

Executive Order No 662-H/2007 of 31 May
Statutory Laws of Statistics Portugal

Decree-Law No 166/2007 of 3 May defines the mission and tasks of the *Instituto Nacional de Estatística, I.P.* (National Statistical Institute, hereinafter referred to as Statistics Portugal). As a follow-up to that Decree-Law, it is important to lay down the respective internal organisation.

Therefore, pursuant to Article 12 of Law No 3/2004 of 15 January:

The Government, represented by the Minister of State and Finance and by the Minister of the Presidency, decrees the following:

Article 1

Purpose

The Statutory Laws of Statistics Portugal, in annex to this Executive Order and forming an integral part thereof, are hereby approved.

Article 2

Entry into force

This Executive Order enters into force on the day immediately following its publication.

The Minister of State and Finance, 30 May 2007.

The Minister of State and Finance, *Fernando Teixeira dos Santos*.— The Minister of the Presidency, *Manuel Pedro Cunha da Silva Pereira*.

ANNEX

STATUTORY LAWS OF THE NATIONAL STATISTICAL INSTITUTE

Article 1

Structure

1 – The structure of Statistics Portugal is organised in three hierarchical levels: departments, units and sections.

2 – Departments correspond to the 1st hierarchical level and cover the following intervention areas:

- a) Administration and Management;
- b) Methodology and Information System;
- c) Data Collection;
- d) Demographic and Social Statistics;
- e) Economic Statistics;

f) National Accounts.

3 – Units correspond to the 2nd hierarchical level and can either be integrated in the Departments or operate directly under the Administration Board. Their number cannot exceed 34 units.

4 – Sections correspond to the 3rd hierarchical level and are integrated in the Departments. Their number cannot exceed 15 sections.

5 – The Administration Board may create, change or extinguish the units and sections mentioned in paragraphs 3 and 4 of this Article, up to the limit established therein.

6 – Statistics Portugal, at a decentralised level, also has delegations in Oporto, Coimbra, Évora and Faro. These are equivalent to the 2nd hierarchical level and report to the Administration Board.

7 – The Secretariat of the *Conselho Superior de Estatística* (Statistical Council) shall operate independently, but in close cooperation with the Administration Board.

Article 2

Directors and Managers of organisational units

1 – Departments are managed by Directors, who may be assisted by up to 5 Deputy Directors.

2 – Units and Sections are managed by Unit Managers and Section Supervisors.

3 – Decentralised services are managed by delegates.

4 – The managerial functions envisaged in the foregoing paragraphs are exercised on a commission basis, in accordance with the Labour Code.

Article 3

Common powers

The following powers are common to Departments and Units:

- a) Participation in the preparation of Business Plans and Activity Reports of Statistics Portugal;
- b) Participation in the preparation of the Statistics Portugal's budget, ensuring its smooth implementation;
- c) Participation in the preparation of the Vocational Training Programme of Statistics Portugal, ensuring its smooth implementation;
- d) Preparation of annual Business Plans and Activity Reports;
- e) Presentation, within the scope of its areas of intervention, of the regulatory instruments, rules and procedures to be complied with;
- f) Definition of rules ensuring the appropriate operational management of organisational sub-units integrating them;
- g) Appropriate management of the human and material resources assigned to them.

Article 4

Administration and Management Department

1. The Administration and Management Department shall be responsible for the functions related to the coordination, programming and control of Statistics Portugal's financial, asset and human resources management.

2. It shall be incumbent on the Administration and Management Department to:

- a) Coordinate all accounting and financial activities, ensuring compliance with the legal and tax obligations;
- b) Prepare the annual budget and control its implementation;
- c) Ensure asset and treasury management;
- d) Coordinate procedures related to the acquisition of goods and services;
- e) Ensure the management of supplies, conservation, maintenance and security of the premises;
- f) Ensure the management of the general and administrative services;
- g) Manage the development of individual and group competences required for the implementation of the objectives of Statistics Portugal, by defining human resources and vocational training policies;
- h) Coordinate the performance evaluation and management system;
- i) Manage payroll services and social benefits;
- j) Ensure the procedures required for staff selection and recruitment;
- l) Ensure the appropriate functioning of occupational health services.

Article 5

Methodology and Information System Department

1. The Methodology and Information System Department shall coordinate the technical-scientific development in the field of statistical methodologies and support the structure of Statistics Portugal and of other bodies integrating the *Sistema Estatístico Nacional* (hereinafter referred to as National Statistical System). It shall also design and manage the information system, the technological and information infrastructure and the statistical metadata system.

2. It shall be incumbent on the Methodology and Information System Department to:

- a) Support the statistical production of the National Statistical System, at the scientific and methodological level, and manage the respective metadata system;
- b) Create a broad sampling system and develop methodologies intended to control the statistical burden on respondents;
- c) Technically certify the statistical operations conducted by the National Statistical System and other operations submitted to Statistics Portugal by other public entities;
- d) Ensure the management of the classifications/nomenclatures to be used by the National Statistical System;
- e) Provide for the prior register of rating instruments to be used in the production of official statistics;

- f) Ensure the management, maintenance and coordination of the Geographical Information System of Statistics Portugal;
- g) Develop an integrated system for the processing and shared use of statistical data;
- h) Develop the computer solutions required for the activities of Statistics Portugal;
- i) Coordinate and manage computer security, in particular confidentiality, integrity, availability and authenticity;
- j) Ensure the management of the computer and communication infra-structures.

Article 6

Data Collection Department

1. The Data Collection Department shall be responsible for collecting data for most statistical operations of Statistics Portugal, in line with the specifications of the departments responsible for these operations. It shall prepare and make available validated microdata files, and shall promote the standardisation of rules, procedures and collection practices.
2. It shall be incumbent on the Data Collection Department to:
 - a) Prepare the specifications of computer applications used in statistical operations within the scope of data collection, and coordinate the respective tests;
 - b) Manage a contact centre and support data collection;
 - c) Manage the electronic data transmission and scanning systems;
 - d) Promote the adoption of new collection practices;
 - e) Encode, register and validate data collected, based on specifications defined by the organisational structure;
 - f) Participate in the recruitment of local interviewers and manage their activities.

Article 7

Demographic and Social Statistics Department

1. The Demographic and Social Statistics Department shall ensure the satisfaction of user needs and respective inventory, as well as the design, development, examination, integration and quality control of statistical information in the population, household and society areas, and shall support its dissemination.
2. It shall be incumbent on the Demographic and Social Statistics Department to:
 - a) Coordinate and promote the development of statistics in areas such as the living standards of households, health, functionalities and incapacities, social protection and education and training;
 - b) Coordinate and promote the development of vital statistics and of statistics on migration and demographic summary;
 - c) Coordinate and promote the development of statistics in areas such as labour market, working conditions and employment relationships, wages and other labour costs;

- d) Coordinate and promote the development of statistics intended to characterise social benefits and their financing within the framework of the European System of Integrated Social Protection Statistics (ESSPROS);
- e) Coordinate and promote the development of statistics associated with the use of information and communication technologies in the Portuguese society;
- f) Coordinate and promote the development of statistics intended to characterise the technical-scientific system and innovation;
- g) Coordinate and promote the development of statistics related to the characterisation of supply, demand and financing of cultural, sports and recreation activities;
- h) Coordinate and promote the development of other non-economic statistics;
- i) Cooperate in the development of information sources and indicators necessary for the central framework of the National Statistical System, collaborating in the design and preparation of satellite accounts related to these statistical areas.

Article 8

Economic Statistics Department

1. The Economic Statistics Department shall ensure the satisfaction of user needs and respective inventory, as well as the design, development, examination, integration and quality control of statistical information in the business area, and shall support its dissemination.
2. It shall be incumbent on the Economic Statistics Department to:
 - a) Coordinate general agricultural censuses as well as other structural statistical operations on agricultural and agro-forestry farms;
 - b) Coordinate and promote the development of environment statistical operations;
 - c) Coordinate and develop statistical operations in areas such as agriculture, forestry, fisheries, rural development, agro-environmental indicators, food safety and quality;
 - d) Coordinate and develop statistical operations on intra- and extra-Community international trade;
 - e) Coordinate and promote the development of statistical operations in areas such as industry, construction, domestic trade, transports, communications, tourism and finance;
 - f) Coordinate and develop quarterly structural statistical operations, across the different sectors of activity in the non-financial corporate area;
 - g) Develop the integrated business account system;
 - h) Coordinate statistical operations in the fields of demography and life cycle of businesses;
 - i) Coordinate and promote the development of other economic statistics;
 - j) Cooperate in the development of information sources and indicators deemed necessary for the central framework of the National Account System, collaborating in the design and preparation of satellite accounts related to these statistical areas.

Article 9

National Accounts Department

1. The National Accounts Department shall be responsible for the integration of statistical data intended for the production of National Accounts.
2. It shall be incumbent on the National Accounts Department to:
 - a) Produce the quarterly and annual accounts, according to the European System of Accounts (ESA 95);
 - b) Prepare the quarterly non-financial account of general government and produce the necessary information within the scope of the works inherent in the excessive deficit procedure;
 - c) Prepare and convey data on the Gross National Product (GNP), within the scope of the Community fourth own resource;
 - d) Prepare data to be supplied to VAT Services for the calculation of the Community third own resource;
 - e) Prepare, on a five-year basis, the input-output tables for the national economy;
 - f) Prepare the regional accounts;
 - g) Prepare the satellite accounts deemed relevant;
 - h) Prepare the economic accounts for agriculture, forestry and fisheries and respective income indicators;
 - i) Prepare, on a regular basis, a Social Accounting Matrix (SAM), interlinked with the central framework resulting from the national accounts;
 - j) Coordinate and promote the development of other macroeconomic statistics;
 - l) Collaborate in the preparation and management of specific nomenclatures of the national accounts and in the updating of other related nomenclatures;
 - m) Ensure the production of tax revenue statistics.

Article 10

Project teams

- 1 – The Administration Board may create project teams, with specific multidisciplinary objectives across different areas of intervention. At each moment in time, these cannot exceed 5 teams.
- 2 – The decision of the Administration Board that creates each project team shall define its composition and modus operandi, as well as the material and financial resources assigned to its activity and the regime applicable to the respective supervisor