

DIRECTIVE No. 1 /2004

DIRECTIVE ISSUED TO ESTABLISH PROCEDURES FOR ACCESSING RAW DATA TO USERS

Importance

- Whereas, the Agency has been collecting socio-economic data and there by processing, analyzing, preparing and publishing the reports, and have been allowing access to users, however, in order to enable the Agency to allow access to these data on the basis of the demand of the users and in a more comprehensive manner;
- Whereas, the Agency has been and is allowing access to raw data free of charge to government agencies, researchers in higher educational institutions, and to donors who have supported the survey or the census operations financially and technically, however, it has been realized that there should be a procedure for accessing the raw data by all users through a legal basis;
- Whereas, the demand for raw data has recently increased and to entertain this demand to be made by the researchers and other data users who request for the raw data or for additional cross classification of variables, it is also realized that there is a need for cost sharing approach;
- Whereas, in order to entertain these users who request for raw data or detailed data that has not been published, there is a need for a clear procedure; and
- Whereas, to make the necessary arrangements to access the survey or the census reports not only through publications (hard copy) but also through electronic media such as diskettes, CD-ROM, ...etc.;

Now therefore, in accordance with article 303/1972 of the proclamation provided to define the powers and the duties of the Central Statistical Office, this procedure for accessing the raw data has been issued.

CHAPTER ONE

GENERAL

1. SHORT TITLE

This Directive may be cited as the “Directive to Establish Procedures for Accessing Raw Data to Users”

2. DEFINITION

In this directive unless the context otherwise requires:

1. 'Raw Data' shall mean a mass of numerical facts pertaining to households or establishments, collected by counting or measuring; coded or not coded, processed or unprocessed, at enumeration area, Kebele, Woreda, Zone, Region or Country level;
2. 'Agency' shall mean the Central Statistical Agency;
3. 'Census' shall mean a complete enumeration of units in a well defined territory at specified time which includes: population, housing, agriculture, industry, trade, and other similar sectors;
4. 'Sample Survey' shall mean a method of data collection in which a representative portion of the population, household, dwelling, holding, or establishment, ...etc., selected from the total units. Then, data pertaining to social, housing, agriculture, industry, trade, household budget and prices, ...etc. are collected, compiled, processed, evaluated and the resulting data are published and disseminated;
5. 'Administrative Record' shall mean the statistical data collected and compiled from records that are by-products of the day-to-day administrative exercises of government and non-government agencies;
6. 'Country level raw data' shall mean raw data collected from Urban and/or Rural areas at country level;
7. 'The budget prepared for the study' shall mean the capital budget allotted to collect and process the data for a specific census or survey;
8. 'The lowest reporting level' shall mean the lowest administrative hierarchy at which the data from the study is processed and the result is released (this include: Kebele, Woreda, Zone or Region);
9. 'Limited Variables' shall mean a part or some of the different variables (data) collected in the processes of conducting a census or a survey;
10. 'A form for Requesting Access to the Raw Data': This is a form to be filled out by those who request for accessing the raw data and it indicates the type, reason for requesting and procedures for utilizing the raw data; and the rights and obligations of the users in utilizing the raw data; and
11. 'Kebele' is the lowest administrative hierarchy with-in a wereda/district in the country.

CHAPTER TWO

ACCESSING THE RAW DATA

3. CONDITIONS FOR ACCESSING THE RAW DATA

1. The Agency can access to users only the primary data that it has generated from censuses or surveys that it has carried-out. Censuses and Surveys include data generated through:

- a. Household census or survey approach, and
 - b. Establishment census or survey approach;
- 2. Raw data are accessed to users only without possible identification of individuals, households or establishments;
- 3. Raw data are accessed to users only after the Agency has processed, analyzed, and published and disseminated the data generated through censuses and surveys;
- 4. Though the procedure indicated in 3.2 above is valid, however raw data can be also accessed, before the publication of the results, to those agencies (donors) who have supported the census or the survey financially or technically, particularly if these agencies participate in the preparation of the report;
- 5. Concerning the raw data generated through the censuses, users can have access to no more than 1-10 percent of the total data; and
- 6. Though the procedure indicated in 3.4 is valid, however if the users request the raw data at Kebele level, it is possible to let them have access to all the data at Kebele level.

4. AGENCIES HAVING ACCESS TO RAW DATA FREE OF CHARGE

- 1. Policy making Government Institutions/Organizations;
- 2. Students of higher education institutions who request access to raw data to fulfill their first or above degrees in various areas;
- 3. Those Organizations/Institutions that have financially and technically supported the operation of the survey/census from which the raw data has been generated;

5. AGENCIES OR PERSONS NOT ENTITLED TO HAVE ACCESS TO RAW DATA

- 1. Those who are not willing to fulfill the prescribed procedures in utilizing the raw data indicated in the “Form for Requesting Access to the Raw Data”;
- 2. If there is a prior information that the agency/person requesting access to raw data could use it un-ethically or un- professionally;
- 3. If the Agency decided not to provide the raw data due to the size of the survey/census data or if the type of survey data requires special consideration;

6. OBLIGATIONS OF ORGANIZATION/PERSON REQUESTING ACCESS TO RAW DATA

- 1. The organization/person requesting access to the raw data should submit a brief written proposal that shows how the data will be utilized and for what purpose;
- 2. The organization/person requesting access to the raw data should not summarize and produce any information below the intended reporting level other than indicated in the survey design;

3. The organization/person requesting access to the raw data should not transfer the raw data it obtained with or without fee to third party;
4. The organization/person requesting access to the raw data should not use the data it obtained with possible identification of individuals or households or establishments;
5. The students of higher education institutions and researchers who are allowed to have access to the raw data without charge are obligated to provide a copy of their report presenting the analysis of the data;

7. PROCEDURES FOR ACCESSING RAW DATA TO USERS

1. The Data Processing Department of the CSA shall make the necessary preparatory arrangements to access raw data supplemented with the data dictionary as well as other essential information.
2. The Raw Data shall be accessed through the CSA's Public Relation Services after the necessary protocols are fulfilled, that is after filling-in the "Form for Requesting Access to Raw Data" and is authorized. Then, the Form shall be submitted to the Data Processing Department.
3. Except those organization/person who access raw data free of charge, others will be charged a certain fee that is levied by the Councils of Ministers of the Government of the Federal Democratic Republic of Ethiopia.

CHAPTER THREE

AMOUNT TO BE PAID FOR STATSTICAL RAW DATA

8. AMOUNT TO BE CHARGED FOR RAW DATA

1. The amount to be charged for accessing the raw data of specific survey/census shall be on the basis of the decisions made on 23 April 2004 by the Council of Ministers as indicated in the table below.
2. For an organization/person requesting raw data at Regional, Zonal and Wereda level, the total fee for more than one lower reporting level shall be obtained by multiplying the amount to be charged for one reporting level with that of the total reporting levels requested.

Sr. No	Budget for the Survey/Census	Amount to be charged including Diskettes
	<u>Country Level</u>	
a	Below 5 million Birr	7,550 Birr
b	5 million Birr and above	15,100 Birr
	<u>One Reporting Level or Limited Variables</u>	
a	Below 5 million Birr	550 Birr
b	5 million Birr and above	1,100 Birr

3. The amount to be charged for an organization/person requesting published data with electronic media.
 - a. For publications with up to 100 pages, Birr 40,
 - b. For publications between 101-400 pages, Birr 80 and
 - c. For publications above 400 pages, 100 Birr will be charged.

9. AMENDMENT OF THE DIRECTIVE

The Central Statistical Agency based on its studies and evaluations shall amend this directive in due course.

10. EFFECTIVE DATE

This directive shall come into force beginning from the 9th of May 2004.