

*ISLAMIC REPUBLIC OF IRAN
VICE- PRESIDENCY FOR
Plan and Budget Organization
STATISTICAL CENTRE OF IRAN*

**The Law of the Statistical Centre of Iran and a
Selection of Rules and Directives of National
Statistical System**



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The Law of the Statistical Centre of Iran

A. Generalities

Article 1. Definitions

Census: A census is a statistical survey which covers all individuals/units of the population under study. Some common subjects of census-taking are economic and social activities, population, housing, agriculture, manufacturing, construction and trade. When a census is nationwide it is classified as a general census.

Sample survey: A sample survey is a survey during which data on a sample of the individuals/units of the population under study are collected based on scientific statistical methods. The results of a sample survey should be generalizable.

Current survey: A current survey is a survey which draws on documents, reports and forms reflecting ongoing activities of the ministries and government/

government-affiliated departments and companies.

National accounts: National accounts refer to the statistical reflection of all economic activities of the nation during a certain period.

Price index: A price index is a quantity which demonstrates the changes in average price of goods and services during a certain period.

Statistical frame: A statistical frame is a list of general characteristics of the individuals/units of the population under study, particularly used in sample surveys.

Statistical services: Statistical services refer to all or a part of services provided for preparation and implementation of statistical surveys as well as data processing and dissemination.

Article 2. Statistical Centre of Iran, hereafter called the SCI, is affiliated to the Plan and Budget

Organization, hereafter called the PBO, and is headed by a Deputy Head of the PBO.

B. The SCI's duties and responsibilities

Article 3. The SCI is responsible for:

- Taking general censuses and sample surveys on social and economic issues,
- Providing required statistics to meet data needed for planning and development programs,
- Developing and maintenance of statistical frames,
- Processing, analysis and dissemination of survey results,
- Providing national accounts and price indices,
- Providing statistical concepts, definitions, standards and classifications,
- Collecting data needed for public and private sectors,
- Compilation and dissemination of the national statistical yearbook,
- Aggregation of statistical documents and information,
- Providing technical assistants to statistical units located in the ministries and government/government-affiliated departments and companies as well as institutions in private sector,
- Providing statistical services to public and private sectors against charging them with the costs.

Note. The incomes from statistics services are considered incomes of the SCI which are saved in a

certain account in the treasury and spent in accordance with the budget plan approved by the PBO's head.

Article 4. General censuses are launched following the government's decree and conducted as decided by the Council of Ministers.

The national census of population has to be taken every 10 years. The first population census after the ratification of the present law will be in 1355 (A.D. 1976).

Article 5. All ministries and government/government-affiliated departments and companies will provide the SCI with workforce, vehicles, telecommunication instruments and other instruments required for census taking for a certain period of time and as the Council of Ministers prescribes.

Article 6. In the census events in which the SCI enjoys cooperation of working and/or retired government employees, the SCI is entitled to pay them a census bonus, in addition to their regular payment. The amount of bonus is suggested by the MPO(PBO)'s head which should obtain the approval of the Council of Ministers.

Article 7. All Iranians inside the country or abroad are bound to respond correctly to the questions of every survey conducted by the SCI. The data collected from individuals/institutions during surveys are considered confidential and may only be used for production of general statistical information.

It is absolutely forbidden to use, demand or refer to data collected from individuals/institutions before judicial, administrative or tax authorities.

Article8. All ministers and government/government-affiliated departments and companies are bound to base the surveys they conduct on concepts, definitions, standards, methods and classifications prepared by the SCI.

Article 9. All ministers and government/government-affiliated departments and companies are bound to provide the SCI with required statistical data by implementation of current surveys.

C. The High Council of Statistics and its duties and responsibilities

Article 10. The High Council of Statistics, hereafter called the Council, is headed by the head of the MPO(PBO) and its members are:

Deputies of the following ministries introduced by the concerned ministers:

- Ministry of Economic and Financial Affairs,
- Ministry of Interior,
- Ministry of Agriculture and Natural Resources,
- Ministry of Cooperatives and Villages Affairs,
- Ministry of Labor and Social Affairs,
- Ministry of Industries and Mines,
- Ministry of Commerce,
- Ministry of Health, Treatment and Medical Education, and,
- Deputy Governor, Central Bank of Iran,
- Deputy Secretary-General, Administrative and Recruitment Affairs Organization,
- Head, Statistical Centre of Iran.

Article 11. Terms of reference of the Council

- Developing macro statistical policies and assigning the statistical activities to the related organizations,
- Deciding on statistical priorities,
- Developing comprehensive policies on coordination between ministries and public institutions in making use of computers,
- Making comments on the process of procuring credit for conduction of the ministries' and public companies' statistical surveys and activities which are financed from national development credits,
- Making comments on statistical statutes and bills prepared,
- Making decisions about problems facing government agencies on implementation of statistical surveys.

Article 12. The Council will hold sessions at least every 3 months and may have extra sessions. The least number of members for holding sessions is 8 and the

Council's decisions are approved when 7 members concur.

Article 13. The MPO's responsibility for coordination of information affairs is shifted to the Council.

Article 14. Observance of the Council's approvals, which are based on the terms of reference cleared here, are mandatory for all ministries and government departments.

Article 15. The executive regulations and terms of reference of the Council's secretariat are prepared by the MPO (PBO) and approved by the Council.

Article 16. The SCI's Establishment Law, passed in 1965, and the parts of other laws and regulations which are in conflict with the present law are hereafter null and void.

The above law including 16 articles and 1 note was approved by the Senate on 24/12/1974 and by the National Consultative Assembly on 30/1/1975.

Executive Regulations of the High Council of Statistics' Secretariat

According to the Law of the Statistical Centre of Iran, article 15, and the national statistical system, the Council's executive regulations are as follows:

Article 1. The secretariat of the Council acts under the SCI, and the head of the SCI, an MPO(PBO)'s deputy head, is considered the secretary of the

Council. **Article 2.** The venue of the Council's sessions is in the MPO(PBO) premises unless the Council's chairman considers another place.

Article 3. The Council's members are preferably selected from among organizations' deputies for planning or deputies with similar duties (eg, chairman of the national statistics committee) by the ministers or the highest officials in the organizations. They are then introduced to the Council's secretariat.

The members of the Council are as follows:

1. Deputy President and head of the MPO (PBO) (Council's chairman)
2. Head of the Statistical Centre of Iran (Council's secretary)

3. Deputy for economic affairs and coordination of plan and budget
4. Deputy for economic affairs, Central Bank of Iran and deputy ministers of the following ministries:
5. Ministry of Health, Treatment and Medical Education
6. Ministry of Economic and Financial Affairs
7. Ministry of Jihad-e- Agriculture
8. Ministry of Labor and Social Affairs
9. Ministry of Industries and Mines
10. Ministry of Commerce
11. Ministry of Interior
12. Ministry of Cooperatives.

Note 1. The members of the Council have to attend the Council's sessions personally. The Council's secretary is bound to report to the chairman and the concerned minister if a member does not attend two successive or three nonsuccessive sessions. If there is a plausible excuse for inattendance of a member they could be substituted by another deputy from the same department.

Note 2. The chairman and all members of the Council are entitled to benefit from the assistance of an expert of statistics as consultant in the sessions of the Council without voting right.

Article 4. Time, venue and agenda for regular sessions of the Council will be declared by the secretariat in a written form to the members of the Council at least 10 days before the due time. As for the extraordinary sessions, the members will be notified in writing on time, venue and agenda at the least 5 days before by the secretariat. Also, the secretariat is responsible for distribution of the sessions' documents.

Article 5. The budget of the Council's secretariat is predicted and included in the SCI's annual budget appropriate to its activities and responsibilities.

Article 6. To review the plans and programs of statistical activities from an expert point of view, the "Expert Commission" - the expert and consultative arm of the Council which hereafter is called "the

Commission” - meets by request of the Council or a sectoral statistics committee. The commission is chaired by a deputy head of the SCI who is selected by the head of the SCI and secretary of the Council.

Article 7. The secretariat of the Council is in charge of the Commission and the venue of the Commission’s meetings is the SCI premises unless the Council’s secretariat changes the place.

Article 8. The permanent members of the Commission are selected from among the Director Generals for statistics and information or similar officials in the ministries or departments which are members of the Council and introduced by the representatives of the Council members.

The permanent members of the Commission are as follows:

1. A deputy head from the SCI selected by the Council’s secretariat (Commission’s chairman)
2. Director-General, Office of Supervision and Secretariat of the SCI’s High Council of statistics (Commission’s secretary)

3. Director-General, Office of General Affairs, MPO(PBO), or a sectoral DG with coordination of the Office of General Affairs (member)
4. Director-General, Office of Financial Researches and Policies, Ministry of Economic and Financial Affairs (member)
5. Director-General, Office of Computer services, Ministry of Interior (member)
6. Director-General, Office of Statistics and Information Technology, Ministry of Jihad-e-Agriculture (member)
7. Director-General, Office of Statistics and Information, Ministry of Cooperatives (member)
8. Director-General, Office of Statistics and Computer Services, Ministry of Labor and Social Affairs (member)
9. Director-General, Office of Statistics and Information, Ministry of Industries and Mines (member)
10. Director-General, Office of Development and Coordination of statistical system, Ministry of Health, Treatment and Medical Education (member)

11. Director-General, Office of Commercial Statistics and Information Supply, Ministry of Commerce (member)

12. Director-General, Office of Economic Statistics, Central Bank of Iran (member)

13. Two experts from NGOs selected by statistical experts, research and training societies, and trade unions (members)

Note 1. The chairman of the Commission is entitled to benefit from the assistance of the SCI's deputy heads and directors as consultants in the Commission's meetings without voting right.

Note 2. The Commission's members are bound to attend the meetings of the Commission and may not introduce representatives. The Commission's chairman will report the absence of any member in two sessions in a row or three nonsuccessive sessions to the head of the Council and the member of the Council from the related department.

Article 9. The chairman and all permanent members of the Commission are entitled to benefit, if required, from the assistance of at most two knowledgeable

experts in the sessions of the Commission without voting right.

Article 10. To review the Council's agenda, the Commission holds at least one session before any regular or extraordinary session of the Council. The Commission's sessions come to a quorum with two thirds of the permanent members present, and its decisions are approved with yes votes of half plus one of the attending members.

Article 11. Time, venue and agenda for regular sessions of the Commission will be declared by the secretariat in a written form to the members of the Commission at least 10 days before the due time. As for the extraordinary sessions, the members will be notified in writing about the time, venue and agenda at the least 5 days before by the secretariat. Also, the secretariat is responsible for distribution of the sessions' documents.

Article 12. Terms of reference of the Council's Expert Commission

1. Reviewing and making comments on short-term and middle-term statistical programs of the country,
2. Reviewing and making comments on the statistical system's training programs for the statistical staff,
3. Review and making comments on data production priorities in the national statistical system,
4. Reviewing and making comments on the national statistical program considering macro policies and statistical priorities set forth by the Council,
5. Developing activity patterns and instructions for sectoral statistics committees,
6. Reviewing programs, plans and ideas ratified by the sectoral statistics committees and the SCI before handing them in to the Council,
7. Review of programs, plans and ideas received from the Council to remove their shortfalls and inefficiencies,
8. Developing executive regulations to provide coordination in statistical activities and offering them to the Council,

9. Providing the Council with plans and ideas on elimination of operational problems in the government agencies' statistical activities,
10. Accomplishing miscellaneous activities demanded by the Council.

Article 13. The recommendations and decisions of the Commission are handed to the Council by the secretariat of the Council for approval procedure. They are binding for all government agencies when approved.

Article 14. Terms of reference of the Council's secretariat

1. Developing instructions to activate sectoral statistics committees as well as SCI's subject-matter departments concerned with the committees,
2. Putting together the work programs of sectoral statistics committees to find out the overall existing conditions, statistical needs, and the statistical abilities of the ministries and the related departments,
3. Developing the national statistical program,

4. Sending statistical work program of sectoral statistics committees and the national statistical program to the Council for approval procedure after they have been reviewed by the Commission,
5. Monitoring the activities of sectoral statistics committees and taking care of convening of the committees sessions according to the Regulations for Convening Meetings and Terms of Reference of the Sectoral Statistics Committees ratified on 26/10/2002 by the Council and reporting the committees' activities to the Council,
6. Adding up and composing the sectoral statistics committees' reports and discussing them in the Council's meetings after they have been reviewed and commented by the Commission,
7. Organizing the Council's meetings including inviting the members, providing agendas, taking note of proceedings, and providing the Council's members with the meetings' documents and proceedings,
8. Announcing general instructions, macro policies and sanctions of the Council to the government agencies concerned with the national statistical system,

9. Monitoring coming into force of the Council's approvals in the government agencies concerned with the national statistical system and providing periodical monitoring reports,

10. Organizing and running the sessions of the Commission including inviting the members, providing agendas, taking note of proceeding, and providing the members with documents and proceedings,

11. Making records of the approvals, proceedings, reports and other documents concerned with the Council and other major departments of the national statistical system,

12. Accomplishing miscellaneous jobs demanded by the Council's secretary.

Article 15. The above regulations were approved by the Council in its meeting of 7/6/2003 in 15 articles, 47 lines and 4 notes.

Decree of the Council of Ministers, 16/4 /2000

Following the SCI's proposal, number 52/10054, dated 21/11 /1999, and by virtue of Principle 138 of the Islamic Republic Of Iran's Constitution, the Council of Ministers ratified the regulations on the cooperation between public departments and Islamic revolution foundations and the SCI in its meeting of 16/4 /2000.

Regulations on the cooperation between public departments and Islamic revolution foundations and the SCI

Article 1. To improve the national statistics database, the SCI is bound to make preparations for establishment of the system of administrative records in public departments.

Note 1. In implementation of the Article 1, all ministers, public organizations and companies as well as Islamic Revolution foundations are bound to cooperate with the SCI.

Note 2. The required budget for implementation of the Article 1 is predicted in the annual budget of the concerned department.

Article 2. To get trustworthy results out of the

statistical activities and make statistical data comparable - to be able to produce general statistics - all government agencies are bound to follow the concepts, definitions, standards, classifications, statistical frames, and monitoring regulations developed by the SCI.

Note 1. The SCI is charged to take measures to provide the regulations for monitoring the development and implementation of the government agencies' statistical surveys in a month from now.

Note 2. The MPO(PBO) will obtain the agreement of the SCI before exchange of the accords related to statistical surveys of the government agencies.

Article 3. All government agencies will send a copy of the outcomes of their surveys to the SCI and the SCI will release the result of their evaluation based on the existing regulations not later than one month from receiving the data.

Article 4. The SCI will make its produced data available to government agencies considering their data requirements.

Article 5. Only the survey results ratified by the SCI, which are stored in the national statistical database, are referable by the local officials.

**Regulations for supervision on development
and conduction of statistical surveys by the
government agencies**

Preface

As the article 8 of the Law of the Statistical Centre of Iran stipulates, all ministries and government/government-affiliated departments and companies are bound to draw on the concepts, definitions, methods, standards, and statistical classifications provided by the SCI. Moreover, the Council of Ministers in its meeting of 16/4 /2000 also asked the government agencies to follow the concepts, definitions, standards, classifications, statistical frames and supervision regulations provided by the SCI to come to trustworthy results from surveys and make data comparison and production of general data possible.

Evidently, the lawmakers and Council of Ministers seek to organize the statistical activities across the nation. In line with this target, the SCI is bound to manage the things so that eventually there would be suitable conditions for attracting cooperation of the government agencies and to encourage them to follow scientific criteria in implementation of statistical surveys.

Though, at the moment, relying on their statistical units' capacities and drawing on scientific criteria, a number of government agencies are doing very well on their surveys. Some others, due to lack of enough statistical capacities, fail to obtain satisfactory results in some of their surveys. Obviously the outputs of such surveys suffer from lack of enough scientific credibility to meet the needs of data users.

The Council of Ministers, in the above-mentioned decree, has also charged the SCI with scientific evaluation and verification of the results of the surveys conducted by the government agencies. Moreover, the SCI has been asked to prepare the regulations for supervising development and implementation of surveys by the government agencies.

The availability of a comprehensive collection of laws, including the above regulations along with the regulations for design and conduction of statistical surveys, enables the government agencies involved in such surveys, particularly those without required statistical capacities in both institutional and human resources aspects, to design and conduct statistical surveys at a satisfactory level of quality by following the regulations, and, in special cases, making use of human resources available in other government agencies or the private sector.

This collection is meant to serve the above target and contains separately presented regulations for all stages of design and conduction of statistical surveys. Moreover, in each section of the collection, the documents which will be sent to the SCI are also mentioned. Undoubtedly, the present collection will get more and more improved by comments from officials and statistical experts of the government agencies. As a result there would be more coordination in conduction of statistical surveys as well as better organization of statistical activities across the nation.

Meanwhile, the SCI will hold training courses on design and conduction of statistical surveys for selected workers of the government agencies to enable them to do the jobs on their own in a quality manner. In addition, the government agencies may benefit from the consultative services of the SCI's statisticians in different stages of design and implementation of statistical surveys.

Regulations

In line with realization of Note 1 of Article 2 of the decree of the Council of Ministers dated 3/4/2000, the regulation for supervising design and conduction of statistical surveys by the government agencies is as follows. Statistical survey refers to a statistical activity under which certain data are collected based on scientific methods. There are some principles for developing the design of a survey and its conduction. Surveys are generally divided into censuses and sample surveys.

Article 1. The present regulation only takes in surveys the results of which, after design, field

operation and data processing, are stored in the national statistical database.

Article 2. Prior to exchange of agreements on statistical surveys, the concerned government agencies will send the documents of the surveys, prepared based on the regulations presented here, to the SCI to be verified.

Note: The SCI will declare its viewpoint on statistical surveys within 30 working days to the concerned executive department.

If there were any deficiencies in the survey, the executive department will take measures to correct them and return the corrected design to the SCI. Clearly, in such cases the time interval of sending the design to the executive department and receiving it back is added to the aforementioned 30 days.

Article 3. The executive department will provide requirements and facilities, as well as required coordination for supervision of the SCI on training courses, field operations and data processing stages.

Note: In implementation of this article the executive department is required to declare the time schedule

prior to the commence of each of the stages mentioned above.

Article 4. The executive department will provide the SCI with a copy of the survey results prior to the release of them, and the SCI will inform the executive department about the evaluation of the results within 30 days after receiving them.

Note: The executive department is entitled to disseminate the survey results after receiving the approval of the SCI.

Article 5. The executive department will introduce a well-aware and fully-authorized representative to the SCI by the highest official or his deputy for each survey to provide the required explanations and make co-ordinations.

Note: During verification of a survey design, if required, the SCI will invite in writing the concerned executive department's representative to take part in the sessions. The invitation will be delivered to the department not later than one week before the session.

Inattendance of the executive department's representative in the session will not prevent it from making decision about and verification of the survey.

Article 6. When there is a disagreement between the executive department and the SCI in each of the verification stages of the documents of the survey design, training, monitoring, field operations, data processing or evaluation of the results, the case is referred to the Council so that it makes appropriate decision after studies by the expert committees.

The present regulation with a preface, 6 articles and 4 notes prepared by the SCI is hereafter mandatory for all government agencies in accordance with the decree of the Council of Ministers dated 16/4 /2000.

Chapter One

Developing the subject-matter plan

1. Preface

In every survey design, a collection of documents titled “subject-matter plan” is set forth containing the target and method of the survey, definitions and concepts, instruments and instructions for data collection, as well as the general framework for releasing the survey results.

2. Elements of the subject- matter plan

The subject-matter plan generally consists of the following parts :

- a. title
- b. objectives
- c. final tables
- d. survey population
- e. statistical unit
- f. survey method
- g. data collection method
- h. data collection means
- i. concepts, definitions and classifications
- j. instructions

3. Regulations for developing the subject-matter plan

In developing the subject-matter plan, some considerations should be observed:

a. Title

The survey's title should reflect the survey subject and the survey population.

b. Objectives

The objectives of the survey should be set forth as the "major objectives" and "minor objectives". The "major objectives" should be reflective of the subject-matter or main subject of the survey also expresses the survey population simply and clearly. The "minor objectives" are actually constituents of the major objectives and should:

- correspond to the major objective and do not go beyond it,
- are tangible and could be delivered as quantitative information.

c. Final tables

The final tables are in fact the embodiment of the survey's objectives. They should be designed so that;

- each table is connected with one of the minor

- objectives and the collection of them covers all the minor objectives,
- all are easily understandable and do not include excessive columns and rows,
 - all follow the regulations and standards of designing the statistical tables as far as possible.

d. Survey population

The survey population should:

- be defined comprehensively,
- correspond to the survey objectives,
- have time and location attributions.

e. Statistical unit

The statistical unit should be defined so that;

- the collection of units comprehensively constitutes the survey population,
- it is the very unit about which the data are collected.

f. Survey method

A survey could be either a “census” or a “ sampling”. If all the units of population are to be addressed - a census taking - then all measures should be taken to get assured of complete coverage and prevent under-enumeration or over-enumeration. And if only a

number of units of the population are to be addressed -
a sampling - then :

- the sampling design should be prepared separately,
- in developing the sampling design the concerned regulations should be observed.

g. Data collection method

In every survey, the data collection method -
interview, observation, telephone call, post, etc. -
ought to be determined.

In selecting the data collection method one should
consider that:

- it should be practical considering the nature of the
statistical unit and the concepts raised in the
questionnaire(s),
- it should have the capacity to control the non-
sampling errors,
- the survey results (in sampling) could be
generalized.

h. Data collection means

In every survey, to receive and register the data, there
should be some means which,

- corresponds with the data collection method,

- takes in the concepts that correspond with the objectives of the survey and the statistical items,
- enjoy simplicity, clarity, logical order, easy conveyance, understandability, etc.

i. Concepts, definitions and classifications

To get harmonization in data collection process, all the concepts under survey - except for primary concepts - should be defined. The definitions should,

- be in line with the survey objectives,
- draw as far as possible on definitions commonly in use in statistical agencies,
- be practical and show the least inefficiency in action.

Some statistical subjects are classified into groups. In developing a statistical survey, the classifications should also be recognized. Generally, the classifications used for a statistical subject should be in harmony with the survey objectives. In other words, realization of the survey's minor objectives should be possible through the classifications. In this connection:

- If standard classifications (such as ISIC or

ISCO) are at use, it is enough to name the classification.

- If the classification at use is not a standard one, then it should be discussed completely and enjoy comprehensiveness.

Some classifications are delivered in the frame of “data collection means”, such as classifications of literacy status and marital status. Clearly, in such cases it is not necessary to introduce the classification separately.

j. Instructions for data collection

In the data collection stage, there are certain activities through which certain data are obtained under a determined procedure. In a survey, such activities, their order and their routine of action should be introduced. In other words, in implementation of a survey, each activity should follow certain instructions. In this stage, there are two major groups of instructions; first the instructions for obtaining and recording the data, usually known as “survey instructions”, and second, the instructions for

verification and quality control, usually known as “review instructions”. These instructions should:

- be in simple, eloquent and understandable language with suitable examples,
- contain the required definitions and concepts,
- refrain from using complicated, ambiguous or contradictory concepts,
- enjoy the coherence of subjects.

Chapter two

Regulations for developing a sampling design

1. Preface

In all surveys taken based on sampling, a design known as **sampling design** or **technical design** should be developed.

A sampling design is a design in which the principles and steps for selecting the sample population as well as the approach(s) for generalizing the results to the whole population are discussed.

2. Elements of a sampling design

A sampling design usually contains the following elements:

- a. major objective
- b. survey population
- c. statistical unit
- d. sampling method
- e. sampling framework
- f. method for selection of sampling unit(s)
- g. estimation formulas

3. Regulations for developing a sampling design

To develop a sampling design, there are some considerations about each element that should be observed. The major ones are as follows:

- a. In a sampling design, the major objective of the survey should be expressed in a way that in addition to the subject-matter objective,
 - the parameter(s) to be estimated is (are) specified,
 - the geographical and subject-matter strata of estimation are cleared.
- b. The survey population should:
 - be defined comprehensively,
 - correspond to the survey's objectives,
 - have time and location attributions.
- c. The statistical units should be defined so that:
 - the collection of them comprehensively constitutes the survey population,
 - they are the very units about which the data are collected.

d. In the section concerned with sampling method, the following concepts should be specified:

- the type of sampling (simple random sampling, stratified sampling, two stage sampling, ...),
- sampling unit(s) (in each stage of the sampling),
- the approach for determining the sample scale, based on the type of sampling, the acceptable rate of error, and the available facilities,
- the symbols used in related formulas.

e. The frame to be used should be defined so that:

- the major specifications such as name of data source, year of preparation, and the provider organization are specified,
- in case of requiring supplementary information they are mentioned to.

f. In the selection of sample unit(s),

- all the selection process should be explained clearly,
- in case of using supplementary information, their characteristics should be specified,

- in case of using multistage sampling methods, all the procedure of selecting sample units in different stages ought to be explained clearly.
- g. In the section of estimation formulas:
 - the formulas related to each parameter of each geographical or subject-matter stratum (according to the survey's objectives) should be provided,
 - the variance formulas of each of the estimations should be specified,
 - the symbols used in the estimation formulas ought to be clearly defined.

Chapter three

Regulations for developing the operation program

1. Preface

The field operation is known a major stage of a survey. Considering the nature and scale of the activities in this stage, the accuracy of the survey results is mainly affected by the quality of the field operation. So in every survey, a set of documents known as “operation program” is required.

2. Elements of an operation program

An operation program usually consists of the following elements:

- a. organization
- b. manpower characteristics
- c. responsibilities of the organizational levels
- d. training
- e. regulations for developing an operation program

In the survey operation stage, there are two main activities of data collection and data edit - to recognize

and remove the errors in the collected data. To conduct these two activities, in addition to the activities concerned with the elements of the operation program, a set of logistic activities such as provision of equipment, requirements, budget, ... etc., should also take place. So, in developing the operation program these issues should also be considered. In preparing the operation program some considerations and regulations about each of the elements of the survey should be observed, to get assured about the conduction of activities in the predicted time schedule and to minimize the statistical errors in the stage of field operation. The most important considerations and regulations are as follows:

a. Organization

In the organization of a survey, subjects such as occupations hierarchy, the levels of the hierarchy, the relations between the levels, and appraisal of the number of workforce needed for each level are discussed.

In preparing the organization plan of a survey, the following issues must be taken into account:

- variety of statistical activities,

- the scale of the statistical work,
- survey's environmental and geographical specifications,
- relations between organizational levels,
- harmony between workers and supervisors,
- inner organizational supervision systems,
- characteristics of the manpower needed for the survey,
- volume of activities of each organizational level,
- duration of the survey.

b. Manpower specifications

In employment of the manpower for different levels of the survey organization the following points should be observed:

- They should be able to understand the statistical concepts, definitions and instructions,
- They have to be able to do field operations,
- They ought to be compatible with the statistical population.

c. Responsibilities of different organizational levels

In determining the responsibilities of different categories of the survey organizational structure, the following points should be observed:

- Responsibilities of each level should correspond with the type of its activity,
- A certain responsibility should be entrusted to only one organizational level,
- No job should be left with no one in charge of it,
- The responsibilities should correspond with the organizational structure of the agency implementing the survey,
- Each organizational level should be properly oriented to its duties.

d. Training

Training is a major stage of a survey operation program and plays a vital role in quality of the survey implementation. In the training stage, the following points should be paid attention to:

- All organizational levels staff have to take part in the training program to learn about their duties,
- The training period for each organizational category should be based on the amount of training materials and the category's specifications,
- The time schedule for each organizational category should be released in proper time,
- The training methods and the equipment appropriate to each organizational category should be determined,
- At the end of the trainings, the people eligible for the implementation of the survey should be selected according to the evaluation of the exams results.

Chapter four

Principles of developing a supervision program

1. Preface

Statistical surveys usually involve various types of errors. In the operation stage, the geographical extension, variety of the workforce, and personality differences of the respondents are from among the major sources of errors. Moreover, there is a predetermined time period for the operation stage which should be observed.

To control such errors and to get assured of the operation stage termination in due time, a “supervision program” is developed and implemented. Evidently it is something different from the supervision imposed by the supervising staff in the organizational chart of the operation. Actually, this supervision covers all activities of the operation stage.

2. Elements of the supervision program

A supervision program usually consists of the following elements:

- objectives
- methods
- organization
- forms and instructions

3. Principles of developing a supervision program

Considering that supervision is an operational activity, its enforcement requires some equipment and instruments which should be predicted in the program. There are some considerations for each supervision program element:

a. Objectives

The objectives of the supervision program should :

- be clearly explainable
- be practical in the framework of supervision enforcement methods
- correspond to the survey's characteristics and objectives

b. Methods

The supervision methods should be selected so that they could

- realize the supervision objectives,
- bring about no inefficiency or failure in the survey activities,
- be conveniently executable,
- result in the best possible coverage of field operation activities.

c. Organization

The supervision organization should :

- be independent from the survey operation organization as far as possible,
- correspond to the supervision objectives,
- stipulate the duties of all subgroups of the supervision group,
- efficiently expresses the relations between supervision and operation layers to facilitate and expedite benefiting from the supervision results so that officials could improve the survey quality and make the best possible use of the supervision activity during the survey operation procedure.

Moreover, the survey supervisors will be selected from among the experienced people and they should be knowledgeable about the survey issues.

d. Forms and instructions

To make supervision activities coordinated and integrated, there should be some specific forms for the results of the supervision procedure in addition to the supervision instructions. The following considerations should be taken into account in preparation of the forms and instructions :

- The contents of instructions and forms should be in line with the surveys objectives and methods,
- The instructions should be clear and free of ambiguity,
- They should cover all supervision activities,
- One could easily and in a short time extrapolate from the forms the information needed.

Chapter five

Principles of developing data processing plan

1. Preface

Data processing is a procedure through which the collected data are eventually delivered in the form of final data tables in line with the survey's objectives.

2. Elements of a data processing plan

A data processing plan usually consists of the following items:

- a. data processing system
- b. coding and verification instructions
- c. data entry and verification instructions
- d. editing instructions
- e. final tabulation instructions
- f. data entry and verification software
- g. editing software
- h. tabulation software

3. Principles of developing a data processing plan

In developing a data processing plan, there are some considerations for each of its elements to get assured of in time termination of activities and reduce the rate of statistical errors dramatically. Some major considerations are mentioned in the following passages.

a. Data processing system

There are various interrelated activities in the data processing stage. The design of data processing system is aimed to cover all activities and set the order of activities so that in practice they take place as they are supposed to.

Therefore in designing a data processing system there are two points to take into account:

- Coverage of all data processing stage activities while they are all reflected in the system flowchart;
- The relation between the stage's activities and their sequence.

b. Coding and codes review instructions

Since some subjects are in need of coding, there should be a set of coding instructions. To develop the coding instructions for a certain subject:

- each title and a certain code should be specified;
- the coding and codes verification instructions ought to be developed.

c. Data entry and verification instructions

In developing the data entry and verification instructions:

- The system and the method selected for data entry and verification along with their specifications must be determined and explained;
- The methods for preventing the errors by enumerators should be identified;
- The methods for data entry verification and the acceptable rate of error in data entry process must be decided on.

d. Editing instructions

Developing the edit instructions is aimed to correct the errors occurred in the stages of data collection and data entry, as well as the irregular data.

In developing the instructions:

- A logical relation between the data and a method for removing discrepancies should be introduced;
- The criteria for recognizing irregular data should be established and the correction method should be decided on.

e. Final tabulation instructions

In developing the final tabulation instructions:

- For each box in the final table, the data source in the questionnaire and the procedure to reach the data should be introduced;
- If the survey is a sampling, the method for generalization of results should be specified in accordance with the estimation formulas.

f. Data entry and verification software

The software should be:

- compatible with data entry and verification instructions;
- tested by dummy data.

g. Editing software

Along with the software the related flowchart should also be prepared. The software should be :

- developed in accordance with edit instructions,

- tested by dummy data.

h. Tabulation software

The tabulation software should be developed in accordance with:

- format of the final tables,
- final tabulation instructions,
- generalization methods (mentioned in the sampling design).

And it should be tested by dummy data.

For supervising and control of activities and providing progress report, usually a software dubbed "**Data processing management software**" is developed which helps the data processing manager to monitor the progress of activities in different stages of the survey and to get various reports.

The statute of the Statistical Research and Training Centre (SRTC affiliated),

1. Preface

To meet a part of research needs in the area of statistics and information in the national statistical system, the Statistical Research and Training Centre (SRTC), affiliated to the SCI was established according to the permit number 22/1745 dated 10/10/1999, issued by the Council of Higher Education Enhancement. The Research Centre is run based on the present statute and related regulations.

Article 1. Objectives

1. To give raise to the process of data production and dissemination in the national statistical system,
2. To access to the state-of-the-art and most suitable techniques of data production and dissemination and the related activities,
3. To recognize the obstacles and to offer solution for them,
4. To boost the national research abilities in the area of statistics,
5. To prepare the way for research cooperation with

educational and research institutes across the nation, in order to promote quality of research activities.

Considering the above objectives, the SRTC's responsibilities are as follows:

Article 2. The Statistical Research and Training Centre's responsibilities and duties

1. To study and determine the statistical research priorities,
2. To conduct research surveys in the statistical areas of data production, data analysis, data processing, data tabulation and data dissemination,
3. To pave the way for cooperation with ministries, public organizations and corporations, universities and other higher education institutes to provide research facilities,
4. To establish relations with scientific and research institutes inside the country and abroad in accordance with the concerned laws and regulations,
5. To hold scientific and research meetings within the framework of laws and regulations,
6. To compile and release different publications in the areas concerned with the SRTC activities in compliance with the laws and regulations,

7. To release up-to-date statistical information to meet research data needs.

Article 3. The Statistical Research and Training Centre is considered a legal entity as of the approval of the statute.

Article 4. The Statistical Research and Training Centre's location of activity is in Tehran.

Article 5. Elements

- Board of trustees
- Head
- Research council

Article 6. Board of trustees

The members of the SRTC's board of trustees are as follows:

1. Head of the Management and Planning Organization, (Plan and Budget Organization)
2. Minister of Science, Research and Technology or his representative,
3. Head of the SCI,

4. Three to five scientific-cultural elites who have been effective in development and progress of the SRTC,
5. Head of the SRTC (as the secretary of the board).

Note 1. At least two of elites mentioned in item 4 may be faculty members.

Note 2. People mentioned in item 4 are selected for a period of 4 years after they have been nominated by the head of the SCI and approved by the head of the board of trustees and the Minister of Science, Research and Technology. During their tenure they may not be members of more than two boards of trustees. Moreover, they are entitled to be reelected.

Article 7. Terms of reference

- To compile and approve the internal regulations of the board of trustees,
- To decide on the administrative system of the SRTC in accordance with the concerned laws and regulations,
- To study about and decide on the SRTC's budget suggested by the SRTC's head,

- To verify the SRTC's accounts and annual balance of payments,
- To decide on the process of acquiring the allocated finances and spending them according to the rules,
- To assign auditor and treasurer for the SRTC,
- To recommend financial and transaction regulations for the SRTC in accordance with the regulations in force in the Ministry of Science, Research and Technology for approval,
- To set the scientific policy and duties of the SRTC to be presented to the the Ministry of Science, Research and Technology for final approval,
- To discuss the SRTC's annual activity report handed in to the head of the SRTC.

Article 8. Head

The head of the SRTC, who is considered the legal representative of the SRTC before the natural and legal authorities, should be a university faculty member, introduced by the head of the SCI, approved by the Ministry of Science, Research and Technology, and assigned by the head of the SCI.

Article 9. Duties and powers of the head

1. Running the SRTC and monitoring all its activities within the framework of the statute and related laws and regulations,
2. Receiving research proposals in the area of applied statistics from the authorities to provide research surveys and recommend them to the Research Council,
3. Recommending the SRTC's organizational structure to the board of trustees for approval,
4. Assigning the SRTC's directors according to the approved organizational structure,
5. Verifying contracts and financial and administrative documents within the framework of laws and regulations,
6. Drawing up the annual and the preferred budget and handing them in to the board of trustees for approval,
7. Drawing up short-term and long-term programs for the SRTC and handing them in to the board of trustees for approval,
8. Dispatching the proceedings of the board of trustee's sessions to the Ministry of Science, Research and Technology and the SCI,

9. Handing the SRTC's annual activity report in to the board of trustees, Ministry of Science, Research and Technology, and the SCI.

Article 10. Research Council

The following are the members of the Research Council:

1. Head of the SRTC (Council's chairman)
2. SRTC's deputy for research (Council's secretary)
3. Managers of research groups
4. Two to five people from among university faculty members.

Note 1. At least two persons out of those mentioned in item 4 should be researchers and/or experts not from the SRTC, introduced by the head of the SRTC's and approved by the deputy for researches in the Ministry of Sciences.

Note 2. Members mentioned in items 2, 3, and 4 are assigned by the head of the SRTC.

Note 3. Members mentioned in item 4 are selected for a 4-year tenure and they may be reelected.

Article 11. The Research Council's terms of reference:

1. Verification of research surveys and programs,
2. Supervision on conduction of research surveys,
3. Supervision on release of research publications,
4. Study of equipment, publications and research needs,
5. Policy-making for the SRTC for establishing relations with other educational-research institutions within the framework of laws and regulations,
6. Evaluation of the research activities results,
7. Review and deciding of short-term and long-term scientific missions.

Article 12. As for financial affairs, the SRTC falls under the **law of financial affairs and transactions for universities, higher education institutes and research institutes**, approved by the parliament on 8/1/1991, and other related regulations.

Article 13. Employment of the faculty members for the SRTC follows the employment regulations of the Ministry of Science, Research and Technology.

Article 14. The SRTC's spaces, facilities and equipment should be in accordance with the regulations set by the Ministry of Science, Research and Technology.

Article 15. The SRTC is subject to all related laws and regulations set by the High Council of the Cultural Revolution and the Ministry of Science, Research and Technology as well as other laws and regulations currently in force in the country.

Article 16. Dissolution (liquidation)

The SRTC may be dissolved in following cases after agreement of the Higher Education Enhancement Council:

1. As recommended by the board of trustees of the SRTC,
2. In case of violating its statute or regulations set by the Ministry of Science, Research and Technology or other laws and regulations in force in the country, as the Ministry of Science, Research and Technology finds it.

Article 17. In case of the Higher Education Enhancement Council's preliminary agreement with

dissolution of the SRTC, a liquidation board including the legal representatives of the Ministry of Science, Research and Technology will be formed to conduct the liquidation affairs during the time set by the Higher Education Enhancement Council within the framework of the laws and regulations.

Article 18. While under control of the liquidation board, the SRTC is bound to :

- fulfill all its liabilities against the Ministries, state-owned institutes, public non-governmental organizations, banks, municipalities, and other legal or natural persons (including its faculty members and employees), or the SCI accepts its liabilities if the creditors agree.
- return all credits and facilities it has received from public resources, banks, municipalities, etc. or provide the agreement of such parties with ceding their assets to the SRTC.

Article 19. After liquidating all liabilities mentioned in article 18, settling all legal affairs, and issuance of the final approval on the SRTC's dissolution, and when liquidation is announced terminated by the

liquidation board, the remaining assets of the SRTC should be left with the SCI.

Note: For the above procedure, the liquidation board is bound to provide a report signed by all members of the board and send a copy of which to the SCI and a copy to the Ministry of Science, Research and Technology.

Article 20. Cases not predicted in the statute are subject to the regulations of the Ministry of Science, Research and Technology and other related laws.

Article 21. Any change in the contents of the statute is only possible when it is recommended by the SRTC's board of trustees and approved by the Higher Education Enhancement Council.

Article 22. The present statute consists of 22 articles and 6 notes which received the Higher Education Enhancement Council's approval on 12/2/2000 and should come into force as of the time it is announced.

***The National Statistical System
Approved on 12/3/2001
and announced on 26/10/2002 by the
High Council of Statistics***

1. Preface

The significant role of the statistical data as the prerequisite of all decision- and policy-makings is something evident and crystal clear. In the present era of information this role is so decisive that while the national statistical system and the size and quality of its databanks is considered a national development indicator, national policy making and planning for social and cultural development without access to trustworthy and up-to-date statistical data is rather impossible. The role of statistical data in all aspects of planning, target setting, methodology, management of the activities, and finally evaluation of success or failure is so important that a large group believe that statistical data is actually the infrastructure of planning and that the development of a working and responsive system of production and dissemination of statistics is a sine qua non for planning.

2. Statistical system

A statistical system comprises; a) all organizations and institutions involved in statistical activities, b)

their duties and responsibilities, c) their inner and outer relations, d) their characteristics and principles, and e) the laws and regulations governing them.

3. Objectives of the statistical system

The major objectives of a national statistical system are as follows:

- i. Recognition of the problems and obstacles in the way of statistical data production in the country,
- ii. Recognition of national statistical needs,
- iii. Comprehensive planning for production of the statistical data needed,
- iv. Developing the statistical system's management structure and specifying the responsibilities of each of the components of the structure,
- v. Determining the method of interaction between the components of the system's management structure,
- vi. Technical, operational and financial supervision on and evaluation of statistical activities across the nation,
- vii. Developing and maintenance of a national statistical database for providing data services to the users,

viii. Information services about statistical products.

4. Components of the Iranian statistical system

The management structure of the national statistical system consists of the following components:

1. Islamic Consultative Assembly (Parliament)
2. Council of Ministers
3. High Council of Statistics
4. Statistical Centre of Iran
5. Expert Commission of the High Council of statistics
6. Sectoral Statistics Committees

5. Members of the components of the national statistical system and their responsibilities

5.1 Parliament and Council of Ministers

The reason for inclusion of the Parliament and the Council of Ministers in the national statistical system is that the system may benefit from their cooperation in special and extraordinary cases. They could make decisions beyond the statistical system and make new laws and regulations for statistical activities. Whenever there is no agreement between the components of the system on some general policies,

the cooperation of these two bodies paves the way to reach an agreement.

5.2 High Council of Statistics and Statistical Centre of Iran

Composition, structure and duties of the High Council of Statistics and Statistical Centre of Iran are clearly explained in the law of the Statistical Centre of Iran sanctioned in 1975.

5.3. Expert Commission of the High Council of Statistics

The Expert Commission, is the expert and consulting branch of the Council. Plans, surveys and recommendations ratified by the sectoral statistics committees are evaluated in the Commission before the Council makes decision about them

5.3.1. Members of the Expert Commission of the High Council of Statistics

1. Director Generals of statistics and information offices of all government agencies which are members of the Council,

2. Two experts from NGOs as selected by trade unions and/or professional societies, and/or research and training societies.

5.3.2. Duties of the Expert Commission

1. Providing activity instructions for sectoral statistics committees,
2. Prioritizing statistical data production in the national statistical system and recommending the results to the Council,
3. Evaluating the plans, surveys and ideas approved by the sectoral statistics committees and the SCI and presenting the results to the Council,
4. Evaluating the plans, surveys and ideas referred to the Commission by the Council for recognizing and removing shortcomings and inefficiencies,
5. Drawing up operation regulations for establishing coordination between statistical activities across the country and handing them in to the Council for ratification.
6. Making recommendations to the Council on removing operational problems in statistical activities of the government agencies.

Note: The secretary of the Council is charged with running of the Expert Commission.

5.4. Sectoral statistics Committees

These Committees are established to organize the statistical activities and reflect the existing obstacles as well as the statistical needs in government agencies.

5.4.1. Titles and locations of the Sectoral Statistics Committees

1. Population statistics committee, located in the SCI
2. Manpower statistics committee, located in the Ministry of Labor and Social Affairs
3. Oil and gas statistics committee, located in the Ministry of Petroleum
4. Water and power statistics committee, located in the Ministry of Energy
5. Environment statistics committee, located in the Environment Protection Organization
6. Housing and town planning statistics committee, located in the Ministry of Housing and Urban Development
7. Urban and rural development statistics committee, located in the Ministry of Interior

8. Agriculture statistics committee, located in the Ministry of Jihad-e- Agriculture
9. Industries and mines statistics committee, located in the Ministry of Industries and Mines
10. Trade statistics committee, located in the Ministry of Commerce
11. Transportation statistics committee, located in the Ministry of Roads and Transportation
12. Communications statistics committee, located in the Ministry of Post and Communications
13. Education statistics committee, located in the Ministry of Education
14. Higher education and research statistics committee, located in the Ministry of Science, Research and Technology
15. Culture and arts statistics committee, located in the Ministry of Culture and Islamic Guidance
16. Health and treatment statistics committee, located in the Ministry of Health and Treatment and Medical Education
17. Defense statistics committee, located in the Ministry of Defense
18. Finance statistics committee, located in the Ministry of Economic and Financial Affairs

19. Cooperatives statistics committee, located in the Ministry of Cooperatives
20. Budget and administrative statistics committee, located in the Management and Planning Organization (Plan and Budget Organization)
21. Monetary and banking statistics committee, located in the Ministry of Central Bank of Iran
22. Physical education statistics committee, located in the Physical Education Organization
23. Islamic Republic of Iran Broadcasting (IRIB) statistics committee, located in the IRIB
24. Judiciary statistics committee, located in the Judiciary
25. Foreign affairs statistics committee, located in the Ministry of Foreign Affairs
26. Atomic energy statistics committee, located in the Atomic Energy Organization
27. Islamic Revolution Martyr Foundation (IRMF) statistics committee, located in the IRMF
28. Imam Khomeini Relief Committee (IKRC) statistics committee, located in the IKRC.

5.4.2. Members of the sectoral statistics committees

Each sectoral statistics committee has the following members:

1. A deputy head, or a similar official from the concerned executive department (Chairman of the committee)
2. The statistics and information DG of the executive department (secretary of the committee)
3. The related DG from the Management and Planning Organization (Plan and Budget Organization)
4. The related DG for the SCI
5. The related directors from organizations affiliated to the executive department
6. A university lecturer in statistics as selected by the chairman of the committee.

Note 1. The members of the Population Statistics Committee are as follows:

1. Deputy for statistical surveys, SCI (chairman)
2. DG, Household Socio-Economic Statistics Office, SCI (secretary)
3. DG, Macroeconomics Office, MPO(PBO) (member)

4. DG for statistics, Ministry of Health (member)
5. DG for statistics, State Registration Office (member)
6. Representative of the Central Bank of Iran (member)

Note 2. In the sectoral committees of labor force, oil and gas, water and power, housing and town planning, agriculture, industries and mines, trade, transportation and communications, there is also a representative from the Central Bank of Iran.

Note 3. The chairman of each sectoral statistics committee is the deputy for planning or a similar official and the secretary is the DG for statistics or a similar official from the related department. The secretariat of each sectoral statistics committee will locate in the concerned executive department.

5.4.3. Duties of the sectoral statistics committees

1. To form expert work groups,
2. To recognize statistical problems in the sector,

3. To recognize statistical potentials of the sector,
4. To recognize statistical data needed for planning in the sector and developing the sector,
5. To provide and recommend practical definitions and concepts for the statistical activities in the sector,
6. To monitor application of statistical definitions and concepts standardized by the SCI,
7. To recognize the existing and required statistical items,
8. To compile analytic reports on current conditions of the sector's statistical activities,
9. To recommend short-term and long-term programs for the sector's statistical activities,
10. To supervise development of registers production system through coordination and cooperation with the SCI,
11. To provide policies for computerization of statistical data and development of the sector's statistical database,
12. To make co-ordinations for connecting the sector's statistical database to the state statistical information net,
13. To provide policies for facilitating availability of the statistical data produced in the sector to data users,

14. To process and analyze the statistical information,
15. To offer required statistical surveys,
16. To provide program for implementation of the necessary statistical surveys along with all required documents according to the regulations for implementation of statistical surveys approved by the Council,
17. To recommend suitable staff for leading statistical surveys conduction, according to the priorities predicated,
18. To prepare the sector's statistical activities programs and provide the Council's secretariat with a copy of them to be estimated from technical, executive and financial aspects,
19. To seek materialization of the Council's approvals on the sector's activities,
20. To estimate the primary results of the sector's statistical activities before handing them on to the Council's secretariat.

6. Sequence of activities in the national statistical system

- a. The sectoral statistics committees located in the ministries and government agencies prepare a report

which includes an explanation of the existing situation, the current problems and the statistical needs, and some recommendations in their own sphere of activity.

b. The sectoral statistics subcommittees active in organizations and administrations affiliated to the ministries, similarly and simultaneously provide reports on their own areas of activity to be delivered to the concerned committee.

c. The sectoral statistics committees add up the results of the reports they receive from their subcommittees to compile the final report on their own sector in accordance with the Commission's instructions and offer the outcome to the Council.

d. The Council's secretariat sends the received reports mentioned in item C to the related subject-matter offices in the SCI for evaluation.

e. After a comprehensive evaluation of the received report, the SCI's subject-matter office manages to provide a provisional program for the related sector's statistical activities to be sent to the Commission by the Council's secretariat. When a report received from a sectoral statistics committee contains major pitfalls,

the SCI may send it back through the Council for review and correction.

f. Having added up the provisional programs prepared by the SCI's subject-matter offices, the Council's secretariat manages to compile a draft program for the state statistical activities to be handed in to the Commission.

g. After evaluation of the draft program and making required adjustments, the draft is sent for the Council through the Council's secretariat to be discussed.

h. Through its regular supervision on national statistical activities, the SCI reports anything in contrast with the program to the Council to be discussed.

7. Documents for implementation of a statistical survey

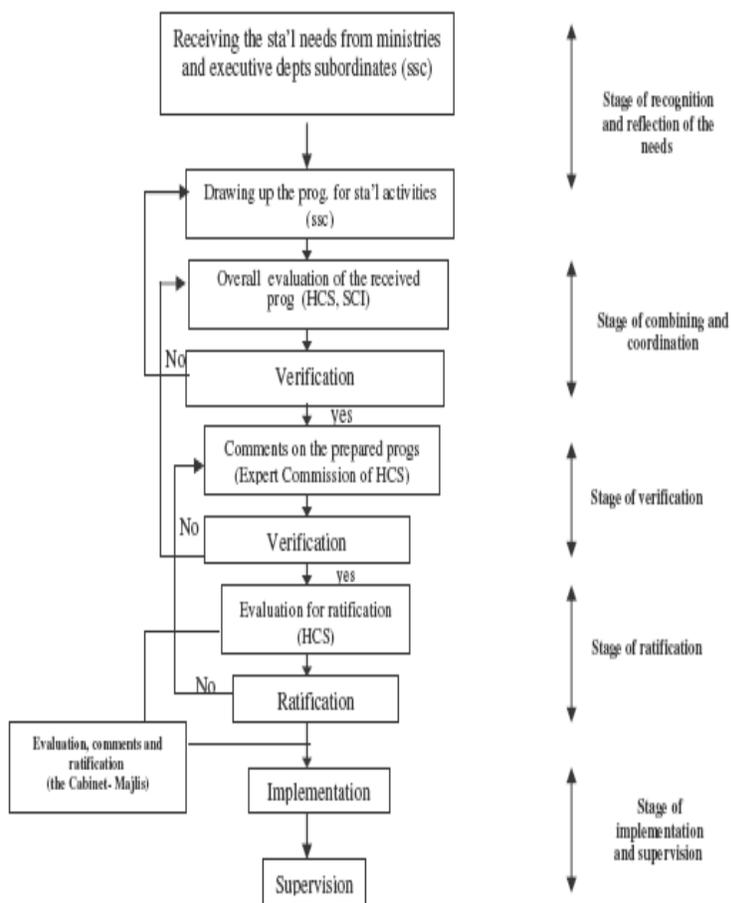
When an executive department is going to implement a statistical survey, it has to provide the Council with the following documents for overall evaluation:

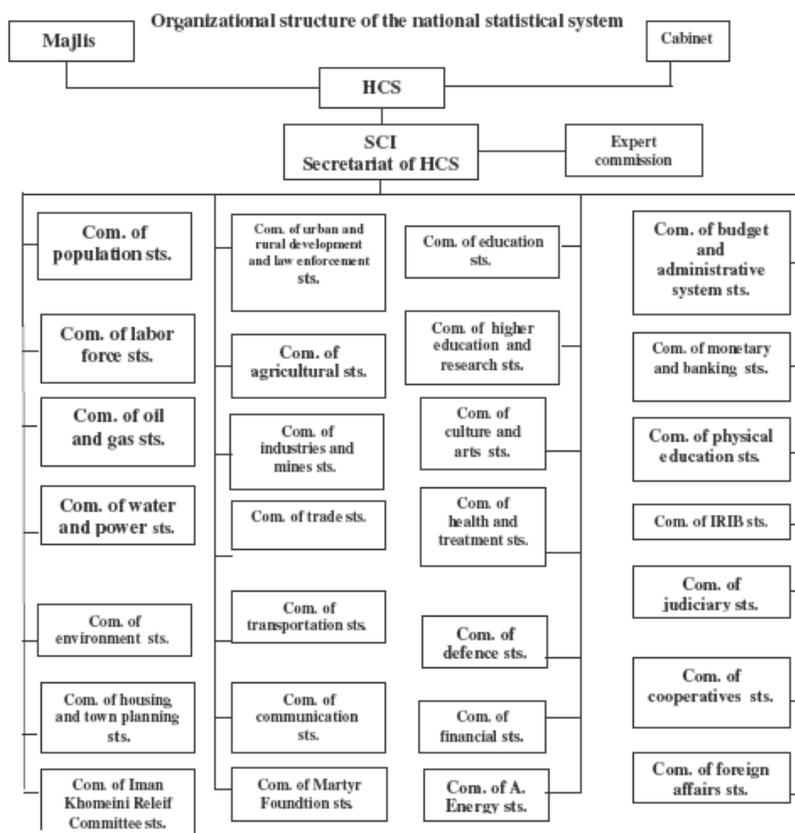
1. Introduction of and reasoning for the survey
2. Major objective
3. Minor objectives

4. Subject-matter coverage
5. Statistical population
6. Statistical frame
7. Statistical unit
8. Geographical coverage
9. Statistical period
10. Survey time
11. Survey frequency
12. Survey method
13. Classification and coding method
14. Technical design including the approach to determine the number of samples, estimation formulas, the survey error rate, etc.
15. Complete characteristics of the survey's operation organization
16. Statistical items, questionnaire, final tables and the methods of data entry and data processing
17. Major definitions and concepts used in the survey
18. Evaluated budget for the survey's conduction along with details on different activities.

Having received the survey's documents from the Council's secretariat and evaluated them in the related subject-matter office, the SCI will make its final comment on implementation of the survey and verify it in writing if it agrees with it and notify the Council.

If the survey is to be conducted by an executive department, the SCI will have the supervisor role and the survey results should carry the approval of the SCI authorities. After termination of the survey's data processing and verification of the results by the SCI, they should be made available free of charge to the SCI to be added to the statistical database.





Abbreviations

- SCI: Statistical Centre of Iran
- HCS: High Council of Statistics
- ssc: sectoral statistics committee
- Com: Committee
- depts: departments
- sts: Statistics
- sta'l: statistical
- Prog: Program
- IRIB: Iran Republic of Iran Broadcasting

Regulations
for holding meetings by the sectoral statistics
committees and their duties approved by the
High Council of Statistics on 26/10/2002.

Preface:

The present regulations were developed to specify the responsibilities of the sectoral statistics committees. All members of the sectoral statistics committees are jointly and equally responsible against the duties entrusted to the committees.

The chairmen and members of committees are charged with the following responsibilities in addition to the duties stipulated in the national statistical system:

A. Duties of a sectoral statistics committee chairman

1. To make the committee operative and keep it running,
2. To develop the committee's work program and make decisions about the venue of the committee's meetings,
3. To draw up the committees activities time-table,
4. To establish and make operational the subcommittees and expert groups deemed necessary,
5. To issue orders for the members of subcommittees and expert groups,

6. To allocate jobs to subcommittees' members and following up the work progress,
7. To compile reports on committee's activities to deliver to the Council,
8. To follow up other duties entrusted to the committee by the Council's secretariat,
9. To supervise full implementation of the Council's sanctions by the committee, subcommittees and expert groups.

B. Duties and responsibilities of a sectoral statistics committee's secretary (DG for information and statistics in government agencies)

1. Preparing the draft orders for the members of the committee, subcommittees and expert groups,
2. Drawing up the session's agendas and inviting the members to take part in the sessions,
3. Preparing reports on the committee's activities in accordance with the pattern provided by the Commission,
4. Following up the activities according to the time schedule,
5. Providing the committee with reports on the progress of activities with regard to the time schedule,

6. Collecting the reports compiled by the members and drawing them up to be presented in the sessions,
7. Drawing up the proceedings of the sessions and sending them for the Council in due time,
8. Getting the subcommittees and expert groups informed of the instructions and approvals made by the Council, as well as decisions made by the committee,
9. Delivering reports on meetings of subcommittees and expert groups to the committee,
10. Fulfilling ad hoc jobs asked by the committee's chairman.

In addition, the committee's secretary is responsible for following measures:

- a. Establishing the secretariat of the sectoral statistics committee in the statistics and information office of the related executive department,
- b. Holding meetings of the committee not later than once a month,
- c. Holding extraordinary sessions in coordination with the committee's chairman for discussing the issues raised by any member of the committee who has asked for an extraordinary meeting. The meeting

should be held within one week after filing the request.

C. Sectoral management functions

(Management and Planning Organization (Plan and Budget Organization))

1. Setting forth the targets, strategies and policies of development programs from macro and sectoral points of view in the sessions of the committee, based on the general and major policies of the sectors and the national macro-economic program (in coordination with the committee's secretary),
2. Informing the concerned office in the SCI about the statistical needs of sectoral planning,
3. Establishing intersectoral coordination to set forth the planning statistical needs of other sectors concerned with the related sectoral committee,
4. Solving the problems, particularly concerning improvement or establishment of statistical units, securing manpower for the new positions and jobs, and securing enough credit for the committee.

D. Duties of the subject-matter departments (SCI)

1. Cooperation in drawing up the agendas,

2. Explaining the committee's duties and responsibilities according to the national statistical system for the committee members,
3. Following up the conduction of the Council's sanctions and committee's decisions,
4. Making co-ordinations between statistical data items produced and registers provided, and the statistical needs of the MPO(PBO)'s sectoral offices,
5. Leading and supervising the activities of the sectoral statistics committees with regard to the concerning duties and responsibilities of the SCI and the sanction of the Council of Ministries, as well as compiling reports on the committee's activities to be handed to the Council,
6. Making co-ordinations with other departments of the SCI and inviting the related directors to take part in the committee's sessions.

E. Duties of the High Council of statistics (the Council) concerning the sectoral statistics committees

1. To announce the general policies, macro policies as well as the sanctions of the Council to the sectoral statistics committees,
2. To monitor the activities of the sectoral statistics committees and take care of the convention of the sessions,
3. To evaluate the sectoral statistics committees results of activities and meetings and the extent of correspondence between them and their duties mentioned in the statistical system, and to discuss the results in the Council - The secretariat is charged to evaluate the committee's activities every three months and discuss the results in the meetings of the Council,
4. To extract the gist of the sectoral statistics committees' reports and discuss them in the meetings of the Council after they have been evaluated by the Commission.

Appendices

**In the Name of the Most High
The President's Directive, 27/4/1990**

With regard to the fact that the SCI is legally charged to collect statistical data in all important spheres to be used for statistical analyses and compile and release various statistical publications, including the Statistical Yearbook of Iran and New Statistical Acquisitions, and regarding the article 9 of the Law of the Statistical Centre of Iran, all ministries and public and government-affiliated organizations are bound to provide the SCI with any data it requests with a good quality, free of charge, and on time. Therefore, with regard to the decisive role of timely and accurate statistical data in planning and decision making, all ministers and directors of Islamic Revolution foundations and public and government-affiliated organizations are expected to issue orders for provision of the statistical data requested by the SCI and manage the procedure so that there would be no delay.

**In the Name of the Most High
The Vice-President's Directive, 23/01/2000**

With regard to significance of statistical data in the process of decision making and in order to promote the content and quality of statistical surveys, avoid parallel measures in production of needed data, observe articles 3, 8, 9, and 11 of the Law of the SCI as well as note 1 of article 1 and notes 1 and 2 of the decree number H19208T/79956 dated 11/4/11999 of the Council of Ministers, all government agencies are bound to cooperate with the SCI in collecting and providing the required data and to co-ordinate with the SCI – with the committee in charge of evaluating the statistical surveys of other departments - before launching any statistical survey.

Directive of the Head of the Management and Planning Organization (Plan and Budget Organization) addressing the departments and offices of the organization, and the Statistical Centre of Iran, 13/10/2002

To organize the joint activities of the MPO(PBO) and the SCI, make optimal use of the SCI's capacities in production of data needed for the national development programs, and expedite removal of problems facing the SCI on the way of organizing the statistical activities across the nation, the following orders are issued to be enforced:

1. All departments and sectoral offices of the organization are bound to support the sectoral statistics committees in fulfilling their responsibilities and pave the way for realization of the sanctions made by the Council in cooperation with the subject-matter departments of the SCI.
2. When the statistical items needed for the MPO(PBO)'s departments and sectoral offices are specified, the SCI is bound to take measures for production of the items which are not presently produced through the sectoral statistics committees of the statistical system.

3. The SCI is bound to estimate the credit required for production of the statistical data which are needed for the development programs but are not being produced at present, and to communicate the result to the concerned department in the MPO(PBO) for securing the credit after verification of the Council.
4. The SCI is charged to recognize the problems and shortcomings of facilities and manpower in statistical units of the government agencies in charge of production of data needed for development programs and reflecting them to the related departments in the MPO(PBO) which are in turn bound to take measures to deal with the problems and shortcomings.
5. The SCI and the MPO(PBO)'s sectoral departments are bound to make sectoral statistics committees operational and reflect the results to the Council's secretariat to be discussed in the Council.
6. The MPO(PBO)'s departments and sectoral offices are bound to allocate the required credit for implementation of statistical surveys by the government agencies when they have obtained the SCI's agreement.
7. The committee selected by the MPO(PBO)'s board of directors, with the organization's Deputy for

Economic Affairs and Coordination of the Plan and Budget as the person in charge, and the Head of the Higher Institute of Education and Research for Management and Planning (Plan and Budget Organization) as the member, is responsible for taking care of coming into force of the present directive as well as resolving the problems and considering other recommendations made by the SCI.

The Vice-President's circular-letter to all ministers, organizations, public institutions, Islamic Revolution foundations, and Governor-General offices, 6/01/2003

With regard to the significant role of statistical data and the need for improving the national statistical system for production of more accurate and more extensive statistical data and making co-ordinations in the process of data production and compilation, all ministers, organizations, institutions, public companies, Islamic Revolution foundations and public foundations are bound to follow and seek exact implementation of the contents of the decree number H22572T/49870 dated 22/3/2000 of the Council of Ministries (Regulations for cooperation of public organizations and Islamic Revolution foundations with the SCI) which demands best possible cooperation with the SCI.

