

30.11.2004.  
Riga

**Regulations No. 994**

**By-Law of the Central Statistical Bureau of Latvia**

(prot. No.68 41.§)

Issued in conformity with the State Administration Structure Law,  
Section 16, part 1

**I. General provisions**

1. **The Central Statistical Bureau of Latvia** (hereinafter – Bureau) is a public direct administration institution under the subordination of the Ministry of Economics that is realised in the form of supervision.
2. The main objective of the Bureau is to create and develop in Latvia a unified national statistical system on economic, demographic and social phenomena and processes as well as the environment considering internationally acknowledged principles.

**II. Functions, tasks and rights of the Bureau**

3. The Bureau performs functions provided by the Official Statistics Law.
4. In order to ensure the performance of functions the Bureau:
  - 4.1. implements the State Programme of Statistical Information within its competence and the Bureau's financial resources;
  - 4.2. collects, processes and analyses statistical information on the national economy and processes taking place in the social and economic spheres that are obtained by conducting statistical surveys and censuses as well using data available in administrative registers and other information systems;
  - 4.3. publishes and disseminates aggregated statistical data necessary for domestic and foreign data users;
  - 4.4. maintains informative databases of statistical primary data;
  - 4.5. within its competence provides with statistical information the Statistical Office of the European Communities (Eurostat), the United Nations Statistics Division (UNSD) and other international organisations;
  - 4.6. coordinates the implementation and operation of a uniform classification and coding system of economic information that shall comply with international standards and be mandatory for all public administration institutions, local governments, business companies and organisations;
  - 4.7. coordinates statistical surveys, questionnaires and methodological guidelines approved by other public administration institutions;
  - 4.8. works out proposals for coordination of indicators to be included in administrative registers and other information systems;
  - 4.9. improves statistical methodology and ensures international comparability of statistical information by using data collection and generalisation methods that are internationally acknowledged and scientifically substantiated and in line with the approved practice;
  - 4.10. upon agreement with public administration institutions, legal or physical persons performs in addition paid or free statistical works that are not included in the National Programme for Statistical Information;
  - 4.11. works and uses new technological solutions in collection, processing and dissemination of statistical data;
  - 4.12. improves the quality of statistical services, advises providers and users of statistical information on the statistical system and methodology established in the country;
  - 4.13. according to the Administrative Penal Code of Latvia initiates and considers cases of administrative offence on disregarding the established order of preparing of statistical information, on non-submission of statistical information in due time or refusal to submit it;
  - 4.14. participates in working out of draft legal acts of the European Union in the field of statistics;
  - 4.15. submits proposals regarding the production of draft legal acts and gives opinion on draft legal acts prepared by other institutions.
5. The Bureau has the following rights:
  - 5.1. within its competence to collaborate with public administration institutions, local governments and their institutions as well as with other institutions;
  - 5.2. within its competence to exchange information and share experience with institutions of other countries and international organisations;
  - 5.3. to express standpoint and suggestions on draft methodological documents in the field of statistics to be worked out by the European union and other international institutions;
  - 5.4. within its competence to take part in the implementation of international projects;
  - 5.5. according to the order provided by the legal acts to require and get free information from legal and physical persons as well as central and local government institutions that is needed to accomplish the Bureau's tasks.

**III. The Structure of the Bureau**

6. The President is at the head of the Bureau. The President of the Bureau is appointed and dismissed by the Minister of Economics when the Cabinet of Ministers has confirmed its candidature.

7. The President of the Bureau performs functions of the manager of a public direct administration body prescribed by the State Administration Structure Law and other legal acts.
8. The President of the Bureau forms the internal organisational structure of the Bureau.

#### **IV. Ensuring of legality of the Bureau's operation and submission of a report**

9. The President of the Bureau ensures legality of the Bureau's operation. The President of the Bureau is responsible for creation and action of the system of internal audit and control of the Bureau's decisions.
10. The President of the Bureau takes a decision about administrative documents issued by the Bureau's officials or actual conduct of an official or employee that private persons object against.
11. Administrative acts and actual conduct of the President of the Bureau can be objected to the Ministry of Economics in the order prescribed by legal acts regulating the administrative process. The decision of the Ministry of Economics can be appealed in the court.
12. Once a year the Bureau submits to the Ministry of Economics a report on the implementation of the Bureau's functions and utilisation of the government budget means.

Prime Minister I. Emsis  
Minister of Economics J. Lujāns