

Council of Ministers decision
No. (90) for the year 2013 AD

Issuing the organizational structure of the Department of Statistics and Census
Organizing its administrative apparatus

Council of Ministers:

- After reviewing and amending the constitutional declaration.

And the Law of the State's Financial System and the Budget, Accounts and Warehouse
Regulations and their amendments.

Law No. (13) of 2000 AD regarding planning and its executive regulations.

Law No. (12) of 2010 AD regarding the issuance of the Labor Relations Law and its executive
regulations.

And General National Congress Resolution No. (10) of 2012 AD regarding granting confidence
to the interim government.

Cabinet Resolution No. (137) for the year 2012 AD regarding the approval of the organizational
structure and the functions of the Ministry of Planning and the organization of its administrative
body.

Cabinet Resolution No. (138) for the year 2012 AD, establishing the Statistics and Census
Department.

- And on what was presented by the Minister of Planning in his letter No. (527) dated
04/02/2013 AD.

- And the letter of the Secretary of Cabinet Affairs No. (83) dated February 21, 2013 AD.

And what was decided by the Council of Ministers at its seventh regular meeting for the year
2013 AD.

decided

Article (1)

The organizational structure of the Statistics and Census Authority shall work, and the
organization of its administrative apparatus shall be by the provisions of this resolution.

Article (2)

The department is managed by a board of directors consisting of a chairman and four members,
named after them absconding from the Council of Ministers based on a proposal from the
Minister of Planning so that it is formed according to the following:

A chairperson and two members were proposed by the Minister of Planning.

Director of Statistics and Research Department at the Central Bank of Libya, member.

Director of the General Administration of National Accounts at the Ministry of Planning, as a
member.

Article (3)

The board of directors is responsible for the following:

Adopting the policies and plans for the work of the department.

Coordination and follow-up of statistical work at the national level.

Follow up the implementation of the national statistical data dissemination policy.

Follow up the implementation of the annual plan for statistical surveys in the country.

Preparing the department's organizational structure and internal organization and referring it to the Ministry of Planning to take the necessary measures for their approval.

Naming and selecting the holders of leadership positions in the departments, offices, and branches of the authority, by the legislation in force.

Approval of the draft budget and final account of the authority and refer it to the Minister of Planning for approval.

Preparing the financial, administrative, and technical regulations and regulations governing the work of the department, and referring them to the Minister of Planning for approval.

Monitoring the performance of the department, approving the performance reports of its work, and making observations thereon.

To exercise other competencies approved by the legislation in force.

Article (4)

The Chairman of the Board of Directors performs his duties on a full-time basis, and is concerned with the following: -

Preparing the meeting agenda for the Board of Directors, inviting the Board to a meeting, and managing its sessions.

Signing the decisions of the Board of Directors and taking the necessary measures to implement them.

Supervising the implementation of the department's strategic plan and work program approved by the Board of Directors and taking the necessary decisions to implement them.

Supervising the performance of the Executive Director of the Authority, following up on his work, and issuing the necessary decisions for him regarding the implementation of the Authority's general policies and strategies.

Representing the interest in its relationship with others and before the judiciary.

Carry out any other functions assigned to him by the authority's board of directors, by the legislation in force.

Article (5)

The Authority shall have an Executive Director named by a decision of the Minister of Planning, based on a proposal from the Authority's Board of Directors, who exercises his duties on a full-time basis, and undertakes the daily business of the Authority and implements the approved strategic plan and work plans. In particular, he may do the following: -

Suggesting work plans and their priorities and related projects and programs and referring them to the Chairman of the Board of Directors to be presented to the Authority's Board of Directors for approval.

Direct supervision of departments, offices, and branches and follow-up in carrying out the tasks and competencies assigned to them, evaluating their work, preparing periodic reports on them, and referring them to the Chairman of the Authority's Board of Directors, in preparation for submission to the Board of Directors.

Follow up the implementation of plans, programs, projects and activities supervised, managed, or implemented by the authority.

Supervising the preparation and compilation of rehabilitation and training plans and programs and referring them to the Chairman of the Board of Directors to be presented to the Authority's Board of Directors for approval.

Supervising the administrative activities of the department and all its employees, and following up on the implementation of the decisions of the Board of Directors.

Suggesting leadership positions in the departments and offices of the authority and referring it to the Chairman of the Board of Directors for submission to the Board of Directors for approval, by the legislation in force.

Supervising the preparation of the draft annual budget and the final account and referring them to the Authority's Chairman of the Board of Directors to present them to the Board of Directors for approval.

Supervising the preparation of regulations and referring them to the chairman of the authority's board of directors to take the necessary action.

Any other tasks or powers assigned to him by the Board of Directors or its chairman within the limits of his competencies and powers, by the legislation in force.

Article (6)

The administrative apparatus of the Statistics and Census Authority consists of the following organizational divisions:

Department of demographic and social statistics.

Department of Economic Statistics

Department of vital and administrative statistics.

Department of development and quality control.

Human Resource Management.

Department of Administrative and Financial Affairs.

Information systems and technology management.

Office of Internal Audit.

Legal Affairs Office.

Article (7)

The Department of Demographic and Social Statistics is responsible for the following:

The Department of Demographic and Social Statistics is responsible for preparing statistics related to the demographic situation, employment, income, spending, consumption, income, and expenditures of families, various social fields, and the work related to them. Its tasks are in particular the following: -

Implementation of the general census of population, buildings, and facilities.

Preparing statistics relating to the demographic aspects at the national and local levels.

Implementing population surveys, exploiting their data, preparing statistics of population movements, demographic studies, and population estimates and projections.

Contribute to drawing and extracting maps as required by the need to implement surveys.

Carrying out the employment survey and wage surveys, and approving the concepts and terminology used in them.

Preparing attitudes about the labor market and employment and estimating jobs in various sectors based on the authority's database of implemented surveys, administrative data, and others.

Implementation of surveys covering the activity of non-profit institutions and the unorganized sector by international principles and standards.

Implementation of surveys of income, expenditure, and living conditions of families.

Carrying out work related to sampling methods, preparing a database for this, taking samples of household surveys, and calculating the random error of surveys that fall within the work of the administration.

Implementation of various health surveys in partnership with the concerned authorities.

Producing local demographic and social data and preparing it in formats that meet the needs of its users at the local and national levels.

Participate in setting terminology and classifications related to this field.

Coordination with department departments, to ensure the integration and consistency of all statistical inputs.

Any topics assigned to the administration and included in its field of work.

Article (8)

The Department of Economic Statistics is responsible for the following: -

Implementation of structural and spatial surveys about economic establishments related to internal trade, services, transportation, communications, finance, insurance, mining, energy, restaurants, hotels, and others.

Coordination of the curricula used in the survey of economic establishments.

Compiling, classifying, and classifying foreign trade statistics in coordination with the concerned authorities within international concepts and standards, in a manner that meets the requirements of preparing national accounts, the balance of payments, and others.

Collecting environmental statistical data in cooperation with the relevant authorities and carrying out surveys in the environmental field in a manner that meets the requirements of decision-makers, planners, and researchers in this field.

Implementation of other specialized statistical surveys such as marine fishing, tourism activities, water, land use, investment, and others, in cooperation with the relevant authorities.

Implementation of the agricultural census, periodic surveys related to the productivity of crops, irrigation methods, and estimates of livestock and fisheries, among others.

Preparing price indices, industrial and agricultural production quantities, foreign trade price index, wholesale trade, construction costs, rent, and other indices that are calculated to meet the requirements of preparing national accounts.

Producing economic data at the local level and disseminating it in formats that respond to different users at the national and local levels.

Participate in setting terminology and classifications related to this field.

Coordination with the Department's departments, to ensure the integration and consistency of all statistical inputs to ensure the achievement of the Department's objectives.

Any topics assigned to the administration and included in its field of work.

Article (9)

The Department of Vital and Administrative Statistics is specialized in the following:

The Department undertakes to collect, classify and reclassify various data and statistics based on administrative records and data on various economic and social activities, to produce statistical information in formats that respond to different users at the national and international levels. Its tasks are in particular the following: -

Collect, compile and disseminate vital statistics data.

Collecting data from administrative records such as building licenses, several companies registered in the commercial register licenses to engage in economic activities, social security, and others.

Collect energy statistics and data from records and administrative data.

Compiling various social statistics from administrative sources, such as education, technical training, scientific research, health, culture, childhood, youth, sports, justice and security statistics, and other statistics.

Work on developing the various statistical records, which include the population register, the register of buildings and housing units, the agricultural land register, the register of establishments, etc., and updating them in cooperation with other departments of the authority

Create and develop other necessary administrative records to meet the requirements of developing statistical work in cooperation and coordination with the relevant authorities.

Developing a solid information base about the central records and their administrative and statistical uses in the department.

Finding and securing an effective mechanism for updating and developing the various administrative records continuously.

Coordination with various government institutions to prepare the necessary legislation to organize work on the various administrative records.

Production and dissemination of vital statistics and local administrative data in formats responsive to the various users of these statistics.

Coordination with department departments, to ensure the integration and consistency of all statistical inputs.

Participate in setting terminology and classifications related to this field.

Any topics assigned to the administration and included in its field of work.

Article (10)

The Department of Development and Quality Control is responsible for the following:

Developing standard work tools for quality in addition to building a quality system and monitoring the implementation of quality procedures for statistical information, as well as building and defining sampling frameworks, conducting periodic studies and designing statistical survey samples, and ensuring the unification of concepts and terminology used in all statistical activities and institutions related to the statistical system and ensuring their consistency with international standards,

Its tasks, in particular, are as follows:

Establishing technical mechanisms for statistical coordination (terminology, classifications, specifications, and curricula) to ensure that the statistical data produced by the structures of the national statistical system are compared with international statistical data.

Standardization of standards, statistical classifications, and definitions used in the department and ensuring their consistency with international standards.

Reviewing various theater methodologies, developing standards for designing forms, and making recommendations regarding their development regularly.

Develop and update the concepts and terminology used in the national statistical system.

Adopting and developing standard work systems for quality to be applied to all similar activities.

Follow up the implementation of the quality systems approved by the authority and verify compliance with them.

Ensuring the quality of statistical work by purely scientific methods that ensure consistency and consistency of data at the national level in the various published data.

Training the authority's staff on applying quality standards, and evaluating data quality through preparing guides for statistical work methodologies and reviewing and auditing data.

Conducting studies and research to ensure the quality of the authority's data, and circulating its results to the various departments for adoption in the development of statistical work.

Ensuring the provision of comprehensive and updated sampling frameworks for the various surveys in a scientific manner consistent with international standards, procedures, and recommendations.

Ensuring the extraction and selection of samples for the various surveys in a scientific manner consistent with international standards, procedures, and recommendations.

Ensuring the accuracy of survey data to extract statistical indicators through monitoring their implementation and checking and reviewing variances and weights.

Continuous access to the latest international quality control methods and to ensure their transfer to the department.

Follow up the development of statistical work methodologies and transfer knowledge to be applied in the department.

Coordination between the authority and other bodies, to ensure the integration and consistency of all statistical inputs, to unify the data produced at the national level, it's, and to, it's, address any inconsistencies using the approved methods.

Organizing relations with other public departments of statistics and sectoral statistical departments.

Organizing work related to international cooperation and relations of public interest with similar statistical structures abroad.

Any topics assigned to the administration and included in its field of work.

Article (11)

The Human Resources Department is responsible for the following: -

Continuous improvement and development of work instructions and organizational procedures in a way that contributes to the development of work in the department.

Centrally keeping and arranging all employee files and working to meet their administrative needs of those documents.

Establishing a system to monitor and control the daily working hours in coordination with the concerned officials according to the nature of the work and the administrative level of the employees.

Planning the department's needs of human resources and preparing a proposal to be presented to the Personnel Committee.

Preparing lists of appointments and promotions and the consequent salary increases for employees and implementing them after being approved by the Personnel Committee.

Receiving the reports issued by the departments, sections, and branches of the authority evaluating the performance of employees for analysis and study, and establishing mechanisms to ensure raising their performance rates.

Organizing and managing training courses for the Authority's employees, according to the approved training plan, in coordination and cooperation with the departments and offices affiliated with the Authority, and preparing the estimated budget necessary to implement the training plan, after its approval.

Ensuring that employees' job satisfaction is achieved to ensure their stability and work to overcome the problems, obstacles, and difficulties they face.

Organizing and developing work systems and methods, organizational procedures, job descriptions, and job descriptions to ensure the quality of work.

Exercising the functions related to the job such as appointment, promotion, transfer, delegation, secondment, leaves of various kinds, and other matters related to it by the legislation and regulations governing it.

A proposal to amend the staffing according to the new requirements of the work.

Studying and analyzing work, planning human resources, and making the necessary adjustments to the staffing.

Work to attract the best cadres in various professional disciplines, as required by the statistical work, and by the legislation in force.

Analyzing deviations in employee performance, proposing necessary corrections, and working to avoid them in the future.

Investigate and study training opportunities and scholarships at home and abroad in all fields, determine the extent to which they can be benefited and include them within the general training plan of the authority, with the follow-up and evaluation of training processes and trainees, evaluation of training centers and proposing distinguished and accredited training centers to contract with them in the training of employees of the authority.

Keeping training records for trainees, following up and updating them.

Supporting and developing the library and providing it with books, publications, periodicals, magazines, and all publications related to the activity of the department.

Using modern mechanization to index and preserve books and references, develop the lending service for library patrons, and facilitate their access to information.

Article (12)

The Administrative and Financial Affairs Department is responsible for the following:

Preparing the annual plan with targets and directing the departments affiliated to the administration and the departments affiliated to the branches, each according to its specialization.

Organizing incoming and outgoing mail correspondences, categorizing them in files, and forwarding copies of the decisions issued by the ministry or department to the affiliated departments, sections, and branches.

Preparing the estimated annual management budget for the authority and its branches, studying the estimated budgets referred by other departments and branches, and approving them from the competent authorities

Evaluating the financial position periodically, proposing amendments between the annual budget items, and highlighting irregularities or weaknesses.

Receiving all project contract proposals referred from all departments and branches of the authority to study and integrate them within the annual estimated budget and work to secure the necessary liquidity for it.

Carrying out the affairs of public services, relations, and employee services by the legislation in force.

Providing all support services to the sector, including following up on all work related to maintaining security and maintaining and maintaining buildings and offices and the safety of those who work in them.

Apply financial and accounting systems by the legislation in force.

Paying the salaries of the authority's employees and employees of affiliated branches, and issuing the latest payment certificates and salary certificates.

Preparing and auditing final accounts and conducting periodic inventories of fixed and movable assets and matching them with their respective account balances.

Undertakes travel procedures for the authority's employees and other services by the decisions issued, and undertakes public relations affairs in terms of receiving guests and delegations and facilitating their stay and transfers.

Preparing the contracting procedures of the authority, whether it is by direct assignment method or practice by the approved regulations.

Providing the Authority's needs in terms of office equipment and supplies and other needs related to the Authority's work and activity.

Examine the purchases and ensure that they comply with the specifications specified in the purchase contracts, and take the necessary measures regarding defects and violations.

Supervising the stores, organizing the records and books that organize this, and recording the items supplied and spent.

Continuous improvement and development of work instructions and organizational procedures, which contribute to the development of work in the department.

Organizing printing and photocopying work, providing stationery, and distributing it according to the requirements of each department.

Conducting administrative transactions with public and private entities and overcoming all obstacles and difficulties.

Settlement of permanent and temporary covenants and treasuries and preparation of restrictions on them.

Financial implementation of official missions, bonuses, special vacations, salary suspensions, and any procedures related to this matter.

Receiving all proposals for contracts and financial agreements referred from other departments, studying, analyzing, and reporting on them.

Supervising the cleaning work and periodic maintenance of cars, machinery, and administrative buildings belonging to the authority, and suggesting the best ways for them.

Organizing the work of the movement and coordinating with the departments regarding carrying out fieldwork.

Develop draft plans and programs to ensure that the printing press needs tools and machines, and work to develop them whenever necessary.

Supervising the issuance of publications, brochures, and publications in coordination with the competent administrative divisions of the authority.

Preparing the required reports on the work and the level of achievement and submitting them to the authority's general manager.

Article (13)

The Department of Information Systems and Technology is specialized in the following:

Develop programs, applications, and databases necessary for data entry and processing of various surveys and censuses and extract reports, as well as developing databases related to the publication.

Establishing and developing statistical databases to ensure their registration and follow-up and maintaining the accuracy, integrity, and confidentiality of the saved data.

Providing programs and tools specialized in statistical data analysis.

Preparing data revision rules from errors and inclusion rules to ensure data quality and accuracy.

Updating and processing the general frameworks of the surveys to contribute to the process of selecting and distributing samples.

Analyzing statistical data based on geographical locations and distributions using geographic information technology.

Maintaining the confidentiality of statistical data, securing personal information related to individuals and institutions, and archiving and archiving them electronically.

Work to publish statistics and data in all ways and means, whether in the form of publications or through modern means of publication.

Supervising the authority's website and providing it with statistics and updating it periodically.

Preparing electronic versions of theater results and various censuses.

Supervising networks and computers, and working to maintain and update them on an ongoing basis.

Ensuring the operation and functioning of the international information network at the highest level, and making use of this service for all departments and offices.

Participate in determining the Authority's needs of systems and software, to enable all organizational divisions of the Authority and its branches to perform the tasks entrusted to them in the best manner and use the latest methods provided by modern technologies.

Providing technical support to users concerning computers and their accessories, communication networks, operating systems, and ready-made programs.

Carry out periodic, preventive, and emergency maintenance and general repairs to computers and their accessories.

Providing electronic forms through the authority's website to facilitate institutions and individuals to complete them directly, and store them on their databases.

Article (14)

The Internal Audit Office is responsible for the following:

Develop organizational plans and procedures to help achieve the department's objectives and ensure the safety and efficiency of business implementation.

Apply effective policies to preserve assets and property, detect fraud and error, ensure the correctness of accounting records, and prepare sound financial statements on time.

Ensuring that the Authority's financial operations have been completed by the drawn plans and policies and within the laws, regulations, and legislation in force.

Monitoring and evaluation of all aspects of activities related to the health and safety of financial and accounting transactions.

Coordinating with the competent department regarding transfers of budget items and taking the necessary measures in this regard.

Examine and ensure that the assets and properties that have been owned, purchased, employed, used, or spent from them are by the approved specifications and standards.

Verify and ensure the integrity of the application of the general budget law and applicable financial legislation.

Reviewing documentary cycles, accounting entries, and warehouse restrictions, and conducting a prior review before disbursement by the regulations and rules regulating that.

Examine and review salaries, wages, bonuses, salary certificates, and last payment certificates, and ensure their compliance with the legislation in force.

Examining and reviewing accounts, payment extracts, and disbursement procedures, and ensuring the integrity of financial procedures by the legislation in force.

Studying contracts with the Authority and suppliers, examining their financial terms, and ensuring their conformity with the legislation in force.

Conducting a surprise inspection of safes and warehouses and supervising the annual inventory of the interest's fixed and movable assets.

Evaluate the results of approved budgets and compare them with the estimated budgets, analyze deviations, and suggest ways to avoid them.

Article (15)

The Legal Affairs Office is responsible for the following: -

Studying and proposing draft regulations and decisions related to the work of the Statistics and Census Authority, providing a legal opinion about them, participating in legal drafting or amending internal rules and decisions, instructions, and publications issued by the Authority.

Preparing the legal drafting of the administrative decisions issued by the Board of Directors, its Chairman and the Executive Director of the Authority.

Drafting contracts concluded with third parties, reviewing the financial and legal obligations arising therefrom, and completing their legal conditions.

Continuous access to changes in applicable laws, decisions, regulations, and instructions, collecting and classifying them.

Taking over and following up the lawsuits in which the authority is a party in coordination and cooperation with the Legal Affairs Office at the Ministry, in addition to preparing for these lawsuits and preparing their documents, and preparing the initial memoranda in preparation for their referral to the administration of government cases.

Participation in committees and work teams that are formed to perform specific work and whose membership requires a legal advisor.

Study the grievances and complaints submitted by the authority's employees, and state the legal opinion thereon.

Article (16)

The internal organization of the authority is issued by a decision of the Minister of Planning based on a proposal from the chairman of the authority's board of directors.

Article (17)

This decision shall be effective from the date of its issuance, and the competent authorities shall implement it, and it shall be published in the Official Gazette.

Council of Ministers

Issued on: 16 Rabi` al-Akhir 1434 AH.

Corresponding to, 2/27/2013 AD.