

Emiri Decision No. 52/2009 Organizing the Statistic Authority

We, Tameem bin Hamad Al-Thani

Heir Apparent of the State of Qatar

Having perused the Constitution,

Emiri Decision No. 25 of 2007 pertaining to the formation of the Statistics Authority and,

The proposal of the Council of Ministers,

Issue the following Decision:

Article 1

In the execution of this Decision, the following words and phrases shall have the meanings shown below, unless the context necessitates a different interpretation:

The Authority: The Statistics Authority.

The Chairman: The Chairman of the Authority.

The Executive Chairman: The Authority's Executive Chairman.

Article 2

The Statistics Authority shall have a legal entity and a budget affiliated to the budget of the Council of Ministers.

Article 3

The Authority shall follow the Council of Ministers and its headquarters shall be located in Doha.

Article 4

The Authority shall establish a statistics system for the State and develop the necessary plans and programs to perform, organize and supervise official statistical operations. In pursuance of achieving this goal, the Authority shall exercise the following competencies:

- i. Conducting economic, demographic, social and environmental statistics, in addition to, *inter alia*, labor force statistics. It shall periodically make the results available to users in various forms.
- ii. Developing the necessary programs and activities to conduct surveys, studies and statistical research and determine their priorities based on the approved statistical policies and strategies.
- iii. Designing and implementing an automated database for statistical information.
- iv. Collecting, classifying, keeping, saving and analyzing statistical data, in addition to publishing the results of statistical surveys.
- v. Publishing annual and regular statistical reports supported with graphs, whenever that may be needed, in collaboration with other competent agencies.
- vi. Preparing questionnaires, tables, samples and other requisites of statistical operations.
- vii. Implementing recommendations and establishing social and economic classifications according to prevailing international methods, terms and concepts.
- viii. Approving statistical data and information that can be circulated, while preserving data security.
- ix. Unifying statistical standards and concepts.
- x. Following up new developments in the field of statistics, and updating applied methods and protocols.
- xi. Associating qualitative and quantitative statistics with the development objectives of Qatar National Vision, in collaboration with other competent agencies.

xii. Collaborating with agencies entrusted with the development of National Development Visions and Strategies to make them benefit from results of official statistics.

xiii. Cooperating with regional and international agencies and providing them with necessary data, in collaboration with other competent agencies.

Article 5

The Authority shall be the official source of all official statistical information and data in the State of Qatar.

Article 6

The Authority shall be headed by a Chairman to be appointed by an Emiri Decision. The Chairman shall exercise all powers necessary to manage the Authority's affairs to achieve its goals. The Chairman may in particular:

- i. Define the Authority's general policy and supervise its implementation.
- ii. Approve short-term plans and projects, and follow-up their execution.
- iii. Oversee the Authority's administrative units.
- iv. Propose the Authority's estimated annual budget.

Article 7

The Authority shall have an Executive Chairman to be appointed by an Emiri Decision. An Assistant of the Executive Chairman may also be appointed by an Emiri Decision. The Assistant represents the Executive Chairman in case of absence or when the latter's seat becomes vacant. The Executive Chairman may delegate some of his powers to his Assistant.

Article 8

Under the Chairman’s supervision and within the Authority’s general policy, the Executive Chairman shall manage the Authority’s technical, financial and administrative affairs, in accordance with the prevailing regulations and within the annual budget. He shall mainly:

- i. Propose and follow up the execution of the Authority’s short-term plans, programs and projects.
- ii. Oversee performance within the Authority.
- iii. Submit to the Chairman, at the end of every fiscal year, an annual report on the Authority’s achievements, programs and projects.

Article 9

The Authority is composed of the administrative units shown in the organizational chart attached to this Decision; namely:

Firstly: Administrative units under the Chairman:

- i. The Chairman’s Office;
- ii. Public Relations and Communications Unit;
- iii. International Cooperation Unit;
- iv. Internal Auditing Unit.

Secondly: Administrative units under the Executive Chairman:

- i. The Executive Chairman’s Office
- ii. The Department of Social and Demographic Statistics
- iii. The Department of Censuses, Household Surveys and Statistical Methods
- iv. The Department of Economic Statistics and National Accounts
- v. The Department of Information Technology
- vi. The Department of Shared Services

Article 10

The Public Relations and Communications Unit shall have the following competencies:

- i. Publish bulletins and media programs aiming at introducing the Authority's activities and role to the public, in collaboration with the competent administrative units.
- ii. Follow up newspapers and media reports published of the Authority and its activities. Present these reports to the competent officials and prepare appropriate responses.
- iii. Invent media programs on the Authority's activities and publish them through the different media outlets.
- iv. Do travel and accommodation arrangements for the Authority's guests and visiting and departing delegations, in collaboration with the Shared Services Department.
- v. Organize cultural, social and sports activities for the Authority's staff, and supervise the organization of events held by the Authority or to which the Authority is a party.
- vi. Organize conferences, seminars and exhibitions held by the Authority, and suggest the required budgets, in collaboration with the Department of Shared Services.

Article 11

The International Cooperation Unit shall have the following competencies:

- i. Prepare working papers pertaining to conferences, seminars or meetings held by the Authority at the local, regional or international level, in collaboration with the competent parties.
- ii. Prepare for attending conferences and meetings held by statistics-related regional or international organizations, of which Qatar is a member.
- iii. Draft reports and responses requested by regional and international organizations pertaining to the Authority's activities, in collaboration with the concerned administrative units.
- iv. Examine and follow up the implementation of recommendations made by regional or international organizations, in collaboration with the competent agencies in the State.

- v. Draft the necessary reports on regional and international organizations' contribution to the development of the Authority's different activities, in collaboration with the concerned agencies.
- vi. Follow up on the payment of the state's financial contribution to the organizations competent with the Authority's activities, and of which Qatar is a member, in collaboration with the concerned agencies.
- vii. Examine the means to activate the State's role in the Authority's activities, in cooperation with regional and international organizations and committees.
- viii. Collect data and research issued by statistics-related organizations and committees, on the local, regional and international levels, and publish them for public interest.
- ix. Carry out the translation and editing of publications issued by the Authority, including reports published on its website, in addition to translating foreign documents, books and scientific researches relevant to the Authority's work.
- x. Develop and implement plans to improve services provided to users; publish statistical reports made by the Authority and make them available to the users.
- xi. Receive and reply to requests for data and bulletins from the different parties, in collaboration with the concerned administrative units.
- xii. Prepare an annual survey on users' satisfaction with the Authority's services.

Article 12

The Internal Audit Unit shall have the following competencies:

- i. Establish an annual internal auditing plan for the Authority's administrative units, and submit it to the Chairman for approval and prepare reports on audit results.
- ii. Oversee the level of compliance with laws and decisions pertaining to the Authority's activities.
- iii. Verify the compliance of work methods with the Authority's goals and responsibilities, and submit the necessary recommendations on this matter.
- iv. Control financial documents, including receipt, exchange, records and other vouchers.

- v. Study problems and obstacles facing the Authority's work, examine their causes and suggest adequate solutions.
- vi. Revise financial instructions, suggest necessary amendments and supervise their execution.
- vii. Oversee staff appointment procedures, vacations, promotions and other staff- related matters to ensure compliance with laws, regulations and decisions governing these issues.
- viii. Ensure the safe use of funds, furniture, tools, Constructions and other assets owned or supervised by the Authority.
- ix. Participate in carrying out inventories for the contents of stores and other assets.

Article 13

The Department of Social and Demographic Statistics shall have the following competencies:

- i. Conduct social and demographic studies; analyze, collect and document the resulting data.
- ii. Prepare national, social and demographic indices, in addition to other types of indexes, including sustainable growth, for international reports.
- iii. Set up statistical indices on the demographic level, education, labor, culture, household income, expenditure and debt, health, social gender, justice and other social statistics, in addition to environmental surveys and other; conduct research, analyses and studies, and draft analytical bulletins and publications in the abovementioned fields.
- iv. Carry out wide scale publication of the outcomes of demographic and social data.
- v. Collaborate with the competent government agencies to guarantee the establishment of the appropriate statistical base to achieve a comprehensive analytical vision for each subject, and produce statistical reports that meet the users' requests.
- vi. Determine the scope of collecting and producing data, and the format of reports and analytical publications, in collaboration with the concerned administrative units.

Article 14

The Department of Censuses, Household Surveys and Statistical Methods shall be responsible for conducting all activities related to enumeration, household surveys and statistical methods, including the enumeration of residents, houses, Constructions and family surveys. The department is responsible for the following tasks:

- i. Design and implement statistical procedures and methods, censuses and surveys, including those relating to residents, houses, Constructions and families.
- ii. Establish samples and develop review and estimation methods, observe and evaluate errors caused by the samples and control statistics quality.
- iii. Conduct qualitative analysis and estimation-containing statistical deduction.
- iv. Design questionnaires and tables of statistical outcomes.
- v. Prepare national classifications based on international classifications.
- vi. Establish frameworks of reviews (used in surveys), data purification methods and tables format.
- vii. Develop manuals of field and office work.

Article 15

The Department of Economic Statistics and National Accounts shall have the following competencies:

- i. Develop and update the Constructions Records.
- ii. Conduct surveys on Economic Constructions, in collaboration with the competent administrative unit.
- iii. Prepare national accounts and surveys pertaining to the government and financial sectors.
- iv. Prepare prices records and other standards, including the consumers' prices index and producers' prices index.

- v. Produce surveys regarding transformational industry, energy, construction, internal and external trade, finance, insurance, transport, communications, services and other economic sectors.
- vi. Carry out the process of economic analyses and research, and prepare reports.
- vii. Publish the results of economic data in collaboration with the publication section.
- viii. Collaborate with governmental parties to guarantee the availability of all required statistics to establish the national accounts; create a comprehensive vision for sectoral statistics.
- ix. Prepare detailed statistical reports that meet the users' requests.

Article 16

The Department of Information Technology shall have the following competencies:

- i. Establish electronic data linkage with variant statistical-information-producing agencies (administrative records), and implement unified international standards of statistical classifications and definitions.
- ii. Establish a system for an electronic collection of data, by using data collection dedicated programs.
- iii. Publish electronic questionnaires on the Authority's website, to allow agencies and individuals to easily access them and save them in their databases.
- iv. Design and establish various organizational application systems.
- v. Develop the necessary programs, applications and databases in order to introduce data pertaining to the different surveys and censuses, study them and issue reports regarding them. Develop report publishing database.
- vi. Provide the Authority with special programs and tools for the analysis of statistical data.
- vii. Establish special programs for data correction and coherence, in order to guarantee the quality and accuracy of the data.

- viii. Update and study the general framework of surveys, in order to contribute to the process of selecting and distributing samples.
- ix. Analyze statistical data based on geographical locations and distributions by referring to geographical data technology.
- x. Preserve the secrecy of statistical information, in addition to providing personal information regarding individuals and institutions and saving them electronically.
- xi. Publish all statistics and data on the Authority's website and update the website on a regular basis.
- xii. Issue electronic publications of surveys results.
- xiii. Design the network infrastructure, maintain it and update it on a regular basis.
- xiv. Activate and operate computers and guarantee their good functioning.
- xv. Ensure the security of data and implement regular backup operations.
- xvi. Ensure the good functioning and high efficiency of the internet network.
- xvii. Operate and maintain the communications system.

Article 17

The Department of Shared Services shall have the following competencies:

- i. Implement administrative and financial regulations and laws pertaining to the Authority's work.
- ii. Fulfill the needs of the Authority and its different administrative units, by providing them with the equipment and services needed for the performance of their duties, in collaboration with the competent administrative units.
- iii. Carry out all legal affairs concerning the Authority.
- iv. Determine employees' training needs, in collaboration with the different administrative units. Carry out training sessions and evaluate their efficiency.

- v. Carry out purchase, tender and bidding operations, in accordance with State rules and regulations.
- vi. Supervise the payment of credits and audit the Authority's revenues and expenditures.
- vii. Prepare the Authority's estimated annual budget and appropriation account, in collaboration with the competent administrations.
- viii. Carry out personnel affairs.
- ix. Organize the Authority's archives.
- x. Prepare the expenses documents and other financial transactions.
- xi. Provide administrative services and control the Authority's stores.

Article 18

The Chairman shall represent the Authority before the Judiciary and before third parties.

Article 19

The Authority's financial resources consist of:

- i. Funds and financial credits allotted by the State.
- ii. Other resources as approved by the Council of Ministers upon a request by the Chairman.

Article 20

The Authority may seek the expertise of technicians, experts, offices and specialized agencies to enhance its performance of its duties, achieve its goals and develop the necessary plans, programs, studies, research, surveys or censuses.

Article 21

The Chairman shall submit to the Prime Minister a detailed Report on the Authority's activities, plans and performance, within a maximum period of three months from the end of the fiscal year. The Report shall include the Chairman's proposals and recommendations.

Article 22

The Prime Minister may request the Chairman at any time to report on the Authority's technical, financial and administrative situation, or any of its activities or any other relevant information. The Prime Minister may issue general directions as to measures that should be adopted by the Authority in relation to public interest or public policy.

Article 23

The Chairman shall issue a decision determining the duties and competencies of the Chairman's and the Executive Chairman's offices.

Article 24

Upon the Chairman's recommendation, the Council of Ministers may issue a Decision, amending the Organizational Structure of the Authority by adding new Departments, abolishing or merging them or redefining their competencies.

Upon an Executive Chairman's recommendation, the Chairman may issue a Decision to establish, abolish or merge units within the Departments of the Agency, or redefining their competencies, in pursuance public interest. Provided that, the Chairman's Decision shall only come into force after being approved by the Council of Ministers.

Article 25

Emiri Decision No. 25 of 2007 and all regulations that contradict this Decision are hereby abolished.

Article 26

All competent agencies, each within its jurisdiction, shall implement this Decision. It shall come into force as from the date of issuance. It shall be published in the Official Gazette.

Tameem bin Hamad Al-Thani
Heir Apparent of the State of Qatar

Issued in the Emiri Diwan on the 14th of Shaaban 1430 Hijri

Corresponding to the 5th of August 2009

QSA ORGANIZATIONAL STRUCTURE (2009)

