهم بطريقة تضمن توافرها الفوري للأفراد والجماعات والهيئات الموافق عليها والتي ترغب بالحصول على بالمعلومات الاستثمارية والتجارية الوطنية وفقاً لشروط مذكرة التفاهم.

4.3.4 التأكد من أن المعلومات التي بحوزتهم محفوظة بطريقة تضمن سريتها وفقاً لاحكام مذكرة التفاهم.

5.3.4 تخصيص الموارد اللازمة للقيام بدور مقدمي و مشرفي البيانات.

وإضافة إلى ما تقدم، فإن المسؤوليات المحددة للأطراف المختلفة المشتركة في مذكرة التفاهم، هي:

6.3.4 على جميع المساهمين في نظام المعلومات الخاص بالتجارة و الاستثمار أن يتمثلوا بمستوى رفيع (مدير أو رئيس تنفيذي أو ما ينوب عنه/عنها) في اللجنة التنفيذية، وتكون اللجنة مسؤولة عن السياسة العامة لسلطة التسجيل والنظام برمته. إن المسؤوليات التفصيلية لهذه اللجنة وللعناصر الأخرى في الإطار الحاكم موضحة في الملحق رقم 2 "مهام ومسؤوليات بنية إطار العمل".

7.3.4 سيكون مقر ومكان عمل أمين سجل نظام المعلومات الخاص بالتجارة و الاستثمار في دائرة الإحصاءات العامة، والتي ستضم ممثلين فنيين وبعض رجال الأعمال من داخل الدائرة. وستكون الدائرة أيضاً مقراً لسجل بيانات Metadata التجارية والاستثمارية. وسترأس دائرة الاحصاءات العامة لجنة الرقابة، والتي ستضم ممثلين كبار من كافة الوكالات التابعة للمساهمين، كما سيتم تعيين كل من مقدمي و مشرفي البيانات عليها في كل وكالة تابعة للمساهمين، كما سيتم شرح مسؤولياتهم في الملحق رقم 2 "أهداف ومسؤوليات بنية إطار العمل".

4.4 المعايير الخاصة بالمعلومات التجارية والاستثمارية

1.4.4 على الأطراف المشاركة أن تتفق على وتلتزم بالتعريفات والمعايير المتفق عليها مسبقاً والخاصة بجمع المعلومات الوطنية بما في ذلك معايير الانجاز والتوقيت.

2.4.4 يتم حالياً بذل الجهود مع جميع السلطات المشاركة للاتفاق على معانٍ و تعاريف واضحة ومحددة للمصطلحات التجارية والاستثمارية، بالإضافة إلى الاتفاق على المعايير للرجوع إليها لتحديد مثل هذه التعريفات.

5. مجال عمل مذكرة التفاهم

تعتبر مذكرة التفاهم بمثابة اتفاق متعدد الأطراف بين الأطراف المشاركة، وتعمل تحت إشراف اللجنة التنفيذية لنظام المعلومات الخاص بالتجارة و الاستثمار.

1.5 ملكية و بث المعلومات

1.1.5 إن المعلومات هي ملك للهيئة التي تقوم بجمعها. وللمالكين الحق في لعب دور القيمين على المعلومات التي يستلمونها من الغير ويديرونها نيابة عنهم.

2.1.5 سيتم توفير هذه المعلومات على الصعيد الوطني لكل المستويات المستفيدة من نظام المعلومات الخاص بالتجارة و الاستثمار وفقاً للاعتبارات الأخلاقية والسرية التي تم تفصيلها في مكان آخر من هذه الوثيقة.

2.5 جمع المعلومات

1.2.5 سيتم تنفيذ التعريفات والمعايير المتفق عليها بصراحة، وذلك للتأكد من إمكانية إجراء مقارنة على الصعيد الوطني.

2.2.5 سيتم جمع المعلومات بالطريقة التي تؤكد على نوعيتها العالية وتوقيتها المناسب.

3.5 إدارة/المحافظة على المعلومات

سنتم إدارة المعلومات من قبل الأطراف المشاركة في مذكرة التفاهم كما سيتم بثها وفق المعايير والتعاريف المتفق عليها.

4.5 السرية

على جميع الأطراف احترام سرية متطلبات أي شخص أو منظمة يذكر/تذكر في أية مصدر من مصادر هذه المعلومات.

5.5 تمويل نظام المعلومات الاستثمارية والتجارية

سيقوم برنامج أمير بتغطية تكلفة تنفيذ النشاطات المتفق عليها خلال المرحلة الأولى، بينما ستقوم هيئات التجارة والاستثمار بتغطية تكاليف تحديث انظمتها الخاصة بها. هذا ويقوم برنامج أمير حالياً بتحليل البنية التحتية لكل هيئة للتأكد عما إذا كانت هناك حاجة لإدخال أي تعديلات ضرورية عليها. وستتأكد كل هيئة على حدة من أن جمع المعلومات وبثها يتفق مع المعايير والتعاريف المشار إليهما في الفقرة 4.4. إن أي دعم في المستقبل مشروط بنجاح المرحلة الأولى بطريقة مناسبة.

6.5 مدة سريان مذكرة التفاهم

تبقى مذكرة التفاهم هذه سارية المفعول من تاريخ بدء العمل بها، إلا إذا ما تم الاستعاضة عنها بمذكرة تفاهم أخرى من قبل الجهات المشاركة.

7.5 التغييرات المحتملة على مذكرة التفاهم

1.7.5 من الممكن إدخال أي تعديلات على مذكرة التفاهم في أي وقت بموافقة جميع الأطراف.

2.7.5 من الممكن إدخال أعضاء جدد في مذكرة التفاهم شريطة موافقة جميع الأطراف المشاركة.

8.5 إنهاء مذكرة التفاهم
من الممكن إنهاء مذكرة التفاهم في أي وقت باتفاق جميع الأطراف كتابياً.

6. إدارة مذكرة التفاهم

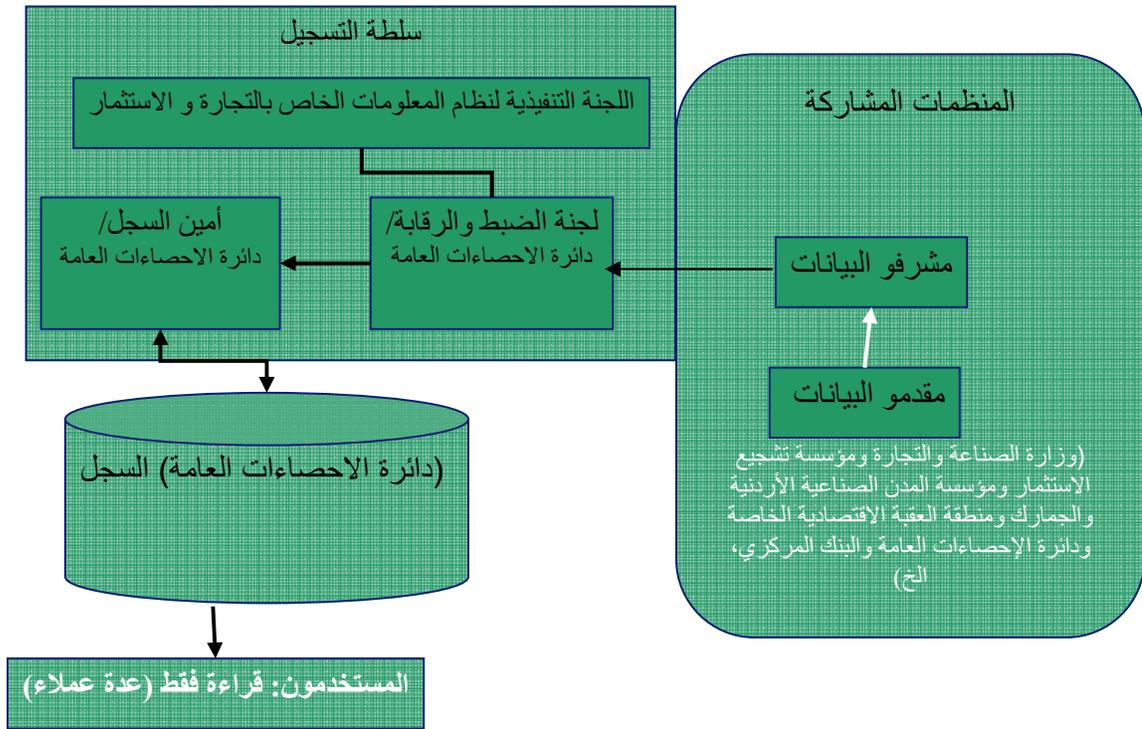
1.6 تعمل مذكرة التفاهم هذه تحت إشراف اللجنة التنفيذية.
2.6 تكون اللجنة التنفيذية هي الجهة الوحيدة المخولة بحل أي خلاف متعلق بالمذكرة، بما في ذلك تقرير الأولويات الوطنية، برنامج العمل أو أية أمور إدارية أخرى.

7. تاريخ مباشرة العمل بمذكرة التفاهم

يبدأ العمل بمذكرة التفاهم بدءاً من الأول من شهر أيلول/سبتمبر 2005

الملحق رقم 1- عمليات واجراءات بنية إطار العمل

إن بنية إطار العمل (إطار الحاكمية) هو نظام لإدارة شبكات البيانات، ويتضمن: معايير للبيانات، وبروتوكول تبادل البيانات، وصيانة وجودة وسلامة وحماية البيانات. وقد تم في هذا الصدد تشكيل عدة لجان لإدارة بعض الأعمال المحددة والتي لها علاقة بتطوير والمحافظة على نظام المعلومات التجارية الاستثمارية. إن المسؤوليات الرئيسية لهذه اللجان بالنسبة لمذكرة التفاهم هذه وأية قضايا أخرى موضحة فيما يلي:



1) مقدم البيانات هو الشخص أو مجموعة الأشخاص المسؤول/المسؤولون في أي كيان (مؤسسة، منظمة) عن تطابق ونقل البيانات المناسبة للتسجيل في سجل البيانات الشاملة Metadata. وتقع عليهم مسؤولية إكمال الصفات المميزة للبيانات الالزامية التي سيتم تقديمها، كما تقع عليهم أيضاً مسؤولية نقل معلوماتهم إلى مشرفي البيانات. (بعض مقدمي البيانات قد يكونون مشرفون أيضاً).

2) مشرف البيانات هو الشخص أو مجموعة الأشخاص المسؤول/المسؤولون في أية كيان (مؤسسة، منظمة) على المحافظة على المعلومات في مؤسستهم/منظمتهم. وتقع عليهم مسؤولية دقة وجدارة وانتشار البيانات الوصفية الشاملة descriptive metadata حول البنود المطلوبة. وعلى مشرف البيانات التنسيق مع مشرفين آخرين لتجنب حصول أي تكرار للمعلومات. وتقع عليهم مسؤولية تقديم البيانات إلى لجنة الرقابة.

3) تكون لجنة الرقابة مسؤولة عن تقديم الاشراف الفني وتوافق البيانات والبيانات الشاملة (Meta data) إلى سجل البيانات الشاملة (Metadata Registry). وهم مسؤولون أيضاً عن تقديم سياسات السجل الشامل (Metadata Registry) إلى اللجنة التنفيذية للموافقة عليها وكذلك للموافقة على مقدمي البيانات المعتمدين، مستخدمو البيانات ومنتجاتهم. أما تركيب اللجنة وموظفيها وإجراءاتها وعضويتها فهي أمور

تقررها اللجنة التنفيذية لنظام المعلومات الاستثمارية والتجارية. ولجنة الرقابة مسؤولة عن تقديم المعلومات إلى أمين السجل.

(4) يكون أمين السجل مسؤولاً عن عملية تسهيل تسجيل البيانات والبيانات الشاملة (Metadata) وسهولة الوصول إليها وتوفيرها للجمهور. وسيكون أمين السجل هو حلقة الوصل الوحيدة الخاصة بإدارة والحفاظ على البيانات الموجودة في سجل البيانات الشاملة (Metadata)، وعليه تقع مسؤولية فرض السياسات والاجراءات والاحجام (الاشكال) المتعلقة بسجل البيانات الشاملة (Metadata). وتقوم اللجنة التنفيذية لنظام جمع البيانات التجارية والاستثمارية بتعيين أمين السجل.

(5) تكون اللجنة التنفيذية مسؤولة عن اللجنة المنبثقة عن سلطة التسجيل المخولة بوضع السياسة العامة وعن النظام ككل، بالإضافة إلى كونها مسؤولة عن إدارة المسؤوليات وعن توزيع السلطات. كما ويكون المسجلون مسؤولون عن حل أي خلاف قد ينشأ فيما يتعلق بإدارة سجل البيانات الشاملة (Metadata Registry) مثل (حقوق النشر أو التأليف، الإشراف أو الاعضاء التنفيذيون الخ....)

الملحق رقم 2: مهام ومسؤوليات بنية إطار العمل

مسؤوليات وحدة إدارة البرنامج

- التأكد من أن النشاطات المتبادلة المشمولة بالنظام تحقق أهدافها.
- التأكد من أن نتائج الأنشطة الفردية يتم دمجها مع بعضها البعض، والاشراف والتنسيق على تخطيط البرنامج.
- قياس ومتابعة فوائد التغيير أولاً بأول.
- تنفيذ إطار عمل لقياس الأخطار يسمح لصاحب البرنامج النظر في مخاطر المشروع ككل والحكم بين أسلوبين مختلفين للعمل في أي وقت. إن وحدة إدارة البرنامج نشطة في تعريف الاخطار الرئيسية.
- تعزيز الرقابة على المشروع ليتمكن من قياس كلفته بدقة، وتحليل فوائده والتحقق منها.
- التأكد من أن خطط المشروع يجري تحديثها باستمرار، وإدخال أنظمة جديدة لمراقبة الوسائل التي يتغير فيها البرنامج كلما تقدم وتحليل التغييرات والقضايا والمخاطر وإعادة تخطيط المشروع كلما كان ذلك ضروريا وضبط التغيير.
- كتابة التقارير حول تقدم المشروع بطريقة تسهل وصولها إلى صاحب المشروع عبر فريق المشروع (وزارة الصناعة والتجارة، وزارة التخطيط، أمير، الجدارة للاستشارات، Allied Soft) وجميع الوكالات التي تعود للمساهمين.
- التأكد من نوعية نتائج المشروع وتطابقها مع المتطلبات المتفق عليها وتطبيق اجراءات القياس ومراقبة الجودة.
- العمل على حل أو رفع القضايا الخلافية والمخاطر التي تؤثر على المشروع الى جهات عليا.
- المحافظة على قاعدة معلومات المشروع: الأنشطة والمخرجات والاحتياجات والقضايا والمخاطر والتكاليف والموارد والفوائد وما إلى ذلك.

مسؤوليات مقدمو البيانات

- تعريف أنفسهم إلى أمين سجل النظام.
- تعريف وتوثيق البيانات المناسبة للسجل.
- التأكد من اكتمال الصفات المميزة الالزامية للبيانات التي سيتم تقديمها.
- تقديم البيانات إلى السجل.
- تقديم عناصر البيانات الشاملة (Metadata) الالزامية التي تطلبها سلطة التسجيل في نظام المعلومات التجارية الاستثمارية.
- التأكد من عدم تغيير مواصفات الصفات المميزة بعد تسجيلها إلا بعد إخطار سلطة تسجيل النظام.
- تقديم أية معلومات إضافية قد تطلبها سلطة تسجيل النظام.

مسؤوليات مشرفو البيانات

- تقديم نقاط اتصال محددة لتنسيق وتنظيم وتأسيس البيانات المسجلة لاستعمال المؤسسة/المنظمة.
- تنسيق تعريف وتوثيق البيانات.
- التأكد من تسجيل البيانات.
- منع ازدواج البيانات الشاملة (Metadata) (بالتنسيق مع مشرفين آخرين).
- مراجعة البيانات بعد إدخالها.
- التأكد من نوعية البيانات الشاملة (Metadata) المزمع تسجيلها.
- التأكد من الالتزام بإجراءات تسجيل البيانات.

- التوصية بمقدمي البيانات إلى السجل.

مهام لجنة الرقابة

- تقديم التوجيهات الاجمالية وحل القضايا الفنية المتعلقة بالبيانات الشاملة (Metadata)، السجل، ومحتواه والعمليات الفنية.
- استلام ومعالجة المقترحات المقدمة من المؤسسات/المنظمات المختلفة تمهيداً لتسجيل المعلومات المتعلقة بالاستثمار والتجارة.
- تكون لجنة الرقابة مسؤولة عن سير عمل عملية التسجيل.
- تعزيز وتشجيع إعادة استعمال والمشاركة في بيانات السجل.
- العمل على حل القضايا الفنية المتعلقة بالبيانات المسجلة.
- اقتراح سياسة خاصة بالسجل إلى اللجنة التنفيذية.
- الموافقة على مقدمي البيانات المعتمدين.
- الموافقة على محتوى وإجراءات وأشكال سجل البيانات الشاملة (Metadata).
- الموافقة على مقدمي البيانات المعتمدين ومستخدمون النظام وفئات أخرى من مستخدمي سجل البيانات الشاملة (Metadata).
- تقديم مقترحات وأفكار حول الادارة إلى اللجنة التنفيذية.
- حضور الاجتماعات الرسمية بصورة دورية.

وظيفة أمين سجل نظام المعلومات الخاص بالتجارة و الاستثمار

- أمين سجل النظام هو حلقة الوصل لإدارة والمحافظة على البيانات في سجل البيانات الشاملة (Metadata).
- مراقبة وإدارة محتويات السجل.
- فرض سياسات وإجراءات خاصة باستعمال السجل.
- اقتراح إجراءات وتصاميم للسجل.
- تدوين وضع التسجيل الحالي لجميع بنود السجل.
- فرض إجراءات لتسجيل البيانات.
- المساعدة في تقديم البنود إلى السجل.
- المحافظة على علاقات معرفية مع جميع أعضاء لجنة الرقابة واللجنة التنفيذية.
- إضافة مستعملون جدد كلما كان ذلك ضرورياً.

وظيفة اللجنة التنفيذية نظام المعلومات الخاص بالتجارة و الاستثمار

- وضع سياسة وطريقة عمل لسجل البيانات الشاملة (Metadata).
- العمل على حل جميع الخلافات الإدارية التي قد تنشأ (حقوق النشر والتأليف والإشراف والعضوية التنفيذية الخ....)
- التأكد من نجاح وأداء النظام على المدى الطويل.

وظائف سلطة تسجيل نظام المعلومات الخاص بالتجارة و الاستثمار

- تتشكل سلطة تسجيل نظام المعلومات التجارية الاستثمارية من كل من اللجنة التنفيذية ولجنة الرقابة وأمين السجل.

- تكون سلطة تسجيل نظام المعلومات الخاص بالتجارة و الاستثمار مسؤولة عن إدارة السجل الشامل الخاص بالاستثمار والتجارة.

Annex IV-TIIS Stakeholders Contact List

Entity	Contact Person	Title	Work Phone #	Mobile #	Fax #	e-mail address
Customs	Marwan Ghraybeh		(962) 6 461 8186 ext.2057		(962) 6 461 9853	marwan@customs.gov.jo
	Mohammad Fayez Obeidat	Head of International Cooperation Section	(962) 6 462 3186, ext2202	079 501 7277	(962) 6 461 9853	obeidat@customs.gov.jo
	Ahmad Al Kreishah	Head of Statistical Information Section		079 5478 175	(962) 6 461 9853	alkhraisha2000@yahoo.com
	Mohammad Khalil	Statistical Information Section	(962) 6 461 9853 ext. 2205	079 699 9536	(962) 6 461 9853	mkhalil1@customs.gov.jo
	Sumiah Al Wuhoush	Head of IT Department	(962) 6 6423186 ext. 2050 / 4642 585	079 567 0521	(962) 6 4619 853	itd@customs.gov.jo
	Waleed Al-Ejel	Head of Proqraming Section	(962) 6 6423186 ext. 2057			waleed@customs.gov.jo
DOS	Abdul-wadoud Ma'touk	Director of Economic Surveys	(962) 6 5300 700, ext. 1202 (962) 6 5300 724	079 560 7596	(962) 6 5300 710	matouk@dos.gov.jo
	Osama Al Zoubi	Director of Economic Statistics	(962) 6 530 0717 (962) 6 530 0700, ext. 1300	0777 351 831	(962) 6 5300 710	osama@dos.gov.jo
	Omar Hakouz					-
	Mr. Zaki Mohammed Salmeh Al Tawalbeh		5300700 ext. 1304			zaki@dos.gov.jo
	Naser		962 6 530 0700 ext. 1005			-
	Miss. Khadeejeh Yousef Yousef (Dar Mousa)					-

Entity	Contact Person	Title	Work Phone #	Mobile #	Fax #	e-mail address
ASEZA	Saleh Kilani	Director of Investment	(962) 3 209 1000, ext. 2111			skilani@aseza.jo
	Jamal Dabbas	Head of Investment	(962) 3 209 1000, ext. 2170			jdabbas@aseza.jo
	Samer Hijazeen		(962) 3 209 1000, ext. 2020			shijazeen@aseza.jo
	Samer Hamarneh	MIS Director	(962) 3 209 1000	0777460 007		shamarneh@aseza.jo
	Maen Qatamin	Information Technology Manager	(962) 3 209 1000, 2106	079 662 8288		mqatamin@aseza.jo
ASEZA Customs	Hussein Qasem		03-2091000 ext. 2611 or 2637	074-5711140		hqasem@aseza.jo
JIEC	Raed Dmour	Head of Computer and Information Section	(962) 6 4022 101/2/3		(962) 6 402 1194	
	Oday Obaidat	Director of Planning Dep.	(962) 6 402 9814	079 579 0001	(962) 6 402 1194	obaidat@jiec.com.jo
	Mohammad Abu Diab	Head of Information Section	(962) 6 4022 101/2/3, ext. 184	0777 411 021,	(962) 6 402 1194	mohd@jiec.com.jo
MIT	Waleed Rabah	Head of QIZ	(962) 6 5690 274		(962) 6 5622 162	waleedr@mit.gov.jo
	Abeer Ramadna	Management Representative for Quality & HR Administrator	(962) 6 5629 030 ext. 134	(962) 7 7786 7090	(962) 6 5622 162	abeer.r@mit.gov.jo
	Mohamed Abu Asal	Acting IT Director	(962) 6 5629 030 ext. 420	079 523 3822	(962) 6 5622 162	asal@mit.gov.jo
	Ibrahim Mohd	Assistant IT Director	(962) 6 562 9030, ext. 402	0777 492 566	(962) 6 562 2162	ibrmoh@mit.gov.jo
						ibrahim.m@mit.gov.jo
	Mohammad Nafe		(962) 6 562 9030			Mohamed.n@mit.gov.jo
JIB	Elias Faraj	Consultant to CEO	(962) 6 5608 400, ext. 115		(962) 6 5608 421	elias@jib.com.jo

Entity	Contact Person	Title	Work Phone #	Mobile #	Fax #	e-mail address	
	Jameel Al Asfar	Director of Studies and Research Department	(962) 6 5608 400	079 556 8716	(962) 6 5608 421	jameel@jib.com.jo	
	Mohamad Salman	Network Administrator	(962) 6 5608 400		(962) 6 5608 421		
	Iman Nu'eimi	Systems Analyst/Programmer	(962) 6 560 8400, ext. 307	079 502 7091	(962) 6 5608 421	iman@jib.com.jo	
CBJ	Nabeeh Musa	Executive Director, Research Department	(962) 6 4630 301		(962) 6 4622 149	musany@cbj.gov.jo	
	Walid Abu Zir	Research Department	(962) 6 4630 301		(962) 6 4638 889	abuzirwi@cbj.gov.jo	
						redp@cbj.gov.jo	
							wabuzir@yahoo.com
	Walid Al Zinati		(962) 6 4630 301		(962) 6 4638 889	redp@cbj.gov.jo	
Safa Nasser	Computer Department		0777 615 283	(962) 6 4638 889	ennasers@cbj.gov.jo		
Ahmad Khatib	Head of Technical Support Unit		0777 615 280	(962) 6 4638 889	khateeba@cbj.gov.jo		
MOP	Jamal Al Asal	Director, Policies & Studies Department	(962) 6 4628 688		(962) 6 4658 231	Jamal.a@mop.gov.jo	
	Mukhallad Al Omari	Head of Domestic Division	(962) 464 4466, ext. 519	0777 862 228	(962) 6 4658 231	mukhallad.o@mop.gov.jo	
Social Security Corporation	Eng. Ayman Kassab		(962) 6 5501 999			akassab@ssc.gov.jo	
	Haifa Batarseh		(962) 6 5501 880	0777 473 936	(962) 6 550 1901	h_batarseh@yahoo.com	
	Firas Habawal		(962) 6 5501 880			firashab@hotmail.com	
	Fauzia Jad			079 570 5515		fjad@ssc.gov.jo	
Chamber of Industry	Yaseen Shahzada		(962) 6 4643 001			ir_manager@aci.org.jo	
	Muhareb Muhareb	Assistant Director, Research & Information Department	(962) 6 4643 001	079 630 5805		muhareb_muhareb@yahoo.com	

Entity	Contact Person	Title	Work Phone #	Mobile #	Fax #	e-mail address
	Abeer Fawa'eer	Director, Information Technology Department				abeer@aci.org.jo
Companies' Controller Department (CCD)	Mazen A. Shehadeh	Head of Corporate Governance Unit	(962) 6 5629 030, ext. 613	079 665 1007		mazen.s@mit.gov.jo
	Atif Hamdan	IT Dept	(962) 6 5629030, ext. 710	079 5592 686		atif.h@mit.gov.jo
Government Performance Directorate (GPD)	Waleed Farhan	Sector Specialist, Socio Economic Development	(962) 6 464 1211, ext. 231	0777 262 432		w.farhan@gmail.com
AMIR Team	Abdel Majeed Shamlawi	ICTI Component Leader	(962 6) 550 3050		(962 6) 550 3069	ashamlawi@AMIR-Jordan.org
	Tulin Bakeer	Training and Events Coordinator	(962 6) 550 3050 ext. 143		(962 6) 550 3069	tbakeer@amir-jordan.org
Al Jidara (AMIR Consultants)	Lutfi Sayegh	Projects Director	(962 6) 5677 908, ext. 204		(962 6) 5682 906	lsayegh@aljidara.com
	Gabi Afram	Project Manager	(962 6) 5677 908, ext. 208		(962 6) 5682 906	gafram@aljidara.com
	Riwa Saied	Senior Consultant	(962 6) 5677 908, ext. 215		(962 6) 5682 906	rsaied@aljidara.com
	Rana Dabaneh	Consultant	(962 6) 5677 908, ext. 205		(962 6) 5682 906	rdababneh@aljidara.com
Allied Soft (AMIR Consultants)	Saleh I. AbdulQader	Database Architect	(962) 6 5820316, ext. 32		(962) 6 582 0318	sabdulqader@alliedsoft.com.jo
	Waseem Qamhie		(962) 6 5820316		(962) 6 582 0318	wqamhie@alliedsoft.com.jo

*Those highlighted in blue are the main contacts in each entity

Annex V- Stakeholders Minutes of Meeting

TIIS- Acronyms and Definitions for Minutes of Meeting

Acronyms:

AMIR: Achievement of Market-friendly Initiatives and Results Program

TIIS: Trade and Investment Information System

DOS: Department of Statistics

JIB: Jordan Investment Board

MIT: Ministry of Industry and Trade

MOP: Ministry of Planning

GPD: Government Performance Directorate

JIEC: Jordan Industrial Estates Corporation

SSC: Social Security Corporation

ASEZA: Aqaba Special Economic Zone Authority

CBJ: Central Bank of Jordan

CCD: Companies' Controller Department

ACI: Amman Chamber of Industry

MOU: Memorandum of Understanding

Definitions:

TIIS Working Group:

TIIS Participating Organizations (DOS, JIB, MIT, MOP, GPD, JIEC, SSC, Customs, ASEZA, CBJ, ACI, and CCD)

TIIS Project Team:

AMIR Program:

Abed Shamlawi – ICTI Component Leader

Brad Fusco – ECI Component Leader

Mohammad Ississ – IVP sub-component Leader

Al Jidara – AMIR Local Sub-Contractor:

Lutfi Sayegh: AMIR Consultant, Project Director

Gabi Afram: AMIR Consultant, Project Manager

Riwa Saied: AMIR Consultant, Business Consultant

Rana Dababneh: AMIR Consultant, Business Consultant

Allied Soft – AMIR Local Sub-Contractor:

Baha' Abu Salem: AMIR Consultant, Technical Project Manager

Saleh Abdulqader: AMIR Consultant, Technical Consultant

TIIS- Stakeholders' Meeting: First Working Session

**Wednesday, 22 June 2005
Kempinski, Amman-Jordan**

Facilitator: Lutfi Sayegh – Projects Director, Al-Jidara

Participants: DOS, JIB, MIT, MOP, GPD, JIEC, SSC, Customs, ASEZA

Absentees: CBJ, Chamber of Industry, Companies' Controller Department

(For the full list of attendees and absentees, refer to annex A).

Agenda Items:

- Opening Remarks
- TIIS Project Brief
- Forfas Business Information System
- A brief on FDI Statistics Project
- Governance Framework & TIIS Roles and Responsibilities
- Options for International Standards for Metadata
- Implementation Next Steps

Meeting start-up:

Meeting started 15 minutes later than the planned start time in order to verify that a quorum exists.

Facilitator, Lutfi Sayegh, saluted the audience and introduced the project team. Attendees were also requested to introduce themselves and the organizations they represent.

Opening remarks were made by Steve Wade (Chief of Party of the AMIR Program, the USAID funded project), who addressed the problem statement “the lack of consistent, timely, and accurate data across Jordan” and highlighted the importance of establishing a system that ensures data consistency and interoperability across different governmental organizations.

He also stressed on the fact that the time factor is of essence. The implementation of the TIIS project is constrained to be accomplished by February 2005. The implementation of a project of this sort in such a timeframe is ambitious, yet doable, he commented. Therefore, commitment of participating organizations is essential to the timely and successful implementation of the TIIS project.

Facilitator noted the fact that all entities have already committed to the success of the project and that this working session is viewed as a starting point for the initiation of the collective effort needed. He pointed out that this working session is the first in a series of working sessions.

In an effort to freshen up the audience memory, Abed Shamlawi, the ICTI Component Leader – AMIR Program, presented a review of the project history and the work done beforehand in realization of this stage, which is the actual implementation of the TIIS project.

Core Topics

- Forfas Business Information System, Eugene Reilly – AMIR Consultant

To demonstrate a success story of a similar project that was done in Ireland, Mr. Eugene Reilly, an Irish consultant who worked on the Forfas Irish model, presented a brief on the challenges, benefits, and implementation steps of the Forfas Irish Model, which is currently the advisory body for the government of Ireland on Investment and Trade. Refer to Annex B for the full text of the presentation.

- A brief on FDI Statistics Project

In order to build on the efforts made by UNDP/ESCWA Project on the FDI statistics, which aims at creating a surveying mechanism to collect Jordan's FDI statistics, members of the FDI project committee (Jamil Al Asfar, Director of Studies and Research Department, JIB, and Osama Al Zoubi Head of National Accounts, DOS, among others) were requested to present a brief description of the project, its development stages and its progress so far.

FDI project committee members highlighted the following:

- Design of surveying tool (questionnaire) is completed
- Fieldwork needed is estimated at a 3-month census.
- Expectations are to have good data on FDI statistics before the end of year 2005.
- It costs JD 100,000 to accomplish the surveying task. This budget constraint may hinder the execution of an FDI census in the future. Ideally, this census should be done annually.

In acknowledgment of the effort made so far in this regard, Facilitator, Lutfi Sayegh, on behalf of the TIIS project team, showed the willingness to build on the findings of the survey and include it in the system as appropriate and depending on its progress.

- Governance Framework & TIIS Roles and Responsibilities, Presentation by Gabi Afram, Project Manager-Al Jidara

The aim of this presentation is to discuss the proposed Governance Framework Structure, to explain the required roles and responsibilities under the framework, and to obtain feedback on the proposed structure.

Advantages of the system, the suggested information model and the governance framework structure were explained in a detailed manner, defining the elements of the governance framework and the roles and responsibilities of each participant.

Entities, according to the information model, can keep their current data in the format that better suits their needs, however, the Executive Committee, which is the policy and decision maker body of the system may request some minor changes from the entities if their data, in their "as is" situation cannot fit into the system. Refer to Annex C for the full text of the presentation.

- Options for International Standards for Metadata, Presentation by Gabi Afram, Project Manager-Al Jidara

Metadata was defined and illustrated in a practical example. Additionally, a set of internationally used and recognized standards of investment and trade data were presented highlighting the

benefits of using international standards and metadata elements. Refer to Annex D for the full text of the presentation.

- Implementation Next Steps, presentation by Gabi Afram

The project plan was presented to the group highlighting the need to get started soon and to work full-force on the implementation of the TIIS. Refer to Annex E for the full text of the presentation.

Group Discussion:

A comment was made on the possibility of widening the scope of the TIIS in the future to include other datasets as appropriate.

From the earlier analysis of the scoping study, it was evident that a lot of house-keeping has to take place in each organization before it can be part of the system and be eligible as a data source. However, it was made clear to the audience that this project does not aim at solving all the problematic issues associated with Jordan's statistics in the project's set-up lifetime, rather, this project's intent in the first place is to form a platform where data definitions are unified, international standards are agreed upon, and filtering process of each organization's data into the system is managed, controlled, and maintained.

Concerns of the group regarding the proposed governance framework structure can be summarized as follows:

- What datasets should be included in the system?
- Is the system intended to include old datasets, or is it intended to have the year 2005 as year 1?
- What standards to use?
- How can an entity commit to a set of modifications and agree on terms while it doesn't know yet what they may include or what are the needed arrangements they imply?

In response to these questions and concerns, different TIIS project team members noted that it is not possible to know what datasets should be included, to decide on the historic coverage of the system, and the standards that will be used. Answers to these questions, can only be discussed when the task of surveying stakeholders' current data is accomplished. Depending on the assessment of stakeholders' current data, metadata used, and international standards that are adhered to, the TIIS working group will be requested to reach an agreement on the datasets, the historic coverage, the standards, and the needed modifications. According to the governance framework structure that was presented, the executive committee, is the body responsible on setting out these outlines.

Comment was made that the TIIS project team will provide the TIIS working group with a set of recommendations regarding the content of the system (in terms of both data and metadata along with their internationally recognized standards), however, this is a collective decision that the whole working group should reach an agreement on.

Meeting wrap-up:

- There was a consensus among audience that this system is valuable and that deciding on the datasets, standards, etc. is immature at the moment. Next working sessions will be ideal for having consent on the afore-mentioned points.

- The following points were emphasized by some group member as key success factors of the TIIS project:
 1. To have one data source for each dataset
e.g. exports: customs
registered capital: MIT
 2. To agree on a certain requirements of qualifications for the data submitter and data steward that will be used as an assessment criteria of the assigned data submitter/data steward for the approval of the TIIS project team and the TIIS working group.
- Members of the group acknowledge that they are all involved in the project as empowered personnel representing their entities.
- It was felt that in the interest of the sustainability of the project, this system should be institutionalized and shouldn't be subject to the availability of a specific person/champion. It was suggested that this effort should be led by an empowered governmental body like the GPD.
- TIIS project team suggested forming two working sessions to work on both the investment international standards and metadata and the trade international standards and metadata.

Action items and decisions:

- Conduct next working session on Sunday, 3 July 2005, 10:00 AM at AMIR offices
- Form investment and trade working groups to propose international standards and metadata standards for both investment and trade data and present them to the whole group.

Investment international standards and metadata working group participants are: DOS, ASEZA, MIT, and CBJ.

Trade international standards and metadata working group participants are: DOS, ASEZA, Customs, and CBJ.

- Conduct first international standards and metadata group meeting on Sunday, 3 July 2005 after the working session.
- By the next working session, TIIS working group should reach agreement on:
 1. The government Framework as a structure;
 2. The roles and responsibilities;
 3. The assignment of data submitters and data stewards; and
 4. Budget for them.

TIIS-Stakeholders' Meeting: Second Working Session

**Wednesday, 3 July 2005
Four Seasons, Amman-Jordan**

Facilitator: Lutfi Sayegh – Projects Director, Al-Jidara

Participants: DOS, JIB, MIT, MOP, JIEC, SSC, Customs, ASEZA, ACI, CBJ

Absentees: GPD, Companies' Controller Department

(for the full list of attendees and absentees, refer to annex A).

Agenda Items:

- Updating Remarks
- Discussion on Governance Framework Structure and Feedback on Roles and Responsibilities
- Breakout Session: Discussion on the Investment and Trade Metadata and International Standards

Meeting start-up and Updating Remarks:

Facilitator, Lutfi Sayegh, addressed the audience about the purpose of the session. Attendees were requested to introduce themselves and the organizations they represent. New stakeholders such as the Chamber of Industry have joined the group, and counterparts have sent new representatives.

Updating remarks were made by Lutfi Sayegh – AMIR Consultant, who briefed the group on the previous stakeholders' meeting which was held on Wednesday, 22 July 2005.

Main Objectives:

- Reach an agreement on the governance structure and the roles and responsibilities

In an effort to refresh the audience's memory, the project's team presented the governance framework structure and discussed its components. It was felt that there are some uncertainties among the group on the distinction between data submitter and data steward. Facilitator and other project members noted the difference between the roles of the data submitter and the data steward and presented a practical example to illustrate the difference.

After an interactive discussion on the governance structure and the roles and responsibilities, stakeholders agreed on the following:

1. In concept, the TIIS working group approved the governance structure and the roles and responsibilities.
2. TIIS working group are of the same opinion of the TIIS project that is "hosting the Trade and Investment Information System" at DOS.
3. DOS welcomed the idea of hosting the system.

4. An MOU detailing the projects governance structure along with the roles and responsibilities and the procedural issues associated with its day-to-day operation will be drafted to the TIIS working group for their review and eventually for their approval by signing. A draft of the MOU will be sent on 14 July for review and comments. Based on the feedback of stakeholders, MOU will be modified, if needed, and a final draft will be presented in the next stakeholders' meeting.
 5. Next stakeholders meeting is to be held on Sunday, 25 July 2005.
- Form two working groups on Investment and Trade Metadata and International Standards and kick-start the effort to identify sources of international standards and metadata elements.

Two working group were formed as follows:

Group 1: Investment Metadata and International Standards

Participants: DOS, CBJ, ACI, JIEC, MIT, JIB

Group moderator: Gabi Afram, Al Jidara – AMIR Consultant

Summary of discussion: Group moderator highlighted the importance of having unified definitions through metadata elements and stressed on the problems we face in the investment data.

Investment Group reached an agreement on the following:

1. Need to review all possible classifications and guidelines of investment data
2. Need to agree on the main source (entity) for investment data.
3. Need to agree on how often to feed investment data into the TIIS when it's up and running.
4. A template is to be prepared by TIIS Project's team and sent to the work group for input and feedback.
5. The next investment working session is to be held on Sunday, 10 July 2005 at 11:00 AM at AMIR offices

Group 2: Trade Metadata and International Standards

Participants: DOS, CBJ, Customs, ACI

Group moderator: Rana Dababneh, Al Jidara – AMIR Consultant

Summary of discussion: Group moderator highlighted the importance of having unified definitions through metadata elements and stressed the importance of using international standards to comply with the requirements of international organizations for reporting and comparison purposes. Each participating organization explained to the group the international standards they use and the link they have between them, if any.

Trade Group reached an agreement on the following:

1. All possible classifications of export/import figures can be applied to the system (ISIC Rev. 3, HS, SITC, and CPC)

2. The “Balance of Payment Guidebook” and the “System of National Accounts (SNA)” are the main sources to be resorted to for all export/import definitions.
3. DOS is the main export/import data source.
4. Trade data can be updated monthly and be fed into the TIIS when it’s up and running.
5. A template is to be prepared by TIIS Project’s team and sent to the work group for input and feedback.
6. The next trade and investment working session is to be held on Sunday, 10 July 2005 at 11:00 AM at AMIR offices

TIIS-Stakeholders' Meeting: Third Working Session

Monday, 25 July 2005
AMIR Offices, Citadel Meeting Room

Facilitator: Gabi Afram – Project Manager, Al-Jidara

Participants: DOS, JIB, MIT, MOP, JIEC, SSC, Customs, ASEZA, ACI, CBJ, CCD

Absentees: GPD, MOP, Customs, ACI

Agenda Items:

- Updating Remarks
- TIIS Memorandum of Understanding – Presentation and Feedback
- Trade and Investment Metadata and International Standards – Progress Update
- General Comments

Meeting start-up and Updating Remarks:

Abed Shamlawi, ICTI Component Leader gave a few opening remarks at the start of the meeting emphasizing the importance of communication between the technical and business teams of each entity.

Facilitator, Gabi Afram, addressed the audience about the purpose of the session.

Main Objectives:

- A brief presentation of the structure of the MOU was made addressing any issues or clarification needed.

The following points were made clear to the audience:

- This is an MOU between the entities themselves and not between AMIR and the entities.
- Adding a cover letter and signature page to the agreement to be signed by each entity on individual MOUs
- Minor comments were made by entities on issues such as the exclusion or inclusion of organizations and other comments

The MOU is to be mailed during the last week of July to the stakeholders for signature on the cover page. Stakeholders' should also initial each page of the MOU. A copy of the MOU will be distributed to all stakeholders present in the meeting on Wednesday July 27th at the Metadata working group meeting.

- Updated TIIS working group on the progress regarding the development of metadata and international standards.
 - Discussed the meaning of all terms on the excel sheet
 - Discussed sections that still need to be filled out

TIIS-Stakeholders' Meeting: Fourth Working Session

**Sunday, 14 August 2005; 11:30-13:00PM
Kempinski Hotel**

Facilitator: Gabi Afram – Project Manager, Al-Jidara

Participants: DOS, JIB, MIT, MOP, JIEC, SSC, Customs, ASEZA, ACI, CCD, AMIR, Al
Jidara, Allied Soft

Absentees: CBJ and ASEZA (business side)

Agenda Items:

- Welcoming & Brief Update
- TIIS Memorandum of Understanding Update
- Metadata Update
- Technical Update
- General Comments

Meeting start-up and Updating Remarks:

Facilitator, Gabi Afram, addressed the audience about the purpose of the session.

Minutes

MOU Update

- The MOU was translated into Arabic and distributed to all entities
- MOU update from all entities:
 - MIT: brought the signed MOU to the meeting
 - MOP: sent it to their Minister for signing
 - DOS: reviewed the MOU and will be signing it next week
 - Jordan Chamber of Industry: did not attend the meeting, but informed Gabi due to Board changes there has been a delay
 - JIB: signed the MOU and will send it to AMIR
 - SSC: currently reviewing the MOU
 - JIEC: will be signing the MOU
 - Customs: will be signing the MOU after they review the translation
 - CCD: signed the MOU and sent it to AMIR

Metadata Update

- Gabi discussed:
 - The metadata trade and investment excel sheets and mentioned they will be sent to all entities on August 15th
 - The team's next step will be to review all the metadata attributes and convert them into data series

- The definitions in the investment metadata sheet have to all be reviewed in comparison to international definitions (even though the data may not match the definition, need to be discussed)
- QIZ definition needs to be clarified
- The final data to include on the System will be decided by the TIIS Control Committee
- The TIIS consultants will work with DOS on the setup of the Metadata Registry and the TIIS Registrar
- DOS:
 - Osama Zoubi mentioned that a decision was made recently to make them the data stewards for customs data
 - Will include other investment definitions in the Investment Metadata Sheet such as investment broken down by private and public sector, by economic activity, infrastructure and gross capital formation
- All entities agreed that the next TIIS Stakeholders meeting will be on Monday, September 5, 2005 at 11:30 at AMIR Offices

Technical Update

- Saleh:
 - Gave a presentation about the system from the technical side discussing work completed in the 1st technical round on all entities (issues discussed: Infrastructure, Architecture, Standards & Policies, Data Exchange and other Miscellaneous issues) and showed the matrix of all entities with collected data
 - Explained the ongoing step now:
 - Finalizing the Metadata Issues
 - Identifying the datasets
 - Study the infrastructure of the hosting Entity (DOS)
 - Study the environment of the hosting Entity (DOS)
 - Explained what is to be done in the 2nd round of the technical requirements:
 - Start the 2nd technical round, which will include the Data dictionary, Schema and connectivity
 - Finalize the design of the Final Solution
 - Evaluate the Final Solution and define the needed tools
 - Draft an Implementation Plan
 - End of September the implementation plan will be complete

Abed's Remarks

- Emphasized the importance of cooperation between the business and technical teams in each entity in order to have a smooth work flow and avoid gaps
- Discussed the importance of entities contribution to the project

Action Points and Agreements

- All entities:
 - Need to sign the MOU by August 31st and send it to AMIR

- Agreed that the next TIIS Stakeholders meeting will be on Monday, September 5, 2005 at 11:30 at AMIR Offices (will be confirmed by email)
- DOS: needs to include all other investment definitions in the Metadata sheet such as investment broken down by private and public sector, by economic activity, infrastructure and gross capital formation
- Saleh Abdulqader: needs to set a schedule to collect all technical requirements from the entities within the next 2 weeks to:
 - Work on Data dictionary, Schema and connectivity
 - Finalize the design of the Final Solution
 - Evaluate the Final Solution and define the needed tools
 - Draft an Implementation Plan
- Al Jidara needs to:
 - Meet with the investment working group by end of next week
 - Finalize all the metadata with the entities and convert the information into data series
 - Meet with Jordan's Chamber of Industry to collect metadata and technical requirements

TIIS-Stakeholders' Meeting: Fifth Working Session

**Wednesday, 07 September 2005; 11:00-13:00PM
AMIR Offices (Citadel Meeting Room)**

Facilitator: Lutfi Sayegh – Project Director, Al-Jidara

Participants: DOS, JIB, MIT, MOP, JIEC, Customs, ASEZA, ACI, CCD, Al Jidara, Allied Soft

Absentees: CBJ, Amman Chamber of Industry and SSC

Agenda Items:

- Welcoming & Brief Update
- TIIS Memorandum of Understanding Update
- Metadata Update
- Technical Update
- Next Steps
- General Comments

Meeting start-up and Updating Remarks:

Facilitator, Lutfi Sayegh (Al Jidara), addressed the audience about the purpose of the session

Minutes

MOU Update

- TIIS MOU update from all entities:
 - MIT: Signed and submitted to Al Jidara
 - MOP: Signed and submitted to Al Jidara
 - ASEZA: Signed and submitted to Al Jidara
 - DOS: Signed and submitted to Al Jidara
 - JIB: Signed and submitted to Al Jidara
 - CCD: Signed and submitted to Al Jidara
 - CBJ: Signed and submitted to Al Jidara
 - GPD: Not signed
 - SSC: Not Signed
 - JIEC: Not Signed
 - Customs: Not Signed
 - Jordan Chamber of Industry: Not Signed

Metadata Update

- Rana Dababneh (Al Jidara) discussed:
 - Questions and Comments on the Metadata Trade and Investment sheets will be sent to all entities next week and will be followed up on
 - Completed work in Phase I which includes:

- Entities counterpart assigned
- Trade and Investment Metadata Sheets completed
- Data Series completed
- Technical Rounds completed
- MOU agreed upon
- o Next Steps:
 - MOUs signed and handed over to AMIR
 - Overview and verification of Metadata Sheets with the Contact Officers
 - Finalize stakeholders technical survey of their systems and technical capabilities
 - Design the system model from the technical and business side
 - Actual set-up of the metadata registry at DOS

Technical Update

- Saleh Abdul Qader (Allied Soft):
 - o Emphasized the importance of communication between the business and technical side of each entity in order to complete his work
 - o Emphasized CBJ's contribution is very important for the success of the project; they need to work with him more, so he can collect all the technical information needed
 - o Gave a presentation about the system from the technical side discussing work completed:
 - Finished the first technical round, that includes Infrastructure, Architecture, Standards & Policies, Data Exchange and Other Miscellaneous issues
 - Finished the second technical round, this round objective was to collect information about the databases structure of the entities assigned to provide data (even as Source or Steward)
 - o Discussed current ongoing work which is:
 - Finalizing the Business Metadata and related issues
 - Identifying the Standards that we will use in certain data elements.
 - Identifying the Datasets
 - Study the infrastructure of the hosting Entity (DOS)
 - Study the environment of the hosting Entity (DOS)
 - Evaluate the Final Solution and defined the needed tools
 - o Showed the deadline of all tasks:
 - Design and Evaluate the Final Solutions and Tools-Mid September
 - Finish the Implementation Draft-End of September

General Remarks

- Saleh Abdul Qader (Allied Soft) emphasized the importance of cooperation between the business and technical teams in each entity in order to have a smooth work flow and avoid gaps
- Osama Zoubi (DOS) discussed the importance of each entities data contribution in order to have accurate data.
- Walid Farhan (GPD):

- Discussed all entities should meet to discuss a sustainability plan for running the TIIS (system should depend on a set process not on people running it)
- All entities agreed to meet on Sunday, September 25, 2005 from 11:00-1:00 PM at AMIR Offices
- Decision has been made that meetings with the technical people in each entity will be coordinated with the business counterparts on the project

Action Points and Agreements

- The following entities Need to send all signed MOUs to Al Jidara by end of next week:
 - GPD
 - SSC
 - JIEC
 - Customs
 - Chamber of Industry
- All Entities
 - Agreed that the next TIIS meeting will be on Sunday, September 25, 2005 from 11:00-1:00PM at AMIR Offices (will be confirmed by email). The purpose of the meeting will be to discuss a sustainability plan for running the TIIS
- Al Jidara:
 - Will send all entities questions or comments concerning the trade and investment metadata sheets
 - Continue on the next steps of the project
- Saleh Abdulqader:
 - Needs to collect the rest of the technical requirements from the entities and study the environment of the hosting entity DOS.

Annex VI-Trade and Investment Metadata Sheets

Trade Metadata Sheet

Included in the zip file as an excel document & attached hard copy.

Investment Metadata Sheet

Included in the zip file as an excel document and attached hard copy.

TIIS Trade Metadata

Attribute Name	Definition	Definition Source	Data Steward	Contact Officer	URL of Data Steward	Data Source
ADMINISTRATION						
ASEZ Exports/Imports	Exports/imports from the Aqaba Special Economic Zone, a liberalized, low-tax, duty-free, and multi-sectoral development area that was established in January 2001. The zone incorporates approximately 375 square Km. of Aqaba governorate.	TIIS Team	ASEZA's Customs	Hussein Al Qasem	http://www.agabazone.com	ASEZA Customs
Bonded Deposits (IM7)	(USA) This term refers to goods which are held, stored or transported under circumstances where applicable duty or taxes have not yet been definitely determined or paid, and admissibility have not yet been arranged. Bonds must be posted by those who are responsible for the goods during this period (the carriers, warehouses, and/or importers) to indemnify the government if the goods are released improperly.	International Trade Data System (ITDS) http://www.itds.treas.gov/	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Exports and Export Value of Goods (merchandise)	Goods leaving the statistical territory of a country. In the general trade system, the definition of the statistical territory of a country coincides with its economic territory. In the special trade system, the definition of the statistical territory comprises only a particular part of the economic territory, mainly that part which coincides with the free circulation area for goods. The free circulation area is a part of the economic territory of a country within which goods may be disposed of without Customs restrictions	United Nations (1998b). International Merchandise Trade Statistics -- Concepts and Definitions. Statistics Division, Series F, No. 52, Rev. 2 (United Nations publication, Sales No. E.98.XVII.16).	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Exports of Services	Represents the receipts from travel, transportation, government and other services gained by residents from non-residents, as well as workers remittances working abroad.	Central Bank monthly statistical bulletin.	Central Bank of Jordan	Walid Al Zinati and Jamal Al Masri	http://www.cbj.gov.jo	Central Bank of Jordan
Free Zones Exports/Imports	Exports/Imports in an area within a country (a seaport, airport, warehouse or any designated area) regarded as being outside its customs territory where importers may bring goods of foreign origin without paying customs duties and taxes, pending their eventual processing, transshipment or re-exportation.	International Trade Data System (ITDS) http://www.itds.treas.gov/	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Import for Consumption (IM4)	Total goods imported with the exception of those which are kept in the customs insurance warehouses plus good which are drawn from the warehouses	Customs Department	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.customs.gov.jo	Customs Department

Imports (merchandise)	Imports of goods consist of purchases, barter, or receipts of gifts or grants, of goods by residents from non-residents; the treatment of exports and imports in the SNA is generally identical with that in the balance of payments accounts as described in the Balance of Payments Manual.	System of National Accounts (SNA) 1993, par. 14.88, 14.9, and 14.94. Link: http://unstats.un.org/unsd/sna1993/glossform.asp?getitem=254	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Imports of Services	Represents the payments on travel, transportation, government and other services paid by residents to non-residents. As well as payments for non-resident workers including seasonal and cross boarder workers.	Central Bank monthly statistical bulletin.	Central Bank of Jordan	Walid Al Zinati	http://www.cbj.gov.jo	Customs Department
Imports/temporary Admission (IM5)	This form is used for goods entering into the country under temporary entry status where the duties and other taxes are guaranteed with a bank security	Customs Department	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Exports of the public IEs	Exports of goods of the three public industrial estates of Jordan that are managed by the Jordan Industrial Estates Corporation. These are: Abdullah II Industrial Estate, Al Hassan Industrial Estate, and Al Hussein Industrial Estate.	TIIS Team	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Permanent Export (EX1)	Sending goods from one country to another one for the purpose of trade or goods exported abroad	Customs Department	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
QIZ Exports	Exports of the Qualifying Industrial Zones. A Qualifying industrial zone is an area that has been designated by local authorities as an enclave where a product manufactured in the zone may enter U.S market without payment of duty and without the requirement of reciprocal benefits.	Customs Department	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Re-exports (EX3)	Goods, materials or articles exported in the same condition as they were imported, and imported goods which have undergone operations such as repair, re-packing, or bottling which leave them essentially unchanged before exporting.	Customs Department	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Re-Import (IM6)	It is a Jordanian-origin good that was exported from Jordan and is subsequently imported back to Jordan in mostly the same condition as when it was exported	TIIS Team	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.dos.gov.jo	Customs Department
Temporary Export (EX2)	goods that are sent abroad on a temporary basis (repair/recalibration, etc.)	Customs Department	Customs Department	Ahmad Khreishah and Mohammad Khalil	http://www.customs.gov.jo	Customs Department
Transit (TR8)	Passing goods via a certain country or passing from one place to another	Customs Department	Department of Statistics	Osama Al Zoubi and Zaki Al Taleb	http://www.customs.gov.jo	Customs Department

Frequency of data source/Collection Cycles	Scope & Coverage	Statistical Units	Main breakdowns	Purpose of Collection	Key Outputs	Main users	Sources of error	Geographic areas	Timeframe for Data Availability
Name and Overview			Purpose			Accuracy		Data Source	
Up to the minute	ASEZ	JOD, weight (KG), quantity number	Destination, country of origin, country of exportation, by commodity (HS Code).	Investment, trade activities, customs	Value and quantity	Researchers, donors, and governmental organizations, Traders	Human error	ASEZ	16 Feb. 2001
Up to the minute and monthly, annually	All of Jordan	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, trade activities, customs, statistics	Value and quantity	Researchers, donors, and governmental organizations, Traders	Human error	Not available	Since the customhouse has been computerized in 2001
Monthly	The whole population of economic entities	JOD, weight (KG), quantity number	Destination, origin, By commodity (mainly by HS code. Possible also: CPC), by sector (ISIC code), and by trade agreement. Possible also to break it down by public vs. private sector (depending on customs data)	Investment, trade activities, customs, statistics	Value and quantity	DOS, Customs, Ministry of Trade, traders	Entry errors (human error) and Asycuda System is not applied on all Customhouse	Jordan's 12 governorates including ASEZ	Since the customhouse has been computerized in 2001
Either monthly or quarterly depending on the data availability that CBJ collects to calculate "exports of services"	It covers travel, transportation, government and other services. Data are collected through International Transactions Reporting System ITRS forms provided by banks. Some data are collected by CBJ from certain entities such as Royal Jordanian, travel agents and Aqaba Ports Corp	JOD	Travel, transportation (broken down as Passengers and Freight), government, and other services	Economic analysis	Value	Ministry of Tourism, DOS	Human errors both by compilers and data processors	Data covers the 12 governorates of Jordan including ASEZ and excluding Zarqa free zone. There's no geographic breakdown for this attribute.	1988 to date
Monthly	Zarqa Free Zone Area, Syrian-Jordanian Free zone Area, Al Moqar free zone, Al Qwarah Free Zone, Sahab free zone, Clearance Airport Free Zone. (check also the possibility of breaking them down by private vs. public free zones).	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, trade activities, customs	Value and Quantity	Researchers, donors, and governmental organizations, traders	Human errors	Jordan	2001- 2005
Up to the minute and monthly, annually	All of Jordan	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, trade activities, customs, statistics	Value and quantity	Researchers, donors, and governmental organizations, traders	Human error	Not Available	Since the custom house has been computerized in 2001 (depends on custom house)

Monthly	All imports	JOD, weight (KG), quantity number	By country of origin, by country of exportation, by commodity (HS Code). Check also the possibility to break-it down by ISIC, CPC, and SITC.	Investment, trade activities, customs, statistics	Value and quantity	Researchers, donors, and governmental organizations, traders	Entry errors (human error) And Asycuda System is Not Applied of All Customhouse	Not Available	Since the customhouse has been computerized in 2001
Monthly	The data covers what we receive from, MIT, ASE and the Directorate of Lands and Surveys. We can say it represents about 90% of the population.	JOD	Travel, transportation (broken down as Passengers and Freight), government, and other services.	Investment, trade activities, customs, statistics	Value	Researchers, donors, and governmental organizations, traders	Entry errors (human error) and Asycuda System is not Applied on all Customhouse	Not Available	Since the customhouse has been computerized in 2001
Up to the minute and monthly, annually	All of Jordan	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, trade activities, customs, statistics	Value and quantity	Researchers, donors, and governmental organizations, traders	Human error	Not Available	Since the custom house has been computerized in 2001(depends on custom house)
Monthly	Sahab Industrial Estate, AL Hassan IE, Al Karak IE	JOD, weight (KG), quantity number	Destination, origin, HS Code, (by QIZ, Non-QIZ).	Investment, Ies Activity, trade activities, Ministry of Industry	Value and quantity	Researchers, donors, and governmental organizations, traders	Entry errors (human error) and Asycuda System is not applied on all Customhouse	Not Available	Since the custom house has been computerized in 2001
Up to the minute and monthly, annually.	Jordan	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, trade activities, customs, statistics	Value and quantity	DOS , Customs , Ministry of Trade, traders	Entry errors (human error) and Asycuda System is not Applied on All Customhouse	Not Available	Since the customhouse has been computerized in 2001
Monthly	QIZ areas covered are: Al Hassan IE, Al Dulayl Industrial Park, Al Karak Industrial Estate, and Al Tajamout Industrial City, Cyber City	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, Industrial Activity, Trade Activities	Value and quantity	Researchers, donors, and governmental organizations, traders	Entry errors (human error) and Asycuda System is not applied on all Customhouse	Not Available	Since the custom house has been computerized in 2001
Up to the minute and monthly, annually	Jordan	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, Trade Activities, customs, Statistics	Value and quantity	DOS , Customs , Ministry of Trade, traders	Entry errors (human error) and Asycuda System is not Applied on all Customhouse	Not Available	Since the customhouse has been computerized in 2001
Up to the minute and monthly, annually	All of Jordan	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, trade activities, customs, statistics	Value and quantity	Researchers, donors, and governmental organizations, traders	Human error	Not Available	Since the custom house has been computerized in 2001 (depends on custom house)
Up to the minute and monthly, annually	Jordan	JOD, weight (KG), quantity number	Destination, origin, HS Code	Investment, trade activities, customs, statistics	Value and quantity	DOS , Customs , Ministry of Trade, Traders	Entry errors (human error) and Asycuda System is not applied on All Customhouse	Not Available	Since the customhouse has been computerized in 2001
Up to the minute and monthly, annually	All of Jordan	JOD, weight (KG), quantity number	Destination, origin, HS Code	Government	Value and quantity	Government (mainly MIT, Prime Ministry)	Human error entry (human error) and Asycuda System is Not Applied on all Customhouse	Not Available	Since the custom house has been computerized in 2001 (depends on custom house)

Comparability/Major Changes	Frequency of Data Release	Form/type	Time Span between Collection & Release
History / Coherence	Disseminating Data		
NA	NA	NA	NA
Application of Asycuda System and HS Code, establishment customhouses	NA	NA	NA
Application of Asycuda System and HS Code, establishment customhouses	Monthly	Hard copy & Soft copy	Continuously
The application of the fifth edition of BOP manual since 2000 which added more details to this attribute. Before 2000 the BOP 4th edition was applied.	Quarterly and annually	Website and publication	Two months
Applied Asycuda System	It's not available, because a Custom's declaration has not been filled for this	It's not available, because a Custom's declaration has not been filled for this	It's not available, because a Custom's declaration has not been filled for this
Application of Asycuda System and HS Code, establishment customhouses	Data available but not released by DOS	Data available but not released by DOS	Data available but not released by DOS

Application of Asycuda System and HS Code , establishment customhouses	Monthly	Hard copy & Soft copy	1 month
Application of Asycuda System and HS Code, establishment customhouses	Quarterly and annually	Website and publication	Two months
Application of Asycuda System and HS Code, establishment customhouses	NA	NA	NA
Application of Asycuda System and HS Code, establishment customhouses	Until now not available, the data availability depends if it is provided by the Customs Department	Hard & soft copy	Supposed to be continuously
application of Asycuda System and HS Code ,establishment customhouses	Monthly	Hard copy & Soft copy	Continuously
Application of Asycuda System and HS Code, establishment customhouses	Until now not available, the data availability depends if it is provided by the Customs Department	Hard & soft copy	Supposed to be continuously
Application of Asycuda System and HS Code, establishment customhouses	Monthly	Hard copy & soft copy	Continuously
Application of Asycuda System and HS Code, establishment customhouses	NA	NA	NA
Application of Asycuda System and HS Code, establishment customhouses	Need to determine the definition of this item	Need to determine the definition of this item	Need to determine the definition of this item
Application of Asycuda System and HS Code, establishment customhouses	Data available but not released by DOS	Data available but not released by DOS	Data available but not released by DOS

Attribute Name	Definition	Definition Source	Data Steward	Contact Officer	URL of the Data Steward	Data Source	Frequency of data source/Collection Cycles
Approved Investment by JIB	Size of approved investment by the JIB to benefit from the (Investment Promotion Law) IPL.	JIB	JIB	Eman Naimi	http://www.jordaninvestment.com	JIB	Monthly
Domestic Direct Investment	All the investments conducted through residents	Department of Statistics	Department of Statistics		http://www.dos.gov.jo	Department of Statistics	Annual
Foreign Direct Investment	Foreign direct investment is the category of international investment that reflects the objective of a resident entity in one economy to obtain a lasting interest in an enterprise resident in another economy.	1993 SNA, paragraph 14.151. 14.152. and Balance of Payment Manual para.359 and 362	Central Bank of Jordan	Walid Al Zinaty and Jamal Al Masri	http://www.cbj.gov.jo/	Central Bank of Jordan	Monthly or quarterly (depending on the data availability from different sources)
Gross Capital Formation	Gross capital formation is measured by the total value of the gross fixed capital formation, changes in inventories and acquisitions less disposals of valuables for a unit or sector. See also the definition of Gross Fixed Capital Formation in the TIIS Glossary.	1993 SNA, paragraph 10.32	Department of Statistics		http://www.dos.gov.jo	Department of Statistics	Annual
Gross Fixed Capital Formation	The value of newly owned durable goods purchased during the year, as an addition to the stock of assets already owned by the establishment minus the value of sold seconded hand assets.	1993 SNA, paragraph 1.47	Department of Statistics	Chief of National Accounts/Omar Hakouz	http://www.dos.gov.jo	Department of Statistics	Annual
Invested Capital in Industrial Establishment (ACI)							
Investment for Infrastructure	The investments of the government in construction of roads, dams, bridges and other constructions.	Department of Statistics	Department of Statistics		http://www.dos.gov.jo	Department of Statistics	Annual
Investments by private sector	Comprises gross capital formation of all privately owned establishments. Private corporations are all resident corporations and quasi-corporations that are not controlled by government.	1993 SNA, paragraph 4.75	Department of Statistics		http://www.dos.gov.jo	Department of Statistics	Annual

Investments by public sector	Comprises gross capital formation of all establishments and companies owned or controlled by Government. Public corporations are resident corporations and quasi-corporations that are subject to control by government units, with control over a corporation being defined as the ability to determine general corporate policy by choosing appropriate directors, if necessary.	1994 SNA, paragraph 4.72. And 4.84	Department of Statistics		http://www.dos.gov.jo	Department of Statistics	Annual
Investments in the QIZ	Investments in Qualifying industrial zone which is an area that has been designated by local authorities as an enclave where a product manufactured in the zone may enter U.S. market without payment of duty and without the requirement of reciprocal benefits.	TIIS Team	Ministry of Industry and Trade	IDD eng. Bilal Hmoud--QIZ Section	http://www.mit.gov.jo/default.asp	Ministry of Industry and Trade	every 3-6 months
New registered capital in ASEZ (by year)	The total amount of registered capital of establishments in ASEZA that existed after the ASEZ (after Feb. 2001) benefiting from the incentives of the ASEZ law. The registration in ASEZA is not obligatory but it is necessary if an establishment wishes to benefit from ASEZ incentives.	TIIS Team	ASEZ Investment Directorate	Suha Farajat	http://www.aqabazone.com/	ASEZA's Investment Directorate	Up to the minute
Number of Establishments in Jordan's Economic Territory - Individual Establishments	The total number of individual establishment registered in the Ministry of Industry and Trade. See also the definition of Individual Establishment and the definition of Jordan's Economic Territory in the TIIS Glossary sheet.	MIT	MIT	Rula Haddadine (ind	http://www.mit.gov.jo/default.asp	MIT (Trade Registry)	Up to the minute
Number of Industrial Establishments (ACI)							
Number of new registered establishments in ASEZ (by year)	The number of establishments in ASEZ that existed after ASEZ (after Feb. 2001) and voluntarily registered in ASEZ to benefit from the incentives of the ASEZ law.	TIIS Team	ASEZ Investment Directorate	Suha Farajat	http://www.aqabazone.com/	ASEZA's Investment Directorate	Up to the minute
Number of Permitted Establishments in ASEZ	Total number of establishments that have obtained the necessary permit to undergo economic activities in ASEZ.	TIIS Team	ASEZ Investment Directorate	Suha Farajat	http://www.aqabazone.com/	ASEZA's Investment Directorate	Yearly or whenever the companies amend any information within their company (capital, partners, locations, etc.)

Number of QIZ Establishments	Establishments that are located in one of the designated QIZ areas and are exporting under the QIZ arrangement. Also see the definition of establishment and QIZ in the TIIS Glossary sheet.	TIIS Team	Ministry of Industry and Trade	IDD eng. Bilal Hmoud--QIZ Section	http://www.mit.gov.jo/default.asp	Ministry of Industry and Trade	Every 3-6 months
Number of registered establishments in ASEZ - Broad (by year)	The total number of registered establishment operating in ASEZ and benefiting from the incentives of the ASEZ law. This includes the establishments that existed after ASEZ (after Feb. 2001) as well as the establishments that existed prior to ASEZ (before Feb. 2001). The registration in ASEZA is not obligatory but it is necessary if an establishment wishes to benefit from ASEZ incentives.	TIIS Team	ASEZ Investment Directorate	Suha Farajat	http://www.aqabazone.com/	ASEZA's Investment Directorate	Up to the minute
Number of Registered Establishments in Jordan's Economic Territory-Companies	The total number of companies registered in the Ministry of Industry and Trade. See also the definition of companies and the definition of Jordan's Economic Territory in the TIIS Glossary sheet.	TIIS Team	CCD	Mazen Shehadeh	http://www.ccd.gov.jo	CCD	Up to the minute
Permitted Capital in ASEZ	The total amount of capital of establishments that obtained the necessary permit to undergo economic activities in ASEZ.	TIIS Team	ASEZ Investment Directorate	Suha Farajat	http://www.aqabazone.com/	ASEZA's Investment Directorate	Yearly or whenever the companies amend any information within their company (capital, partners, locations, etc.)
Registered Capital in ASEZ - Broad (by year)	The total amount of capital registered in ASEZ and benefiting from the incentives of the ASEZ law. This includes the establishments that existed after ASEZ (after Feb. 2001) as well as the establishments that existed prior to ASEZ (before Feb. 2001). The registration in ASEZA is not obligatory but it is necessary if an establishment wishes to benefit from ASEZ incentives.	TIIS Team	ASEZ Investment Directorate	Suha Farajat	http://www.aqabazone.com/	ASEZA's Investment Directorate	Up to the minute
Registered Capital in Industrial Establishment (AC1)							
Registered Capital in Jordan - Individual Establishments	The total amount of capital declared by individuals and reported in the Ministry's of Industry and Trade records as the foreseen amount of investment in registered individual establishments in Jordan's Economic Territory. See also the definition of Individual Establishment and Jordan's Economic Territory in the TIIS Glossary sheet.	TIIS Team	MIT	Rula Haddadine (individual establishment registrar)	http://www.mit.gov.jo/default.asp	MIT (Trade Registry)	Up to the minute
Registered Capital in Jordan's Economic Territory - Companies	The total amount of companies' capital declared within the company founding contract and its Memorandum of Association. It is the minimum capital that can be claimed during the company's duration. capital of companies registered in the Ministry of Industry and Trade. See also the definition of Jordan's Economic Territory in the TIIS Glossary sheet.	TIIS Team	CCD	Mazen Shehadeh	http://www.ccd.gov.jo	CCD	Up to the minute

Total Actual Investment Activity in the Public IEs	Actual size of Investments in the three public industrial estates of Jordan that are managed by the Jordan Industrial Estates Corporation. These are: Abdullah II Industrial Estate, Al Hassan Industrial Estate, and Al Hussein Industrial Estate.	TIIS Team	Jordan Industrial Estates Corporation	Wisam Alawi	http://www.jiec.com	Jordan Industrial Estates Corporation Survey	Semi-annually
Total operational number of establishments/factories in the public IEs	Actual number of establishments/factories in the three public industrial estates of Jordan that are managed by the Jordan Industrial Estates Corporation. These are: Abdullah II Industrial Estate, Al Hassan Industrial Estate, and Al Hussein Industrial Estate.	TIIS Team	Jordan Industrial Estates Corporation	Wisam Alawi	http://www.jiec.com	Jordan Industrial Estates Corporation Survey	Semi-annually

Key:

* If the data is collected through a survey

** ANCOM: Andean Common Market

APEC: Asia-Pacific Economic Cooperation

ASEAN: Association of Southeast Asian Nations

CARICOM: Caribbean Community and Common Market

CACEU: Central African Customs and Economic Union

CACM: Central American Common Market

COMESA: Common Market for Eastern and Southern Africa

CIS: Commonwealth of Independent States

ECOWAS: Economic Community of West African States

EFTA: European Free Trade Association

EU: European Union

LDCs: Least developed countries

LAIA: Latin American Integration Association

MERCOSUR: Mercado Común Sudamericano

NAFTA: North American Free Trade Agreement

OECD: Organization for Economic Cooperation and Development

OPEC: Organization of Petroleum Exporting Countries

SACU: Southern African Customs Union

Developed Countries: Northern America, Europe, Japan, Australia and New Zealand

Developing Countries: Africa, Americas excluding Canada and United States in northern America, Caribbean, Central America, South America, Asia excluding Japan, Oceania excluding Australia and New Zealand.

Scope & Coverage	Statistical Units	Main breakdowns	Purpose of Collection	Key Outputs	Main users	Sources of error	Sample Size*	Percentage of Population Sampled*	Response Rate*
All industrial, agricultural, hotels, hospitals, maritime transport and railroads, conventions and exhibition centers, leisure and recreational compounds, pipeline transportation and distribution services for water, gas and petroleum derivatives as well as its exploitation. All areas of Jordan except ASEZ	JOD	Sector/development zone/governorate/country of source of FDI/legal status	To know the size of investments approved by JIB Law	Quantity and value	JIB, Prime Ministry, MIT and UNCTAD and OECD	Human error	NA	NA	NA
All Economic activities on the Kingdom level	Value JOD	By major economic activities	To Prepare the National Accounts				Differs according to each economic sector, where complete enumeration is used to survey big establishments and the government, and a sample of an average 10% of the population is applied for smaller establishments in different sectors	See previous column	85% on average
Data covers all the newly registered companies in the MIT and investments in land and real estates as well as investments in Amman Stock Exchange	JOD	No breakdown is available	1- Policy makers decisions 2- Economic analysis 3- Country comparison	Value of inflows and outflows	1- Governmental organizations. 2- Regional and international organizations. 3- Researchers.	Data entry errors (human error)	NA	NA	NA
All Economic activities on the Kingdom level	Value JOD	By major economic activities	To prepare the National Accounts				Differs according to each economic sector, where complete enumeration is used to survey big establishments and the government, and a sample of an average 10% of the population is applied for smaller establishments in different sectors	See previous column	85% on average
All Economic activities on the Kingdom level	Value JOD	By major economic activities	To prepare the National Accounts	Value of Gross Fixed Capital Formation	The National Accounts people and economic researchers	Sampling errors	Differs according to each economic sector, where complete enumeration is used to survey big establishments and the government, and a sample of an average 10% of the population is applied for smaller establishments in different sectors	See previous column	85% on average
All Economic activities on the Kingdom level	Value JOD	By major economic activities	To prepare the National Accounts				Differs according to each economic sector, where complete enumeration is used to survey big establishments and the government, and a sample of an average 10% of the population is applied for smaller establishments in different sectors	See previous column	85% on average
All Economic activities on the Kingdom level	Value JOD	By major economic activities	To prepare the National Accounts				Differs according to each economic sector, where complete enumeration is used to survey big establishments and the government, and a sample of an average 10% pf the population is applied for smaller establishments in different sectors	See previous column	85% on average

All Economic activities on the Kingdom level	Value JOD	By major economic activities	To prepare the National Accounts				Differs according to each economic sector, where complete enumeration is used to survey big establishments and the government, and a sample of an average 10% of the population is applied for smaller establishments in different sectors	See previous column	85% on average
Al Hassan industrial estate, AL-Hussein Bin Abdulleh II Industrial City, Aqaba QIZ, Ad-Dulayl Industrial Park, Al-Tajamout Industrial City, Cyber City Park, Al-Qastal Industrial Park, Al-Azay reafy wear, Al-Mashta Qualified Industrial Park, Gate way Park, Hillwood Hashemite University, Al-Hallabat Industrial Park, Al-Mawared	JOD and USD	By zone, by factory	To measure value of Exports, statistical analysis, to find the impact on Economy, Employment ratio	Registered and actual Investment Volume	Royal Court, CBJ, DOS, MOF	Human error	The whole population	NA	NA
All of ASEZ	JOD	By economic activity (ASEZA's own classification: Services, Industry, Agriculture, Commercial), by ISIC Code, by nationality, by legal status.	Statistical reasons for ASEZ and Jordan and monitoring trends	Value	Decision makers within ASEZA and interdepartmental use	Internal and external human error (from companies for example)	NA	NA	NA
All registered individual establishments in Jordan (see also the geographic detail)	Absolute Number	By sector, by nationality and by governorate	Statistical analysis, Impact on Economy	Quantity	DOS, JIB	Data entry errors	NA	NA	NA
All of ASEZ	Absolute numbers	By economic activity (ASEZA's own classification: Services, Industry, Agriculture, Commercial), by ISIC Code, by nationality, by legal status	Statistical reasons for ASEZ and Jordan and monitoring trends	Quantity	Decision makers within ASEZA and interdepartmental use	Internal and external human error (from companies for example)	NA	NA	NA
All of ASEZ	Absolute number	By economic activity (ASEZA's own classification: Services, Industry, Agriculture, Commercial), by ISIC Code, by nationality, by legal status	Statistical reasons for ASEZ and Jordan and monitoring trends	Quantity	ASEZA and legal courts	Internal and external human error (from companies for example)	NA	NA	NA

Al Hassan industrial estate, AL-Hussein Bin Abdulleh II Industrial City, Aqaba QIZ, Ad-Dulayl Industrial Park, Al-Tajamout Industrial City, Cyber City Park, Al-Qastal Industrial Park, Al-Azay reafy wear, Al-Mashta Qualified Industrial Park, Gate way Park, Hillwood Hashemite University, Al-Hallabat Industrial Park, Al-Mawraed	Number of units	By zone, by factory	To measure value of Exports, statistical analysis, to find the impact on Economy, Employment ratio	Investments, (by commodity (HS code), by sector (one garment)	DOS, CBJ	Human error	NA	NA	NA
All of ASEZ	Absolute numbers	By economic activity (ASEZA's own classification: Services, Industry, Agriculture, Commercial), by ISIC Code, by nationality, by legal status	Statistical reasons for ASEZ and Jordan and monitoring trends	Quantity	Decision makers within ASEZA and interdepartmental use	Internal and external human error (from companies for example)	NA	NA	NA
All registered companies in Jordan except free zones	Absolute Numbers	Sector (ISIC is not used, instead CCD use their own classification of sectors as follows: Services, Commercial, Industrial, Agriculture, Construction, and others) /Company type/Governorate	Legal requirements, statistical analysis, and Impact on Economy	Quantity	Prime Ministry, Royal Hashemite Court, Central Bank of Jordan, Researchers, donors, and various governmental organizations	Data entry errors (human error) + historical data must be maintained and corrected	NA	NA	NA
All of ASEZ	JOD	By economic activity (ASEZA's own classification: Services, Industry, Agriculture, Commercial), by ISIC Code, by nationality, by legal status	Statistical reasons for ASEZ and Jordan and monitoring trends	Value	ASEZA and legal courts	Internal and external human error (from companies for example)	NA	NA	NA
All of ASEZ	JOD	By economic activity (ASEZA's own classification: Services, Industry, Agriculture, Commercial), by ISIC Code, by nationality, by legal status	Statistical reasons for ASEZ and Jordan and monitoring trends	Value	Decision makers within ASEZA and interdepartmental use	Internal and external human error (from companies for example)	NA	NA	NA
All registered individual establishments in Jordan (see also the geographic detail)	Value JOD	By sector, by nationality and by governorate	statistical analysis, Impact on Economy	Value	DOS, JIB	Data entry errors	NA	NA	NA
All registered companies in Jordan	JOD	Sector (ISIC is not used, instead CCD use their own classification of sectors as follows: Services, Commercial, Industrial, Agriculture, Construction, and others) /Company type/Governorate	Legal requirement, statistical analysis, and Impact on Economy	Value	Prime Ministry, Royal Hashemite Court, Central Bank of Jordan, Researchers, donors, and various governmental organizations	Data entry errors (human error) + historical data must be maintained and corrected	NA	NA	NA

All Operational Industrial Estates managed by JIEC	JOD	By industrial estate, by nationality, by QIZ/non-QIZ exporting activity, and by sector (JIEC's own sector classification: food industries, pharmaceuticals, engineering industries, plastic and rubber industries, chemicals, textiles, furniture, packing and packaging, leather industries, construction),	Follow up, monitoring, performance evaluation	Value Invested Capital and FDI	Decision makers, researchers, governmental organizations	Survey respondents and data entry errors	All industrial companies located within JIEC's industrial estates	100%	80-85%
All Operational Industrial Estates managed by JIEC	Number of units	By industrial estate, by ownership (foreign, local, JV), by sector, by QIZ/non-QIZ exporting activity.	Follow up, monitoring, performance evaluation	Quantity	Decision makers, researchers, governmental organizations	Survey respondents	All industrial companies located with the JIEC's industrial estates.	100%	80-85%

Sampling Error*	Geographic areas	Timeframe for Data Availability	Major Changes	Frequency of Data Release	Form	Time span between Collection & Release
NA	Development zone A (Central), B (North) and C (South except ASEZ) and by governorate.	Since 1996 to date	NA	Monthly	MIT's Monthly publication (Industry, Trade, and Investment Bulletin)	1 month
10% on average	On the Kingdom level			Annual data	Paper and electronic forms	14 months
NA	This attribute represents the investments made in all of Jordan including ASEZ and excluding the Free zones	Data are available since 2000	NA	Quarterly and annually	Website and publication	Two months
10% on average	On the Kingdom level			Annual data	Paper and electronic forms	14 months
10% on average	On the Kingdom level			Annual data	Paper and electronic forms	14 months
10% on average	On the Kingdom level			Annual data	Paper and electronic forms	14 months
10% on average	On the Kingdom Level			Annual data	Paper and electronic forms	14 months

10% on average	On the Kingdom Level			Annual data	Paper and electronic forms	14 months
NA	Same as scope and coverage	Investments data available since 1999	Increase in Industrial Estates & factories yearly	Quarterly	Form-available on website and also as hard copy at MIT	Quarterly
NA	All ASEZ territory	Data is available from 17/2/2001 to date	NA	Upon request detailed information	Publication: Annual Report	1 year
NA	Jordan's 12 governorates	Since 1966. Accurate data are available since 1993. See "Major Changes"	The computerization of the records since 1993	Annually	MIT's Monthly publication (Industry, Trade, and Investment Bulletin). Not available on MIT's website	1 year
NA	All ASEZ territory	Data is available from 17/2/2001 to date	NA	Upon request detailed information	Publication: Annual Report	1 year
NA	All ASEZ territory	Data is available from 17/2/2001 to date	NA	Upon request detailed information	Publication: Annual Report	1 year

NA	Same as scope and coverage	Since 1999	Increase in Industrial Estates & factories yearly	Quarterly	Form-available on website and also has a hard copy at MIT	Quarterly
NA	All ASEZ territory	Data is available from 17/2/2001 to date	NA	Upon request detailed information	Publication: Annual Report	1 year
NA	Jordan's 12 governorates ex	Since 1900	Computerized data base since 1995	Website (up to the minute). Publication - Companies monthly report (monthly)	CCD website and companies monthly report	0
NA	All ASEZ territory	Data is available from 17/2/2001 to date	NA	Upon request detailed information	Publication: Annual Report	1 year
NA	ALL ASEZ territory	Data is available from 17/2/2001 to date	NA	Upon request detailed information	Publication: Annual Report	1 year
NA	Jordan's 12 governorates	Since 1966. Accurate data are available since 1993. See "Major Changes"	The computerization of the records since 1993	Annually	MIT's Monthly publication (Industry, Trade, and Investment Bulletin). Not available on MIT's website	1 year
NA	Jordan's 12 governorates ex	Since 1900	Computerized data	Website (up to the minute). Pu	CCD website and companies m	0

NA	All Industrial estates managed by JIEC	1995 onwards	NA	Monthly, semi annually, annually	Website, monthly report, semi-annual report, annual report	1 month
NA	All Industrial estates managed by JIEC	1995 onwards	NA	Monthly, semi annually, annually	Website, monthly report, semi-annual report, annual report	1 month

TIIS Trade Glossary

Attribute Name	Definition
Annual Growth (rate of change)	The ratio of total change in a specified time reference period to the value at the beginning of the period or at a specified earlier time reference. When changes over a period of more than one calendar year are studied, the mean annual rate of change may be computed. (Adapted from 4)
Approved Investments by JIB	Size of approved investment by the JIB to benefit from the (Investment Promotion Law) IPL.
Arab joint venture	Companies registered in the Kingdom pursuant to agreements concluded by the Government with any other state and the joint Arab companies emanating from the Arab league or the institutions or organizations affiliated thereto shall be registered with the Controller in a special register prepared for this purpose. These companies shall be subject to the provisions and conditions stated in this Law in the circumstances and on the issues not stipulated in the agreements and contracts under which they were established and their Memorandums of Association.
Areas	The administrative division of Jordan into three areas: North, Middle, and South. The North constitutes of the four governorates: Ajlun, Jerash, Mafraq, and Irbid, the Middle constitutes of the four governorates: Balqa, Amman, Zarqa, and Madaba, and the South of the three governorates: Karak, Tafileh, and Ma'an. Since Aqaba (ASEZ) is by itself an administratively separate area it's not covered by the three administrative areas of Jordan.

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ASEZ	<p>Aqaba Special Economic Zone is a liberalized, low-tax, duty-free, and multi-sectoral development area that was established in January 2001. The zone incorporates approximately 375 square Km. of Aqaba governorate.</p>
Base Period	<p>The period of time for which data used as the base of an index number, or other ratio, have been collected. This period is frequently one year but it may be as short as one day or as long as the average of a group of years. (5).</p>
Bonded Deposits (IM7)	<p>(USA) This term refers to goods which are held, stored or transported under circumstances where applicable duty or taxes have not yet been definitely determined or paid, and admissibility has not yet been arranged. Bonds must be posted by those who are responsible for the goods during this period (the carriers, warehouses, and/or importers) to indemnify the government if the goods are released improperly.</p>

C.I.F Price	The c.i.f. price (i.e. cost, insurance and freight price) is the price of a good delivered at the frontier of the importing country, including any insurance and freight charges incurred to that point, or the price of a service delivered to a resident, before the payment of any import duties or other taxes on imports or trade and transport margins within the country; in SNA93 this concept is applied only to detailed imports.
Commodity	An article or raw material that can be bought or sold, esp. a product as opposed to a service.
Country of Exportation	The country from which goods are shipped with intention to separate them from the mass of goods in that country.
Country of Origin	The country in which goods were produced, mined, grown or manufactured.
CPC Code	The central product classification (CPC) is a classification based on the physical characteristics of goods or on the nature of the services rendered; each type of good or service distinguished in the CPC is defined in such a way that it is normally produced by only one activity as defined in ISIC.
Currency	The national medium of exchange.
Domestic Direct Investment	All the investments conducted through residents.

Economic Activity

To take place when resources such as equipment, labour, manufacturing techniques, information networks or products are combined, leading to the creation of specific goods or services. An activity is characterized by an input of products (goods or services), a production process and an output of products.

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Economic and Trade Grouping	It's the grouping of two countries or more based on economic, trade, and/or structural aspects. Examples of these groupings are: ANCOM, APEC, ASEAN, CARICOM, CACEU, CACM, COMESA, CIS, ECOWAS, EFTA, EU, LDCs, LAIA, MERCOSUR, NAFTA, OECD, OPEC, SACU, and Developed and Developing Countries**
Enterprise	An enterprise is an institutional unit in its capacity as a producer of goods and services; an enterprise may be a corporation, a quasi-corporation, a non-profit institution, or an unincorporated enterprise.
Establishment	An establishment is an enterprise, or part of an enterprise, that is situated in a single location and in which only a single (non-ancillary) productive activity is carried out or in which the principal productive activity accounts for most of the value added.

Exports and Export Value of Goods (merchandise)	Goods leaving the statistical territory of a country. In the general trade system, the definition of the statistical territory of a country coincides with its economic territory. In the special trade system, the definition of the statistical territory comprises only a particular part of the economic territory, mainly that part which coincides with the free circulation area for goods. The free circulation area is a part of the economic territory of a country within which goods may be disposed of without Custom restrictions.
Exports of Goods and Services	Exports of goods and services consist of sales, barter, or gifts or grants, of goods and services from residents to non-residents; the treatment of exports and imports in the SNA is generally identical with that in the balance of payments accounts as described in the Balance of Payments Manual.
Exports of Services	Represents the receipts from travel, transportation, government and other services gained by residents from non-residents.
Exports Value	This entry provides the total JD amount of merchandise exports on an f.o.b. (free on board) basis.
F.o.b. Price	The f.o.b. price (free on board price) of exports and imports of goods is the market value of the goods at the point of uniform valuation, (the customs frontier of the economy from which they are exported); it is equal to the c.i.f. price less the costs of transportation and insurance charges, between the customs frontier of the exporting (importing) country and that of the importing (exporting) country.

Foreign Company - Operating	A foreign nationality company registered outside the Kingdom with its head office located abroad. A branch office for that company is operated in Jordan mainly for the execution of a contract with a Jordanian employer. There are no restrictions as to the type of employer. The employer can be governmental, another company or an individual. An example of this would be a construction contract.
Foreign Company-Non Operating	A company which has a regional office located in the Kingdom to manage the foreign company's operations in the region. This company's operations are coordinated with its headquarters.
Foreign Direct Investment	Foreign direct investment is the category of international investment that reflects the objective of a resident entity in one economy to obtain a lasting interest in an enterprise resident in another economy.
Free Zone	An area within a country (a seaport, airport, warehouse or any designated area) regarded as being outside its customs territory where importers may bring goods of foreign origin without paying customs duties and taxes, pending their eventual processing, transshipment or re-exportation.
General Government	The general government sector consists of the totality of institutional units, which, in addition to fulfilling their political responsibilities and their role of economic regulation, produce principally non-market services (possibly goods) for individual or collective consumption and redistribute income and wealth.

Geographical Region	Macro geographical regions arranged according to continents and component geographical regions used for statistical purposes by the Population Division and Statistics Division of the United Nations Secretariat. (United Nations, M/49/Rev.3). Example of these are available on the following link: http://unstats.un.org/unsd/methods/m49/m49regin.htm
Goods	Goods are physical objects for which a demand exists, over which ownership rights can be established and whose ownership can be transferred from one institutional unit to another by engaging in transactions on markets; they are in demand because they may be used to satisfy the needs or wants of households or the community or used to produce other goods or services.
Governorate	Jordan's 12 Governorates
Gross Capital Formation	Gross capital formation is measured by the total value of the gross fixed capital formation, changes in inventories and acquisitions less disposals of valuables for a unit or sector. See also the definition of Gross Fixed Capital Formation in the TIIS Glossary.
Gross Fixed Capital Formation	The value of newly owned durable goods purchased during the year, as an addition to the stock of assets already owned by the establishment minus the value of sold seconded hand assets.
HS Code	Harmonized Commodity Description and Coding System (HS Code) is a classification of goods by criteria based on raw materials and the stage of production of commodities. The industrial origin criterion is considered whenever it is compatible with the main criteria set out above. It also includes a set of explanatory notes and binding rules for interpretation which form part of the Protocol of Agreement.

Import for Consumption (IM4)	Total goods imported with the exception of those which are kept in the customs insurance warehouses plus good which are drawn form the warehouses.
Imports and Import Value of Goods (merchandise)	Goods entering the statistical territory of a country. (United Nations, 1998b) See also exports.
Imports of goods and services	Imports of goods and services consist of purchases, barter, or receipts of gifts or grants, of goods and services by residents from non-residents; the treatment of exports and imports in the SNA is generally identical with that in the balance of payments accounts as described in the Balance of Payments Manual.
Imports of Services	Represents the payments on travel, transportation, government and other services paid by residents to non-residents.
Imports Value	This entry provides the total JD amount of merchandise imports on an c.i.f. (cost of insurance and freight) basis.
Imports/temporary Admission (IM5)	This form is used for goods entering into the country under temporary entry status where the duties and other taxes are guaranteed with a bank security.
Individual Establishment	
Industry	Divisions 10-45 of the International Standard Industrial Classification of All Economic Activities, Third Revision (ISIC, Rev. 3): mining and quarrying; manufacturing; electricity, gas and water; and construction. (United Nations, 1990)
Investment for Infrastructure	The investments of the government in construction of roads, dams, bridges and other constructions.

Investments by private sector	Comprises gross capital formation of all privately owned establishments. Private corporations are all resident corporations and quasi-corporations that are not controlled by government.
Investments by public sector	Comprises gross capital formation of all establishments and companies owned or controlled by Government. Public corporations are resident corporations and quasi-corporations that are subject to control by government units, with control over a corporation being defined as the ability to determine general corporate policy by choosing appropriate directors, if necessary.
ISIC Code	ISIC is the United Nations International Standard Industrial Classification of All Economic Activities; the third revision of ISIC is used in the 1993 SNA.
Jordan's Economic Territory	The economic territory of a country consists of the geographic territory administered by a government within which persons, goods, and capital circulate freely; it includes: (a) the airspace, territorial waters, and continental shelf lying in international waters over which the country enjoys exclusive rights or over which it has, or claims to have, jurisdiction in respect of the right to fish or to exploit fuels or minerals below the sea bed; (b) territorial enclaves in the rest of the world; and (c) any free zones, or bonded warehouses or factories operated by offshore enterprises under customs control (these form part of the economic territory of the country in which they are physically located).
Legal Status	Includes: Public Shareholding, Private Shareholding, Limited Liability, General Partnership, Limited Partnership, Arab Joint Venture, Exempted, Not-For-Profit, Civil, Limited Partnership In Shares And Foreign Company – Non Operating & Operating

Legal Status - Private Shareholding	A private shareholding company is a company that consists of two or more partners and whose shares are not offered for public underwriting. The total capital of the company is underwritten by the company's founders.
Legal Status-Civil	A form of entity permitted under the Jordanian Civil Law and its regulations.
Legal Status-Exempted	(OFFSHORE COMPANIES) Either a public or a private shareholding company with limited liability. This company is registered as a Jordanian company that may not carry out any operations in Jordan. The company's name must include the word "Exempt".
Legal Status-General partnership	A company founded by a maximum of 20 natural partners, all over 18 years of age.
Legal Status-Limited liability	A company founded by two or more partners, with their liability determined in accordance with their capital shares.
Legal Status-Limited Partnership	A company founded by natural founders both over and under 18 years of age. Those over 18 are the General Partners who are responsible for the day to day management of the company. Limited partners contribute only to the capital of the company but have no authority in or involvement with its management.
Legal Status-Not-for-profit	Any private or public non-profit organization which is independent from government. NGOs are typically value-based organizations which depend, in whole or in part, on charitable donations and voluntary service.
Legal Status-Public Shareholding	A company founded by a number of promoters, with a minimum of two subscribers. The liability of shareholders is limited to their capital shares. A public shareholding company can consist of one person only upon the approval of the Minister and the Controller of MIT.

Limited Partnership in Shares	A limited liability company founded by a minimum of four partners: two general partners and two limited partners. The general partners are jointly liable for the debts incurred by the partnership. The liability of the limited partners is limited to their capital shares.
Month	Calendar month unless otherwise specified
Non-QIZ Investment Activity in the Public IEs	Investments and establishments operating in the public IEs managed by JIEC excluding those who export under the QIZ arrangement.
Non-resident	A unit is non-resident if its center of economic interest is not in the economic territory of a country.
Permanent Export (EX1)	Sending goods from one country to another for the purpose of trade or goods exported abroad.
Private Sector	Comprises of all resident economic entities that are not controlled or owned by government.
Public IEs	The three public industrial estates of Jordan that are managed by the Jordan Industrial Estates Corporation. These are: Abdullah II Industrial Estate, Al Hassan Industrial Estate, and Al Hussein Industrial Estate.
Public Sector	Comprises of all resident corporations and quasi-corporations that are subject to control by government units, with control over a corporation being defined as the ability to determine general corporate policy by choosing appropriate directors, if necessary.
QIZ	Qualifying industrial zone is an area that has been designated by local authorities as an enclave where a product manufactured in the zone may enter U.S market without payment of duty and without the requirement of reciprocal benefits.
QIZ Investment Activity in the Public IEs	Investments and establishments exporting under the QIZ arrangement and operating in the public IEs managed by JIEC.

Quantity	Units of measurements are dependant on the exporting/importing good: units, meters, Kgm, Tons, Dozen. Metric units are used in all tables in which the data are measured in weight, volume, length or area.
Re-exports (EX3)	Goods, materials or articles exported in the same condition as they were imported, and imported goods which have undergone operations such as repair, re-packing, or bottling which leave them essentially unchanged before exporting.
Registered Capital	The total amount of companies' capital declared within the company founding contract and its Memorandum of Association. It is the minimum capital that can be claimed during the company's duration. Capital of companies registered in the Ministry of Industry and Trade.
Re-import (IM6)	It is a good of Jordanian origin that was exported from Jordan and is subsequently imported back to Jordan in mostly the same condition as when it was exported.
Resident	An institutional unit is resident in a country when it has a center of economic interest in the economic territory of that country.

<p>Services</p>	<p>Services are outputs produced to order and which cannot be traded separately from their production; ownership rights cannot be established over services and by the time their production is completed they must have been provided to the consumers; however as an exception to this rule there is a group of industries, generally classified as service industries, some of whose outputs have characteristics of goods, i.e. those concerned with the provision, storage, communication and dissemination of information, advice and entertainment in the broadest sense of those terms; the products of these industries, where ownership rights can be established, may be classified either as goods or services depending on the medium by which these outputs are supplied.</p>
<p>SITC Code</p>	<p>The SITC is the international trade classification published by the United Nations. The third revised version of the SITC came into force at the same time as the HS was introduced. Up until the time the HS was adopted, the SITC was the only trade classification which enabled comparisons to be made on a worldwide basis. Now that the HS is used throughout virtually the entire world, the SITC has therefore declined in importance. The third revised version of the SITC uses the constituent elements of the HS as building blocks. SITC Rev.3 has a five-level hierarchical structure with purely numerical coding. The link between SITC Rev.3 and the HS is very similar to that between the CPC and the HS: the five-digit headings in SITC Rev.3 are equivalent to all or part of a single CPC subclass. However, a link also runs in the other direction in that every CPC subclass is part only of a three-digit heading in SITC Rev.3. CPC subclasses can therefore always be aggregated to three-digit headings in SITC Rev.3.</p>

System of National Accounts (SNA)	The System of National Accounts (SNA) consists of a coherent, consistent and integrated set of macroeconomic accounts, balance sheets and tables based on a set of internationally agreed concepts, definitions, classifications and accounting rules.
Temporary Export (EX2)	If goods are to be sent abroad on a temporary basis (repair/recalibration, etc.) it is imperative that the carrier /shipping agent consigns them a temporary export. If this is not carried out customs and excise will treat goods as an import and charge any applicable duty and VAT.
Total Economy	The total economy consists of all the institutional units which are resident in the economic territory of a country.
Total Investment Activity in the Public IEs	Investments and establishments operating in the public IEs managed by JIEC.
Trade agreement	NTR (WTO), GSP, Jordan-US FTA, QIZ, Jordan-EU Association Agreement, GAFTA, Arab bilateral FTA's, etc.
Trade Balance	Imports less exports of goods (42, para. 2.166). The Trade Balance is the difference between exports and imports of goods. (16, Intro.)

Trade Systems	The two trade systems in common use by which international merchandise trade statistics are compiled are the general trade system and the special trade system. In the general trade system the statistical territory of a country coincides with its economic territory. In special trade systems the statistical territory comprises only a particular part of the economic territory, for example where there are free circulation areas or "free zones". (United Nations, 1998b, paras. 65-67)
Trading Partner Countries	Countries of origin and purchase in international merchandise trade transactions. (United Nations, 1994, para. 127)
Transit (TR8)	Passing goods via a certain country or passing from one place to another.
Value	Value at the level of a single, homogeneous good or service is equal to the price per unit of quantity multiplied by the number of quantity units of that good or service; in contrast to price, value is independent of the choice of quantity unit.
Year	Calendar year unless otherwise specified

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