

STATUTE ON THE STATE STATISTICAL COMMITTEE OF THE REPUBLIC OF AZERBAIJAN

**Confirmed by the Decree of the President of the
Republic of Azerbaijan dated 24 June 2009, № 115**

Additions and amendments:

- 1. 13 April 2010, Decree № 250*
- 2. 15 February 2011, Decree № 381*
- 3. 19 June 2012, Decree № 652*

I. General provisions

1. The State Statistical Committee of the Republic of Azerbaijan (hereinafter referred to as the SSC of Azerbaijan) is the central executive authority running state policy in the field of statistics and forming official statistics on the social, economic, demographic and ecological situation of country on the base of unified methodology.

2. The SSC of Azerbaijan keeps the guidance of the Constitution of the Republic of Azerbaijan, Laws of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan, international treaties in which the Republic of Azerbaijan consists one of the parties and this Statute in its activity.

3. The SSC of Azerbaijan acts in interrelation with the other executive authorities, local self administrative bodies, as well as with non-governmental organizations of the Republic of Azerbaijan while carrying out its duties and rights.

4. The SSC of Azerbaijan has independent balance, state property in its order corresponding to legislation, treasury and bank accounts, stamps and blanks with the description of its name and description of the state seal of the Republic of Azerbaijan.

5. Expenses and activities of the SSC of Azerbaijan are financed by the State Budget of the Republic of Azerbaijan and other sources considered in the legislative.

6. The SSC of Azerbaijan is located in Baku.

II. Activity directions of the SSC of Azerbaijan

7. The SSC of Azerbaijan has the following activity directions:

7.1 attends in the formation of the single state policy in the field of statistics and provides implementation of this policy;

7.2 provides on time collection of statistical data and correspondence to social-economic processes taking place in the country;

7.3 provides development of statistical field;

- 7.4 organizes and carries out statistical researches on the economic, social, demographic and ecological situation;
- 7.5 conducts the state register of the statistical units;
- 7.6 functions in other directions defined by legislation.

III. Duties of the SSC of Azerbaijan

8. The SSC of Azerbaijan carries out the following duties according to activity directions determined by this Statute:

- 8.1 to carry out normative regulation within the framework of its competencies;
- 8.2 to provide implementation of the State Programmes and development conceptions within the framework of its competencies;
- 8.3 to prepare the program (plan) of annual statistical works of the SSC of Azerbaijan and to approve with the agreement of the Cabinet of Ministers of the Republic of Azerbaijan in corresponding way;
- 8.4 to determine the features of coverage, type, periodicity and subject of each element for obtaining information related with the existing resources, economic, demographic, social and ecological situation in the program of annual statistical works;
- 8.5 to present a annual report on the implementation of the program of statistical works to the Cabinet of Ministers of the Republic of Azerbaijan and to publish this report;
- 8.6 to conduct censuses and surveys according to the normative legal acts of the Republic of Azerbaijan;
- 8.7 to provide obtaining of necessary statistical information on the base of official statistical reports, to organize present necessary data to the state statistical bodies in the e-document format by the all legal entities (their representative and branch offices) located in the territory of the Republic of Azerbaijan for conducting of the state (regional) observations, to carry out sample observations besides general statistical observations;
- 8.8 to adopt rules and instructions on the preparation of official statistical materials and compilation report forms in defined way by the Law “On Official Statistics” of the Republic of Azerbaijan and other normative-legal acts;
- 8.9 to organize working out of statistical data on the base of one methodology and modern information technologies;
- 8.10 to analyze statistical data on social-economic processes, the living level of population and expenditures, to organize social-demographic observations, the household statistics, to carry out surveys;
- 8.11 to compile summed and aggregated results by country and regions on the base of collected data, to publish statistical yearbooks, bulletins, round-up, expresses and other statistical materials in determined volume and title, to provide distribution among users, to publish round-up statistical data of wide interest in the press, to explain official statistical information;

8.12 to analyze statistical data, to carry out summary calculations of social-economic and demographic processes;

8.13 to provide public authorities, international organizations, legal entities and natural persons with statistical data on country, region and branch level by providing the confidentiality of primary data;

8.14 to improve the principles and methods of the collection, processing, dissemination and usage of statistical data, to apply statistical traditions and scientific achievements of leading countries in the field of official statistics, to prepare official statistical materials and implements statistical observations on the base of comparable methodology with standards adopted in international practice;

8.15 to prepare information on economic and social development of the Republic of Azerbaijan for the compilation of state budget and to present central executive authorities;

8.16 to carry out work on shifting to the system of national accounts, corresponding international standards with central executive bodies;

8.17 to provide report forms and instructions on its compilation free of charge to legal entities and natural persons (their representative and branch offices) submitting official statistical reports, to give information them on the time, periodicity and other necessary requirements for presenting statistical reports;

8.18 to compile the State Register of statistical units on the base of received and other data from the central executive authorities (tax bodies-red.) conducting the State Register of the legal persons and individual entrepreneurs, to carry out automated recording of statistical units having state registration in these authorities, to develop and use statistical classifications liked with international classifications and corresponding to indigenous situation in order to provide the comparability of produced statistical data by taking the requirements of the legislation of the Republic of Azerbaijan into consideration;

8.19 to provide implementation of the international treaties in which the Republic of Azerbaijan consists one of the parties within the framework of its competencies, to participate in the measures of international statistical organizations in defined way, to organize seminars jointly with them;

8.20 to hold press conferences with the representatives of mass media on regular base;

8.21 to provide scientific and education institutions with necessary statistical data for scientific researches on the base of contracts;

8.21-1. to provide creation of single statistical information system in the field of education;

8.22 to present information about legal and natural entities themselves upon their appeal;

8.23 to run statistical researches together with scientific units of the Azerbaijan National Academy of Sciences, ministry and other organizations and to prepare statistical methodology and standards with this purpose, assists for conducting alternative observations;

8.24 to carry out necessary measures in order to prevent obtaining, disseminating and using confidential statistical data contradicting the Law;

8.25 to provide the improvement of the level of specialty and knowledge of specialists working in the field of statistics, makes contracts with educational institutions on the preparation specialist staff;

8.26 to guaranteeing the reliability and objectivity of statistical information, its accuracy in reflecting the socio-economic events and processes taking place, its level of quality and, as well as ensuring that it is up to date;

8.27 to provide efficient use by destination of budget allowances, credits, grants and other financial allowances appropriated for SSC of Azerbaijan;

8.28 to provide realizing the enlighten works in the field of statistics and informing the population on activity of SSC of Azerbaijan, as well as creating website and entering the social information to this website on defined list by legislative and regular updating this information;

8.29 to undertake measures to improve of structure and activity of SSC of Azerbaijan and to raise the efficiency of the activity;

8.30 to consider incoming applications, proposals and complaints on activity of SSC of Azerbaijan and to undertake measures in defined way by legislative.

8.31 to implement other duties entrusted to the SSC of Azerbaijan by the legislation of the Republic of Azerbaijan.

IV. Rights of the SSC of Azerbaijan

9. The SSC of Azerbaijan has the following rights in order to carry out its duties:

9.1 to prepare or to attend in the preparation of draft the legislative acts concerning the statistical field;

9.2 to receive substantial and reliable statistical data in a defined way, volume and period for free of charge from executive bodies, legal entities (their representative and branch offices) regardless the type of property and organizational-legal form of the Republic of Azerbaijan, from legal entities of Republic located outside of borders of the Republic of Azerbaijan and from the representatives of foreign legal entities, branches acting in the territory of Republic, as well as from the citizens of and natural persons of the Republic of Azerbaijan, according to legislative acts, determined by the SSC of Azerbaijan;

9.3 to show initiative on support the international treaties of the Republic of Azerbaijan on the statistical field;

9.4 to cooperate with relevant international organizations, corresponding state bodies of foreign countries and to study relevant experience of foreign countries in a defined way by legislative.

9.5 to make corrections on reports in the case of distortion of data, to set out compulsory tasks to be implemented by legal entities (their representative and branch offices) and natural persons for the reflection of these corrections on primary statistical and

accounting and other documents, to requires necessary information and references from them related with this issue;

9.6 to coordinate works on the approval and improvement of statistical report forms, to work out official statistical report forms, to determine their collection periods and rules, to liquidate official statistical reports those not having importance anymore;

9.7 to render a statistical services which are not considered in the program on the statistical works to legal entities and natural persons by paying the fee to the state budget;

9.8 to sell produced statistical materials (books) and additional materials which is not considered in the program of statistical works to users, except executive, legislative and court authorities, mass media, in defined way and by paying the fee to state budget;

9.9 to get necessary data from central executive authorities operating the state register of the legal entities (their representative and branch offices) and individual entrepreneurs for establishing and conducting the state register of statistical units;

9.10 to publish data on the results of social, economic, demographic and ecological situation of the Republic of Azerbaijan, to work out methodological issues in the field of statistics, to give recommendations and suggestions according to the activity directions;

9.11 to select the source and method of data acquisition for carrying out works in the field of statistics, to determine the form and time of its dissemination;

9.12 to attract independent experts and specialists to its activity as defined by legislation;

9.13 to use statistical data of database of corresponding executive authorities on the base of contracts made;

9.14 to make decisions to be executed by legal entities and natural persons in the sphere of organizing statistical works, corresponding to authorities;

9.15 to apply administrative punitive measures on persons violating the rules of presenting statistical data within the framework of powers and disseminating statistical secret, as defined by legislation;

9.16 to implement other rights considered by the legislation of the Republic of Azerbaijan.

V. Organization of activity of the SSC of Azerbaijan

10. Central office of the SSC of Azerbaijan and bodies of its obedience as well as the State Statistical Committee of the Nakhchivan Autonomous Republic forms single system of the SSC of Azerbaijan. The SSC of Azerbaijan realizes its activity directly or by the same organizations.

11. The structure of the SSC of Azerbaijan is confirmed by the President of the Republic of Azerbaijan. The list of bodies (legal entities, organizations and etc.) of its obedience which are not included in the structure of the SSC of Azerbaijan and the number limit of employees of the bodies which are included in the Central Office of the SSC of

Azerbaijan and its structure are confirmed by the Cabinet of Ministers of the Republic of Azerbaijan.

12. Chairman appointed and recalled by the President of the Republic of Azerbaijan has the leadership of the SSC of Azerbaijan. The Chairman of the SSC of Azerbaijan personally carries responsibility for the implementation of duties entrusted to the SSC of Azerbaijan.

13. The Chairman of the SSC of Azerbaijan has first Deputy Chairman and two Deputy Chairmen appointed and recalled by the President of the Republic of Azerbaijan and they personally carry responsibility for the implementation of duties entrusted by Chairman.

14. The Chairman of the SSC of Azerbaijan:

14.1. organizes and leads the activity of the SSC of Azerbaijan;

14.2. approves the structure and staff list of the Central Office of the SSC of Azerbaijan and its obedience organizations funded from the budget within the framework of the defined structure, wage fund and the number limit of employees and estimate of expenditures.

14.3 approves statutes of structural divisions of the Central Office of SSC of Azerbaijan and organizations of its obedience, submits regulations of legal entities of its obedience for approval by the defined way.

14.4 makes statements, gives orders, signs normative-legal acts of compulsory execution on the activity of the Central Office of the SSC of Azerbaijan and organizations of its obedience within the frames of its powers;

14.5. appoints and recalls employees of the Central Office of the SSC of Azerbaijan and directly the chiefs of the subordinate structures of the SSC of Azerbaijan, according to legislation, under takes incentive and punitive disciplinary measures;

14.6. liquidates decisions contradicting the legislation of the officials of the SSC of Azerbaijan

14.7. represents SSC of Azerbaijan

14.8. implements other authorities according to the legislation of the Republic of Azerbaijan.

15. creates the Board consisting of the Chairman of the SSC of Azerbaijan (Chairman of the Board), Deputies Chairman, as well as Chairman of the State Statistical Committee of Nakhchivan Autonomous Republic, leading personnel of the Central Office of the SSC of Azerbaijan and organizations of its obedience. Scientists and specialists may be entered for membership of Board.

16. The number of the members of the Board of the SSC of Azerbaijan and membership is approved by the Cabinet of Ministers of the Republic of Azerbaijan.

17. The Board of the SSC of Azerbaijan in its meetings discusses the issues concerning with activity of the SSC of Azerbaijan, implementation of tasks entrusted, organization and development of statistics in the country and makes corresponding decisions on them. Representatives of executive powers, enterprises, organizations and departments, scientists

and specialists having relation with the issues discussed may be invited to the meetings of the Board in cases of necessity.

18. Meetings of the Board of the SSC of Azerbaijan are powerful when more than half of the members participate in meetings.

19. Decisions of the Board of the SSC of Azerbaijan are approved (adopted) with the simple majority of votes of its members and shall be documented by protocols and approved by the Chairman of the SSC of Azerbaijan. In the event of the equality of votes during the decision making, Chairman has the deciding vote. As a rule, decisions of the Board are implemented with the orders of the Chairman.

20. In the event of disagreement between the members of the Board, the Chairman informs the Cabinet of Ministers of the Republic of Azerbaijan on the fact of differences in opinion and implements own decision. The members of the Board may also inform the Cabinet of Ministers of the Republic of Azerbaijan on their personal opinions.

21. Scientific-methodological council, in cases of necessity a group of consultants consisting of scientists, highly experienced specialists is created with the purpose of improvement of the system of statistical indicators, its programs and methodology. The Chairman of the SSC of Azerbaijan approves Statute on scientific-methodological council.