

Freedom of Information Act Section 15 and 16 Reference Book

Guide to CSO Functions, Records, Rules and Practices

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1. Preamble

Introduction

The Freedom of Information Acts, 1997 and 2003 establishes three statutory rights:

1. a legal right for each person to access information held by public bodies;
2. a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. a legal right to obtain reasons for decisions affecting oneself.

The FOI Act asserts, subject to specified exemptions, the right of the public to obtain access to information held by Government Departments, Offices and certain public bodies to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

This reference book has been prepared and published in accordance with the requirements of Sections 15 and 16 of the Act.

- It sets out the structure of the Office and how you can make a request to the Office to access information. Access is subject under the act to certain exemptions and specific procedures and time limits apply [Part A]
- It outlines the functions of the Office; details of services and information we provide and how they may be availed of; and the classes of records we hold [Part B]
- In accordance with the terms of Section 16 of the Act, information on the rules, procedures, practices, guidelines, interpretations and precedents used by the Central Statistics Office (CSO) for making decisions that affect the rights, privileges or benefits of citizens is also contained within this Reference Book. It also describes the rules and procedures, which are not already publicly available elsewhere, and indicate where the latter may be, accessed [Part C].

Particular note should be taken of the corresponding Department of Finance FOI Section 16 Rules and Practices Reference Book. This describes the personnel, accounting, payment and other statutory and centrally determined arrangements under which the CSO operates as part of the Civil Service.

Statistical Exemption

No access is allowed to identifiable information collected by the CSO for statistical purposes. This is exempted from the access provisions of the Freedom of Information Acts, 1997 and 2003 ([Section 32](#)). The confidentiality of identifiable information collected by the CSO for statistical purposes in statutory or voluntary inquiries from individual persons, households, businesses and other undertakings, or indirectly from the administrative records of public authorities, continues to be legally protected under the Statistics Act, 1993 ([Sections 32 and 35 – see Appendix D](#)).

Statistical information is published by the CSO in aggregate form only. Great care is taken to ensure that details relating to an identifiable person or undertaking are not divulged in statistical releases and publications.

Independence of the CSO in Statistical Matters

The Statistics Act, 1993 also provides that the information collected may be used solely for statistical purposes and that the Director General of the CSO shall have the *sole responsibility* for and *be independent* in the exercise of the functions of deciding the:

- content of statistical releases and publications issued by the Office; and
- timing and methods of dissemination of statistics compiled by the Office.

Availability of Information

The CSO disseminates a wide range of statistics (see [Appendix B](#) and [Appendix C](#)). These statistics are copyright, but may be quoted provided the source is acknowledged. The Office also routinely provides information to the public in relation to its functions, activities, statistical methodology, contact points, etc. The FOI Act is designed to allow public access to information held by public bodies which is *not* routinely available.

A glossary of some CSO terminology is given in [Appendix E](#) as the staff of the Office may describe aspects of its work and information holdings in terms that may not be familiar to the general public.

CSO Information Services

The CSO already has a range of well-developed information services. These are detailed in the free [Guide to CSO Publications and Dissemination Services \(340KB\)](#) and include:

Personal Visits	CSO Library
General Inquiry Services	CSO Internet Site
Direct subject-matter	CSO Data Bank
Regular Statistical Releases	Small Area Population Statistics
Stats Mail & Stats Fax Delivery	Detailed Foreign Trade Statistics
Statistical Bulletin (quarterly)	Special Statistical Analyses
Statistical Yearbook (Annual)	Access to Anonymised Micro Data
Detailed Publications	Reuters & Bloomberg Screens
International Agency Publications	

These CSO services are described in Appendix A

2. Organisation Structure Senior Management Team

Senior Management Structure

(SS=Senior Statistician, PO=Principal Officer)

The following people can be contacted by using their firstname.lastname@cso.ie

Donal Garvey Director General

Joe Treacy Director

Joe Madden(SS)
Ger Healy (SS)
Stephen MacFeely (SS)
Tom Mc Mahon (SS)
Liam Hogan (PO)
John O'Leary (PO)

Industrial & Building Division
Wages & Earnings Division
Services Division
Agriculture Division
Finance, Information & Office Services
Personnel & HR Strategy

Tom Keane Director

Elaine Lucey (SS)
Margaret McLoughlin (SS)
Adrian Redmond (SS)
Dave Jennings (SS)

e-Government and Business Co-ordination
Systems Development Division
IT Infrastructure Division
SMD / Data Office Division

Bill Keating Director

Mick Lucey (SS)
John O'Hagan (SS)
Paddy McDonald (SS)
John Fitzpatrick (SS)
Catherine Finneran (SS)
Pat Fanning (SS)

National Accounts - Integration Division
National Accounts - Income Division
National Accounts - Expenditure Division
Balance of Payments Division 1
Balance of Payments Division 2
External Trade and Environmental Statistics

Gerry O' Hanlon Director

Aidan Punch (SS)
Gerry Walker (SS)
Padraig Dalton (SS)
Gerry Brady (SS)
Kevin McCormack (SS)

Demography Statistics Division
Demography Statistics Division (temporarily assigned
to Tom Keane (ITSIP) until 2005)
Labour Market and Vital Statistics Division
Social Statistics Integration Division
Prices Division and Household Budget Survey

Updated versions of the organisation structure are posted on our Internet site (<http://www.cso.ie>)

3. Access to Information

Applications under the FOI Act

Under the FOI Act, anyone is entitled, subject to the specified exemptions, to apply for access to information not otherwise publicly available. Each person has a right to:

- access to records held by the Office;
- correction of personal information relating to oneself held by the Office where it is inaccurate, incomplete or misleading;
- access to reasons for decisions made by the Office directly affecting oneself.

With the exception of records that cannot be divulged under the provisions of the Statistics Act, 1993 the following CSO records come within the scope of the Act:

- all records relating to personal information held by the Office irrespective of when created;
- all other records created from commencement date of the Act (i.e. 21 April, 1998);
- any other records necessary to the understanding of a current record.

The Office is obliged (under normal circumstances) to respond to the request within 20 working days (excluding Saturdays, Sundays, Public Holidays and Good Friday).

Applications for information under the Act should be addressed to:

Freedom of Information Officer

Central Statistics Office

Ardee Road,

Rathmines,

Dublin 6

Phone 01 - 4984231

021 - 4535000 Ext. 4231

LoCall 1890 - 313414

Fax 01 - 4984229

E-mail foi@csso.ie

Applications¹ should be in writing (email applications are accepted) and should indicate that the information is being sought under the Freedom of Information Act. If information is desired in a particular form (e.g. photocopy, computer disk, etc.) this should also be mentioned in the application. As much detail as possible should be given to enable the staff of the Office to identify the record. If an applicant has difficulty in identifying the precise records required, CSO staff will be happy to help.

¹ An FOI information leaflet and application form are available from the CSO; copies are reproduced in [Appendix G](#).

Charging of Fees

In the case of records that are not directly personal to you the following fees must be paid on application:

Type of Request/Application	Standard Fee	Reduced Fee* & **
Request for a record under section 7	€15	€10
Initial Request	€75	€25
Internal Appeal	€150	€50
Appeal to Information Commissioner		
Request under section 7 for personal information	No charge	No charge
Application under section 17 for amendment of a record containing incorrect, incomplete or misleading personal information	No charge	No charge
Application under section 18 for the reasons for a decision affecting the individual	No charge	No charge

* Fee will not apply where a person appeals a decision to charge a fee or deposit, or a fee or deposit of a particular amount under section 47 of the FOI Act

** Reduced fee will apply in respect of third parties who appeal a decision of a public body to release their information on public interest grounds. Reduced fee will apply in respect of medical card holders and their dependants.

Fees may also be charged as follow:

- **Personal Records:** fees in respect of the cost of copying the records will not apply, save where a large number of records are involved;
- **Other (non-personal) Records:** fees may be charged in respect of the time spent in efficiently locating and copying records (currently €20.95 per hour and €0.04 per copy).

No charges may apply in respect of the time spent by public authorities in considering requests. A deposit may be payable where the total fee is likely to exceed €50.79. In these circumstances, the public body must, if requested, assist the member of the public to amend the request so as to reduce or eliminate the amount of the deposit.

4. Descriptions & Functions

Historical Perspective

The compilation of Irish statistics commenced in the first half of the 19th century, for example:

- comprehensive decennial Censuses of Population from 1841;
- annual Censuses of Agriculture from 1845;
- marriage statistics from 1845;
- birth and death statistics from 1864.

Following the foundation of the State in 1922 a Statistics Branch was established in the new Department of Industry and Commerce. This Branch was responsible for the compilation of official statistics up until 1949.

The Central Statistics Office (CSO) was established in 1949 as a separate Office attached to the Department of the Taoiseach to ensure its independence on statistical matters. The Statistics Acts, 1926 and 1946 provided the statutory basis for the compilation of statistics up until 1994.

Statistics Act, 1993

The Statistics Act, 1993 provides a modern legislative basis for the compilation and dissemination of official statistics. The Act came into operation on 1 November 1994. It incorporated, inter alia, the following provisions:

- the establishment on a statutory basis of the CSO as an independent Office under the aegis of the Taoiseach;
- the functions of the CSO, including in addition to its basic mandate the obligation to co-ordinate official statistics compiled by public authorities, the right to assess the statistical potential of the records maintained by public authorities and to ensure that this potential is realised in so far as resources permit;
- the appointment on a formal basis of the Director-General of the CSO who, in addition to being responsible for the management of the Office, shall also be independent on statistical matters (i.e. sole responsibility for the statistical methodologies and professional standards to be followed, the content of statistical releases and publications, and the timing and methods of dissemination of the statistics compiled);
- the establishment of a [National Statistics Board](#) to guide, with the agreement of the Taoiseach, the strategic direction of the CSO;
- the right of access, subject to some limitations and conditions, of the CSO to administrative records held by public authorities for statistical purposes; and
- the obligation on the CSO to treat all individual information relating to persons or concerns as strictly confidential and to use such information solely for statistical purposes.

Some relevant sections of the 1993 Act are reproduced in [Appendix D](#).

Mandate and Mission

Since its establishment as a specialist national statistical agency in 1949 the CSO has pursued the same mandate, which was given the following statutory re-enforcement in the Statistics Act 1993:

"The collection, compilation, extraction and dissemination for statistical purposes of information relating to economic, social and general activities and conditions in the State"

The Office exists primarily to meet the needs of Government for quality statistical information that is a vital input to the formation, implementation and monitoring of policy and programmes at national, regional and local levels in a rapidly changing economic and social environment.

It also serves the needs of the wider national and international community (i.e. business, EU, international organisations, media, researchers, and the public generally) for impartial and relevant information on social and economic conditions. Particular attention is paid to the specialist needs of business and the research/academic community for more detailed and focused data.

This mandate is encapsulated in the following Mission Statement that appears in the CSO's 2001-2003 Corporate Plan:

Statistics for a Modern Ireland

The efficient and timely provision of high quality information needed by a changing society

International Statistical Dimension

There is also a significant international dimension to the CSO's work through the provision of statistics that may be compared directly with corresponding data for other countries.

This is particularly the case in respect of our participation in the statistical system of the *European Union (EU)*. Meeting Community requirements has been the single most important factor shaping the development of the CSO's work over the past 25 years. This has intensified in recent years with the completion of the Single Market and the advent of the *European Monetary Union (EMU)*.

Since accession to the European Community in 1973 the CSO's work programme has been almost completely driven by the mandatory requirements of EU Directives and Regulations. *Council Regulation 322/97 on Community Statistics* lays down the organisational framework under which the EU statistical system should be implemented. It defines the procedures to be followed in regard to the:

- agreement of multi-annual and annual work programmes;
- arrangements for dissemination; and
- statistical confidentiality regime at national and community levels.

In addition, it also requires that the production of Community statistics should be governed by the principles of impartiality, reliability, relevance, cost effectiveness, statistical confidentiality and transparency. These principles reflect internationally accepted best practice for the production of official statistics.

Statistical Standards

In fulfilling its mandate the CSO applies the best statistical standards and methodology, and adheres to the highest professional standards of impartiality, integrity and independence. The Office also rigorously protects the confidentiality of the data provided by survey respondents which, as already emphasised, is legally guaranteed under the *Statistics Act, 1993*.

The methodology used for the compilation of statistics is published. Details are available on request. In almost all instances the Office now applies methodology that is harmonised at EU level for the production of Community statistics.

5. Organisational Aspects

Management

The top management structure of the CSO is comprised of a Director General and four Directors. The Directors are each responsible for a number of Divisions. Senior Statistician(s) or Principal Officer(s) head each Division.

The Director General, the Directors and the Personnel Officer comprise the *Senior Management Committee (SMC)*. This committee meets on a regular basis to consider corporate issues. The *Senior Management Group* (i.e. Senior Statisticians, Principals and Directors) normally meets on a half-yearly basis. A *General Management Forum* (i.e. Statisticians, Assistant Principals and higher grades) is to be re-established.

Structure

The activities of the Office are currently organised into the following Directorates:

- Macro-economic Statistics (covering National Accounts, Balance of Payments, External Trade and Environmental statistics);
- Social and Demographic Statistics (covering Census of Population, Labour Market, Vital Statistics, Consumer Prices and Social Statistics Integration);
- Business Statistics and Administration (covering Agricultural, Industrial, Services, Earnings and Employment Costs statistics, Personnel and Administration and Information and Dissemination).
- Informatics and Methodology (covering Systems Development, IT Infrastructure, e-Government and Business Coordination, Classification and Standards, Data Office, Project Office, Statistical Methods and Development);

Divisions are organised into Sections. These are the basic work units in the Office. These are staffed and managed by Clerical Officer (CO), Executive Officer (EO) or Staff Officer (SO), Higher Executive Officer (HEO) and Assistant Principal (AP) or Statistician grades.

Staffing

At present the CSO has an approved core staffing of around 600 who are accommodated in Cork (440) and Dublin (160). These office staff are complemented by a temporary full-time field force of around 150, most of whom are deployed on the *Quarterly National Household Survey (QNHS)*. Other temporary field staff are also engaged on a part-time basis in surveying prices for the compilation of the Consumer Price Index (CPI). Additional field staff are also temporarily employed for periodic surveys (e.g. *Census of Population*).

National Statistics Board

The National Statistics Board was initially set up on a non-statutory basis in 1986. It was established on a statutory basis when the Statistics Act, 1993 came into operation in November 1994. Its function, set out in the Act, is to guide the strategic direction of the CSO and, in particular to:

- establish priorities for the compilation and development of official statistics;
- assess the resources of staff, equipment and finance which should be made available for the compilation of official statistics; and
- arbitrate, subject to the final decision of the Taoiseach, on any conflicts that may arise with other public authorities relating to the extraction of statistics from records or to the co-ordination of statistical activities.

The Board has eight members. Two are senior representatives of the Department of Finance and Department of the Taoiseach. Five persons are nominated, two by the Taoiseach and three by organisations representative of the users of official statistics and providers of information under the Act. The Director General of the CSO is an *ex officio* member of the Board.

The Board prepares five-year *Strategies for Statistics*, following an extensive consultative process, for agreement by Government. Progress in implementing these strategies is assessed by the Board in regular reports.

EU Statistical Programme

Statistical policy at EU level is directed by the Directors General of the National Statistical Institutes (DGINS) and EUROSTAT (the statistical service of the EU based in Luxembourg). The DGINS meet four times annually as a Statistical Policy Committee established under EU Council Decision 89/387.

A multi-annual EU Statistical Programme is agreed by the European Council every five years. This is implemented in the form of annual programmes agreed by the DGINS. The bulk of EU statistical requirements are mandatory on member states under Council Regulations and Directives. The principal provisions are listed in [Appendix F](#).

CSO representatives attend a wide range of EU Working Groups, Task Forces and Committee meetings relating to the development of harmonised statistical methodology, drafting of statistical legislation, assessment of results, etc. There is also a training programme for European Statisticians (TES) organised by Eurostat.

6. Macro-economic Statistics

National Accounts Divisions

These Divisions are responsible for the compilation of the annual estimates of national income and expenditure and related statistics. This information plays a critical role in the management and development of economic policy. The EU, and especially the requirements of economic and monetary union, is at presently the main driving force in the development of macro-economic statistics. These must be compiled in accordance with agreed standards and methodologies. A key factor here is the requirement to fully implement EU Regulation 2223/96 relating to the European System of National Accounts. These statistics are also used for a number of EU administrative purposes, principally GNI for the calculation of Ireland's contribution to the EU budget, Regional Accounts in the context of structural funds and General Government Deficit and Debt figures used in assessing the performance of the public finances under the Stability and Growth Pact.

Work on the National Accounts is organised in three Divisions as follows:

- **National Accounts (Integration)**
This Division is organised into the following Sections:
 - Government Accounts;
 - Integration;
 - Output Volumes.
 - **National Accounts (Expenditure)**
This Division is organised into the following Sections:
 - VAT Own Resources;
 - Input Output;
 - Capital Formation and Stocks;
 - Personal Expenditure;
 - Regional Accounts.
 - **National Accounts (Income)**
This Division is organised into the following Sections:
 - Compensation of Employees;
 - Financial Accounts;
 - Profits.
-

Balance of Payments Divisions

Balance of Payments and Financial Sector Division and Balance of Payments Analysis and Dissemination Division are responsible for the collection and compilation of Ireland's official statistics in the areas of balance of payments, international investment position, foreign direct investment and external debt.

The balance of payments (BOP) statement describes the country's economic transactions with the rest of the world during a specified period while the international investment position (IIP) shows the stock of Ireland's foreign financial assets and liabilities at a point in time. Foreign direct investment (FDI) statistics provide information on investment in enterprises in which the investor holds at least 10% of the equity capital of the enterprise. The External Debt statement shows the stock at a point in time of Ireland's financial liabilities to non-residents other than those involving equity and financial derivative contracts.

The BOP and External Debt information is published nationally in separate quarterly Statistical Releases and details of the various economic flows and stocks vis-à-vis non-residents are provided. For national users, the BOP flows are classified into two aggregate accounts:

- the *Current Account* which covers transactions in goods, services, factor income and current transfers; and
- the *Capital and Financial Account* which covers capital transfers, transactions in private capital and official capital, transactions of credit institutions and official external reserve transactions.

The External Debt statement shows the long- and short-term financial liabilities to non-residents of the four main institutional sectors (general government, the monetary authority, monetary financial institutions and other sectors). Direct investment inter-affiliate liabilities are also included.

The FDI and IIP statistics for Ireland are published in separate annual Statistical Releases. The FDI data show both inward and outward annual investment flows and stocks by type of investment (*equity capital and reinvested earnings* and *other capital*) and by geographical location (country, region). The IIP statement shows the end-of-year stocks of foreign financial assets and liabilities classified by functional type of investment (direct, portfolio, reserve assets and other investment) and by type of financial instrument within each investment category as appropriate (e.g. *equity, debt instruments, loans, trade credits*). An institutional sector breakdown is also provided as well as a broad reconciliation of the stocks and flows for the reference year.

The information is also supplied in a somewhat different format to the relevant international organisations such as the European Central Bank (ECB), the Statistical Office of the European Communities (EUROSTAT), the Organisation for Economic Co-operation and Development (OECD) and the International Monetary Fund (IMF).

External Trade & Environmental Statistics

This Division is responsible for the compilation of statistics on Ireland's external merchandise trade - both imports and exports, and for environmental satellite accounts.

The basic data on external trade is collected by the Office of the Revenue Commissioners and the CSO is responsible for the compilation and dissemination of the statistics. The trade statistics with non-EU countries are compiled from custom control documents and are published within 8 weeks of the reference month. Statistics of the trade with EU countries are compiled from details collected directly from traders in the EU-harmonised Intrastat survey. This survey was introduced on the elimination of intra-EU Custom controls arising from completion of the Single Market in January 1993 and is subject to the response and quality difficulties common to all statistical inquiries. As a result the intra-EU and total external trade statistics are currently not available until about 14 weeks after the end of each reference month.

The activity relating to Environmental Accounts is primarily engaged in replicating, and extending over time, the work done by the Economic and Social Research Institute (ESRI) relating to pressures on the environment arising from economic activity. At present, the primary focus is on annual greenhouse gas and acid rain precursor emissions by economic sector. This exercise relies heavily on the Census of Industrial Production (for energy use data) and many administrative data sources.

Delivery of Service

The Directorate delivers its service by the publication of regular statistical releases and detailed reports, and by the provision of additional analyses and information on request.

7. Demographic and Social Statistics

Demographic Statistics Division

The Division is responsible for the collection, compilation and publication of information on the social and demographic characteristics of the Irish population to assist Government decision making and to inform the public at large. A major part of the Division's work is the five yearly Census of Population. Additional headquarters staff are appointed for the duration of the census operation and subsequently re-deployed to other Government departments.

The Division is organised into the following Sections:

Demographic Statistics

This Section is responsible for the preparation and dissemination of information on the social and demographic characteristics of the Irish population. It also prepares annual estimates of migration flows and population classified by age, group and sex as well as population and labour force projections at five yearly intervals.

Census Support Services

The staff involved in these sections are responsible for the recruitment, appointment, organisation and payment of field staff to carry out Census of Population, the human resource management dimensions of both office and field staff, organising the printing of the Census Form and other material, advertising, office and field accommodation, transportation, storage and other support services. A dedicated IT staff provide systems support in the census area.

Census Geography

This Section is responsible for the designation and mapping of approximately 4,000 Census enumeration areas, and the subsequent geographic coding of census data. This involves the distinction of not only the boundaries of enumeration areas themselves to provide standard work assignments for individual Census Enumerators, but also the boundaries of administrative areas (down to the level of Wards in urban areas and Townlands in rural areas), towns, suburbs and environs.

Census Processing

This area is responsible for the detailed processing of the Census returns. This involves the electronic recording, scrutiny, editing and coding of over one and a quarter million Census Forms and the individual details for close to four million persons.

Census Publications and Inquiries

This Section is responsible for the preparation of the detailed Census publications and outputs, special analyses, and the handling of all queries from the public concerning demographic statistics.

Labour Market, Social Inclusion and Vital Statistics Division

The division is responsible for the analysis and dissemination of data for the main CSO household surveys i.e. the Quarterly National Household Survey (QNHS), the EU Survey on Income and Living Conditions (EU-SILC) and the Household Budget Survey (HBS). The division also has responsibility for analysis of the data from the Information, Communication, and Technology (ICT) Household Survey, preparation of the monthly Live Register statistics and the compilation of Vital Statistics relating to births, deaths and marriages.

Labour Market and Social Inclusion/Live Register

This section is responsible for the analysis and dissemination of data from the Quarterly National Household Survey (QNHS) and the EU Survey on Income and Living Conditions (EU-SILC). The QNHS covers a representative sample of approximately 34,000 households each quarter while the EU-SILC covers a representative sample of approximately 7,000 households each year. Both surveys are conducted using a common fieldforce of 152 Interviewers and 12 Field Co-ordinators, using modern computer-assisted personal interviewing (CAPI) technology. The QNHS is designed to produce quarterly labour force estimates that include the official measure of employment and unemployment in the state (ILO basis). The QNHS also conducts special modules on different social topics each quarter. The EU-SILC obtains information on the income and living conditions of different types of households in the state. The survey also provides information on poverty and social exclusion.

The Section also compiles the monthly Live Register statistics from information supplied by the Department of Social, Community and Family Affairs and prepares quarterly statistics on industrial disputes.

Vital Statistics

This Section compiles the monthly and annual statistics relating to births, deaths and marriages. Individual details of births and deaths are provided to the Office by over 300 Registrars under the terms of the Vital Statistics and Births, Deaths and Marriages Registration Act, 1952 and the Births, Deaths and Marriages Registration Act, 1972. Section 5 of the 1952 Act ensures the confidentiality of civil registration details provided to the CSO.

Prices Division and Household Budget Survey

This Division is responsible for the compilation of the monthly Consumer Price index (CPI), which is the official measure of inflation. It also compiles the Wholesale Price Index (WPI), which estimates the monthly trends in the ex-factory industrial producer/wholesale prices for building materials and transportable goods. The weighting of the CPI is largely based on the results of the Household Budget Survey (HBS), which is undertaken every five years by the Division.

The Division is organised into the following Sections:

Consumer Prices

This Section is responsible for the calculation of the monthly Consumer Price Index (CPI) and the EU Harmonised Index of Consumer Prices (HICP).

Wholesale Prices

This Section is responsible for the compilation of the monthly Wholesale Price Index (WPI).

Household Budget Survey

This Section organised and processed the 1999-2000 survey which covered almost 8,000 households and involved the collection of very detailed information on household income and expenditure.

Social Statistics Integration Division

The principal role of this Division is to increase the potential for data integration among survey and administrative social data holdings in CSO and Government Departments. Key objectives include the annual publication of national progress and social indicators reports.

Delivery of Service

This Directorate delivers its service by the publication of regular Statistical Releases and detailed reports, and by the provision of additional analyses and information on request.

8. Business Statistics

Industry, Building Information Society Division

The role of the Division is to provide relevant, timely and high quality statistical information on the structure and performance of the industrial and building sectors of the economy.

The Division collects and publishes statistics on industry and on building and construction.

Industry

There are three main surveys of industry: the Census of Industrial Production (CIP), the annual PRODCOM Inquiry and the Monthly Production Survey. The CIP covers all industrial local units with 3 or more persons engaged. The PRODCOM Inquiry collects data on production using a harmonised EU classification. The Monthly Production Survey collects details of production and turnover of industrial local units with 20 or more persons engaged.

Building & Construction

This Section conducts the following range of surveys:

- Monthly survey of employment;
- Quarterly survey of earnings and hours worked;
- Quarterly survey of planning permissions granted;
- Annual Census of Building and Construction.
- Quarterly survey on Output in Construction.

Information Society

Annual enterprise and household surveys are carried out to collect information on how Information and Communication technologies (ICT) are being used in Ireland today. The household survey is incorporated into the Quarterly National Household Survey. The enterprise survey covers the Industry and Services sectors.

Business Field Force

A permanent field force of 7 CSO representatives call to firms who fail to respond to surveys or have a poor response, to encourage them to respond and to assist with the completion of forms.

Services Statistics Division

The role of the Division is to provide relevant, timely and high quality statistical information on the structure and performance of the service sectors of the economy.

The Division is organised into the following Sections:

Transport

Road (haulage & vehicles licensed for the first time), Maritime, Air and Rail sectors are covered.

Tourism and Travel

Conducts surveys at frontier ports to provide number of visits made and the expenditure incurred by visitors to Ireland and by Irish visitors abroad. Also conducts household surveys to establish domestic & international travel patterns of Irish residents.

Retail Sales

Conducts monthly survey of retail turnover to compile Retail Sales Index.

Annual Services

Conducts annual survey to provide structural financial data for services sectors (Business, distributive, network and financial services).

Earnings and Employment Costs Division

The primary role of the division is to provide relevant, timely and high quality statistical information on earnings and other employment costs.

The division is organised into the following sections:

Quarterly Industry and Services

This section conducts quarterly surveys of industrial local units and publishes estimates of employment, average weekly earnings, hours worked and hourly earnings.

Quarterly surveys for the public service, banking, insurance and building societies are also conducted by this section. Estimates of employment and average weekly earnings are published for these sectors.

Structure of Earnings and Labour Costs Surveys

This section conducts (on an alternating two-year basis) the EU Labour Costs Survey and the Structure of Earnings Survey. These surveys cover most of the industrial and service sectors.

Labour Cost Index and Public Sector Development

The role of this section is to plan and implement reorganisation in the division to cater for emerging national and EU requirements in the area of earnings and labour costs. The national requirements include economy wide earnings estimates and a new public sector earnings index. The main EU requirement is the provision of economy wide (excluding agriculture) labour cost indices on a quarterly basis with a timeliness of 70 days or less.

Quarterly Stocks and Investment

This section conducts quarterly surveys of industrial and service sectors. Estimates of stocks and capital acquisitions and disposals are published on a quarterly basis.

Estimates of average weekly earnings for full-time employees in the distribution and business services sectors are also published by this section on a quarterly basis.

Agricultural Statistics Division

The Division provides economic and social information relating to the structure and performance of the Irish agriculture sector and its labour force. This information is used principally to aid formulating and evaluating agricultural policy decisions both at national and EU level.

The Division is organised into the following Sections:

Farm Surveys

These Sections are responsible for the compilation of the administrative register of farmers and the conduct of the large-scale June and December sample farm surveys. They are also responsible for a number of small-scale surveys: a monthly milk survey of creameries; specialised surveys of pig and poultry producers; the triennial earnings of agricultural workers survey and the quarterly agricultural land sales release.

Agriculture Prices

This Section is responsible for surveying the prices paid to farmers for their produce and prices they pay for goods and services purchased. It publishes a crop yield and production release and a fisheries statistics release. It also handles public queries arising from the Census of Agriculture, agricultural prices and other general agricultural queries.

Agriculture Accounts and Production

These Sections are responsible for estimating income in the Agricultural Sector and preparing statistics on animal slaughterings and milk, cereals and meat supply balance sheets.

Delivery of Service

The Directorate delivers its service by the publication of regular Statistical Releases and detailed reports, and by the provision of additional analyses and information on request.

9. Support Services

Finance, Information and Office Services

The role of the service is to provide a printing, dissemination and high quality customer information service ([see Appendix A](#)).

The service is organised into the following Sections:

Information

This Section is responsible for the provision of a general information service to the users of CSO statistics, the maintenance of dissemination mailing lists, the operation of the StatsMail services for the dissemination of Statistical Releases, the collation of print copy for the quarterly *Statistical Bulletin* and annual *Statistical Yearbook of Ireland*, the preparation of the Publication Guide and other publicity material, the maintenance of the CSO's WWW site, the organisation of CSO stands at public events, etc.

Library

This Section provides a library service to both CSO staff and the public in the Cork and Dublin Offices. The Cork library stocks the most comprehensive set of national and international statistical publications and documents in the country as well as one of the best collections of statistical textbooks in these islands. The Dublin library maintains a full set of the publications of the CSO, Eurostat and other international statistical agencies.

Typesetting

This Section provides an electronic typesetting service for the printing of almost all CSO Statistical Releases, publications, statistical questionnaires, internal manuals, worksheets, etc., using state-of-the-art modern technology.

Printing

This Section provides a professional printing service for almost all CSO publications and other print requirements based on electronic copy prepared by the Typesetting Section.

Finance

Finance section provides a comprehensive financial service for the office which includes payroll, general office payments, staff travel and subsistence as well as a foreign travel booking service and the provision of a rail voucher system for staff. The section responds to ongoing postal and telephone queries. Financial management information is provided on a timely basis for CSO budget management and also to the Department of Finance and other external agencies. The section is also heavily involved in the Annual Estimates campaign, the Multi-Annual Administrative Budget, the preparation of the annual Appropriation Account and additional financial briefings.

Office Services

Office Services is responsible for the maintenance of office accommodation and facilities, the purchase of furniture, other non-IT equipment and supplies, the maintenance of the non-IT asset register, and the provision of postal, telecommunications, security and other services. It is also responsible for meeting the CSO's responsibilities in relation to health and safety.

Registry

This Section is responsible for the receipt/despatch of mail in Cork and the maintenance of a central file registry service.

Administration (Dublin)

The Section is responsible for the receipt/despatch of mail and the maintenance of the accommodation, security, registry, library, other facilities and general administration services in the Dublin office. It is also responsible for the induction of new staff in Dublin, co-ordinating responses to Parliamentary Questions, and policy in relation to prosecutions to statutory statistical inquiries undertaken under the Statistics Act, 1993.

Personnel and HR Strategy

This function provides human resource management (HRM) and administrative support services to the Office to enable it to carry out its core statistical functions. In common with other Government Departments and Offices the CSO operates within the centrally determined personnel and financial codes for the civil service.

The Division is organised into the following Sections:

Personnel

This Section is responsible for personnel administration and the provision of a support service to staff and line management in relation to personnel matters.

Employee Assistance Service

The Employee Assistance Officer provides help and counselling services to staff with personal or work-related problems. Information is also provided on health, social welfare and other matters.

Training & Development Unit (TDU)

TDU is responsible for the provision of staff training and development, the management of the Refund of Fees and Gaeleagras schemes, secretariat support of the Training & Staff Development Committee, and the preparation, delivery and management of training programmes.

Human Resources

This Section is responsible for the provision of management support services to the Office. It is also responsible for managing the change process within the Office, facilitating the implementation of the Freedom of Information Act and dealing with industrial relations matters.

Informatics and Methodology

(Information Technology, Methodology, Business Support and e-Government)

This Directorate is responsible for providing critical statistical and IT support services to the Office. The Directorate also has responsibility for e-Government.

The Directorate is organised into the following areas:

IT Infrastructure Division

This Division provides an integrated IT infrastructure to the Cork and Dublin Offices.

System Development Section (SDS)

SDS is responsible for the design, development, maintenance and updating of Information Technology/Information Systems applications.

Data Office

The Data Office is responsible for the implementation of the Office's Data Management Strategy. It will manage, from a corporate perspective, the Office's data holdings.

Project Office

The Project Office is responsible for the promotion of structured Project Management methodologies throughout the Office.

Business Register

This section is responsible for the development and maintenance of an up-to-date comprehensive register of all business enterprises and local units in the country for use by the business statistics areas of the Office. The maintenance of the register is a requirement under EU Regulation 2186/93 and plays a critical role in the selection of representative samples for the various business inquiries conducted by the Office.

Classification and Standards

This section is responsible for developing and managing a centralised database of standard classifications and promoting their use within the CSO.

Statistical Methods and Development (SMD)

SMD undertakes a variety of statistical, methodological, development, research and analysis projects.

e-Government

This section is responsible for developing and delivering the CSO's e-Government strategy.

Delivery of Service

The services of the Division are mainly delivered directly or electronically to the rest of the Office. The requirements of the Department of Finance (e.g. annual estimates, appropriation accounts, reporting of expenditure, staffing numbers, IT development proposals), the Department of the Taoiseach (e.g. drafting of replies to Parliamentary Questions), and other bodies are also met.

10. Classes of Records

Identifiable Statistical Information

These records include all information collected directly for CSO statistical purposes in statutory or voluntary inquiries from persons, households, businesses and undertakings, or indirectly from the administrative records of public authorities held on completed questionnaires, worksheets or data bases. This information is statutorily protected under the Statistics Act, 1993¹ and is exempted from the provisions of the Freedom of Information Acts, 1997 and 2003.

¹ Similar statutory protection applies to birth and death records under Section 5 of the Births, Deaths and Marriages Registration Act, 1952.

Information Generally Available to the Public

This information includes:

- statistical publications and regular Statistical Releases issued by the CSO and listed in [Appendix B](#) and [Appendix C](#), respectively, which are available from the CSO and may be viewed in its library;
 - details of the activities of the Office, descriptions of statistical methodology and other national, EU and international statistical related documentation and publications available from the relevant subject matter area;
 - ad hoc statistical analyses, not incorporated as part of standard reports or releases, which are provided to users on request (a fee may be chargeable to cover the costs of meeting the request).
-

Other Statistical Related Information

These records include survey and field staff instructions, correspondence with survey respondents, other correspondence, statistical worksheets, micro-data bases, methodological manuals, operational instructions, methodology and processing guidelines, EU meeting papers and documentation, and other miscellaneous statistical and operational records held in paper (on Official Files registered with the central Registry or local work files) or in electronic form.

Staff Information Material

This information includes:

- Code of Practice on Statistical Confidentiality (September 1995);
- General Introduction to the Central Statistics Office (March 1996);
- Safety Statement (Revised, December 2002);
- Write Well, Write Clearly: CSO Usage and House Style (May 1996);
- Smoking in the Workplace: Code of Practice (March 2004);
- Summary Description of CSO Activities (Revised, January 1997);
- Outline of the assignments of responsibilities by the Director General for the performance of functions under Section 4(1) of the Public Service Management Act, 1997 with effect from 1 September 2001;
- Official circulars, office notices and other staff information documentation.

These documents are available from Personnel Section.

Personnel Records

These records relate to:

- Personnel Section records including Official Personnel Files for each staff member, flexi-time printouts, staff salary files, travel/subsistence claims and payments, overtime records, refund of fees (third level courses), database of staff qualifications and training records, training course nominations and attendance, recruitment and promotion interviews records and assessments, and other miscellaneous staff-related records (including sick leave, dismissals, compensation, work reports, clearances, representations, etc.) in paper or electronic form;
 - Local management staff records relating to sick leave, annual leave, probation reports, increment reports, promotion assessment forms, field staff recruitment and administration, training courses, flexi-time records, correspondence with personnel section, etc in paper or in electronic form.
-

Financial Records

These records include files and other documentation relating to annual Estimates, Appropriation Accounts, purchases and expenditure records, EU contracts and receipts, tender documents, payments to suppliers, petty cash accounts, register of non-IT assets and other miscellaneous financial related records in paper or in electronic form.

IT Records

These records include computer systems specifications and programs, computer operation and systems application instructions, requests for proposals, tender documents, purchase records, correspondence with suppliers, other correspondence, register of IT assets, consultancy reports, software, software licences, helpdesk reports, software/hardware evaluation reports, software audits, service reports, disaster recovery plans, IT strategy, training material, training administration documentation, systems usage records, national and international meeting papers and documentation, and other miscellaneous paper and electronic IT related files, documents and records held in IT Division or sections.

Other Records

These records include consultancy reports, corporate plan, local business plans, reports, publications, and other miscellaneous correspondence, administrative documentation and other information held in paper or electronic form.

11. Financial and Procurement Procedures

Financial Procedures

The financial and accounting rules and procedures in the CSO accord with relevant legislation and with the circulars and guidelines issued by the Department of Finance (see its FOI Act Section 16 Reference Book).

Information is also available in the publication *Public Financial Procedures, 1996* available from the Government Publications Sales Office, Molesworth Street, Dublin 2 or through any bookseller.

Procurement Procedures

Supplies, services and works are procured by the CSO in accordance with the policy and rules set out in the Department of Finance's FOI Act Section 16 Reference Guide and in the booklet *Public Procurement (1994 Edition)*, which is available from the Government Publications Sales Office, Molesworth Street, Dublin 2.

In accordance with public policy all CSO procurements are made following competitive tendering. The Office, for procurement above certain thresholds, requires the approval of the Government Contracts Committee (GCC) if the contract is not being awarded to the lowest tender.

In the case of large contracts for supplies and services the CSO complies with the rules set out in European procurement law - in particular:

- supplies contracts (over £109,717 (€139,312) net of VAT) are dealt with in accordance with EU Directive 93/36;
- services contracts (over £109,717 (€139,312) net of VAT) are dealt with in accordance with EU Directive 92/50/EEC.

For office cleaning, tendering to a wide range of firms is used. Some of the contracts relating to the maintenance of equipment are negotiated by the Government Supplies Agency. In the case of office machinery there are normally tied-service agreements which form part of the purchase contract. Following the award of a contract, the criteria on which the selection was based are communicated to unsuccessful tenderers on request.

IT-Related Procurements

All IT-related procurements are made in conformity with the relevant rules and procedures set out by the IT Control Unit of the Centre for Management and Organisation Development (CMOD) in the Department of Finance. The governing criteria are the relevant EU Directives 93/36 (supply), 92/50 (services) and 89/665 (remedies), and the Council Decision 87/95 (standardisation in the field of information technology and telecommunications).

All supplies contracts in excess of £109,717 (€139,312) (net of VAT) and all service contracts in excess of £109,717 (€139,312) (net of VAT) are advertised in the Official Journal of the European Communities in accordance with EEC Directives 93/36 and 92/50, respectively.

Payment Procedure

Internal procedures have been put in place in order to comply with the *Prompt Payment of Accounts Act, 1997*.

Engaging Consultants

The CSO operates under an administrative budget agreement and adheres to the provisions of that agreement in relation to delegated sanction to engaging consultants. All consultancy projects are put out to an appropriate competitive procedure and comply with the EU Services Directive 92/50EEC (as amended by EU Directive 97/52/EC) threshold.

12. Employment of Permanent Staff

Recruitment

The permanent staff in the CSO are civil servants recruited through open public competitions held by the *Civil Service Commission (CSC)*. These competitions are advertised.

Appointments to the CSO from competitions for general service grades (e.g. Clerical Officer, Executive Officer) are, as vacancies arise, made from panels of successful applicants maintained by the CSC over a period of time.

Special open public competitions are held for the appointment to the Statistician grade in the CSO. Details of competitions are available from the CSC.

Conditions of Service

The conditions of service of permanent staff in the CSO are detailed in the *Civil Service Personnel Code* published by the Department of Finance. The Civil Service, as an employer, is committed to a policy of equal opportunity.

Flexible Working Hours

The CSO operates a Flexible Working Hours Scheme agreed by management and staff.

Refund of Fees Scheme

The CSO operates a refund of fees scheme in respect of relevant courses attended by staff members pursued in their own time. Details of this scheme are set out in *CSO Office Notice 27/99 - Refund of Fees Scheme*.

13. Employment of Temporary Field Staff

Fieldwork

The CSO employs full-time and part-time staff on a temporary basis for fieldwork throughout the country relating to some of its statistical inquiries. In some instances this involves the direct collection of statistics (e.g. Census of Population, Quarterly National Household Survey, Household Budget Survey). In other cases field staff visit late respondents to business inquiries to encourage them to co-operate and to assist them in the completion of the relevant questionnaires.

These field posts are temporary unestablished positions. They are excluded positions under the Civil Service Commissioners Act, 1956 by order of the Civil Service Commissioners on the basis of the consent of the Minister for Finance.

The salary and conditions of service relating to the different categories of field posts are agreed by the Department of Finance. Copies are available from the CSO Personnel Section. Application forms are normally available either directly from the CSO or through FÁS offices throughout the country. Successful applicants are selected, following shortlisting and competitive interview, in accordance with the job requirements set out in the recruitment documentation available to all applicants. In accordance with Government policy preference is given to persons not in paid employment.

The CSO implements best personnel practices and observes the requirements of relevant Civil Service regulations and employment law in the management of field staff.

Ongoing Field Staff Operations

Household Survey Collection Unit Field Staff

The CSO employs 12 full-time Field Co-ordinators and approximately 130 part-time Interviewers on the Quarterly National Household Survey and EU-SILC survey. These staff were recruited in 1997 in a nationally advertised open competition organised by the CSO in collaboration with FÁS and the Civil Service Commission, and are permanent civil servants. Confined Competitions are organised as vacancies arise.

Annual Business Inquiry Field Staff

Each August for approximately 12 weeks, the CSO employs 20 full-time Field Officers throughout the country to visit late respondents to the Annual Services and Business Register Inquiries. These Field Officers are recruited as necessary in nationally advertised open competitions organised by the CSO.

Tourism Enumerators

The CSO employs approximately 12 temporary part-time Enumerators each summer at airports and seaports and on cross-border rail. The Enumerators conduct sample surveys of persons entering and leaving the country. The results are used to provide estimates for overseas tourism and travel.

These part-time Enumerators are recruited as necessary, directly by the CSO from advertisements through FÁS.

Price Collectors

A national team of approximately 200 Price Collectors (including some CSO staff) collects prices from retail and service outlets in a sample of towns and cities throughout the country. Pricing takes place on the second Tuesday of each month. The data collected is used in the compilation of the Consumer Price Index. Recruitment of replacement Pricers is carried out directly by CSO from advertisements through FÁS.

Occasional Field Staff Operations

Census of Population

The CSO recruits its largest temporary field force for the five-yearly Census of Population.

The field force structure encompasses Census Liaison Officers, Regional Supervisors, Field Supervisors and Enumerators required to deliver and collect the Census forms from every household in the State during an 8-10 week period.

All of the temporary field staff are recruited through open competition organised by the CSO in collaboration with FÁS. The positions are advertised both nationally and locally.

Household Budget Survey (HBS)

During the last survey, conducted during 1999-2000, a team of 5 full-time and 50 part-time Interviewers was employed for a period of approximately 14 months to collect household expenditure and income details from a national sample of households.

14. Statistical Inquiries

Statistical Requirements

The CSO compiles a wide range of statistics to meet national (i.e. Government, business, researchers, general public, etc.), EU and other international requirements.

The bulk of the statistics produced are now mandatory under EU statistical legislation (see [Appendix F](#)).

Most of the information required for this purpose is collected directly by the CSO from households and businesses. The information is generally collected on a sample basis to minimise the statistical reporting burden on the community. The samples used for this purpose must be representative and a high response is necessary to ensure that the derived results are accurate and reliable.

Legal Basis for Statistical Inquiries

The Statistics Act, 1993 provides the legal basis for all statistical inquiries, both statutory (i.e. obligatory) and voluntary, undertaken by the CSO.

The Act provides a statutory guarantee that identifiable information collected in the course of CSO inquiries will be treated as *strictly confidential* and will be used only for statistical purposes.

The CSO assigns the highest priority to ensuring that information relating to identifiable survey respondents is never revealed. Only aggregate results are published.

Household Inquiries

The five-yearly Census of Population is the only statutory household survey conducted by the CSO.

The other household surveys, principally the QNHS (approximately 39,000 households each quarter), are conducted on a voluntary basis. Other than the Quarterly Travel Inquiry, conducted by post, household data is directly collected by CSO Interviewers who carry official identification.

Statutory Statistical Inquiries

Most CSO inquiries are voluntary. Although there is no legal requirement to co-operate in these inquiries, public response is generally high.

For some critical statistical inquiries, principally in the business statistics area, the Taoiseach makes a Statutory Order under Section 25 of the Statistics Act, 1993 requiring persons or undertakings to provide particular information to the CSO. Participation is compulsory under law in these statutory inquiries.

The current statutory inquiries and corresponding Statutory Orders are outlined in Table 14.1 below.

Statutory Statistical Inquiries	Statutory Orders
Annual Service Inquiries	S.I. No. 40 of 2003: Statistics (Service Inquiries) Order, 2003
Road Freight Inquiry	S.I. No. 465 of 2002: Statistics (Road Freight) Order, 2002
Statistics of Port Traffic	S.I. No. 501 of 2001: European Communities (Statistics in respect of Carriage of Goods and Passengers at Sea) Regulations, 2001
Wholesale Prices	S.I. No. 483 of 2001: Statistics (Output Prices) Order, 2001
Annual Census of Industrial Production	S.I. No. 9 of 2003: Statistics (Census of Industrial Production) Order, 2003
National Survey of Accommodation Establishments	S.I. No. 239 of 2000: Statistics (Tourism) Order, 2000
Business Register Inquiry	S.I. No. 67 of 2001: Statistics (Business Registers) Order, 2001
Annual Census of Building Construction	S.I. No. 321 of 2000: Statistics (Census of Building Construction) Order, 2000
Annual Prodcum Inquiry	S.I. No. 122 of 2003: Statistics (Survey of Industrial Commodities Production) Order, 2003
Monthly Trade Statistics: Shannon Free Zone	S.I. No. 330 of 1999: Statistics (Trade Statistics (Shannon Free Airport)) Order, 1999
Quarterly Balance of Payments Surveys	S.I. No. 542 of 2001: Statistics (Balance of

Quarterly Stocks and Capital Investment Inquiry	Payments) Order, 2001 S.I. No. 191 of 2001: Statistics (Business Accounts) Order, 20
1988 Census of Services	S.I. No. 31 of 1988: Statistics (Census of Services) Order, 1988
National Employment Survey	S.I. No. 39 of 2003: Statistics (National Employment Survey) Order, 2003
Census of Population	S.I. No. 491 of 2001: Statistics (Census of Population) Order, 2001
1997 Census of Distribution	S.I. No. 101 of 1978: Statistics (Census of Distribution) Order, 1978
Census of Agriculture	S.I. No. 132 of 2000: Statistics (Census of Agriculture) Order, 2000
Labour Costs Survey	S.I. No. 111 of 2001: Statistics (Labour Costs in Industry and Services) Order, 2001

Copies of these Statutory Orders may be viewed in the CSO or purchased / ordered from:

Government Publications Sales Office
Sun Alliance House
Molesworth Street
Dublin 2
Phone: 01 - 6613111
LoCall: 1890 - 213434

Business Inquiries

The CSO conducts monthly, quarterly and annual surveys covering all sectors of the economy. Other than the annual Census of Industrial Production and the annual Census of Building and Construction, these business surveys are conducted on a sample basis to minimise the statistical reporting burden on the business sector. Particular efforts are made to minimise the data demands on small and medium sized enterprises (SMEs). However, it is essential that SMEs are represented at an appropriate level in CSO inquiries to ensure that their major contribution to the growth of the economy is monitored and reflected in the national statistics. Newly established businesses and a rotating proportion of existing enterprises are covered in ongoing special inquiries to ensure that the basic data (e.g. name, address, legal status, number of persons engaged) held on the CSO Business Register is up-to-date so that representative samples are selected.

Business inquiries are conducted by post. The covering letter makes it clear whether or not the inquiry is statutory. It also specifies the latest date for the return of data. CSO contact points are specified for assistance if a business has difficulty in understanding the data requirements. Best estimates are accepted if exact information is not readily available.

The timeliness and accuracy of CSO business statistics depends on the promptness, level and quality of responses to its inquiries. The following is the usual procedure in cases where a business has not responded to a statistical inquiry by the specified date:

- a written reminder is first issued;
- this is followed up by a telephone reminder if there is still no response;
- the business is visited by a Field Officer if there is continued non-response.

For statutory inquiries, the CSO does everything possible to encourage businesses to respond and to facilitate them in meeting the survey requirements (e.g. acceptance of best estimates). A non-respondent is referred to the CSO Enforcement Unit only as a last resort. A warning letter is then issued to the company Secretary or proprietor advising that if a return is not received by the appointed date, the case will be forwarded to the Chief State Solicitor who may initiate legal proceedings under Section 36 of the Statistics Act, 1993.

Legal Offences

Under the Statistics Act, 1993 it is an offence for a person or undertaking to:

- fail to provide information requested in a statutory inquiry (Section 36);

- prevent an Officer of Statistics (i.e. a CSO staff member or field officer) carrying out her/his duties (Section 37);
 - obstruct the Director General or an Officer of Statistics in the exercise of her/his functions under the Act (Section 40);
 - wilfully destroy, damage or falsify any document or record issued for the collection of statistics for a statutory inquiry (Section 42);
 - provide information, written or oral, or deliver a document, knowing it to be false, in purported compliance with a requirement under the Act (Section 43).
-

Legal Penalties

A person or undertaking found guilty of an offence under the Act is liable:

- on summary conviction to a fine not exceeding €1,269.74, or
- on conviction on indictment, to a fine not exceeding €25,394.76.

Where a person or undertaking is convicted of an offence under Section 36 (i.e. failure to provide information requested in a statutory inquiry), s/he shall, if the contravention continues after conviction, be guilty of an offence on every day on which it continues and for each such offence be liable:

- on summary conviction to a fine not exceeding €60, or
 - on conviction on indictment to a fine not exceeding €1,269.74.
-

15. Dissemination of Statistics

Publication Arrangements

Statistical Releases with the most recent results of regular statistical inquiries and detailed reports on large-scale surveys are officially released and issued to the public through Information Section at 11.00am on the day of issue.

Some regular statistical indicators are provided to senior policy officials one hour prior to their public release to facilitate the preparation of Government or Ministerial press statements. This advance notice extends to 48 hours in the case of the annual National Accounts estimates.

Copies of Statistical Releases are available free of charge to the media via CSO Information Section as soon as they are issued. Copies of detailed reports are also made available to the media under a comment embargo in advance of publication.

Dissemination Arrangements

CSO statistics are disseminated in a variety of ways as follows:

Statistical Releases

These provide the more recent results of regular statistical inquiries (e.g. monthly retail sales index, quarterly industrial earnings, etc.) as soon as they become available. These are also available on the CSO Internet site (<http://www.cso.ie>) at time of publication.

Statistical Publications

These provide the detailed results of large-scale inquiries (e.g. Census of Population reports, annual Census of Industrial Production results).

StatsMail

This service posts copies of specified Statistical Releases to customers on a fee basis on the day they are issued.

Periodicals

Details of all monthly and quarterly statistical series, initially issued in Statistical Releases are provided in the quarterly Statistical Bulletin.

CSO Internet Site

A broad range of CSO statistics (and other information) is available on our Internet site (<http://www.cso.ie>). Some 4,500 time series can be downloaded in spreadsheet format.

Special Analyses

Where resources permit, the CSO completes special customised statistical analyses on a fee basis.

Press Releases

The CSO issues Press Releases with many detailed statistical publications, highlighting the principal features of the results.

Press Conferences

Press conferences are arranged by the CSO in conjunction with the release of important statistical results and publications.

CSO Data Bank

The CSO's computerised Data Bank (EireStat) contains the principal economic and social statistics. The Data Bank contains about 29,000 time series and 4,000 cross-sectional variables. Most series are updated within an hour of publication.

Details of these services, charges, etc. may be obtained from:

Information Section

Central Statistics Office

Skehard Road

Cork

Phone: 021 - 4535033
01 - 4984000 Ext. 5033

LoCall: 1890 - 313 414

Fax: 021 - 4535555

E-mail: information@cso.ie

Internet address: <http://www.cso.ie>

Publications may also be ordered through the CSO, any bookseller or directly from:

Government Publications Sales Office

Sun Alliance House

Molesworth Street

Dublin 2

Phone: 01 - 6613111

LoCall: 1890 - 213 434

Publication Dates

A weekly announcement, [Statistics Due for Release](#), is available by email from CSO Information Section each Thursday and also appears on the CSO Internet site. It lists the releases and publications due for release in the following week.

A [four-month advance calendar](#) (PDF 40KB) of release dates for regular Statistical Releases and publications is similarly available at the end of each month.

CSO Library

The CSO Library in both its Cork and Dublin offices is open to the public from 9.30 a.m. to 12.45 p.m. and 2.30 p.m. to 4.45 p.m. each weekday. Loan arrangements are available only to other libraries and Government Departments. A photocopying service is provided at a nominal charge. Publications may be ordered from the main Cork Library to be viewed in the Dublin office.

Research Access to Anonymised Microdata

Under the provisions of Section 34 of the Statistics Act, 1993, the CSO provides bona fide researchers with *anonymised* micro datasets relating to household surveys under formal contract arrangements. The arrangements and related conditions are set out in the leaflet *Arrangements for Researchers to access Anonymised Micro Data*, which is available free on request from the CSO.

Similar arrangements do not exist for business microdata because of the difficulty of ensuring complete anonymity. However, researchers can, for important analysis, be appointed Officers of Statistics under the confidentiality and other provisions (including sanctions) of the Statistics Act, 1993 and allowed to analyse business micro datasets (which never incorporate identification details) within the CSO.

Research Access to Vital Statistics Records

The CSO compiles vital statistics on births, deaths and stillbirths on behalf of the Minister for Health and Children on the basis of details provided by Registrars under the provisions of the Vital Statistics and Births, Deaths and Marriages Registration Act, 1952 and the Births, Deaths and Marriages Registration Act, 1972. Section 5 of the 1952 Act protects the confidentiality of individual records. Other supplementary individual data collected by the CSO is subject to the confidentiality provisions of the Statistics Act, 1993.

Section 7 of the Births, Deaths and Marriages Registration Act, 1972 allows for the provision of individual vital statistics records (which includes records of births and deaths) to persons engaged in medical or social research or to Medical Officers of Health Boards subject to the consent of the Minister for Health and Children.

Requests for access to data under this provision are referred to the General Register Office (GRO). The CSO only complies with such a request when a reply is received from the GRO indicating that the appropriate Ministerial consent has been granted. The terms of the consent generally specify that:

- confidentiality will be observed in relation to individual details;
 - families and relatives of any deceased persons who are the subject of such a request may not be contacted;
 - identifiable details relating to individual persons may not be published in resulting research papers or other documents.
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16. CSO Complaints Procedure

Lodgement of a Complaint

Any member of the public may make a complaint in writing on a matter relating to the Central Statistics Office to:

**Customer Relations Officer
Central Statistics Office
Skehard Road
Cork**

Phone: 021 - 4535036
01 - 4984000 Ext. 5036
LoCall: 1890 - 313 414
Fax: 021 - 4535555

The receipt of the complaint will be acknowledged. The CSO undertakes to review the matter and respond to the complainant within two weeks of receipt of the complaint.

Appeal of Outcome

If the complainant is not satisfied with the outcome of the review the matter may be appealed in writing to:

**Head of Administration
Central Statistics Office
Skehard Road
Cork**

Phone: 021 - 4535127
01 - 4984000 Ext. 5127
LoCall: 1890 - 313 414
Fax: 021 - 4535153

If, following appeal, the matter is still not resolved to the satisfaction of the complainant, he or she may submit the case to:

**The Ombudsman
Office of the Ombudsman
18 Lr. Leeson Street
Dublin 2**

Phone: 01 - 6785222
LoCall: 1890 - 223030
Fax: 01 - 6610570
E-mail: ombudsman@ombudsman.irlgov.ie

Appendix A

CSO Information and Customer Services

Personal Visits

Personal visits by inquirers to the CSO are welcome. Location and other contact details are shown below.

Central Statistics Office

Skehard Road

Mahon

Cork

Phone: 021 - 4535000

LoCall: 1890 - 313 414 + Extension

Fax: 021 - 4535555

Email: information@cs0.ie

Website: <http://www.cs0.ie>

Central Statistics Office

Ardee Road

Rathmines

Dublin 6

Phone: 01 - 4984000

LoCall: 1890 - 313414 + Extension

Email: information@cs0.ie

Website: <http://www.cs0.ie>

General Inquiry Service

The CSO handles a large range of general inquiries on a daily basis. The Offices in Cork and Dublin may be contacted directly through either phone number.

Inquiries relating to the following general topics should be addressed as indicated below.

Topic	General Queries	External Trade
Location	Cork	Dublin
Section	Information	Trade Help Desk
Phone Ext.	5035, 5028, 5015	4200
Email	information@cs0.ie	trade@cs0.ie
Topic	Economic & Financial Statistics	Census of Population
Location	Dublin	Dublin
Section	National Accounts	Census Inquiries
Phone Ext.	4373, 4377, 4380	4284, 4285, 4286, 4287
Email	nat_acc@cs0.ie	census@cs0.ie

Direct Subject Matter Inquiries

Contact Points

Direct inquiries to the relevant statistical subject matter areas are welcome. In addition, the name and phone extension of a staff member is given on each regular Statistical and Press Release issued by the CSO for inquirers. A full listing of contact points is also given in the free [Guide to CSO Publication and Dissemination Services](#).

Statistical Releases

The CSO disseminates the results of its statistical inquiries in a variety of ways. The most recent results of regular statistical inquiries are immediately issued as they become available through the Government Information Service (GIS) at 11.00am in the form of Statistical Releases (see Appendix 3). These are available by post on a fee basis.

Electronic Delivery of Statistics

Links to statistical releases on our internet site can be emailed to customers at 11 am on day of release. We will add addresses to our distribution lists as requested.

Requests for links can be emailed to:
information@cs0.ie

Statistical Bulletin (quarterly)

The full details given in the regular Statistical Releases are subsequently included in the quarterly Statistical Bulletin which is compiled by the CSO and published by the Government Publication Sales Office. The methodological descriptions of new and updated series are also included in the Bulletin as special articles.

Statistical Yearbook of Ireland (annual)

This yearbook is the most comprehensive source of statistical data published in Ireland. In addition to statistics compiled by the CSO the book also contains a considerable amount of statistical information which is compiled in the course of the administrative work of other Government Departments and State Sponsored bodies. It also includes statistics relating to Northern Ireland. The Yearbook is divided into eighteen sections giving detailed information on the following topics:

- *Population*
 - *Vital Statistics*
 - *Education*
 - *Economy*
 - *Agriculture, Forestry & Fisheries*
 - *Building & Construction*
 - *External Trade*
 - *Prices*
 - *Housing*
 - *Labour Market*
 - *Health & Social Conditions*
 - *Justice & Defence*
 - *Public Finance & Banking*
 - *Industry*
 - *Services & Distribution*
 - *Tourism & Transport*
 - *Earnings*
 - *Environment*
-

Detailed Publications

The detailed results of large-scale inquiries conducted by the CSO are issued in special publications. Recent publications are listed in [Appendix 2](#). These reports together with the monthly Trade Statistics and the three regular general statistical publications may be obtained as follows:

Postal Orders

**Information Section
Central Statistics Office
Skehard Road
Cork**

Phone: 021 - 4535000
01 - 4984000
LoCall: 1890 - 313414
Fax: 021 - 4535555
E-mail: information@cs0.ie
Website: <http://www.cs0.ie>

Purchases

**Government Publications Sales Office
Sun Alliance House
Molesworth Street
Dublin 2**

Phone: 01 - 6613111
LoCall: 1890 - 213434

CSO Library

All CSO publications and a wide range of publications issued by other national statistical services and international statistical agencies may be consulted free of charge in libraries in Cork and Dublin Offices. These are open to the public from 9.30am - 12.45pm and 2.30pm - 4.45pm each Monday to Friday. A photocopying service is provided at a nominal charge.

Dublin Library Phone 01 - 4984142, 01 - 4984143, 01 - 4984144
Cork Library Phone 021 - 4535014, 021 - 4535017

CSO Internet Site

The CSO's Internet site contains general statistics and information on many topics including:

- The Office itself
- Recent News
- Developments
- Statistics due next week
- 4-month Release Calendar Services available
- FOI Act details
- Recent Statistical Releases
- Press Releases
- Key Economic Indicators
- Principal Irish Statistics
- Recent publications
- Links to relevant Irish WWW sites
- Links to international WWW sites

The CSO's Internet address is <http://www.cso.ie>

CSO Data Bank

The CSO's computerised Data Bank (EireStat) contains its principal economic and social statistics. The Data Bank contains about 29,000 time series and 4,000 cross-sectional variables. Most series are updated within an hour of publication.

The CSO website also includes the Eirestat Spreadsheet Service (ESS) from which data may be downloaded covering the following topics:

- Short-term Series Compendium
- Industry
- External Trade
- Unemployment, Labour Force
- Building, Distribution, Transport, Tourism
- Agriculture
- Population, Vital Statistics
- Prices, Economic & Financial Statistics

Further information may be obtained from:

The Data Office
Central Statistics Office
Skehard Road
Cork
Phone: 021 -4535499,021 - 4535650
01 - 4984000 Ext. 5499 or 5650
LoCall: 1890 - 313414
Fax: 021 - 4535555
E-mail: databank@cso.ie

Small Area Population Statistics (SAPs)

These statistics are available on a fee basis from various Censuses of Population for DEs, Wards, Rural Districts, Urban Areas, etc. either in the form of printed copy or on diskette. In all cases the statistics provided are aggregates of sufficient numbers of returns to ensure the confidentiality of individual information. Further information may be obtained from:

Census Inquiries
Central Statistics Office

Ardee Road
Dublin 6
Phone: 01 - 4984284, 10 - 4984285
021 - 4535000 Ext. 4284 or 4285
LoCall: 1890 - 313414
Email: census@csso.ie

Detailed Foreign Trade Statistics

Monthly details of imports and exports at the most detailed 8-digit customs tariff level (approximately 10,000 headings) by country of origin/destination are provided on a fee basis in the form of computer print-out or magnetic tape. Details for specific commodities of interest to particular users are also provided monthly on a fee basis. Further information may be obtained from:

Trade Help Desk
Central Statistics Office
Ardee Road
Dublin 6
Phone: 01 - 4984200
021 - 4535000 Ext.4200
LoCall: 1890 - 313414
Email: trade@csso.ie

Provision of Special Statistical Analyses

A considerable volume of ad hoc statistical analyses, which are not incorporated as standard tables in published reports, are provided on a fee basis on request.

Access to Anonymised Micro Data

Under the provisions of the Statistics Act, 1993 researchers may access anonymised micro-data collected by the CSO. Special anonymised data sets relating to household surveys are provide under special contracts. Researchers appointed Officers of Statistics under the Statistics Act may also access non-identifiable micro-data collected in business inquiries subject to the confidential and other provisions of the Act. Further information on these arrangements may be obtained by contacting the relevant head of Division.

Reuters & Bloomberg Information Services

The principal headline figures are available on the Reuter and Bloomberg electronic information services on pages STA1, STA3, STA4, STA5, STA6, STA7, STA8, CSOK, CSOL and CSOM.

International Agency Publications

Statistics compiled by the CSO also appear with comparable data for other countries in the regular publications of Eurostat (Statistical Service of the EU), OECD, UN, ILO, etc. These are available in the CSO libraries.

Appendix B

Recent CSO Publication's

Macro-econommic Statistics

Input-Output Tables, 1993
Environmental Accounts for Ireland, 1994-2001
Household Incomes - Regions and Counties 1991 - 1998
National Income and Expenditure, 2002

Agriculture

Census of Agriculture Main Results, June 2000

Demographic and Social Statistics

Population and Labour Force Projections 2001 - 2031

Census 2002

Preliminary Report
Principal Demographic Results
Volume 1 Population Classified by Area
Volume 2 Ages and Marital Status
Volume 3 Household Composition and Family Units
Principal Socio-Economic Results
Volume 4 Usual Residence, Migration, Birthplaces and Nationalities
Volume 5 Principal Economic Status and Industries
Volume 6 Occupations
Volume 7 Education and Qualifications
Volume 8 Irish Traveller Community
Volume 9 Travel to Work, School and College
Volume 10 Disability and Carers
Volume 11 Irish Language
Volume 12 Religion
Volume 13 Housing

Household Budget Survey 1999-2000 Preliminary Results
Household Budget Survey 1999-2000
Labour Force Survey 1997
Labour Costs Survey, 2000

Transport

Road Freight Transport Survey, 2002

Business Statistics

Census of industrial Production, 2000
PRODCOM Product Sales, 2002
Information Society Statistics – Ireland 2003

Services

Annual Services Inquiry, 2001

Customer Service

CSO Guide to Publications and Information Services

Other CSO Publications

That Was Then, This Is Now Change in Ireland 1949 - 1999 (to commemorate the
50th anniversary of the CSO)
Ireland North and South, A Statistical Profile, 2003 Edition (joint publication with the
Northern Ireland Statistics and Research Agency)
Measuring Ireland's Progress Volumes 1 and 2
Statistical Potential of Administrative Records – Working Report
Official Statistics in the New Millenium
Statistical Yearbook of Ireland 2003

Appendix C

Regular CSO Periodicals and Statistical Releases

Periodicals

Statistical Bulletin	Quarterly
Vital Statistics	Quarterly
Statistical Yearbook	Annual
Trade Statistics	Monthly

Statistical Releases

Industry

Industrial Production and Turnover	Monthly
Industrial Production Index, - Early Global Estimates	Monthly
Industrial Stocks	Quarterly
Capital Assets in Industry	Quarterly
Census of Industrial Production - Early Estimates	Annual
Census of Industrial Production - Provisional overall results for local units and enterprises	Annual

Industrial Employment, Earnings and Hours Worked

Industrial Employment	Quarterly
Industrial Earnings and Hours Worked	Quarterly

Building

Index of Employment in Construction	Monthly
Earnings and Hours worked in construction	Quarterly
Planning Permissions	Quarterly
Census of Building and Construction - overall results	Annual

Distribution and Services

Banking, Insurance and Building Societies - Employment and Earnings	Quarterly
Public Sector Employment and Earnings	Quarterly
Earnings in Distribution and Business Services	Quarterly
Retail Sales Index	Monthly
Advertising Agencies Inquiry	Annual

Transport and Tourism

Tourism and Travel	Quarterly
Tourism and Travel	Annual
Household Travel Survey	Quarterly
Overseas Travel	Monthly
Statistics of Port Traffic	Annual
Vehicles Licensed for the First Time	Monthly
Vehicles Licensed for the First Time	Annual

Agriculture

Agricultural Price Indices	Monthly
Preliminary Estimates of Annual Agricultural Price Indices	Annual

Fishery Statistics	Annual
Agricultural Land Sales	Quarterly
Output, Input and Income in Agriculture	Annual
Advance Estimates	Annual
Preliminary Estimates	Annual
Final	
Crops and Livestock survey - Provisional estimates	Annual
Crops and Livestock survey - Final Results	Annual
Agricultural Labour Input	Annual
Estimated Area, Yield and production of crops	Annual
December Livestock survey	Annual
Size of Herd	Biennial
Pig Survey - June	Annual
Milk Statistics	Monthly
Earnings of Agricultural Workers	Triennial
Livestock Slaughterings	Monthly
Meat Supply Balance	Annual
Milk and Milk products supply balance	Annual
Cereals Supply Balance	Annual
Regional Accounts for Agriculture	Annual
June Crops and Livestock Survey Provisional	Annual
June Crops and Livestock Survey Final	Annual

Labour

Live Register Analysis	Monthly
Live Register Age-by-duration analysis	Bi-annual
Industrial Disputes	Quarterly
Quarterly National Household Survey	Quarterly

Prices

Consumer Price Index	Monthly
Wholesale Price Index	Monthly

Demography

Regional Populations Projections	Annual
Population and Migration Estimates	Annual
Irish Babies' Names	Annual

Finance

Balance of International Payments	Quarterly
External Debt	Quarterly
International Investment Position	Annual
Resident Holdings of Foreign Portfolio Securities	Annual
Foreign Direct Investment	Annual
Quarterly National Accounts	Quarterly
National Income and Expenditure	Annual
County Incomes and Regional GDP	Annual

External Trade

Trade with Non-EU Countries	Monthly
External Trade	Monthly

Appendix D

Extracts from the Statistics Act, 1993

Independence of the Director General in Statistical Matters

Section 13 - *The Director General shall have the sole responsibility for and be independent in the exercise of the functions of deciding-*

- (a) the statistical methodology and professional statistical standards used by the Office;*
- (b) the content of statistical releases and publications issued by the Office;*
- (c) the timing and methods of dissemination of statistics compiled by the Office.*

Protection of Information

Section 32 - *All information furnished by a person, undertaking or public authority under this Act shall be used only for statistical compilation and analysis purposes.*

Section 33 - *(1) No information obtained in any way under this Act or the repealed enactments which can be related to an identifiable person or undertaking shall, except with the written consent of that person or undertaking or the personal representative or next-of-kin of a deceased person, be disseminated, shown or communicated to any person or body except as follows -*

- (a) for the purposes of a prosecution for an offence under this Act;*
- (b) to officers of statistics in the course of their duties under this Act;*
- (c) for the purposes of recording such information solely for the use of the Office in such form and manner as is provided for by a contract in writing made by the Director General which protects its confidentiality to his satisfaction.*

(2) The Office may, for statistical purposes only, assign codes derived from information collected under this Act classifying undertakings listed in the administrative systems of other public authorities by economic activity and size (persons engaged) categories.

(3) The Taoiseach may by order prescribe such further prohibitions on the disclosure of identifiable records or information obtained under this Act or the repealed enactments for such periods as may be prescribed.

(4) Nothing in this Act shall be construed to require a person or undertaking to provide information in relation to a matter on which information was sought in circumstances that would entitle the person or undertaking to decline to give the information in a civil proceeding in any court or on the grounds of privilege.

Section 34 - *The Office may provide, for statistical purposes only, information obtained in any way under this Act or the repealed enactments, in such form that it can be directly or indirectly related to an identifiable person or undertaking, to such persons and subject to such charges, conditions and restrictions as the Director General may determine.*

Section 35 - *In the case of a Census of Population undertaken under this Act or under the repealed enactments, the restrictions of sections 32 and 33 of this Act shall cease to apply 100 years after the date of the relevant Census.*

Appendix E

Glossary of CSO Terminology

Term	Explanation
Aggregated data	Aggregations of data which does not allow the direct or indirect identification of information relating to individual survey respondents (i.e. persons, households, business enterprises or branches)
Anonymised micro-data	Data relating to individual survey respondents, from which all information (i.e. name, address, reference numbers, location codes, business description, etc.) which might allow them to be directly or indirectly identified is deleted.
Administrative data	Data extracted from the administrative systems of public bodies used for statistical purposes that avoid the need for the CSO to make duplicating requests from persons, households or business in direct statistical inquiries.
Census	The complete coverage of a particular population of units (e.g. all persons, farms, retail outlets, etc.) in the country.
Classification	A statistical system for systematically breaking a particular attribute or characteristic into non-overlapping meaningful sub-categories for analysis purposes (e.g. occupations, economic activity, marital status, household tenure, etc); these are generally standardised at EU and UN level to allow international comparisons.
Coding	The assignment of numerical or other identifiers to the sub-categories of a classification.
DAPs	Divisional action programmes agreed on an annual basis for the implementation of the CSO's Corporate Plan.
Data file	An electronic medium holding information
DED	District Electoral Division (an administrative geographic area).
Delivering Better Government	Government programme to modernise the civil service as part of its Strategic Management Initiative (SMI).
Dissemination	The publication, sale, or provision of statistics in any other manner or form either directly or indirectly through other persons or undertakings (<i>section 3, Statistics Act, 1993</i>).
Directive	A legal instrument agreed by the EU Council that has mandatory application on Member States.
Division	An organisation unit in the CSO headed by a Senior Statistician or Principal Officer responsible for a particular statistical or administrative programme of activities.
EAs	Enumeration Areas – small census or survey areas in which all constituent households or other entities are enumerated by CSO field staff.
Establishment	Local branch or unit of a business involved in a single economic activity.
ESA	European System of National Accounts.
Eurostat	The Statistical Office of the EU, located in Luxembourg and responsible for the development and co-ordination of the European Statistical System.
Editing	The computerised checking of the consistency of survey data and classifications.
Field Staff	Full-time or part-time staff engaged in collecting data directly from survey respondents.
Files - official	Files containing information that are registered with and tracked by the CSO Registry.
Files - working	Non-registered files used by staff and sections for day-to-day work-related activities.
Files - personnel	Registered files maintained by Personnel Section for individual CSO staff members containing personnel-related details.
Grossing	A statistical technique that adjusts sample results to give estimates of the population by allowing for use of differential sampling survey response rate.
Help Desk	A system for logging users to log requests for assistance from a support service.
Identifiable data	Information that allows the identification of the survey respondent or data provider that it relates to its identification to be determined either directly (e.g. by name, address, reference number) or indirectly (e.g. by some distinguishing feature such as business activity, size, location).
Index	A statistical indicator which measures trends on a numerical scale by reference to a base of 100.
Intrastat	An EU harmonised survey to collect information on external trade transactions directly from importers and exporters introduced in January 1993 when Customs controls were discontinued on the completion of the EU Single Market.
LBPs	Local Business Plans for the implementation of the Statement of Strategy

Methodology	The design, sampling, definitions, classification, processing, estimation aspects of statistical operations.
Micro-data	Data relating to individual survey respondents and data subjects (i.e. individual data).
NACE	The EU classification of economic activity (Regulation No 3017/90).
NUTS	The EU classification of geographic areas. For Ireland NUTS levels 1 relates to the whole country; there are two NUTS2 regions and NUTS 3 relates to the Regional Development Authority areas.
Office Notice	A notice relating to administrative matters issued by CSO management.
Official statistics Panel	Statistics compiled by the CSO or any other public authority whether under the Statistics Act, 1993 or otherwise (<i>section 3, Statistics Act, 1993</i>). A set of selected entities; usually staff qualified for appointment or promotion, or the households or businesses covered in a regular statistical inquiry.
Personal files	Files held in the Office by individual CSO staff for personal purposes
Personnel files	Files held in the Office by individual CSO staff for personal purposes.
Population	The complete set of units comprising any national or statistical domain (e.g. all persons or business enterprises in the country).
PQ	Parliamentary Question
Process Approach	An approach where staff handle several related surveys but specialising in particular aspects of the work such as methodology, field administration, data processing or analysis
PRODCOM	The EU-wide harmonised classification of products produced by the industrial sector (directly linked to the external trade commodity classification) specified in Council Regulation No 3294/91.
Request for Proposal	A request to commercial concerns to submit tenders for the provision of specified products or services.
Registry	The Section in the CSO responsible for the provision of receipt/despatch mail services, and the registration and tracking of official files.
Sample	A selection (generally random and representative) of units from a population of interest.
SAS	Statistical Analysis Software available generally on the CSO computer network.
Section	The basic organisational unit in the CSO responsible for a particular activity
SDS	Systems Development Service in the IT Division responsible for the development, maintenance and updating of computer applications.
SMC	Senior Management Committee comprised of the Director General, Directors and Personnel Officer.
SMG	The Senior Management Group consisting of all Heads of Divisions and the Directorate.
SPC	Statistical Programme Committee comprised of the Director Generals of EU national statistical services and EUROSTAT established by Council Decision 89/387.
StatsMail	A CSO service available on a subscription basis for the dissemination regular Statistical Releases by post.
Statistical confidentiality	The statutory guarantee provided that any identifiable information that the CSO obtains directly through surveys or indirectly from administrative records will be treated as strictly confidential (i.e. not divulged to any other Government Department or body) under national (<i>Statistics Act, 1993</i>) and EU legislation (<i>Council Regulations 1588/90 and 322/97</i>).
Taskforce	A group established to consider an urgent issue or implement an operation in a short span of time.
TES	Training of European Statisticians programme organised by EUROSTAT.
TPL	Table Production Software generally available on the CSO computer network.
Ungrossed	Sample data that has not been grossed to provide representative population estimates to allow for differential sampling and response rates.
Undertaking	The whole or part of a business enterprise, agriculture holding, institution, association or public authority (<i>section 3, Statistics Act, 1993</i>).
Weights	Factors used in statistical estimation to allow for the differential representation of units in a population.
Working Groups	A group that meets regularly to consider a particular issue.
Worksheets	Clerically compiled calculations, summaries, etc.

Appendix F

Principal EU Statistical Legislation¹

General Statistical Aspects

Council Decision (89/387/EEC) of 19 June 1989 establishing a Committee on the Statistical Programme of the European.

Council Regulation (EEC) No 1588/90 of 11 June 1990 on the transmission of data subject to statistical confidentiality to the Statistical Office of the European communities.

Council Decision 91/115/EEC of 25 February 1991 setting up the European Advisory Committee on statistical information in the economic and social spheres (CEIES)

Council Regulation (EC) No. 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community

Council Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data

Council Regulation (EC) No. 322/97 of 17 February 1997 on Community statistics ("EU Statistics Act")

Council Decision of 22 December 1998 on the Community Statistical Programme 1998 to 2002.

Classifications

Council Regulation (EEC No 3037/90 of 9 October 1990 on the statistical classification of economic activities in the European Community (NACE Rev. 1)

Council Regulation (EEC) No. 3696/90 of 29 October 1993 on statistical classification of products by activity (CPA) in the European Economic Community

Council Regulation (EC) 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community

Council Regulation (EEC) No 761/93 of 24 March 1993 amending Council Regulation (EEC) No 3037/90 on the statistical classification of economic activities in the European Community

Macro-Economic Statistics

Council Directive 89/130/EEC of 13 February 1989 on the harmonisation of the compilation of gross national product at market prices

Council Decision 89/130/ECC of 25 February 1991 establishing a Committee on monetary, financial and balance of payments statistics

Council Regulation (EC) No 3605/93 of 22 November 1993 on the application of the Protocol on the excessive deficit procedure to the Treaty establishing the European Community

Council Regulation (EC) No. 2223/96 of 25 June 1996 on the European system of national and regional accounts in the Community

Council Regulation (EC) No. 2533/98 of 23 November 1998 concerning the collection of the statistical information by the European Central Bank

External Trade

Council Regulation (EEC) No 2658/87 of 23 July 1987 on the tariff and statistical nomenclature and on the Common Custom Tariff

Council Regulation (EEC) No. 3367/87 of 9 November 1987 on the application of the Combined Nomenclature to the statistics of trade between Member States and amending Regulation (EEC) No. 1736/75 on the external trade statistics of the Community and statistics of trade between its Member States

Council Regulation EEC) No 3528/89 of 23 November 1989 amending Regulation (EEC) No 3528/87 on the tariff and statistical nomenclature and on the Common Customs Tariff

Council Regulation (EEC) No 3330/91 of 7 November 1991 on the statistics relating to the trading of goods between Member States

Council Regulation (EC) No 1172/95 of 22 May 1995 on the statistics relating to the trading of goods by the Community and its Member States with non-member countries

Council Regulation (EC) No 476/97 of 13 March 1997 amending, with respect to statistical territory, Regulation (EC) No 1172/95 on the statistics relating to the trading of goods by the Community and its member States with non-member countries

Prices Statistics

Council Regulation (EC) No. 2494/95 of 23 October 1995 concerning harmonised indices of consumer prices

Council Regulation (EC) No. 1687/98 of 20 July 1998 amending Commission Regulation (EC) No. 1749/96 concerning the coverage of goods and services of the harmonised index of consumer prices

Council Regulation (EC) No. 1688/98 of 20 July 1998 amending Commission Regulation (EC) No. 1749/96 concerning the geographic and population coverage of the harmonised index of consumer prices
Council Regulation (EC) No. 2166/1999 of 8 October 1999 laying down detailed rules for the implementation of Regulation (EC) No. 2494/95 as regards minimum standards for the treatment of products in the health, education and social protection sectors in the Harmonised Index of Consumer Prices

Demographic & Social Statistics

Council Regulation (EEC) No. 3111/76 of 9 February 1976 on the compilation of statistics on foreign workers
Council Regulation (EEC) No 3711/91 of 16 December 1991 on the organisation of an annual labour force sample survey in the Community
Council Regulation (EC) No. 2744/95 of 27 November 1995 on statistics on the structure and distribution of earnings
Council Regulation (EC) No. 577/98 of 9 March 1998 on the organisation of a labour force sample survey in the Community

Business Statistics

Council Directive 64/475/EEC of 30 July 1964 concerning co-ordinated annual surveys of investment in industry
Council Directive 72/221/EEC of 6 June 1972 concerning co-ordinated annual surveys of industrial activity
Council Regulation (EEC) 3294/91 of 19 December 1991 on the establishment of a Community survey of industrial production (Prodcom)
Council Regulation (EEC) No. 3949/92 of 21 December 1992 relating to the organization of a survey of labour costs in industry and the services sector
Council Regulation (EEC) No. 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community
Council Regulation (EEC) No. 2186/93 of 22 July 1993 on Community co-ordination in drawing up business registers for statistical purposes
Council Regulation (EC) No 2744/95 of 27 November 1995 on statistics on the structure and distribution of earnings
Council Regulation (EC) No 58/97 of 20 December 1997 concerning structural business statistics
Council Regulation (EC) No 23/97 of 20 December 1996 on statistics on the level and structure of labour costs
Council Regulation No. 1165/98 of 19 May 1998 concerning short-term statistics
Council Regulation No. 530/1999 of 9 March 1999 concerning structural statistics on earnings and on labour costs
Council Decision No. 1999/297/EC of 26 April 1999 establishing a Community statistical information infrastructure relating to the industry and markets of the audio-visual and related sectors

Transport and Tourism

Council Directive 80/1177/EEC of 4 December 1980 on statistical returns in respect of carriage of goods by rail, as part of regional statistics
Council Directive 95/64/EC of 8 December 1995 on statistical returns in respect of carriage of goods and passengers by sea
Council Directive 95/57/EC of 23 November 1995 on the collection of statistical information in the field of tourism

Agriculture

Council Decision 72/279/EEC of 31 July 1972 setting up a Standing Committee for Agricultural Statistics
Council Directive 76/625/EEC of 20 July 1976 concerning the statistical surveys to be carried out by the Member States in order to determine the production potential of plantations of certain species of fruit trees
Council Directive 86/652/EEC of 18 December 1986 amending Directive 76/625/EEC concerning the statistical surveys to be carried out by the Member States in order to determine the production potential of plantations of certain species of fruit trees.
Council Regulation (EEC) No 571/88 of 29 February 1988 on the organisation of Community surveys on the structure of agricultural holdings between 1988 and 1997
Council Regulation (EEC) No 837/90 of 26 March 1990 concerning statistical information to be supplied by the Member States on cereals production
Council Directive 93/23/EEC of 1 June 1993 on the statistical surveys to be carried out on pig production

Council Directive 93/24/EEC of 1 June 1993 on the statistical surveys to be carried out on bovine animal production

Council Directive 93/25/EEC of 1 June 1993 on the statistical surveys to be carried out on sheep and goat stocks

Council Decision 96/411/EC of 25 June 1996 on improving Community agricultural statistics

Council Directive 96/16/EC of 19 March 1996 on statistical surveys of milk and milk products

Council Regulation (EU) 2467/96 of 17 December 1996 amending Council Regulation (EC) No. 571/88 on the organisation of Community surveys on the structure of agricultural holdings

Council Directive 97/77/EC of 16 December amending Directives 93/23/EEC, 93/24/EEC and 93/25/EEC on the statistical surveys to be carried out on pig, bovine animal and sheep and goat production.

Decision No. 1445/2000/EC of the European Parliament and of the Council of 22 May 2000 on the application of aerial-survey and remote-sensing techniques to the agricultural statistics for 1999 to 2003

¹ For full listing and texts of EU statistical legislation (including Commission Regulations and Decisions) see: <http://europa.eu.int/eur-lex>

Freedom of Information Acts, 1997 & 2003 Information Leaflet

Access to information

The Freedom of Information Acts, 1997 & 2003 gives you the right to access records held by Government Departments, Offices and certain public bodies. To access records in the CSO, an application must be made in writing (accompanying form may be used) to:

Freedom of Information Officer, Central Statistics Office, Ardee Road, Rathmines, Dublin 6.

Applications by email are also accepted. No reason need be given on why you want to see any records.

The public body must give you an explanation if you are not given what you ask for. A decision on your application must normally be made within 20 working days (excluding Saturdays, Sundays, Public Holidays and Good Friday).

You can ask, subject to the exemptions specified in the Act, for the following records:

- any records relating to you personally, whenever created;
- all other records created after 21 April 1998 not routinely available to the public.

A "record" can be a paper document, information held on computer, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc.

In the case of records that are not directly personal to you the following fees must be paid on application:

Type of Request/Application	Standard Fee	Reduced Fee* & **
Request for a record under section 7	€15	€10
Initial Request Internal Appeal	€75	€25
Appeal to Information Commissioner	€150	€50
Request under section 7 for personal information	No charge	No charge
Application under section 17 for amendment of a record containing incorrect, incomplete or misleading personal information	No charge	No charge
Application under section 18 for the reasons for a decision affecting the individual	No charge	No charge

* Fee will not apply where a person appeals a decision to charge a fee or deposit, or a fee or deposit of a particular amount under section 47 of the FOI Act

** Reduced fee will apply in respect of third parties who appeal a decision of a public body to release their information on public interest grounds. Reduced fee will apply in respect of medical card holders and their dependants.

Fees may also be charged for the cost of photocopying personal information. Charges may apply in respect of the search and retrieval of other information. Details are available on request.

If you are not satisfied with the decision on an FOI request you may ask the Department or body for an "internal review". A more senior officer will then review your application. You will be told the outcome within 15 working days (excluding Saturdays, Sundays, Public Holidays and Good Friday). If dissatisfied with this, you may ask for a review by:

The Information Commissioner, 18 Lower Leeson Street, Dublin 2

Statistical exemption

Access to identifiable statistical information held by the CSO is exempted from the provisions of the FOI Act. The confidentiality of these records continue to fully protected by the Statistics Act, 1993. They constitute the bulk of the CSO's information holdings.

Guide to CSO information

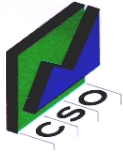
Details of the classes of records held by the CSO are published in a Reference Book as required under Section 15 and 16 of the FOI Act. This may be consulted in the CSO libraries in Dublin and Cork, accessed on the CSO Internet site (<http://www.cso.ie>) or obtained directly from the CSO.

Details of the wide range of statistical information routinely disseminated by the CSO are availing in a free Guide available from the CSO's Information Section in Cork (extension 5028, 5029 or 5030).

Further information or assistance

For further information or assistance on the operation of the FOI Act within the CSO contact:

Pauline Reynolds, Central Statistics Office, Ardee Road, Rathmines, Dublin 6 (extension 4231)



Central Statistics Office
An Phríomh-Oifig Staidrimh

Ardee Road, Rathmines, Dublin 6
Phone (01) 4984000 or (021) 4535000

Freedom of Information Acts, 1997 & 2003

CSO Application Form

1. Applicant details (please use BLOCK capitals)

First Name Title (Mr./Ms./Mrs./Miss/Other)
 Surname
 Address

Phone - Work Home Fax

2. Are you making this request for an Organisation/Company (✓) ?

If Yes, state:

- Organisation/Company name
 - Position you hold in it

3. Details of Request

In accordance with Section 7 of the Freedom of Information Acts, 1997 & 2003

(a) I request access to records containing (✓):

Personal information relating to myself Non-personal information
 (you may be asked to provide proof of your identity)

(b) relating to the following matter (describe in as much detail as possible):

(If insufficient space please attach a separate sheet containing additional information)

4. Form of Access Required (please tick ✓ in appropriate box)

photocopy of the record inspection of the record
 other form of access: specify ⇒

Signature Date

Send the completed application form to

⇒ Freedom of Information Officer
 Central Statistics Office
 Ardee Road
 Rathmines, Dublin6
 E-mail: foi@cso.ie

Phone queries to Extension 4142 at:
 (01) 4984000 or (021) 4535000