

DELIBERATION NO 23 OF THE STANDING SECTION OF STATISTICAL COORDINATION
UPDATE OF THE COMPOSITION, MANDATE AND SCHEDULING OF THE WORKING GROUP FOR THE
CREATION OF A SINGLE FILE FOR THE NATIONAL STATISTICAL SYSTEM

The Working Group for the Creation of a Single File for the National Statistical System was created by the Standing Section of Statistical Coordination (*Secção Permanente de Coordenação Estatística* in Portuguese) on 9 February 2009 (Deliberation No 4 of this Section).

Whereas for various reasons this Working Group had its first meeting on 3 December 2010, having voiced the need for updating the mandate as well as its scheduling in order to adjust the former to the events happening in the meantime and to updated timelines.

Whereas there were meanwhile changes as regards the delegation of powers of *Instituto Nacional de Estatística* (hereinafter referred to as Statistics Portugal).

Whereas a representative in the Council of the Ministry of Economy, Innovation and Development has expressed an interest in the participation in the Group's composition of the Office for Strategic Studies of that Ministry.

The Standing Section of Statistical Coordination, at its meeting on 25 February 2011, within the scope of its powers, as laid down in Deliberation No 2 of the Statistical Council, paragraph 2 of Annex B, **decided to approve the update of the composition, mandate and work scheduling of the Working Group for the Creation of a Single File for the National Statistical System**, pursuant to the **Annex** which replaces Annex II of Deliberation No 4 of the Section.

WORKING GROUP FOR THE CREATION OF A SINGLE FILE FOR THE NATIONAL STATISTICAL SYSTEM

I. REASONING

Within the scope of the General Guidelines of National Statistical Activity for the 2008-2012 period, the *Conselho Superior de Estatística* (Statistical Council, hereinafter referred to as the Council) has defined as one of its objectives to "optimise the functioning of the National Statistical System (NSS) through the reinforcement of institutional coordination and cooperation mechanisms and human resources development". Furthermore, one of its measures was the "continuation of the Single File project with the purpose of ensuring its participatory management, the methodology of which is agreed on with the different partner entities."

The Council has included in its Business Plan for 2011 the need to "continue the works to create a Single Statistical Units File within the scope of the National Statistical System (hereinafter referred to as the "Single File"), following the works started in 2005".

The background of this project was a pilot experience involving Statistics Portugal and Banco de Portugal. This experience has led to conclude that there is a need to promote a careful liaison between the Single File and the Central File of the National Register of Legal Persons. Its implementation made up the mandate of the Working Group created by the Council on 15 February 2006.

Changes that have in the meantime resulted from the Simplified Business Information and the Information System for the Portuguese Classification of Economic Activities allowed for the creation of a new and important basis for implementation of the Single File, insofar as exhaustive sources of enhanced quality have been made available, for the purposes of this File, notably:

- . To reduce the burden on respondents;
- . To enhance data consistency and the necessary quality of supporting data in sampling bases;
- . To improve data dissemination with users;
- . To reinforce the reduction of costs, times and allocated staff, associated with the maintenance of such a file.

Given that the Classification of Economic Activities is one of the most relevant variables of the Single File, the Information System for the Portuguese Classification of Economic Activities plays an all-important role for the Single File. This is due to the fact that through this Single File NSS entities would have in the future harmonised access to the Classification of Economic Activities of Portuguese enterprises.

II. MANDATE

- a) To update the needs of NSS entities at the level of the Single File and the contributions from each entity to the creation and maintenance of that File;
- b) To define, within the framework of national and international standards, the features that must be observed in the creation of the Single File according to listed needs, responsibilities to be assumed by the different participating entities and the respective uses, particularly at the level of background information collection and treatment;
- c) To analyse the feasibility of creating at the statistical and administrative level a single identification number for local units, that will allow for an automated updating of this level's registers in the statistical units file, with data from the different NSS entities, in particular from administrative acts;
- d) To outline the system's implementation plan, particularly in terms of the use of a computer platform of common use and the automation of data update and access circuits according to pre-defined rules and data quality criteria;
- e) To define action lines and the respective timeline for implementation, with a view to having a first version of the Single File in operation by 31 December 2011;
- f) To monitor the smooth functioning of the Single File, promoting links among all participating entities and relevant improvements.

III. COMPOSITION AND FUNCTIONING

1. **The Working Group shall be composed of representatives** (one full representative and one alternate representative) of the following entities:
 - Statistics Portugal
 - Banco de Portugal
 - Regional Statistical Office of the Azores
 - Regional Directorate of Statistics of Madeira
 - Official statistics producers by delegation of Statistics Portugal
 - Directorate-General for Justice Policy of the Ministry of Justice
 - Directorate-General of Fisheries and Aquaculture of the Ministry of Agriculture, Rural Development and Fisheries
 - Statistics and Education Planning Office of the Ministry of Education
 - Office for Strategy and Planning of the Ministry of Labour and Social Solidarity
 - Planning, Strategy, Assessment and International Relations Office of the Ministry of Science, Technology and Higher Education
 - Knowledge Society Agency of the Ministry of Science, Technology and Higher Education

- Directorate-General for Energy and Geology of the Ministry of Economy, Innovation and Development

 - Other entities intervening in official statistical production
 - Directorate General of Health of the Ministry of Health
 - Institute for Informatics and Statistics of Social Security of the Ministry of Labour and Social Solidarity ¹
 - Portuguese Tourism Institute of the Ministry of Economy, Innovation and Development
 - Planning and Policies Office | Regional Directorates of Agriculture and Fisheries of the Ministry of Agriculture, Rural Development and Fisheries

 - Other entities with a relevant activity for the Single File management
 - Institute of Registries and Notaries
 - Directorate General for Informatics and Assistance to Taxation and Customs Services
 - Directorate-General for Taxes
 - Office for Planning, Strategy, Evaluation and International Relations
 - Directorate-General for Economic Activities
 - Office for Strategic Studies of the Ministry of Economy, Innovation and Development
2. Representatives of entities forming the Working Group shall be appointed through the respective members in the Council or by direct indication of each entity's relevant bodies, in those cases where these do not have a direct representation in the Council.
 3. To analyse selected aspects of its mandate, the Working Group may invite entities or experts on relevant issues, the formal invitation being issued by the Vice-Chairperson of the Council, upon a proposal of the Working Group's Chairperson.
 4. The organisation of events that might be proposed by the Working Group shall be considered in terms of the budget forecast by the Council and, where possible, in partnership with other entities.
 5. Where warranted by the matters in question and in order to render the Group's works more operational, Sub-Groups may be formed, pursuant to the Rules of Procedure of the Council.
 6. Joint meetings with other Council structures, deemed warranted by the intersection of issues, shall be promoted in liaison with the Council Secretariat.

¹ Upon agreement between the Office for Strategy and Planning of the Ministry of Labour and Social Solidarity and the Institute for Informatics and Statistics of Social Security of the Ministry of Labour and Social Solidarity, representation shall be ensured by the former and, where necessary and provided that matters related to the latter are at stake, a representative of the said Institute shall be present.

IV. CHAIRMANSHIP

The Working Group shall be chaired by Statistics Portugal.

V. WORK SCHEDULING AND PROGRAMMING

At its second meeting, the Working Group shall approve a chronogram of activities, works and respective timelines and reports to be submitted for approval by the Standing Section of Statistical Coordination, through a written procedure.

Regardless of the programme to be submitted the Working Group shall submit in March of year n an Annual Report for year n – 1.