

# **Decree on Organization and Activities of the National Statistical System**

**LAO PEOPLE'S DEMOCRATIC REPUBLIC**

**2002**

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**Prime Minister's Office**

**No. 140/PM**

**Decree**

**On Organization and Activities of the National Statistical System**

**-In reference to the Law on the Government of the Lao PDR No. 01/95, dated 8/3/95,**

**-In reference to the proposal made by the Committee for Planning and Cooperation,**

**-In reference to the agreement reached in the Government cabinet meeting held on 26/06/2002.**

**The Prime Minister hereby decrees:**

# PART I

## **General Provisions**

### **Article 1: Objectives**

The objective of this decree is to enable statistical activity management under a framework of a national statistical system with quality and uniform standards for the whole country with a view to, for each period of time, generate information on the achievements of socioeconomic development in the Lao PDR. Such information will serve as basic data for preparing and monitoring plans and policies, as well as for providing inputs into researches on socioeconomic development for the government and other users.

### **Article 2: Importance of Statistics**

Statistics is an important tool for monitoring, and evaluating the implementation of the socioeconomic development plan put in place by the government. It is the indispensable basis for the preparation of strategic plans, policy making, and project plans at different periods of time. It is a yardstick for measuring the economic growth, and also an instrument for checking information consistency and macro economic balance in each period of time.

### **Article 3: The National Statistical System**

The National Statistical System is a system under which collection, collating, analysis and dissemination of official statistics related to ones corresponding sector are carried out based on the statistical science, uniform codes and nomenclatures, and consensus reporting system. The National Statistical System of the Lao PDR is a system that possesses organizational organs embedded in and accountable to ministries ministry-equivalent agencies, provincial , municipality, special zone, district and village authorities, and different production units.

### **Article 4: Organizational Structure of the National Statistical System**

The organizational system of the National Statistics in Lao PDR comprises of:

4.1 The National Statistical Center (NSC) is an organ of the Committee for Planning and Cooperation. The organizational status of the NSC equals to a department of a line ministry. NSC is the Government core agency in the coordination, conducting of studies on implementation and management of all national statistic activities in Lao PDR.

4.2 Systems of statistical organizations in the line ministries, ministry-equivalent agencies, provincial, municipal, special zone, district and village authorities, production and service units. These statistical organizations consist of statistics divisions or sections or statistics units in the sectors entrusted with a task to collect information for meeting information needs of each level, as well as for the management and administration at the macro level, at sectoral, local, production and services unit levels.

## **PART II**

### **Roles and responsibilities, mandates, and authority of the National Statistics System**

#### **Article 5: Roles and responsibilities**

##### 5.1 Roles and responsibilities of the National Statistical Center (NSC)

5.1.1 The National Statistical Center is responsible for collecting, collating, processing and analyzing of data and preparing official statistics report on national socioeconomic situation for each period of time. NSC is the data center for socioeconomic statistics which are inputs supplied to all Party and governmental organizations, various sectors, localities and other parties involved in conducting researches and studies on policies, economic and social management, preparation of socio-economic development plans and analyzing a specific issue.

5.1.2 The National Statistical Center acts as the center for coordination with various agencies responsible for undertaking statistical activities in different line ministries and localities in order to enable the management of the national statistical system achieving uniformity and good quality. Moreover, the National Statistical Center is also the focal point for providing technical guidance to all parties on data collection, surveys, and provision of socio-economic information.

##### 5.2. Roles and responsibilities of statistical organizations under line ministries and ministry-equivalent agencies

5.2.1 Statistical organizations under line ministries and ministry-equivalent agencies are responsible for collecting, compiling, processing, analyzing and reporting all statistics related to their own fields for each period of time in order to supply official statistics to the leaderships of their own ministries, the National Statistical Center and other concerned parties involved in setting policies on the preparation of economic or social development plans;

5.2.2 Statistical organizations under ministries and ministry-equivalent agencies shall provide leadership and guidance to the sectoral statistical organizations belonged to various departments, institutions, agencies, both state and private owned production and service units at the central and local levels according to the directions set out by relevant ministries and the National Statistical Center.

### 5.3 Roles and responsibilities of provincial, municipality and special zone statistical organizations

5.3.1 Provincial, municipality and special zone statistical organizations are responsible for data collecting, compiling, processing and analyzing, and for each period of time preparing statistical report on the status of the socioeconomic development occurred within their own territories for submitting to the relevant administration, the National Statistical Center and concerned parties;

5.3.2 Provincial, municipality and special zone statistical organizations shall provide leadership and guidance for the statistical organizations belonged to provincial sectoral departments, district level statistical and planning offices and state owned and private production and service units under their jurisdiction according to the directions set out by administrative authorities and the National Statistical Center;

### 5.4 Roles and responsibilities of district level statistical organizations

District level statistics organizations are responsible for collecting, compiling and reporting socioeconomic statistics within their own district boundaries according to the guidance provided district administrative authorities and provincial statistical sector (Provincial Department for Planning and Cooperation).

### 5.5 Roles and responsibilities of village level statistical organizations

Village level statistical organizations are responsible for collecting and compiling socioeconomic statistics and recording them into the Village Statistics Book, and then preparing reports to district level statistical organizations and district administrative authorities.

## **Article 6: Mandates**

### 6.1 Mandates of the National Statistical Center

6.1.1 Formulate rules and regulations and statistical principles for proposing to higher authorities for their adoption and official enforcement, and carry out coordination with state and private institutions;

6.1.2 For each period of time, collect, collate, analyze and prepare reports on socio-economic official statistics for submission to relevant higher authorities for information and assessment of the socioeconomic situation prevailing in Lao PDR ;

6.1.3 Conduct censuses and sample surveys on regular and non-regular basis such as Population Census, Agricultural Census, Expenditure and Consumption surveys, industrial survey, business growth tendency survey, surveys on labor, trade, investment, education, public health and others;

6.1.4 Supply and provide services in the area of official statistics in multiple forms such as providing services in conducting surveys, publishing, education and training on statistical methods and computer usage for socio-economic management in each period of time according to reporting schedule;

6.1.5 Design and establish a system of forms for data collection and reporting; design surveys, questionnaires and prepare instruction manuals for report preparation and for conducting surveys with an aim to achieve technical uniformity; establish nomenclatures and index codes, prepare registration lists of enterprises, shops and business units in a systematic and consistent manner; establish metrological units and formulas for different statistical computation according to the reporting schedule;

6.1.6 Establish a national account system: macro economic accounts and input-output tables to serve as the basis for research and analysis inputs and outputs of the national economic system;

6.1.7 Educate and guide statistical staff in the area of ideology, and develop and upgrade knowledge and skills of staff working in the area of statistics;

6.1.8 Manage, maintain and operate vehicles and equipment under its responsibility; prepare budget plan for the implementation of statistics activities by taking into account assistance received from various international organizations;

6.1.9 Publish and disseminate results of surveys and analysis which are undertaken by the National Statistical Center.

## 6.2 Mandates of statistics organization under ministries, ministry-equivalent agencies

6.2.1 In conjunction with the National Statistical Center and concerned parties, formulate policies, rules and regulations specifically related to statistical activities of the sector for proposing to higher authority for official adoption and enforcement;

6.2.2 Collect, compile, analyze data, and prepare reports on socio-economic statistics; at the same time report and supply official statistics to ministerial

management, the National Statistical Center and other relevant parties according to routine reporting schedule;

6.2.3 Conduct regular and non-regular surveys to collect sectoral statistics as deemed necessary by coordinating with the National Statistical Center for the technical uniformity;

6.2.4 Prepare data collection and reporting forms, questionnaires and manuals according to nomenclatures, codes, measurement units as determined in the national statistical system; publish and disseminate official statistics related to their respective sectors;

6.2.5 For each period of time, prepare a list of enterprises, shops, business units registered under their respective sectors in systematic and continuous manner;

6.2.6 Organize the implementation of the national statistical program as determined for each period of time. Meanwhile, organize the provision of statistical education and training to statisticians working in their respective sectors;

6.2.7 Manage, maintain and operate vehicles and equipment under one's responsibilities; prepare budget plan for the implementation of statistics activities of their respective sectors and other related activities as would be assigned by ministerial leadership;

### 6.3 Mandates of provincial, municipality and special zone statistical organizations

6.3.2 Collect, compile, analyze data, and prepare reports on socio-economic statistics for their respective localities for submission to their respective administrative authorities, the National Statistical Center and other relevant parties according to routine reporting schedule;

6.3.3 Conduct regular and non-regular sample surveys as deemed necessary to collect information on socio-economic development occurred in their respective localities by coordinating with the National Statistical Center for the technical uniformity;

6.3.4 Prepare data collection and reporting forms, questionnaires and manuals according to nomenclatures, codes, measurement units as determined in the national statistical system; publish and disseminate official statistics related to their respective localities;

6.3.5 For each period of time, prepare a list of enterprises, shops, business units registered under their respective localities in systematic and continuous manner;

6.3.6 Organize the implementation of the national statistical program as determined for each period of time. Meanwhile, organize the provision of

statistical education and training to statisticians working in their respective localities;

6.3.7 Manage, maintain and operate vehicles and equipment under one's responsibilities; prepare budget plan for the implementation of statistics activities of their respective provinces, municipality and special zone and other related activities as would be assigned by the leadership of the province, municipality and special zone.

6.3.8 Manage, maintain and operate vehicles and equipment under one's responsibilities; prepare budget plan for the implementation of statistics activities of their respective provinces, municipality and special zone and other related activities as would be assigned by the leadership of the province, municipality and special zone.

#### 6.4 Mandates of the district level statistical organizations

6.4.1 Collect, compile, analyze data, and prepare reports on socio-economic statistics for their respective localities, meanwhile supply and report official statistics to their respective district administrative authorities, provincial statistical organizations (Provincial Department of Planning and Cooperation) and other relevant parties according to routine reporting schedule;

6.4.2 Contribute to the undertaking of censuses and regular and non-regular sample surveys according to the plan set out by provincial statistical agencies, National Statistical Center and relevant parties;

6.4.3 For each period of time, collate and prepare a list of enterprises, shops, business units registered under their respective localities in systematic and continuous manner;

6.4.4 Manage, maintain and operate vehicles and equipment under one's responsibilities; prepare budget plan for the implementation of statistics activities of their respective districts and other related activities as would be assigned by the leadership of the district.

#### 6.5 Mandates of the village level statistical organization

6.5.1 Maintain the village statistics book, collect and compile village level statistical information on socio-economic development within the village territory , and regularly supply and report such official statistics to the district statistical office according to the reporting schedule;

6.5.2 Contribute to the undertaking of statistical surveys (censuses and surveys) on regular and non-regular basis according to the program of the national statistical system.

## **Article 7: Authority**

7.1 The National Statistical Centre has the rights to:

7.1.1 Collect and request socioeconomic statistical information from all Governmental organizations, state owned enterprises, companies, factories, private shops, business units and Lao and foreigner households within the territory of the country;

7.1.2 Participate in discussion, and provide technical comments on statistics activities undertaken by other parties;

7.1.3 Discuss, provide comments and recommendations on the nation-wide statistical organizational improvements and restructuring; recruitments and deployments of statisticians as well as upgrading knowledge and skills of those staffs;

7.1.4 Make recommendations to the President of the Committee for Planning and Cooperation for appointment, promotion, awarding, demotion, reshuffle of positions, implementation of disciplinary actions and promotional policies to staffs and employees under its own responsibility based on the consensus reached with the Personnel and Organization Department. and officials of the Committee for Planning and Cooperation;

7.1.5 If deemed necessary, make a proposal for establishing a statistical technical unit to carry out NSC's activities;

7.1.6 Recruit employees on contractual basis to work in projects, if deemed necessary, based on the consensus reached with the Personnel and Organization Department. and officials of the Committee for Planning and Cooperation;

7.1.7 Contact, negotiate, enter into contracts and sub-contracts pertaining to statistical activities with other state and domestic and overseas private parties, with international organizations and different embassies located in Lao PDR based upon the agreement given by the President of the Committee for Planning and Cooperation;

7.1.8 Make direct contact with the statistical organizations of the line ministries, ministry-equivalent agencies, administrative authority of provinces, municipality, special zone, districts, and villages according to the roles, responsibilities, mandates, and coordination as specified in the Decree on the Organization and Operations of the Committee for Planning. and Cooperation No. 150/PM dated < Month="6" Day="16" Year="2001">16/6/2001;

7.1.9 Make a proposal to file a law suit and take disciplinary action against individual/entity who violates the National statistical System as specified in the Article 11 of this decree;



7.1.10 Implement other rights as assigned by the President of the Committee for Planning and Cooperation.

7.2 Statistical organizations under ministries and ministry-equivalent agencies have the rights to:

7.2.1 Collect and request economic or social statistical information as specified in the reporting system from all departments and units within their respective sectors, from other ministries and ministry-equivalent agencies, different sectoral departments at the provincial, municipality and special zone levels, and state owned and private production and service units in their respective sectors;

7.2.2 Participate in discussion, and provide technical comments on sector related statistical works;

7.2.3 Discuss, provide comments and recommendations for the statistical organizational improvements and restructuring; as well as making proposal for development and upgrading of knowledge and skills of staffs working in line ministry statistical organizations;

7.2.4 If deemed necessary, make a proposal for establishing an adhoc statistical task force to carry out its own activities;

7.2.5 Contact, negotiate and cooperate statistical activities with other state and domestic and overseas private parties, with international organizations and different embassies located in Lao PDR based upon the agreement given by the respective Minister or President of the ministry-equivalent agency;

7.2.6 Make a proposal to file a law suit and take disciplinary action against those who do not comply with the statistical reporting system as determined by the laws;

7.2.7 Implement other rights as specifically assigned by the Minister or the President Chairman of the ministry-equivalent agency.

7.3 Provincial, municipality and special zone statistical organizations have the rights to:

7.3.1 Collect and request economic and social statistical information from all provincial sectoral departments in the province and districts, state owned and private production and service units, Lao and foreigner households within their respective territory;

7.3.2 Participate in discussion, and provide technical comments on statistical works, statistical organizational improvements and restructuring; as well as making proposal for development and upgrading of knowledge and skills of statistical staffs based on the agreement of the provincial Planning and Cooperation Department;

7.3.3 Make direct contact with other statistical organization under other provincial and district line departments and village for the collection and compilation of information and for the implementation of national statistical program;

7.3.4 Make a proposal to file a law suit and take disciplinary action against those who do not comply with the statistical reporting system as determined by the laws;

7.3.5 Implement other rights as specifically assigned by the Provincial, Municipality and Special Zone Planning and Cooperation Department.

7.4 District level statistical organizations have the rights to:

7.4.1 Collect and request for statistical reports on economic and social status from the sectoral offices of different line divisions within district, village, state owned and private production and service units, Lao and foreigner households within their respective territory;

7.4.2 Pertaining to for statistical activities, make direct contact with the statistical organization in different district level line sectoral divisions within district and village;

7.4.3 Make a proposal to file a law suit and take disciplinary action against those who do not comply with the statistical reporting system as determined by the laws;

7.5 Village level statistical organizations have the rights to:

7.5.1 Collect and request for statistical reports on economic and social status from production and service units, households and individuals for compiling and reporting the district level statistical office and concerned parties;

7.5.2 Make a proposal to file a law suit and take disciplinary action against those who do not comply with the statistical reporting system as determined by the laws.

## PART III

### Principles and liabilities in reporting statistical information

#### Article 8: Principles in reporting statistical information

Statistical activities should be implemented in a uniform manner for the whole country based on the following principles:

8.1. Ensuring the uniformity in the report which shall comprise of the following contents:

- Table system;
- Measurement units;
- Principles and computation methods for socioeconomic and financial statistics;
- Nomenclatures, classification and coding system;
- Reporting Period for different type of statistics.

8.2. Principles in undertaking surveys in the Lao PDR

All state enterprises, joint-venture business entities, domestic and foreign private Business entities, agencies and households that want to conduct a sample survey or undertake data collection to seek information on socioeconomic situation or for marketing purposes shall discuss or deliberate with the National Statistical Center in order to receive technical advice on principles for undertaking a survey in accordance with the correct statistical methodology especially with respect the uniformity in classifications for different nomenclatures, principles in survey design and sampling method used;

8.3. Principles in disseminating official statistics

Official statistics used in planning, policy making and monitoring the status of the socioeconomic development must be subject to a system of data collection, processing and analysis based on statistical science and must be disseminated with the consent of and justification from the national statistical system.

### **Article 9: Liabilities in reporting statistical information**

9.1 Line ministries, ministry-equivalent agencies, provinces, municipality, special zone, districts and villages have the strict liabilities to prepare statistical reports for submission to the Committee for Planning and Cooperation (National Statistics Centre) as determined in this regulation;

9.2. Statistical reports must be sent by express mail or directly to statistical organizations at each level. Upon receiving such statistical reports, Post Office shall facilitate and pay special attention for delivering those statistical reports;

9.3. Line ministries, ministry-equivalent agencies, provinces, municipality, special zone, districts and villages are responsible for organizing the implementation of such reporting regime, while they shall also carry out a check for completeness, accuracy, and give their signature, and stamp. Statistical figures used in any work must be consistent with the reported figures. It is prohibited to adjust or change statistical figures without prior approval from higher authorities.

### **Article 10: Liabilities of business units in reporting statistics**

10.1. State enterprises, joint-venture business entities, domestic and foreign private business entities that operate business activities have the liabilities to report and supply statistical information on their own business operations to statistical organizations for information in each period of time by using their own budget for operating such statistical system;

10.2. All enterprises entailed foreign investment which already operate a statistical system according to the international principles and regulations must also comply with the national statistics system of the Lao PDR;

10.3. Chief accountants of state enterprises, joint-venture business entities, domestic and foreign private business entities are responsible for guiding and supervising statistics activities, and certifying the accuracy of the statistical reports as specified in the Law on Enterprise Accounting No. 12/90/SPS, dated 29./11/1990.

### **Article 11: Liabilities of the citizen**

Each citizen has the liabilities to make contribution in supplying statistical information to the national statistics system as approved by the government. In other cases outside the national statistics system, the contribution of the citizen must be on voluntary basis.

## PART IV

### **Statistical Confidentiality and Disciplinary Actions Against Those Who Breach the National Statistical System**

#### **Article 12: Maintaining confidentiality**

Data collected by a statistical organization are confidential. All data will be disseminated at the aggregate level. Statistics users have no rights to access to specific data for any respondent unit. These data will not be used for of authoritative administration purposes or other purposes other than statistical purposes. Data of any individual, enterprise, business unit or department will neither be disseminated to other individual nor used as a material evidence against respondent in any possible legal action. To ensure the confidentiality, statistics and reports received from various state enterprises, joint-venture business units, domestic and foreign private firms and households in compliance with the liabilities to do the reporting as specified in the Article 10 and Article 11 of this Decree will have no legitimate validity if to be used as references in an investigation of business operations or in the calculation of taxes of individuals, enterprises, departments or business units that supplied these data.

#### **Article 13: Disciplinary Actions Against Those Who Breach the National Statistical System**

Line ministries, ministry-equivalent agencies, organizations, provinces, municipality, Special Zone, districts, and villages, state enterprises, Joint-venture business units, domestic and foreign private firms, households and individuals that do not comply with the statistical system such as:

1. Intentionally prepare a false report that does not reflect the real situation;
2. Do not submit reports on time according to the specified reporting schedule;
3. Deliberately or carelessly disclose classified information;
4. Do not follow principles and liabilities specified in Part III of this Decree;

will be prosecuted in accordance with the Criminal Law of Lao PDR.

## **PART V**

### **Final Provision**

#### **Article 14: The need for statistical information**

The Government of Lao PDR is the one who determine the trend in the need for national statistics for each period of time.

#### **Article 15: Census and survey**

The Prime Minister is the person who approves the conduct of a census, while the conduct of a sample can be approved by a concerned minister or president of a ministry-equivalent agency.

#### **Article 16: Organization of the implementation**

The Committee for Planning and Cooperation, line ministries, ministry-equivalent agencies, provinces, Municipality, Special Zone and all parties shall acknowledge and strictly implement this Decree. The Committee for Planning and Cooperation is entrusted with the task to translate this Decree into detailed rules and regulations governing the nation-wide implementation of statistical activities.

#### **Article 17: Effectivity**

This Decree comes into force from the date undersigned. All regulations, directives and rules that are contradict with this Decree are considered void.

Vientiane, 20 August 2002

Prime Minister of Lao P.D.R

Boun Nhang Vorachith