

Draft

Decree №375
of the Government of Georgia
September 27, 2023
Tbilisi

**On Approving of Charter of the National Statistics Office of Georgia –
Legal Entity of Public Law**

Article 1

In accordance with the paragraph 1, article 49 of the Law of Georgia on Official Statistics, attached Chapter of the National Statistics Office of Georgia – Legal Entity of Public Law shall be approved.

Article 2

The resolution shall enter into force from 1 October of 2023.

Prime Minister

Irakli Garibashvili

Chapter of the National Statistics Office of Georgia - Legal Entity of Public Law

Chapter I

General Provisions

Article 1. General Provisions

1. The National Statistics Office of Georgia (hereinafter, the Geostat) is a legal entity of the public law which is established for producing and disseminating the information, based on the Law of Georgia on Official Statistics.
2. The Geostat is an independent body that carries out its activities in accordance with the Constitution of Georgia, internationally recognized statistical principles, the Law of Georgia on Official Statistics, the Law of Georgia on Legal Entities under the Public Law, this Charter, the Charter of the Board of the Geostat and the other normative acts.
3. Geostat is the leading producer of official statistics in the country and coordinates the national system of statistics and all kinds of statistical activities related to the development, production, and dissemination of official statistics, except for the activities of the National Bank of Georgia.
4. In order to achieve its intended objectives and exercise its assigned functions, the Geostat shall acquire rights and obligations, conclude agreements, be plaintiff in court with third part, as well as be a plaintiff or/and a defendant in court on its own behalf.
5. The Geostat possesses its independent balance sheet, bank account, seal with its name and portrayal of the State Emblem on it, letterhead and the other characteristics of the legal entity.
6. The legal address of Geostat is as follows: 30, Tsotne Dadiani Str., Tbilisi.
7. The official website of Geostat is as follows: <https://www.geostat.ge>.

Chapter II

Main objectives and functions of Geostat

Article 2. Main objectives and functions of Geostat

Main objectives and functions of Geostat shall be the following:

- a) Ensure production and dissemination of independent, objective and reliable official statistics in Georgia on the basis of the Fundamental Principles of Official Statistics of

the United Nations and European Statistics Code of Practice, as well as on the internationally recognized statistical methodology;

- b) Timely ensure high-quality statistical information for development and monitoring of the decisions of economic and social policy, public institutions and business entities, conducting scientific researches, informing the public and other user groups;
- c) Ensure coordination of the National Statistical System and statistical activities;
- d) Work out statistical standards and recommendations for further introduction, quality enhancement and extension of the scope in official statistics; Participate in ongoing international processes and activities and cooperate with international organizations.

Article 3. Functions of Geostat

The functions of Geostat are as follows:

- a) Work out a unified policy for the field of statistics and secure coordinated cooperation with its territorial units and other bodies producing the statistics;
- b) Work out a Statistical Work Programme;
- c) Coordinate implementation of the Statistical Work Programme;
- d) Conduct of statistical surveys;
- e) Collect, process and storage of data considering the best professional practice, including adherence to scientific principles and professional ethics;
- f) Conduct the General Population Census envisaged by Article 8 of the Law of Georgia on Official Statistics;
- g) Define terms, methodology, classifications, and nomenclature of official statistics, by international concepts and classifications as far as possible;
- h) Develop, produce and update various statistical registers;
- i) Develop criteria for determining other bodies producing official statistics and the procedure for their recognition;
- j) Facilitate dialogue between producers and users of official statistics on the need for statistics for national, regional, and local policy development, monitoring, and evaluation purposes;
- k) Introduce and protect quality management concepts in the National Statistics System, except for the National Bank of Georgia;
- l) Facilitate the correct interpretation of statistical data;
- m) Promote the perception of the role and importance of statistics in society;
- n) Ensure equal access to official statistics for all users;
- o) Present the national statistical system when discussing current or future issues of official statistics at the international level;
- p) Prepare Geostat's annual progress report;

- q) Promote subject-oriented teaching of the employees of Geostat and other bodies producing official statistics;
- r) Establish statistical territorial units and define their scope of work
- s) Draw the administrative offence record and file it in court, within the area of competence;
- t) Carry out other activities as defined in the present Law and the Charter of the Geostat;

Chapter III

Management of Geostat

Article 4. Executive Director of Geostat

1. Geostat shall lead by the Executive Director.
2. The Executive Director is appointed for 4 years term. The candidate for the position of Executive Director is selected by an independent Competition Commission established by ordinance of the government, based on a publicly announced open competition. The procedures for appointment of an Executive Director are determined by the Law of Georgia on Official Statistics.
3. Executive Director may not be a member of a political party or engage in other political activities during the term of office
4. The same person can be appointed as Executive Director no more than twice.
5. The Executive Director, at the same time, is the Chairperson of the Board of Geostat and the Chairperson of the Advisory Board of Geostat.
6. The terms of termination of the Executive Director's authority is determined by the Law of Georgia "on Official Statistics".
7. Termination of the authority of an executive director shall automatically result in termination of his authority as a member of the Board of Geostat and a member of the Advisory Board of Geostat.
8. The Executive Director shall have two deputies. Deputy Executive Director shall be appointed and dismissed by the Executive Director according to the procedure determined by the legislation of Georgia.
9. In the absence of the Executive Director, the Deputy Executive Director carries out his/her responsibilities based on the relevant legal acts.
10. The Deputy Executive Directors are accountable to the Executive Director.
11. By the decision of the Prime Minister, one of the deputies of an executive director shall perform the obligations of an executive director, a head of the Board of Geostat and a

head of the Advisory Board of Geostat, in the event of the case envisaged by the Article 10, paragraph 14 of the Law of Georgia “on Official Statistics

12. Functions of the Executive Director are as follows:

- a) Lead the Geostat;
 - b) Develop a Statistical Work Programme in agreement with the director after consideration by the Geostat Board and submission to the Government of Georgia for approval;
 - c) Develop the programmes for the General Population Census and Agricultural Census and submitting them for approval to the Government Commission for the Coordination of Population Census;
 - d) Develop the programmes for the Economic census and submitting them for approval to the Government;
 - e) Develop and approve statistical standards, classifications, and methodologies to be used in the production of official statistics, as well as recognize international standards, classifications, and methodologies;
 - f) Design and approve the methodology for various censuses;
 - g) Appoint and dismiss Advisory Board members of the Geostat;
 - h) Prepare the staff list and payroll budget of the Geostat and submit them to the Geostat Board for approval;
 - i) Appoint and dismiss employees of the Geostat;
 - j) Work out the draft budget of the Geostat;
 - k) Submit the criteria and rules for the determination of other bodies producing official statistics, developed by Geostat, to the Government of Georgia for approval;
 - l) Submit Geostat's annual progress report to the Geostat Board for review and approval;
 - m) Submit Geostat's annual progress report to the Government of Georgia and the Parliament of Georgia no later than 1 May of each year;
 - n) Ensure publicity of Geostat's annual progress report;
 - o) Develop the rules and conditions for the delivery of printed statistical publications by Geostat and submit them to the Geostat Board for approval;
 - p) Develop the rules for determining the type of service and fees for additional processing of statistical data by Geostat outside the Statistical Work Programme and submit it to the Geostat Board for approval;
 - q) Carryout other functions as defined by the Charter of the Geostat and Georgian legislation.
13. The Executive Director shall be authorized to delegate some of the functions provided for in the Geostat Charter, except the functions provided paragraph 12 of this article, to duly authorized persons determined by him/her.

14. The Executive Director shall be authorized within his/her competence to issue a normative act (order) in accordance with the present law and the Organic Law of Georgia "On Normative Acts".
15. The Executive Director shall be authorized to invite foreign or local experts on a contractual basis in accordance with the recommendations of the members of the Geostat Board to ensure the effective operation of the Geostat.

Article 5. Board of Geostat

1. Board of Geostat (hereinafter, the Board) shall function at the Geostat.
2. Board is a body established for the strategic development of official statistics and the professional independence of its producing bodies.
3. Board shall consist of 9 members. One of them is the Executive Director of Geostat, who at the same time is the chairman of the Board.
4. Out of the 9 members of the Board, one member shall be a representative of the National Bank of Georgia, one – a representative of the Ministry of Finance of Georgia, and one – a representative of the Ministry of Economy and Sustainable Development of Georgia.
5. The other five members of the Board shall not be public servants. The Prime Minister of Georgia shall present at least 8 candidates, from the persons selected as a result of open competition, for the existing 5 vacancies to the Parliament of Georgia for approval; in case the number of vacancies is less than 5, the number of candidates shall exceed the total number of vacancies by at least one.
6. The Parliament of Georgia shall give consent to the appointment of the members of the Board to the Prime Minister of Georgia, by the rules established by the Rules of Procedure of the Parliament of Georgia.
7. After the Parliament of Georgia in accordance with the Rules of Procedures of Parliament shall give consent to the Prime Minister of Georgia, the members of the Board shall be appointed to the position by the Prime Minister.
8. The term of office of the Executive Director as a member of the Board shall be determined by the period of his /her term as Executive Director.
9. After the expiration of the term in office of the Executive Director, the same person shall be eligible to become a member of the Board following the rules established by the same Chapter.
10. The term of office of the members of the Board determined by Article 5 paragraph 4 of this Charter shall be determined by the term of office of the relevant positions held by them in public service.

11. The term of office of the members of the Board determined by Article 5 paragraph 5 of this Charter shall be 4 (four) years.
12. After the termination of the authority of the Board member, the same person has the right to participate in the open competition of the Board members.
13. The mandatory qualifications required of the Board members and relevant procedures for their appointment and dismissal shall be defined in the charter of the Board based on the Law of Georgia on Official Statistics.

Article 6. Functions of the Board

1. **The functions of the Board are as follows:**
 - a) Submit relevant recommendations with regard to the statistical activities of Geostat;
 - b) Review the Statistical Work Programme submitted by the Executive Director of Geostat and work out relevant recommendations;
 - c) Periodically review the implementation of the Statistical Work Programmes;
 - d) Review and approve the annual report of Geostat submitted by the Executive Director of Geostat;
 - e) Review the criteria and rules for determining other bodies producing official statistics developed by Geostat and develop relevant recommendations;
 - f) Work out relevant recommendations for the General Population Census program;
 - g) Review and approve the list of staff and the salary funds of Geostat;
 - h) Review the draft Geostat budget and prepare appropriate recommendations;
 - i) Determine types and prices of services by processing statistical data outside the scope of the Statistical Work Programme, with the submission of the Executive Director of Statistics;
 - j) Provide statistical data in hard copies and determine the manner and conditions of delivery of printed publications, with the submission of the Executive Director of Geostat;
 - k) Prepare and approve the Board Charter, which shall determine the operational and decision-making procedures of the Board;
 - l) Approve the procedure for providing access to confidential data for research purposes;
 - m) Carry out other activities determined by the Law of Georgia on Official Statistics and the Charter of the Board
2. The Board is authorized, within its competence, to adopt a normative act (resolution) in accordance with the Law of Georgia on Official Statistics and the Organic Law of Georgia on Normative Acts”.
3. Information on the composition, mandate, as well as its work shall be public.

Chapter IV

Advisory Board of Geostat and Other Advisory Body

Article 7. Advisory Board of Geostat

1. The Advisory Board of Geostat is an Advisory Body to Geostat. Members of the Advisory Board shall be appointed and dismissed by the Executive Director, with the term of appointment being equal to that of the Executive Director.
2. The Advisory Board of Geostat shall consist of at least 9 members. One of them is the Executive Director who, at the same time, shall be the Chairperson of the Board.
3. In case of early termination of the Executive Director's term of office, the members of the Advisory Board continue to perform their duties until a new Executive Director is appointed.
4. The qualifications required for the Advisory Board members, the functioning of the Advisory Board, and its decision-making rules are defined by the Charter of the Advisory Board of Geostat approved by the Executive Director of Geostat.

Article 8. Functions of the Advisory Board

1. Functions of the Advisory Board are as follows:
 - a) Provide consultation to Geostat regarding statistical activities and submit recommendations within its authority;
 - b) Perform a scientific analysis of the statistical standards and methodologies to be used in statistical activities and prepare recommendations for the Executive Director;
 - c) Review modern methods of statistical activities and provide consultation and submit proposals to the Executive Director regarding the improvement of statistical methodologies;
 - d) Carry out other activities determined by the Law of Georgia on Official Statistics and the Chapter of the Advisory Board of Geostat.

Article 9. Other Advisory Body

1. The Executive Director of Geostat is authorized to establish other consultative body for promotion of strategic and methodological activities in the area of official statistics. Its members shall be selected within or out of the scope of the national statistical system.
2. The mandate and composition of the other Advisory Body, as well as its work, shall be public.

Chapter V

Structure of Geostat, functions of the structural units and their management

Article 10. Structure of Geostat

1. The Geostat shall fulfill its rights and obligations through the structural units – the Departments and the Regional Offices.
2. The Geostat consists of the following departments:
 - a) Department of Strategic Planning and Coordination
 - b) Department of International and Public Relations
 - c) Internal Audit Department
 - d) Information Technology Department
 - e) National Accounts Department
 - f) Business Statistics Department
 - g) Price Statistics Department
 - h) Social Statistics Department
 - i) Agricultural and Environment Statistics Department
 - j) Population Census and Demographic Statistics Department
 - k) External Trade and Foreign Investments Statistics Department

Article 11. The basic functions of the Geostat structural units

1. The basic functions of Department of Strategic Planning and Coordination are as follows:

- a) Develop the statistical methodology, standards and classifications, coordinate and
and
 - a. monitor their introduction;
 - b) Ensure the quality of the statistical data, coordinate and monitor;
 - c) Coordinate preparation of the statistical work programs;
 - d) Ensure the development of Geostat's strategic and policy documents and monitor their execution;

- e) Legal assurance;
- f) Legal assurance of the regulatory norms and rules established by Georgian legislation in the field of labor safety;
- g) Coordinate and manage budgetary and financial- economic activities of Geostat
- h) Financial accounting-reporting;
- i) Protect and inventory of financial and non-financial assets
- j) Activity related to human resources management and development;
- k) Implement case proceedings;
- l) Implement archival activities;
- m) Protect the secrecy on relevant documents;
- n) Organize, implement and report of state procurement;
- o) Economic and material-technical provision;
- p) Carry out other authorities under the legislation of Georgia.

2.The basic functions of Department of International and Public Relations are as follows:

- a) Ensure of public relations;
- b) Ensure relations with local and international organizations;
- c) Provide organizational support to the activities of Geostat Board and the Advisory Board;
- d) Ensure the coordination of activities related to the dissemination of statistical data;
- e) Coordinate the preparation of the report on the activity of Geostat;
- f) Ensure communication with mass media;
- g) Ensure access to the public information;
- h) Coordinate and provide photo and video services of Geostat activities;
- i) Carry out other authorities under the legislation of Georgia.

3.The basic functions of Department of Internal Audit Department are as follows:

- a) Assess the compliance of Geostat's activities with the legislation of Georgia and relevant regulatory acts;
- b) Assess the quality of risk management facing by Geostat;
- c) Assess the adequacy and effectiveness of the financial management and control system;

d) Other activities stemming from the specifics of Geostat's activities that do not contradict Georgian legislation and the principles of internal auditor independence;"

d) Implement the internal audit process based on relevant findings and analysis, develop recommendations and monitor their realization;

f) Carry out other authorities under the legislation of Georgia.

4.The basic functions of Information Technology Department shall be as follows:

a) Ensure software support for statistical activities, design, protection, and administration of database

b) Create, update and ensure the security of geo-information maps and databases;

c) Ensure the systematic and the technical services of the computer, telephone, network and peripheral equipment, create, administer and provide security of the regional and the local computer networks;

c) Ensure security, administer and update the web-pages of the National Statistics Office of Georgia

5.The basic functions of National Accounts Department are as follows:

a) Produce the System of National Accounts

b) Collect and work out the statistical data related to the state finances and the monetary system;

c) Produce the satellite accounts.

6.The basic functions of Business Statistics Department are as follows:

a) Create, update and coordinate the system of registers for legal entities of private and public law;

b) Plan, organize, collect the data, work out, analyze, disseminate and maintain the statistical surveys regarding the subjects engaged in various types' economic activities;

c) Production the Energy Balance.

d) Plan, organize, work out, analyze, and disseminate tourism statistical survey. e) Plan, organize, work out, analyze, and disseminate the results of the economic census;

7.The basic functions of Price Statistics Department are as follows:

a) Price Register;

- b) calculate and disseminate the consumer, Price Index, the Producer Price Indices and the other price indices
- c) Participation in the international comparison program.

8.The basic functions of Social Statistics Department are as follows:

- a) Plan, organize, conduct, analyze and disseminate the results of household income and expenditure surveys, surveys of the use of information and communication technologies by households, as well as other statistical surveys of the standard of living conditions;
- b) Plan, organize, conduct, analyze and disseminate the results of statistical surveys of the labour force;
- c) Plan, organize, conduct, analyze and disseminate the results of statistical surveys on wages;
- d) Collect, process, analyze and disseminate statistical data in the area of social sphere (healthcare, education, culture, crime, etc.);
- d) Plan, organize, conduct, analyze and disseminate the results of other statistical surveys related to the social sphere;
- e) Collect, process, analyze and disseminate gender statistics.

9.The basic functions of Agricultural and Environment Statistics Department are as follows:

- a) Plan, organize, conduct, analyze and disseminate the results of the agricultural census;
- b) Plan, organize, conduct, analyze and disseminate the results of the various statistical surveys in the fields of agriculture and environment;
- c) Producing of food balances.

10.The basic functions of Population Census and Demographic Statistics Department are as follows:

- a) Plan, organize, conduct, analyze and disseminate the results of the population census;
- b) Collect, process and analyze primary data reflecting vital statistics and population migration
- c) Plan, organize, conduct, analyze and disseminate the results of other statistical surveys related to the demographic sphere.

11. The basic functions of External Trade and Foreign Investments Statistics Department are as follows:

- a) Plan, organize, conduct, analyze and disseminate the data on the foreign economic activities (including Foreign Direct Investments (FDI));
- b) Process, analyze and disseminate the data on External Trade,
- c) Carry out the Mirror Comparison of the export and the import data;
- d) Collect and work out the foreign debt statistics for the Balance of Payments (including international services by types of activities) and the statistical data for the International Investment Position

Article 12. Management of the structural divisions

- 1) The structural division is managed by the head of the department.
- 2) The head of the department is appointed and dismissed by the executive director of Geostat, in accordance with the rules established by the law.
- 3) The head of the department directly reports to the Executive Director and Deputy (Curator) Director of Geostat.
- 4) Head of Department:
 - a) Distributes responsibilities among employees of the subordinate structural unit/divisions and monitors their performance of official duties;
 - b) Submits proposals to the executive director on organizing the work of the structural unit and encouraging employees or imposing disciplinary liability;
 - c) Is responsible for the solution and organization of issues within the scope of his structural unit;
 - d) Within the scope of competence, considers applications and other correspondence;
 - e) Performs individual tasks and instructions of the Executive Director or Deputy Curator;
 - f) Performs other functions provided by the Legislation.

Article 13. Regional Offices of Geostat

- a) Tbilisi Statistics Bureau
- b) A.R of Adjara Statistics Bureau
- c) Guria Statistics Bureau
- d) Imereti Statistics Bureau
- e) Kakheti Statistics Bureau
- f) Mtskheta -Mtianeti Statistics Bureau
- g)Racha –Lechkhumi and Kvemo Svaneti Statistics Bureau
- h) Samegrelo-Zemo Svaneti Statistics Bureau
- i) Samtskhe-Javakheti Statistics Bureau
- j) Kvemo Svaneti Statistics Bureau
- k) Shida Kartli Statistics Bureau

2.The basic functions of Regional Offices of Geostat shall be as follows:

- a) Organize and work out statistical surveys on the territory of regional offices;
- b) Collect, process and analyze statistical data;
- c) Ensure coordination and communication with users and respondents of statistical information;
- d) Carry out the other activities under the legislation.

3) Regional Offices of Geostat are managed by the head of Bureau

4) The head of the bureau is appointed and dismissed by the Executive Director of Geostat, in accordance with the legislation.

5. The area of activity of the Regional Offices is determined by the order of the Executive Director of Geostat.

Chapter VI
Funding and Property of Geostat

Article 14. Funding and Property of Geostat

Geostat is financed by:

- a) The state budget of Georgia annually in accordance with the law of Georgia on the state budget of the relevant year;
- b) The fees received from the provision of statistical services;
- c) The grants issued by the grantor (donor) as defined in Article 3 of the Law of Georgia "On Grants";
- d) Other sources permitted by the legislation of Georgia.

2. In order to exercise the powers granted by law, Geostat shall be provided with state property in the manner and form determined by Georgian legislation.

Chapter VII

The Regulation for introduction of amendments and additions to the Statute Chapter of Geostat, reorganization and liquidation of Geostat

Article 15. Introduction of amendments and additions to the Statute Chapter of Geostat

Introduction of amendments and additions to the Chapter of Geostat is performed through the procedure prescribed by the Legislation of Georgia.

Article 16. Reorganization and liquidation of Geostat

Reorganization and liquidation of Geostat are performed through the procedure prescribed by the Legislation of Georgia.