



On approval of the Methodology on formation and dissemination of official statistical information in electronic form

Unofficial translation

Order No. 292 of the Chairman of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan dated November 30, 2016. Registered with the Ministry of Justice of the Republic of Kazakhstan on December 21, 2016 № 14568

Unofficial translation

In accordance with subparagraph 5) of Article 12 of the Law of the Republic of Kazakhstan dated March 19, 2010 “On State Statistics”, as well as subparagraph 258) of paragraph 17 of the Regulations on the Ministry of National Economy of the Republic of Kazakhstan, approved by the resolution of the Government of the Republic of Kazakhstan dated September 24, 2014 No. 1011, **I hereby ORDER:**

1. To approve the attached Methodology for the formation and dissemination of official statistical information in electronic form.

2. The department for working with users, jointly with the Legal Office of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan, in accordance with the procedure established by legislation shall:

1) ensure the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days after the state registration of this order send its copies to official publication in periodicals and an information and legal system "Adilet";

3) send a copy of this order to the Republican State Enterprise on the Right of Economic Management "Republican Legal Information Center" for inclusion in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan in paper and electronic form within ten calendar days from the date of the state registration;

4) place this order on the Internet Resource of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan.

3. The department for working with users of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan shall bring this order to the structural subdivisions and territorial bodies of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan for management and use in the work.

4. Control over the implementation of this order shall be entrusted to the supervising Deputy Chairman of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan (A.S. Batanov.).

5. This order shall be enforced upon expiry of ten calendar days after the date of its first official publication.

*Chairman
of the Committee on Statistics
of the Ministry of National
Economy of the
Republic of Kazakhstan*

N. Aidapkelov

Approved
by order № 292 of the Chairman of the
Committee on Statistics of the Ministry
of National Economy
of the Republic of Kazakhstan
dated November 30 2016

Methodology for the formation and dissemination of official statistical information in electronic form

Chapter 1. General provisions

1. The methodology for the formation and dissemination of official statistical information in electronic form (hereinafter referred to as the Methodology) shall refer to the statistical methodology approved in accordance with the Law of the Republic of Kazakhstan dated March 19, 2010 “On State Statistics” (hereinafter referred to as the Law).

2. This Methodology shall describe the principles of dissemination of official statistical information in electronic form, as well as the procedure of presentation and placement of information materials on the Internet portal of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan (hereinafter referred to as the Internet portal), the procedure of interaction of participants ensuring the operation of the Internet portal.

3. This Methodology shall be intended for use by the staff of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan (hereinafter referred to as the Committee) and its territorial bodies in formation and dissemination of official statistical information in electronic form.

4. The following definitions shall be used in this Methodology:

1) information material - publications in various text and graphic formats, which contain official statistical information intended for placement on the Internet resource;

2) the responsible executor - an employee of the structural subdivision of the Committee and/or its territorial body responsible for the quality, completeness, reliability and timeliness of information materials provided for placement on the Internet resources;

3) Internet portal - Internet portal of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan;

4) the support service of the Internet portal - a structural subdivision of the Republican State Enterprise on the Right of Economic Management "Information and computing center of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan" (hereinafter referred to as the RSE ICC), which provides system maintenance of the Internet portal;

5) Internet resource - electronic information resource displayed in text, graphic, audiovisual or other form, placed on the hardware and software complex, having a unique network address and/or domain name and functioning on the Internet;

6) moderator - an employee of the Internet portal support service, responsible for placement, replacement and editing of information material on the Internet portal;

7) IAS "Taldau" - Information and analytical system of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan;

8) coordinator - an employee of the authorized structural subdivision of the Committee and/or its territorial body, responsible for coordination of works in terms of updating, maintenance and timely provision of information material for placement on the Internet portal

Chapter 2. Formation, provision and placement of information materials

5. When forming information material in electronic form, the following parameters shall be observed:

1) correspondence of the name of information material by content;

2) information material formats:

text - * .doc, * .rtf, * .pdf;

graphic - * .jpg, * .jpeg, * .gif, * .png;

table - * .xls, * .pdf.

3) for information material format * .xls, sheets not containing data shall be deleted;

4) document style.

6. The information material shall be placed in terms and volume according to the Statistical Work Plan for the current year.

7. The process of providing the information material to the moderator shall be carried out by e-mail or other internal information resources.

8. When sending information material by e-mail, the place for the provided information material according to the structure of the Internet portal (section, subsection) shall be written step-by-step.

9. The information materials shall be updated in the following order:

1) "Latest data";

2) "Press releases of the Committee";

3) "Operational data (express information and bulletins)";

4) "Collections".

After receiving the information materials by the moderator, the placement time - 30 minutes (depending on the volume of information materials).

10. Liable executive:

1) constantly shall monitor information materials posted on the Internet portal and in a timely manner shall submit an application to the coordinator for removal of irrelevant information and placement (updating) of new information material;

2) shall monitor for availability and validity of displayed statistical information in IAS "Taldau";

11. The request for placement of information material on the Internet portal of the Committee (hereinafter referred to as the application) shall be executed in accordance with the Annex to this Methodology.

12. The coordinator shall register the request with the following information:

1) the request number;

2) request date;

3) date of placement;

4) the name of the structural subdivision that submitted the information material;

5) note.

If new material is published or previously placed material is deleted, send a scanned version of the application to the moderator's e-mail.

13. Placement of information materials according to requests shall be performed in turn.

14. The coordinator shall monitor the updating of the Internet portal on an ongoing basis. In the absence of current or irrelevant information, the coordinator shall record this fact and send a written notification by e-mail to the responsible contractor of the need to provide information material.

15. The liable executive shall provide the information material during the working day from the date of receipt of the notification.

16. All information materials for placement on the Internet portal shall be provided until 6 p.m. Information materials sent after 6 p.m. shall be placed until 10 a.m. of the next working day.

17. In case of failure of the Internet portal, which does not allow placing the information material in a timely manner, the moderator immediately shall notify the Internet portal support service of the problems encountered.

18. Once notified, Internet Portal Support Service quickly fixes these issues. If the Internet Portal does not operate smoothly during the day, the Internet Portal Support Service shall notify the coordinator in writing, and also shall post an announcement on the Internet Portal explaining the reasons and timing for troubleshooting.

Chapter 3. Dissemination of official statistical information

19. The dissemination of official statistical information in electronic form shall follow the Schedule of Official Statistical Information Dissemination approved for the current year.

20. Dissemination of official statistical information shall be carried out according to the following principles:

- 1) timeliness;
- 2) reliability;
- 3) general availability.

21. Dissemination of statistical information in electronic form shall be carried out by:

- 1) official Internet portal;
- 2) electronic distribution to e-mail addresses of users;
- 3) disk media, being an annex to paper statistical publications;
- 4) IAS "Taldau".

Chapter 4. Publication of confidential statistics

22. Primary statistics submitted by the respondent, which by type of activity and/or by elements of other classifications shall be only in terms of district and/or region (cities of national significance and/or capital), shall not be published without the respondent's consent and shall be marked with "X" in the publications.

In the publication of official statistics, the employee of structural subdivision shall use the following methods of masking confidential statistics to avoid the publication of primary statistics:

publication of data through direct cross-linking of primary data;

publication of data at the higher level of classification

publication of data replaced by another classification element

publication of data by combining with other data under one classification element.

Footnote. Paragraph 22- in the wording of the order of the Chairman of the Statistics Committee of the Ministry of National Economy of the RK dated 21.01.2020 № 4 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

23. When publishing official statistical information in terms of districts or regions (cities of republican significance or capital) with designation "X" for one district or for one region (city of republican significance or capital) and/or by elements of other classifications, in order to avoid indirect establishment of confidential data, are additionally marked with the sign "X" data for another area or region (city of republican significance or capital) and/or by elements of other classifications having the following smallest number of respondents or the following smallest data on volume of production, volume of services.

Footnote. Paragraph 23- in the wording of the order of the Chairman of the Statistics Committee of the Ministry of National Economy of the RK dated 21.01.2020 № 4 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Chapter 5. Working with questions on official statistical information received in the "Questions and answers" section

24. The Coordinator shall monitor all questions received on a daily basis on the Internet portal and shall send them for the preparation of answers to the relevant structural subdivisions through the Unified Electronic Document Management System (hereinafter referred to as the Unified Electronic Document Management System).

25. The responsible structural subdivision shall prepare a response within three working days. Responses requiring coordination with other organizational subdivisions of the Committee shall be provided no later than five working days.

26. Responses to questions from international organizations shall be coordinated with the Committee's Department for International Statistical Cooperation.

Annex
to Methodology on formation
and dissemination of official statistical
information in electronic form

Request № _____ for placement of information material on the Internet portal of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan

Name of the structural subdivision _____

Name of the Information material: _____

The section, the subsection on the Internet portal: _____

Registration data:

1. E-mail address of the Liable Executive: _____

2. Full name of the file/files (with expansion): _____

3. Volume of the file/files: _____

4. Placement type: new/replace/delete (to highlight, if replace or delete fill in the name of the previously placed material) _____

5. Languages of presentation of information material:
state/Russian/English (necessary to highlight)

6. Number of sheets of information material: _____

7. Reference number and date of the paper copy of information material: _____

Liable Executive: _____

Head of the structural subdivision: _____

Date and time of the request: _____ " _____ " _____ 20__.

(it is filled with the Coordinator)

The date of execution of the request: " _____ " _____ 20__.