

DISSEMINATION AND PRICING POLICY OF THE STATISTICAL SERVICE OF CYPRUS

1. The Dissemination Policy of the Statistical Service of Cyprus (CYSTAT) is based on the provisions of the Statistics Law No. 15 (I) of 2000 and particularly on the following articles:

3.(3) The Statistical Service shall see to the dissemination of the statistics produced by it.

12.2(b) ...the Statistical Service is responsible for prescribing the time and manner of dissemination of the results of its survey or work in such a way that all users have equal and simultaneous access thereto;

13.(3) The statistics compiled on the basis of the data resulting from a survey shall be published in such a manner as to render impossible the direct and indirect disclosure of the identity of those who provided the data or of the persons to whom the data relate.

2. CYSTAT's dissemination policy is ruled, besides the Statistics Law, by the following Principles:

2.1 User orientation

As statistics are not end products but intermediate products to be used in decision making and research, CYSTAT endeavors to fit data supply to the demand of users and to monitor the relevance and usefulness of existing statistics.

2.2. Comprehensiveness of statistical information

The same set of statistics may have a variety of users and therefore needs to respond to different requirements and to be presented in a clear and understandable form that facilitates proper interpretation and meaningful comparisons. CYSTAT envisages to disseminate statistics to the general public in such way that the users can both locate and use the statistics for their own purposes.

2.3. Equal, indiscriminatory and simultaneous access to statistical information for all users

CYSTAT's main channel for dissemination of statistics is the website which offers the same conditions to everyone and is updated at the same time every working day. All users have equal access to statistical releases at the same time. Privileged pre-released access is granted to the following:

Consumer Price Index	Permanent Secretary Ministry of Finance	(1 hour in advance)
Public Deficit	Permanent Secretary Ministry of Finance	(1 day in advance)
Registered Unemployed	Permanent Secretary Ministry of Labour	(1 day in advance)
Tourism Arrivals	President CTO	(1 day in advance)
Revenue from Tourism	Permanent Secretary Ministry of Finance	(4 hours in advance)
	Permanent Secretary Ministry of Commerce, Industry and Tourism	(4 hours in advance)
	Permanent Secretary Planning Bureau	(4 hours in advance)
	Governor Central Bank of Cyprus	(4 hours in advance)
	Permanent Secretary Pancyprian Association of Hoteliers	(4 hours in advance)

CYSTAT publishes on its website two types of release calendar: The weekly release calendar, which contains the dates of the Press Releases and announcements of the Statistical Service which are scheduled to be released in the following week, and the quarterly release calendar.

Users without Internet access may ask for the information at CYSTAT's premises at the time of release.

2.4. Availability

CYSTAT has rendered its website as the main source of statistical information, without this entailing the suppression of other printed means of dissemination. CYSTAT's website is available to everyone with Internet access, 24 hours/day, 7 days/week.

2.5. Independence

CYSTAT maintains its professional independence from policy, regulatory or administrative departments and bodies, as well as from private sector operators and publishes the statistical information produced according to the release calendar, regardless of current political or social situation.

2.6. Professionalism and Transparency of methodology

Methodological techniques and procedures of statistical processes are publicly available in order to keep transparency whilst the optimal international and European statistical principles, methods and proceedings are applied by CYSTAT in order to facilitate comparability in cross-national level.

2.7. Timeliness and Punctuality

CYSTAT directs its work towards promoting the timely collection and publication of good quality data as soon as possible after the reference period. Statistical information is provided according to the Release Calendar and according to the Annual as well as the Five Year Programme of Work.

2.8. Regularity

CYSTAT works towards establishing the production and regular publication of good quality data. For a number of indicators, CYSTAT has set the number of days to intercede between the reference period and the publication date.

2.9. Confidentiality

CYSTAT safeguards the protection of statistical data, the privacy of data providers (survey respondents, administrative offices) and the use of statistical data solely for statistical purposes. Statistical microdata are accessible for research purposes only and under strict provisions (§3.6). Statistical authority staff sign legal confidentiality commitments on appointment and penalties are prescribed for any willful breaches of statistical confidentiality as described in Statistics Law 2000.

3. Dissemination tools and data access procedures

3.1. Internet (<http://www.mof.gov.cy/cystat>)

CYSTAT's website contains the latest available statistical data as well as time series data by subject, information about CYSTAT, the Statistics Law, a publications catalogue, links to websites of Statistical Services of other countries and international organizations.

The website also offers two services for national data, the "Alert" and the "Online Order". The "Alert" service offers immediate notification via e-mail to the registered users about the availability of new information. The "Online Order" service gives registered users the ability to order the publications they are interested in.

The various statistical data are categorized in the web pages under 10 "Statistical Themes" and 27 subthemes. The "Statistical Themes" are:

- Economy
- Prices and Inflation
- Population and Social Conditions
- Labour
- External Trade
- Agriculture
- Industry and Construction
- Energy and Environment
- Transport, Tourism, Trade, Other services
- Other

The statistical data are available in tables in each Statistical Theme and users can either view or download the tables. In addition, all the press releases can be found in the corresponding Statistical Theme.

CYSTAT's website is available in both Greek and English and all information and services are available free of charge.

The website is updated at 12:00 every working day.

3.2. Publications

The results of the various censuses and surveys that CYSTAT carries out are published in special thematic publications that are available for sale by the Government Printing Office and by CYSTAT. A number of copies is also distributed free of charge to government services, educational institutions, embassies, professional and international organizations. Each year more than 50 reports (annual, quarterly, monthly) are issued. Almost all CYSTAT'S publications are available in both printed and electronic form and are bilingual (Greek and English).

CYSTAT has established a pricing policy for printed publications based on the number of pages of each publication (Appendix A).

Electronic publications are available on the website and can be downloaded free of charge. Users are informed about the availability of new publications through Press Releases, the "Alert" service and with letters to registered subscribers. A List of Main Publications is printed on the back cover of each publication. CYSTAT also issues the Publications catalogue which contains all publications since CYSTAT's establishment in 1950. The catalogue is available for downloading on the website.

3.3. Press Releases

CYSTAT issues new or updated statistical data also by means of press releases, published as well on the website. Registered users are notified about new releases through the "Alert" service.

3.4. Users' support

CYSTAT offers support to all users. Users can contact CYSTAT through e-mail, fax and telephone or by filling the predefined form available on the website. All contact information is available on the website under the section "Contact us".

3.5. Tailor- made requests

CYSTAT accepts requests from interested parties for tailor made statistics and analyses. The requests may regard information extraction from the databases or publications, special tabulations, data with specific breakdown level etc with the exception of cases where confidentiality issues are raised. These are treated differently as described in paragraph 3.6. The standard rates applicable combine a minimum charge of €15,00 plus the hourly rate of a Statistics Officer plus the cost of the dissemination media. The interested party is informed about the total charges and work on special requests begins only after acceptance of the costs has been received. The interested party must submit the form "APPLICATION FOR TAILOR-MADE REQUESTS" (Appendix B).

3.6. Microdata requests

Under the provisions of the Statistics Law, CYSTAT may release microdata for the sole use of scientific research. Applicants have to submit the request form "APPLICATION FOR DATA FOR RESEARCH PURPOSES" (Appendix C) giving thorough information on the project for which microdata are needed.

The application is evaluated by CYSTAT's Confidentiality Committee and if the application is approved, a charge is fixed according to the volume and time consumed for preparation of the data.

Microdata may then be released after an anonymisation process which ensures no direct identification of the statistical units but, in the same time, ensures usability of the data.

3.7. Library

CYSTAT provides also information through its library which has all CYSTAT's publications, reports of international organizations and EUROSTAT's publications.

The library is accessible to the public during civil service working hours (Monday – Friday 7:30-14:30, Thursday 15:00-18:00).

APPENDIX A

PRICING POLICY FOR PRINTED PUBLICATIONS

Publication date from January 2008 onwards

The price is based on the number of pages and is set as follows:

No of pages	Price of Publication	
	€	£
1 - 50	€ 3,00	£ 1,76
50 - 150	€ 6,50	£ 3,80
150 - 250	€ 10,00	£ 5,85
250 - 350	€ 13,50	£ 7,90
350 - 500	€ 17,00	£ 9,95
500 - 750	€ 20,50	£ 12,00
750 - 1000	€ 25,50	£ 14,92
1000+	€ 34,00	£ 19,90

Exceptions:

Monthly Economic Indicators (Bimonthly Bulletin)	Free	
Statistical Codes of Economic Activities (NACE, Rev. 2)	€ 3,00	£ 1,76
Statistical Codes of Districts, Municipalities, Communities and Quarters of Cyprus	€ 3,00	£ 1,76
Statistical Codes of Occupations (ISCO)	€ 3,00	£ 1,76
Cyprus External Trade Statistics Package Price (4 volumes)	€ 34,00	£ 19,90

Publication date before January 2008

The price in euro is computed based on the irrevocable exchange rate (€1=£0,585274) and rounded down to 50 cent of euro or euro (whichever is the closest).

ΑΙΤΗΣΗ ΓΙΑ ΕΤΟΙΜΑΣΙΑ ΕΞΕΙΔΙΚΕΥΜΕΝΩΝ/ΚΑΤΑ ΠΑΡΑΓΓΕΛΙΑ ΣΤΟΙΧΕΙΩΝ

ΣΥΣΤΑΣΗ / ΣΧΟΛΙΑ ΠΡΟΪΣΤΑΜΕΝΟΥ ΤΟΥ ΤΟΜΕΑ

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Χρόνος Διεκπεραίωσης (α)	Αντιμισθία Λειτουργού Α8 / ώρα (β)
Υπολογιζόμενο Κόστος Διεκπεραίωσης: (γ)=(α)*(β)	
Υπολογιζόμενο Κόστος Μέσου Παροχής : DVD €3,00 <input type="checkbox"/>	CD-Rom €1,50 <input type="checkbox"/> (δ)
Συνολικό Κόστος: €15,00 + (γ)+(δ)	ΣΥΝΟΛΟ:

Ημερομηνία: Υπογραφή:

ΕΓΚΡΙΣΗ ΔΙΕΥΘΥΝΤΗ

(α) Εγκρίνεται όπως η σύσταση

(β) Δεν εγκρίνεται / Διαφοροποιείται σε:

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Ημερομηνία:

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Διευθυντής
Στατιστικής Υπηρεσίας

APPENDIX C

Director
Statistical Service

APPLICATION FOR THE RELEASE OF DATA FOR RESEARCH PURPOSES

(Name of institution).....which is represented by
....., request(s) permission from the Director of the Statistical Service
to gain access to confidential statistical data to be used for a scientific / research project, in accordance with
the provisions of the Statistics Law No. 15 (I) of 2000 section 13 subsection (2).

The following information is submitted in support of this application:

1. Description of the project for which the data are requested, its purpose and means of funding.
2. Description of the data requested and justification for the need of using confidential data in order to reach the objective of the research project.
3. Name(s) of the person(s) who will have access to the data.
4. Actions to be taken during the processing and storage of the data in order to ensure statistical confidentiality.
5. Description of the expected output to be published and the means of dissemination.

I hereby certify that the information provided in support of my application is correct and that all researchers involved in the project are in no way implicated in any lawful dispute with the statistical units for which confidential data are requested.

I also declare that after the completion of the project, for which the data are being requested, I will not make the data available to third parties, I will not use the data further for any purposes other than those stated in the application and I will ensure their destruction / erasure from any means of storage.

Date

On behalf of

Applicant's signature

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