

DELIBERATION NO 4 | 2008 OF THE STANDING SECTION OF STATISTICAL COORDINATION

ORGANISATION AND OPERATING MODEL OF THE SECTION

ACTION PLAN FOR THE SECTION | SECTION WORKING GROUPS

Whereas, pursuant to Article 13(c) of Law No 22/2008 of 13 May, the Statistical Council is entrusted with the power "to approve technical statistical coordination instruments of mandatory use in the production of official statistics, and promote the respective understanding, publication and use, with the possibility of proposing that the Government extends this imperative use to general government".

Whereas, pursuant to Article 7, 2(d) of Decree-Law No 166/2007 of 3 May, the Administration Board of Statistics Portugal shall be entrusted with "creating, centralising and managing statistical units files".

Whereas, pursuant to the Rules of Procedure of the Statistical Council, approved by Deliberation No 1 | 2008 of 29 September 2008, a series of mechanisms has been established to render more efficient the functioning of the Council's different structures, namely the conduct of restricted plenary sessions and restricted sessions of the Sections, the functioning of sub-groups within working groups and the written procedure.

The *Secção Permanente de Coordenação Estatística* (Standing Section of Statistical Coordination), in accordance with Deliberation No 2 | 2008 of the Council (Annex B) is entrusted with a series of cross-cutting powers, whose materialisation is particularly demanding against a background of multiple outputs forecast for 2009, requiring the optimised functioning of this Section in particular and all Council structures in general.

As a relevant example of functional dependence and the need to link the different Sections, resulting from an intersection of powers between the Standing Section of Statistical Coordination and the Standing Sections of Economic Statistics and of Social Statistics, stress should be laid on the analysis of methodologies, concepts and nomenclatures relating to statistics of the respective area of responsibility. These Sections shall issue recommendations to the Standing Section of Statistical Coordination, for the latter to issue opinions and deliberations on the respective approval. This implies a better liaison among Council Sections, with the purpose of gaining process efficiency and result effectiveness.

The Standing Section of Statistical Coordination, at its meeting of 9 February 2009, within the scope of its powers, as laid down in paragraph 2(h), Annex B, of Deliberation No 2 | 2008, decides to approve the following:

1. An ACTION PLAN for the organisation and operation of the Section (**Annex I**):
 - Scope and functioning of Section meetings
 - Functioning of the Standing Section of Statistical Coordination in liaison with the remaining Sections.

2. The SETTING-UP of two Working Groups:¹
 - a. The Working Group for the creation of a Single File for the Statistical System (**Annex II**)
 - b. The Working Group of Economic and Social Classifications (**Annex III**)
3. The SETTING-UP of a Technical Group to define models for the Business Plan and the respective Implementation Report for 2010 (**Annex IV**), following up on the provisions of Deliberation No 3 | 2008 of the Statistical Council.

Lisbon, 9 February 2009

Chairman of the Section, João Cadete de Matos

The Executive Secretary of the Statistical Council, *Maria da Graça Fernandes Caeiro Bento*

¹ The Working Groups shall follow up on the mandates of the Working Group for the creation of a Single File for the National Statistical System (sub-paragraph (a)), the Working Group of CAE Rev.2 and related Nomenclatures and the Working Group for the National Classification of Occupations, which are terminated (sub-paragraph (b)).

ACTION PLAN FOR THE ORGANISATION AND FUNCTIONING OF THE SECTION

A. FRAMEWORK

The Section shall be entrusted with – Annex B of Deliberation No 2 | 2008 of the Statistical Council:

- a) Preparing the document *Linhas Gerais da Actividade Estatística Oficial* (General Guidelines of Official Statistical Activity), defining the relevant priorities and monitoring them on an annual basis, to be submitted at a plenary session of the Council;
- b) Preparing the "Situation Assessment Report of the NSS", to be submitted at a plenary session of the Council before expiry of the term of office of its members;
- c) Assessing the Statistical Activity Plan and Budget of statistical authorities and the respective implementation report, to be submitted at a plenary session of the Council;
- d) Monitoring the preparation of the Statistical Council's Business Plan and the respective implementation report, to be approved by the Council's plenary session;
- e) Defining, in the context of the Statistical Activity Plan, official statistical operations of national scope and those solely in the interest of the Autonomous Regions, as well as official statistics associated with the provision of a public service, upon proposal of statistical authorities;
- f) Monitoring the implementation of the Business Plans referred to in paragraphs (c) and (d);
- g) Ensuring respect for the NSS key principles, with the exception of statistical confidentiality;
- h) Approving the technical tools for statistical coordination required to be applied in the production of official statistics, *with the possibility of proposing to the Government extending its imperative use to general government*;
- i) Issuing recommendations that contribute to foster maximum use of administrative data for statistical purposes, namely through the use of technical tools for statistical coordination;
- j) Approving and regulating prior registration rules for the statistical questionnaires of statistical authorities and for other data collection devices that may be used for statistical purposes;
- k) Examining proposals for the delegation of powers of Statistics Portugal to other entities for the production and dissemination of official statistics, to be submitted at a plenary session of the Council;
- l) Analysing and issuing an opinion on draft decree-laws setting up statistical services or incorporating any rules that focus on the structure and operating procedures of the NSS, pursuant to Article 14 of the National Statistical System's Law;
- m) Monitoring, through national institutional participants, the activities of Committees or Working Groups operating within the European Union and the relevant international bodies regarding its scope of action;
- n) Monitoring issues related to international statistical cooperation and NSS human resources training.

B. GENERAL INITIATIVES

In the pursuit of its mandate, the Standing Section of Economic Statistics may adopt a flexible operating model, depending on the objectives and the degree of operability needed. Hence, there may be:

1. Ordinary sessions – on the Section's general functioning within the scope of its mandate.
2. Restricted sessions – for analysing specific issues whose nature and scope only concern part of the entities forming the Section or require a swift and flexible approach.
3. Thematic sessions – for discussing specific subjects.

C. INITIATIVES IN THE FIELD OF TECHNICAL STATISTICAL COORDINATION INSTRUMENTS

Initiatives in this Plan only concern the powers envisaged in sub-paragraph (h) of the mandate. The Section may define procedures relating to other powers, as warranted by works.

I – IMPLEMENTATION OF DELIBERATIONS RELATING TO CONCEPTS FOR STATISTICAL PURPOSES

Statistical concepts are technical instruments that are relevant due to the coordinating role they play at NSS level, whose scope must be fostered and harmonised, taking into account the clarification, reliability and usability of statistical data, both for entities with responsibilities in data production and data users.

Therefore, updated information shall be made available on a regular basis.

In order to define the process of approving/updating concepts for statistical purposes, the following **assumptions** are taken into consideration:

- Concepts for statistical purposes are those that form an integral part of statistical operations conducted within the scope of the National Statistical System, of new statistical operations that may occur within this scope and of administrative sources utilised for statistical purposes;
- The development of a conceptual system for a specific thematic area shall be followed by an analysis of the definitions of the concepts in question, allowing not only definitions obtained but also the respective terms and definitions to show greater consistency;
- Proposals to change concepts or use new concepts in thematic areas previously approved by the Statistical Council, irrespective of their origin (whether legislative or not), shall be communicated – identifying the respective source – by statistical authorities to the Secretariat of the Statistical Council, which shall send them to Statistics Portugal;
- Proposals to change concepts or use new concepts in thematic areas previously approved by the Statistical Council, irrespective of their origin (whether legislative or not), shall be communicated – identifying the respective source – by entities with delegated powers or other entities, to Statistics

Portugal, which “is the central body (...) supervising and coordinating technical and scientific matters within the NSS”;

- The above communication shall take place as long in advance as possible with regard to the foreseeable use of concepts in NSS statistical operations;
- New concepts or concepts subject to proposals for change, after having been communicated to the Secretariat of the Statistical Council or Statistics Portugal, are entered in the statistical concepts database as “concepts in use”.

The following procedures are adopted for the approval of concepts for statistical purposes:

A. Stage 1 – Analysis

1. Statistics Portugal informs the Secretariat of the Statistical Council on the need for initial approval or updating of concepts regarding a specific thematic area, by sending it the available working papers.
2. The Secretariat of the Statistical Council confirms the existence of a Working Group operating in that area; if it exists, the concepts previously prepared by Statistics Portugal shall be forwarded to its Chairperson for analysis.
3. If such Working Group does not exist, the Secretariat of the Statistical Council shall propose that a specific Task Force be created to analyse or update concepts of a given thematic area, operating under the authority of the Standing Section of Statistical Coordination.
4. The Secretariat of the Statistical Council shall be responsible for preparing the draft Deliberation for the creation of Task Forces.
5. The appointment of representatives shall be requested by the Secretariat of the Statistical Council pursuant to the regulations.

B. Stage 2 – Assessment

1. The documents to be presented by Working Groups or the Task Forces that are to be set up, as well as the draft Recommendation and the reasons for the proposal to be put forward by the Secretariat of the Statistical Council, shall be submitted to the specialised Section of the respective thematic area for assessment through a written procedure.
2. Pursuant to the regulations, the Secretariat of the Statistical Council shall be responsible for carrying out the procedural steps inherent in the development of this process.
3. Should any specialised Section member express their opposition, the subject shall be examined in a meeting of the Section in question.

4. Should there be no reservations to a favourable assessment of the document at specialised Section level, the concepts shall be forwarded by the Secretariat of the Statistical Council to the Standing Section of Statistical Coordination for approval.

C. Stage 3 – Approval

1. The Secretariat of the Statistical Council shall forward the following documents to the Standing Section of Statistical Coordination for approval through a written procedure: Recommendation of the specialised Section and concepts under analysis, draft Deliberation and reasons for the proposal for approval.
2. Pursuant to the regulations, the Secretariat of the Statistical Council shall be responsible for carrying out the procedural steps inherent in the development of this process.
3. Should any Section member express their opposition, the subject shall be examined in a meeting.
4. Should there be no reservations to the approval of the proposed documents, the Deliberation shall be published in *Diário da República* (Official Gazette), in accordance with the Rules of Procedure of the Statistical Council.
5. The Task Forces which have been specifically created for analysing or updating concepts shall be formally terminated following approval by the Standing Section of Statistical Coordination of the documents presented.

II. IMPLEMENTATION OF DELIBERATIONS RELATING TO NOMENCLATURES AND CLASSIFICATIONS

Quality statistics must rely on solid methodologies. The implementation of classifications shall be carried out consistently, strict correspondence being ensured between national and international classifications.

The approval of Nomenclatures and Classifications to be used in the National Statistical System, as well as the respective updates, shall comply with the following principles:

1. Classifications/Nomenclatures (and the respective updates) shall be subject to prior analysis and issue of a recommendation at the level of specialised Sections – the *Secção Permanente de Estatísticas Económicas* (Standing Section of Economic Statistics), the *Secção Permanente de Estatísticas Sociais* (Standing Section of Social Statistics) and the *Secção Permanente de Estatísticas de Base Territorial* (Standing Section of Territorial Base Statistics) – or of the Working Group of Economic and Social Classifications;
2. Approval by the Standing Section of Statistical Coordination of Classifications (and the respective updates) that have been previously analysed by specialised Sections shall take place through a written

procedure. The Secretariat of the Statistical Council shall be responsible for drafting the background document stating the reasons for the proposal and the respective draft Deliberation;

3. Approval by the Standing Section of Statistical Coordination of Classifications (and the respective updates) that have been previously analysed by the Working Group of Economic and Social Classifications shall take place in a Section meeting;
4. The updates of Classifications in force in the NSS originating in decisions of entities or national and international organisations, which only imply the transposition of those decisions into statistical use, shall be submitted to the Standing Section of Statistical Coordination for approval through a written procedure. The proposal shall be made by statistical authorities or other entities to the Secretariat of the Statistical Council.

The Secretariat of the Statistical Council shall be responsible for drafting the supporting documents deemed necessary for decision-making by the Standing Section of Statistical Coordination.

WORKING GROUP FOR THE CREATION OF A SINGLE FILE FOR THE NATIONAL STATISTICAL SYSTEM

The development of a Single File for the National Statistical System (hereinafter referred to as the "Single File") corresponds to a decision of the Statistical Council, expressed in the following previous Deliberations:

- Deliberation No 305 of the Statistical Council of 30 January 2006 on the Business Plan of Statistics Portugal and of other entities intervening in national statistical production – 2006
- Decision No 9 of the Standing Section of Planning, Coordination and Dissemination of 15 February 2006 setting up a Working Group chaired by Statistics Portugal with that purpose.
- Deliberation No 324 of the Statistical Council on the Business Plan of the Statistical Council for 2007.
- Deliberation No 325 of the Statistical Council on the Business Plan of Statistics Portugal and of other entities intervening in national statistical production – 2007.
- Deliberation No 331 of the Statistical Council of 11 July 2007 on the approval of the General Guidelines of National Statistical Activity and relevant priorities for 2008-2012, which include this project as one of the measures to be developed – "Continuation of the Single File project with the purpose of ensuring its participatory management, the methodology of which is agreed on with the different partner entities" – envisaged within the scope of Objective 2 – "To optimise the functioning of the NSS through the reinforcement of institutional coordination and cooperation mechanisms and human resources valuation".

The background of this project has been a pilot experience involving Statistics Portugal and Banco de Portugal. This experience has led to conclude that there is a need to promote a careful liaison between the Single File and the Central File of the National Register of Legal Persons. Its implementation made up the mandate of the Working Group set up by the Statistical Council on 15 February 2006.

Changes that have in the meanwhile resulted from the Simplified Business Information and the Information System for the Portuguese Classification of Economic Activities enabled the creation of a new and important basis for the implementation of the Single File, insofar as exhaustive sources of enhanced quality have been made available, for the purposes of this File, namely:

- To reduce the burden on respondents;
- To enhance data consistency and the necessary quality of supporting data in sampling bases;
- To improve data dissemination with users
- To reinforce the reduction of costs, times and allocated staff, associated with the maintenance of such a file.

Given that the Classification of Economic Activities is one of the most relevant variables of the Single File, the Information System for the Portuguese Classification of Economic Activities plays an all-important role for the Single File. This is due to the fact that through this Single File NSS entities would have in the future a harmonised access to the Classification of Economic Activities of Portuguese enterprises.

The management of the Single File is intended to be similar to that agreed on for the Information System for the Portuguese Classification of Economic Activities. In this case, it will be a File shared by different entities, although "residing" in the National Register of Legal Persons. In the case of the Single File, it will be shared by NSS entities, although "residing" in Statistics Portugal. The underlying concept is that participating entities actively cooperate in the File's ongoing updating and resort to it for their statistical production activities.

1. COMPOSITION

The Working Group is composed of representatives (one full representative and one alternate representative) of the following entities:

- Statistics Portugal
- Banco de Portugal
- Regional Statistical Office of the Azores
- Regional Directorate of Statistics of Madeira
- Official statistics producers, by delegation of Statistics Portugal ²
 - Directorate-General for Justice Policy of the Ministry of Justice
 - Directorate-General of Fisheries and Aquaculture of the Ministry of Agriculture, Rural Development and Fisheries
 - Statistics and Education Planning Office of the Ministry of Education
 - Office for Strategy and Planning of the Ministry of Labour and Social Solidarity
 - Planning, Strategy, Assessment and International Relations Office of the Ministry of Science, Technology and Higher Education
 - Planning and Policies Office | Regional Directorates of Agriculture and Fisheries of the Ministry of Agriculture, Rural Development and Fisheries
- Other entities intervening in official statistical production
 - Directorate-General for Energy and Geology of the Ministry of Economy and Innovation
 - Directorate General of Health of the Ministry of Health
 - Institute for Informatics and Statistics of Social Security of the Ministry of Labour and Social Solidarity
 - Portuguese Tourism Institute of the Ministry of Economy and Innovation
 - Knowledge Society Agency of the Ministry of Science, Technology and Higher Education

² Entities referred to are those in the Business Plan for 2009, pursuant to Law No 6/89 of 5 April. The list of entities shall be adjusted as a result of the ongoing process of delegation of powers, in line with the implementation of Law No 22/2008 of 13 May.

- Other entities with a relevant activity for the management of the Single File
 - Institute of Registries and Notaries of the Ministry of Justice
 - Directorate-General for Computer Processing and Support for the Tax and Customs Services
 - Directorate-General for Taxes
 - Planning, Strategy, Assessment and International Relations Office
 - Directorate-General for Economic Activities

2. CHAIRMANSHIP

The Working Group shall be chaired by Statistics Portugal.

3. MANDATE

3.1. STAGE 1 – TO BE CONCLUDED BY 31 DECEMBER 2009

- a) To update the needs of NSS entities within the scope of the Single File and the contributions from each entity to the creation and maintenance of that File;
- b) To define, within the framework of national and international standards, the features that must be observed in the creation of the Single File according to the listed needs, the responsibilities to be assumed by the different participating entities and the respective uses, namely at the level of base information collection and treatment;
- c) To outline the system's operation plan, namely in terms of the use of a computer platform of common use and the automation of information update circuits according to pre-defined rules and information quality criteria;
- d) To define action lines and the respective schedule for implementation, with a view to having a first version of the Single File in operation by 31 December 2009.

3.2 STAGE 2 – TO BE CONCLUDED BY 30 JUNE 2010

- a) To analyse the feasibility of creating at the statistical and administrative level a single identification number for local units, that will allow for an automated updating of registers of this level in the statistical units file, with data from the different NSS entities, in particular of administrative acts.

3.3 STAGE 3 – TO BE DEVELOPED FOLLOWING THE ENTRY INTO OPERATION OF THE FIRST VERSION OF THE SINGLE FILE

- a) To monitor the regular functioning of the Single File, promoting links among all participating entities and relevant improvements.

4. Representatives of entities forming the Working Group shall be appointed through the respective members in the Statistical Council or by direct indication of each entity's relevant bodies, in those cases where these do not have a direct representation in the Council.
5. In order to analyse selected aspects of its mandate, the Working Group may invite entities or experts on relevant issues, this invitation being made by the Vice-Chairperson of the Statistical Council, under proposal of the Chairperson of the Working Group.
6. The organisation of events that might be proposed by the Working Group shall be considered in terms of the budget forecast by the Statistical Council and, where possible, in partnership with other entities.
7. Where warranted by the subjects and in order to render the Group's works more operational, Sub-Groups may be set up, pursuant to the Statistical Council's Rules of Procedure.
8. Joint meetings with other Statistical Council structures, deemed warranted by the intersection of issues, shall be promoted in liaison with the Secretariat of the Statistical Council.
9. The Working Group **shall submit:**
 - **Until the end of June 2009**, a Report containing the definitions and the schedule for implementation proposed in accordance with paragraph 3.1 of the mandate;
 - **Until the end of June 2010**, a Report containing the conclusions of the analysis envisaged in paragraph 3.2 of the mandate;
 - **Until March of year n+1, the Annual Report** for year n.

WORKING GROUP OF ECONOMIC AND SOCIAL CLASSIFICATIONS

The economic and social classifications and nomenclatures of the National Statistical System shall be harmonised with the corresponding European and international classifications and, where warranted, may be framed by legislation or in Deliberations of the Statistical Council.

Updates due to changes in the economic and social fabric, at national, EU or international level, also require a timely revision of these framing instruments.

1. COMPOSITION

The Working Group is composed of representatives (one full representative and one alternate representative) of the following entities:

- Entities with permanent representation
 - Statistics Portugal
 - Office for Strategy and Planning (Ministry of Labour and Social Solidarity)
 - Directorate-General for Economic Activities (Ministry of Economy and Innovation)
 - Banco de Portugal
 - Institute of Registries and Notaries (Ministry of Justice)
 - Directorate-General for Taxes (Ministry of Finance and Public Administration)
 - Directorate-General of Employment and Labour Relations (Ministry of Labour and Social Solidarity)
 - Directorate-General for Consumers
 - National Agency for Qualification
 - Employers' confederations
 - Trade union confederations

- Entities with ad hoc collaboration

The Working Group may obtain the opinion of other entities on relevant issues for the performance of its tasks, and set up a pool of regular staff, pursuant to the Rules of Procedure of the Statistical Council. This is due to the specific nature of the issues under analysis and the area of the Classification in question.

2. CHAIRMANSHIP

The Working Group shall be chaired by Statistics Portugal

3. MANDATE

- a) To monitor and approve the analysis of the National Statistical System's Economic and Social Classifications, in particular classifications with a range of applications, at both the Statistical System

and extra-statistical level, namely the *Classificação de Atividades Económicas* (Classification of Economic Activities), the *Classificação de Produção de Bens e Serviços* (Classification of the production of goods and services), the *Classificação do Consumo de Bens e Serviços* (Classification of the consumption of goods and services), the *Classificação de Profissões* (Classification of Occupations), the *Classificação das Construções* (Classification of constructions), the *Classificações sobre Educação e Formação Profissional* (education and vocational training classifications) and the *Classificações sobre Saúde* (health classifications), among others;

- b) To analyse doubts and approve technical proposals for a coordinated implementation of economic and social classifications;
 - c) To put forward proposals for changes in economic and social classifications at national level;
 - d) To prepare proposals for changes or harmonisation on EU and UN economic and social classifications;
 - e) To analyse situations of conflict and ensure greater integration and convergence among economic and social classifications;
 - f) To monitor, within the scope of the powers of the Statistical Council, works relating to the implementation of the Information System for the Portuguese Classification of Economic Activities.
4. Proposals for changes or any other matter related to difficulties faced in interpreting or implementing the NSS Economic and Social Classifications shall be submitted to the Working Group for analysis and assessment, on a suitable medium.
 5. Proposals to be presented in line with sub-paragraph (d) of the mandate, after previously agreed on at Working Group level, shall be communicated in the relevant fora by entities ensuring the respective international representation.
 6. Representatives of entities forming the Working Group shall be appointed through the respective members in the Statistical Council or by direct indication of each entity's relevant bodies, in those cases where these do not have direct representation in the Statistical Council.
 7. In order to analyse selected aspects of its mandate, the Working Group may invite entities or experts on relevant issues, this invitation being made by the Vice-Chairperson of the Statistical Council, under proposal of the Chairperson of the Working Group.
 8. The organisation of events that might be proposed by the Working Group shall be considered in terms of the budget forecast by the Statistical Council and, where possible, in partnership with other entities.
 9. Where warranted by the subjects and in order to render the Group's works more operational, Sub-Groups may be set up, pursuant to the Statistical Council's Rules of Procedure.

10. Joint meetings with other Statistical Council structures, deemed warranted by the intersection of issues, shall be promoted in liaison with the Secretariat of the Statistical Council.

11. The Working Group **shall submit**:

- To the Standing Section of Statistical Coordination, draft Deliberations on economic and social classifications and nomenclatures that have been assessed by the Working Group;
- **Until March of year n+1 the Annual Report** for year n, which **shall include** the state of progress of works related to the implementation of the Information System for the Portuguese Classification of Economic Activities.

**TECHNICAL GROUP FOR THE DEFINITION OF THE MODEL OF BUSINESS PLAN AND THE RESPECTIVE IMPLEMENTATION
REPORT FOR 2010**

“The Statistical Council, within the scope of the Standing Section of Statistical Coordination, shall define the new model of preparation and elaboration of the Business Plan and the respective Implementation Report for the NSS in the course of the first half of 2009, for approval at the Council's plenary session of July 2009 and implementation in the Business Plan and Implementation Report for 2010” (Deliberation No 3|2008 of the Statistical Council).

1. COMPOSITION

The Technical Group is composed of representatives of the following entities:

- Statistics Portugal
- Banco de Portugal
- Regional Statistical Office of the Azores
- Regional Directorate of Statistics of Madeira
- Secretariat of the Statistical Council

2. CHAIRMANSHIP

The Technical Group shall be chaired by the Chairperson of the Standing Section of Statistical Coordination.

3. MANDATE

- To define the new model of preparation and elaboration of the 2010 Business Plan and the respective Implementation Report for the National Statistical System.

4. COMPLETION OF THE MANDATE

Until the end of April 2009 a proposal shall be put forward for a “Working Paper” on the new model of preparation and elaboration of the 2010 Business Plan and the respective Implementation Report for the NSS, to be assessed by the Standing Section of Statistical Coordination, prior to being submitted to the Statistical Council's plenary session.

5. TERMINATION

The Technical Group shall be terminated following assessment by the Standing Section of Statistical Coordination of the document referred to in 4 above.