

A national roadmap to implement the International Classification of Crime for Statistical Purposes (ICCS), the main elements

1. Setting up institutional and organizational framework
 - 1.1. Create a National ICCS Working Group as the basis of the implementation of the ICCS. The Working Group should include, at the minimum, all relevant data producers in the area of crime and criminal justice statistics. Ensure that the National ICCS Working Group is formally established in coordination with national statistical authorities and relevant data producers in the area of crime and criminal justice statistics and all levels of government necessary.
 - 1.2. The National ICCS Working Group should develop its Terms of Reference to drive the ICCS implementation in a coordinated, sustainable, and inclusive manner.
 - 1.3. Identify a national focal point. To ensure continuity in the implementation process and to foster international coordination, the national focal point should belong to the same institution represented in the ICCS Technical Advisory Group (ICCS-TAG) established by UNODC.

2. Awareness raising
 - 2.1. Identify all relevant data users in the area of crime and criminal justice statistics (other government institutions, academia, research, private sector, NGOs). Reach out to all data users and inform them about the ICCS and its implementation.
 - 2.2. Distribute a copy of the ICCS in one of the official UN languages (Arabic, Chinese, English, French, Russian, Spanish) to all national stakeholders accompanied by the rationale of the reasons and advantages deriving from implementing the ICCS.

3. International coordination and support
 - 3.1. Inform UNODC about the establishment of the National ICCS Working Group.
 - 3.2. Become familiar with instruments and tools developed by UNODC and by relevant regional organizations to support and coordinate ICCS implementation.
 - 3.3. Participate in international and regional activities and ask for methodological guidance.

Milestone A: National ICCS Working Group created and communication with UNODC established.

4. Preparatory technical work

4.1. Become familiar with the ICCS in one of the official UN languages (Arabic, Chinese, English, French, Russian, Spanish), or, where relevant and needed, translate the ICCS into your national language.

4.2. Explore the content of the (translated) ICCS:

- Identify all the categories in ICCS that are neither criminal offences nor administrative infractions in your country (according to UNODC guidance note)
- Identify all the categories in ICCS that are not criminal offences but are administrative infractions in your country (according to UNODC guidance note)
- As a result of the previous two steps identify the ICCS categories that need to be excluded from the mapping of national categories to ICCS because they are not criminal offences or because they are only administrative infractions in your country.

5. Assessment of current data production

5.1. Explore the status of national crime statistics by answering to the following set of questions:

- Which national statistics on crime and criminal justice are regularly produced and from which sources (police, court, prosecution, prison, etc.)?
- Which classifications/lists of data/indicators/variables are used to produce existing statistics?
- Is there a national crime classification?
- Are national statistics on criminal offences produced based on the penal code and other relevant legislation?
- Are all national data producers using the same classification/list of data/indicators/variables?
- Is there a standard nomenclature of definitions and concepts used for producing data?
- How are the statistics produced, processed, validated, analyzed, and stored?
- At what level is information on individual criminal offences entered and stored (microdata)?
- Is there a central electronic database of microdata?
- If a central electronic database does not exist, do electronic databases exist at regional/state/province level or at the level of individual institutions/agencies?
- Are metadata on crime and criminal justice statistics regularly produced, updated, and disseminated?
- Which disaggregating variables are available?

5.2. Summarize findings of the previous step in an assessment report to be drafted by the National ICCS Working Group.

6. Design a National Work Plan

- 6.1. Based on the assessment conducted in 5.1, the National ICCS Working Group should draft a detailed National Work Plan for ICCS implementation (a template will be included in the UNODC ICCS Implementation Manual)
- 6.2. The ICCS implementation requires work at various levels which needs to be addressed in the National Work Plan:
 - Comparing existing classification/list of data/indicators/variables with ICCS categories/definitions;
 - Producing correspondence tables from national to ICCS categories;
 - Coordinating all data producers;
 - Ensuring coordinated and comprehensive data production and dissemination.
- 6.3. The ICCS implementation might require additional measures depending on the status of national crime statistics in your country. These might include:
 - Integrating additional disaggregation variables in data recording/processing;
 - Assessing and adjusting data collection and processing systems.
- 6.4. The National Work Plan will identify all the steps, activities, and outputs for gradual implementation of the ICCS. Different and intermediate phases and objectives can be identified, which will pay due consideration to the state of development of your national crime statistics system and to your existing institutional and organizational framework:
 - The National Work Plan will specify what needs to be done, by whom, and by when.
 - If relevant, the National Work Plan will include financial considerations.
 - The National Work Plan will describe in detail the mapping of national offences to ICCS categories through correspondence tables according to the UNODC ICCS Implementation Manual.
 - The National Work Plan will describe in detail the recording of disaggregating variables according to the UNODC ICCS Implementation Manual.

Milestone B: National Work Plan finalized.

7. Gradual implementation of National Work Plan

- 7.1. Gradually implement your National Work Plan according to the steps, activities, and outputs defined.

8. Production of outputs

- 8.1. Produce revised statistics with gradual broadening of scope and detail of data complying with ICCS. Include at the minimum the following items in line with UN-CTS requirements according to the UNODC ICCS Implementation Manual:

- Criminal offences (from law enforcement records and victimization surveys);
- Victims of intentional homicide;
- Persons brought into formal contact;
- Persons prosecuted;
- Persons brought into courts;
- Persons convicted;
- Persons detained in prison.

Milestone C: ICCS compliant data published, UN-CTS properly compiled

9. Publish national crime data/report according to ICCS categories

10. Send an implementation report (as per template) to UNODC

Milestone D: ICCS implementation report finalized