

Approval of the Statutes of Statistics Estonia

Passed by the Minister of Finance Regulation No 130 of 26 July 2004 (RTL 2004, 102, 1652), entered into force 01.08.2004

Amended

22.11.2004 (RTL 2004, 147, 2242), entered into force 01.12.2004

17.10.2005 (RTL 2005, 106, 1637) entered into force 28.10.2005 (to be implemented from 1.11.2005)

19.12.2005 (RTL 2005, 123, 1957) entered into force 1.01.2006

22.11.2006 (RTL 2006, 84, 1538), enters into force 1.01.2007

The Regulation is established pursuant to subsection 42 (1) of the Government of the Republic Act and in accordance with clause 65 (2) 3) of said Act.

Chapter 1

GENERAL PROVISIONS

§ 1. Status of Statistics Estonia

(1) Statistics Estonia is a government agency which operates within the area of government of the Ministry of Finance, has a directing function, conducts official statistical surveys, co-ordinates official statistics and exercises state supervision on the bases and to the extent prescribed by law. Statistics Estonia is independent in the choice of statistical methods.

(2) In performing its functions Statistics Estonia represents the State.

§ 2. Budget, seal and insignia of Statistics Estonia

(1) Statistics Estonia's expenses shall be covered from the state budget. The budget of Statistics Estonia shall be approved and amended and its implementation controlled by the Minister of Finance.

(2) Statistics Estonia has blank document forms bearing its name whose procedure for use shall be determined by the operations procedure of Statistics Estonia. A structural unit of Statistics Estonia may have a blank document form bearing its name if this is provided for in the statutes of the unit.

(3) Statistics Estonia has a circular 35-mm seal in the centre of which there is an image of a small national coat of arms. Along the upper edge of the circle there is a word

“*Statistikaamet*”. A structural unit of Statistics Estonia may have a simple seal bearing its name if this is provided for in the statutes of the unit.

(4) Statistics Estonia has a registered logo and a trademark.

[RTL 2006, 84, 1538; 01.01.2007]

§ 3. Accountability

Statistics Estonia shall be accountable to the Minister of Finance who directs and co-ordinates the activities of Statistics Estonia and exercises supervisory control over Statistics Estonia pursuant to procedure provided by law.

§ 4. Location

The location of Statistics Estonia shall be in Tallinn, its postal address is 15 Endla Str, 15174 Tallinn.

Chapter 2

AREA OF ACTIVITY AND FUNCTIONS OF STATISTICS ESTONIA

§ 5. Area of activity of Statistics Estonia

The area of activity of Statistics Estonia includes the production of relevant statistical information about the economic, demographic, social and environmental situation of Estonia and changes occurring therein.

§ 6. Functions of Statistics Estonia

The functions of Statistics Estonia shall be:

- 1) to conduct official statistical surveys on the basis of a list of surveys approved by the Government of the Republic;
- 2) to co-ordinate and methodologically supervise the production of official statistics;
- 3) to analyse the coverage of economic, demographic, social and environmental areas with official statistics and needs thereof;
- 4) to develop the methodology of production of official statistics;
- 5) to adhere to international requirements in reflecting official statistics;
- 6) to calculate VAT and GNI own resources of the EU;
- 7) to ensure the protection of collected data;
- 8) to update and extend the system of publishing official statistics;
- 9) to participate in the preparation of statistical legislation;
- 10) to produce statistics ordered and financed by other persons;
- 11) to perform other duties assigned to Statistics Estonia by legislation.

Chapter 3

STRUCTURE OF STATISTICS ESTONIA AND FUNCTIONS OF ITS STRUCTURAL UNITS

§ 7. Approval of structure and staff of Statistics Estonia

The structure and staff of Statistics Estonia shall, on the proposal of the Director General, be approved by the Minister of Finance by a regulation.

§ 8. Structural unit of Statistics Estonia

A department is a structural unit of Statistics Estonia.

§ 9. Departments of Statistics Estonia

(1) Statistics Estonia's departments and their principal functions are:

- 1) [repealed - RTL 2006, 84, 1538; 01.01.2007]
- 2) Enterprise Statistics Department – to produce financial, trade, real estate, investment, services, transport, industry and energy statistics of enterprise;
- 3) Price and Wages Statistics Department – to produce prices and wages statistics and carry out the international purchasing power parity comparison programme;
- 4) Economic Statistics Department – to compile national accounts and produce foreign trade statistics, to produce environment and mineral resources, forestry, fishing and hunting statistics, to compile sustainable development indicators; to calculate VAT and GNI own resources of the EU;
- 5) General Government and Financial Sector Statistics Department – to compile national and financial accounts about general government and financial corporations, to compile general government debt and deficit;
- 6) Agricultural Statistics Department – to produce agricultural statistics, to conduct agricultural censuses, to maintain the statistical register of agricultural holdings;
- 7) [repealed - RTL 2006, 84, 1538; 01.01.2007]
- 8) [repealed - RTL 2006, 84, 1538; 01.01.2007]
- 9) Marketing and Dissemination Department – to prepare for publication, to publish and disseminate official statistics, to inform users of the existence and availability of official statistics, to get feedback from users, to develop co-representation of statistics on different domains, to improve regional statistics and geographical information systems; to make documents necessary for data collection available on the web page and organise their printing and posting;
- 10) Information Technology Department – to ensure the development and application of IT strategy and the operation and development of information systems of Statistics Estonia, to organise IT maintenance of databases, to maintain standard software, to maintain and develop special software, to supervise managers and organise training and IT security;

- 11) Data Collection Department – to organise the collection of statistical data, to organise interviewing legal and natural persons;
- 12) Methodology Department – to co-ordinate and improve the methodology of official statistical surveys, to apply statistical methods, to co-ordinate work relating to the content of definitions and classifications, descriptions of surveys, and databases;
- 13) Personnel Department – to organise the development and implementation of Statistics Estonia's personnel policy, personnel planning and management, assessment, personnel documentation administration, personnel records, and training activities;
- 14) General Department – to coordinate the drawing up of Statistics Estonia's work programmes and action plan and monitor their fulfilment, to plan a national statistical programme and coordinate the preparation of a list and descriptions of official statistical surveys, to administer international projects and organise international co-operation, to organise Statistics Estonia's accounting and budgeting, to organise the management and accounting of the state assets administered by Statistics Estonia, to organise public procurements, to organise legal work and advising, to participate in drafting and coordinating draft legislation, to organise records management and archival work;
- 15) Population and Social Statistics Department – to produce population and household statistics, education, culture, work, working life quality, social protection and security, justice, incomes, expenditure, poverty, dwellings and living conditions and social environment (welfare, exclusion, cohesion, gender) statistics, to conduct social and household surveys and population censuses.

[RTL 2006, 84, 1538; 01.01.2007]

- (2) The specific functions of a department shall be determined by the statutes of the department approved by the Director General.

§ 10. Units within a structural unit of Statistics Estonia

- (1) Departments of Statistics Estonia may include services if these are provided for in the structure approved by the Minister of Finance.
- (2) The functions and competence of a service shall be determined by the statutes of the service approved by the Director General.
- (3) The staff of Statistics Estonia may include employees who are not on the staff of any department and whose duties and subordination shall be determined by job descriptions approved by the Director General.

Chapter 4

DIRECTING OF STATISTICS ESTONIA

§ 11. Directing of Statistics Estonia

Statistics Estonia shall be directed by the Director General who shall, on the proposal of the Secretary General, be appointed to and released from office by the Minister of Finance.

§ 12. Director General

(1) The Director General shall:

- 1) direct the work of Statistics Estonia and decide and organise through the Deputy Director General and the heads of structural units the performance of functions within the competence of Statistics Estonia;
- 2) co-ordinate, direct and control the work of the General Department and the Personnel Department and co-ordinate and direct the activities of the Internal Auditor;
- 3) approve Statistics Estonia's rules of procedure, operations procedure, internal rules of accounting and other instructions and procedures regulating the management of work of Statistics Estonia, statutes of structural units, job descriptions and salaries of employees in accordance with legislation;
- 4) be responsible for the lawful, purposeful and timely performance of the principal functions of Statistics Estonia and report to the Minister of Finance;
- 5) exercise supervisory control or delegate this function in accordance with Chapter 5 of this Regulation;
- 6) appoint to and release from office officials who are on the staff of Statistics Estonia and conclude employment contracts with the auxiliary staff, alter the terms of and terminate employment contracts concluded with them;
- 7) enter into contracts or authorise other persons to do this;
- 8) make proposals to the Minister of Finance concerning the budget of revenue and expenditure of Statistics Estonia and be responsible for the accurate and purposeful implementation of the budget;
- 9) perform other functions assigned to him or her by law or other legal acts;
- 10) issue directives concerning service-related issues pursuant to law, a regulation or order of the Government of the Republic, and a regulation or directive of the Minister of Finance.

(2) The Director General shall issue precepts and decisions concerning specific cases in the exercise of state supervision.

[RTL 2006, 84, 1538; 01.01.2007]

§ 13. Deputy Director General

(1) The Director General has one deputy of methodology and technology who is directly subordinate to him or her:

[RTL 2005, 106, 1637; 28.10.2005]

(2) The Director General may assign the functions of the Deputy Director General, in the absence of the latter, to the head of a department of Statistics Estonia.

[RTL 2005, 106, 1637; 28.10.2005]

(3) The Deputy Director General shall:

- 1) co-ordinate, direct and control the preparation of implementing legal acts within his or her area;
- 2) co-ordinate, direct and control the work of departments subordinate to him or her;
- 3) ensure co-ordination of the work of departments subordinate to him or her with other departments of Statistics Estonia;
- 4) represent Statistics Estonia within the limits of his or her competence and the authority received from the Director General;
- 5) sign documents of Statistics Estonia within the limits of his or her competence;
- 6) substitute for the Director General upon his or her absence pursuant to § 17 of this Regulation;
- 7) participate in drawing up the budget of Statistics Estonia;
- 8) participate in drawing up the development plan of Statistics Estonia;
- 9) make proposals for the promotion of employees, offering of incentives to or infliction of disciplinary punishments on them;
- 10) develop co-operation with other institutions in Estonia and the European Union, and international organisations;
- 11) perform other functions provided by legislation or assigned by the Director General.

[RTL 2004, 147, 2242; 01.12.2004]

§ 14. [Repealed – RTL 2004, 147, 2242; 01.12.2004]

§ 15. [Repealed – RTL 2005, 106, 1637; 28.10.2005]

§ 16. Deputy Director General of methodology and technology

The Deputy Director General of methodology and technology shall co-ordinate, direct and control the work of the Information Technology, Data Collection, Methodology and Dissemination of Statistics departments, and the Assistant to the Deputy Director General.

§ 17. Substitution of Director General

In the absence of the Director General the Deputy Director General of methodology and technology shall substitute for him or her; in the absence of the Deputy Director General of methodology and technology the head of a department appointed upon proposal of the Director General for this purpose shall substitute for the Director General.

[RTL 2005, 106, 1637; 28.10.2005]

§ 18. Directing of structural units of Statistics Estonia and of units within them

(1) A department of Statistics Estonia shall be directed by the head of the department who is directly subordinate either to the Director General by virtue of clause 12 (1) 1) of this Regulation or to the Deputy Director General by virtue of clause 13 (3) 2) of this Regulation.

(2) A service shall be directed by the head of the service who is directly subordinate to the head of the department.

(3) The head of a structural unit and of a unit within the latter shall ensure the implementation of the functions approved by the statutes of the unit headed by him or her and a purposeful and prudent use of resources allocated to the unit. For this purpose the head of the unit shall:

- 1) be responsible for the lawful, timely and competent performance of the functions of the unit headed by him or her and monitor the performance of the duties of employees subordinate to him or her;
- 2) participate in the drawing up of development strategies and work programmes and control the drafting of development plans of the unit;
- 3) give orders to employees subordinate to him or her for the performance of functions assigned to the unit;
- 4) execute orders given to him or her by the superior head or informs of hindrance to their execution and reports to the superior head on the activities of the unit;
- 5) give his or her opinion on behalf of the unit and make co-ordinations with the superior head and other units;
- 6) make proposals to the superior head to change staff membership and management of work of the unit, to promote employees of the unit, to determine the salary rate of, pay subsidies to or impose disciplinary punishments on or offer incentives to the employees of the unit;
- 7) apply for allocation of the means necessary for performing functions assigned to the unit and organise their proper maintenance and use;
- 8) apply for the advanced training of employees of the unit in order to perform duties more effectively;
- 9) sign letters and documents made up by the unit by which financial or any other proprietary obligations shall not be assumed, rights shall not be granted to or duties shall not be imposed on persons outside Statistics Estonia, unless otherwise provided by law;

(4) The specific functions, rights and duties of the head of a structural unit and of a unit within the latter shall be determined by his or her job description.

Chapter 5

SUPERVISORY CONTROL

§ 19. Supervisory control

(1) The Director General shall exercise supervisory control over the activities of structural units and of officials of Statistics Estonia pursuant to procedure prescribed by law.

(2) The Director General may assign the direct exercise of supervisory control to the Deputy Director General, the Internal Auditor or the head of a structural unit.

Chapter 6

REGISTRATION AND TERMINATION OF ACTIVITIES OF STATISTICS ESTONIA

§ 20. Registration of Statistics Estonia

Statistics Estonia shall be registered pursuant to procedure established by the Government of the Republic.

§ 21. Restructuring and termination of Statistics Estonia

Statistics Estonia shall be restructured and its activities shall be terminated pursuant to procedure prescribed by law.

Chapter 8

IMPLEMENTING PROVISIONS

§ 22. [omitted from this text]

§ 23. Entry into force of Regulation

This Regulation enters into force on 1 August 2004.