Approved by the order of the Chairman of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan

November 30, 2016

no. 292

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

**Chapter 1. General Provisions**

1. Methodology for the formation and dissemination of official statistical information in electronicform(hereinafter - Methodology) refers to the statistical methodology approved in accordance with the Law of the Republic of Kazakhstan dated March 19, 2010 "On State Statistics" (hereinafter - Law).

2. This Method contains principles of dissemination of official statistical information in electronic form, as well as the procedure for submitting and posting information materials on the Internet portal of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan (hereinafter - the Internet portal), the procedure for interaction between participants ensuring the functioning of the Internet portal.

3. This Methodology is intended for use by employees of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan (hereinafter - the Committee) and its territorial bodies in the formation and dissemination of official statistical information in electronic form.

4. The following definitions are used in this Methodology:

1. information material - these are publications designed in various text and graphic formats that contain official statistical information intended for placement on an Internet resource;
2. 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 Internet resources;
3. Internet portal - Internet portal of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan;
4. Internet portal support service - a structural unit 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 - RSE "ICC") , providing system and technical maintenance of the Internet portal;
5. Internet resource - an electronic information resource displayed in text, graphic, audiovisual or other form, hosted on a hardware and software complex, having a unique network address and (or) domain name and functioning on the Internet;
6. moderator - an employee of the support service of the Internet portal responsible for posting, replacing and editing 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 an authorized structural unit of the Committee and / or its territorial body, responsible for coordinating work in terms of updating, maintaining and timely provision of information material for placement on the Internet portal.

**Chapter 2. Formation , provision and placement**

**information materials**

1. When generating information material in electronic form, the following parameters are observed:
2. compliance of the name of the information material with the content;
3. information material formats:

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

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

tabular - \*. xls , \*. pdf .

1. for information materials format \*. xls , sheets that do not contain data are deleted;
2. document style.
3. Information material is placed in terms and volumes, according to the Plan of statistical work for the current year.
4. The process of providing information material to the moderator is carried out via e-mail or other internal information resources.
5. When sending informational material by e-mail, the place for placing the provided informational material is indicated step by step according to the structure of the Internet portal (section, subsection).
6. Information materials are updated in the following order:
7. "Latest data";
8. "Press releases of the Committee";
9. "Operational data (express information and bulletins)";
10. "Collections".

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

1. Responsible executor:
2. on an ongoing basis, monitors information materials posted on the Internet portal and promptly submits an application to the coordinator for the removal of irrelevant information and the placement (updating) of new information material;
3. monitors the availability and reliability of the displayed statistical information in the IAS "Taldau";
4. An application for posting information material on the Committee's Internet portal (hereinafter - application) is made in accordance with the appendix to this Methodology.
5. Coordinator registers an application with the following data:
6. application number;
7. date of application;
8. date of placement;
9. name of the structural the subdivision that submitted the informational material;
10. note.

In case of publishing a new material or deleting a previously posted material, send a scanned version of the application to the moderator's e-mail.

1. Placement of information materials according to applications is carried out in the order of priority.
2. Coordinator the updating of the Internet portal is monitored on an ongoing basis. In the absence of up-to-date or out-of-date information, the coordinator fixes this fact and sends a written notification by e-mail to the responsible executor about the need to provide information material.
3. Responsible executor provides informational material within a working day from the date of receipt of the notification.
4. All information materials for placement on the Internet portal available until 18:00. Information materials sent after 18.00, posted before 10:00 am on the next business day.
5. In the event of a failure in the operation of the Internet portal, which does not allow timely placement of information material, the moderator immediately notifies the support service of the Internet portal about the problems that have arisen.
6. Online Portal Support after Notification promptly resolves these problems. If uninterrupted stable functioning of the Internet portal is not ensured during the day, the support service of the Internet portal notifies the coordinator in writing, and also places an announcement on the Internet portal with justification of the causes and timing of troubleshooting.

**Chapter 3. Dissemination of official statistical information**

1. The dissemination of official statistical information in electronic form is carried out in accordance with the Schedule for the dissemination of official statistical information approved for the current year.
2. Dissemination of official statistical information is carried out according to the following principles:
3. timeliness;
4. authenticity;
5. publicity.
6. The dissemination of statistical information in electronic form is carried out through:
7. official Internet portal;
8. e-mailing to users' e-mail addresses;
9. disk media that are an appendix to paper statistical publications;
10. IAS "Taldau".

**Chapter 4. Publication of confidential statistical data**

22. Primary statistical data provided by the respondent are not published without the consent of the respondent, who is the only one by type of activity in the context of the district and region.

When a respondent indicates in the statistical form that he does not consent to the dissemination of his data, the statistical information is not published and is indicated in the publications with an “X”.

1. When publishing official statistical information broken down by districts or regions with the designation “X” for one district or one region, in order to avoid indirect establishment of confidential data, the data of the district or region with the next smallest number of respondents are additionally indicated with an “X”.

**Chapter 5. Work with questions on official statistical information received in the "Questions and Answers" section**

1. Coordinator daily monitors all questions received on the Internet portal and sends them for preparation of answers to the relevant structural units through the Unified Electronic Document Management System (hereinafter - UEDMS).
2. Responsible structural unit prepares a response within three working days. Answers that require coordination with other structural divisions of the Committee are provided no later than five working days.
3. Answers to questions received from international organizations are coordinated with the Department for International Statistical Cooperation of the Committee .

Appendix

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

**APPLICATION No. \_\_\_\_**

**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 unit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of information material:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section, subsection on the Internet portal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration data:**

1. E-mail address of the Responsible executor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Full name of the file/files (with extension): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Size of file/files:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Type of placement: *New / Replacement / Deletion* (underline as necessary, fill in the name of the previously placed material when replacing or deleting)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Languages of presentation of information material: *state / Russian / English* (underline as necessary)
2. Number of sheets of information material: \_\_\_\_\_\_\_\_
3. Outgoing number and date of the paper copy of the information material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsible executor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of the structural unit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date and time of application submission:** \_\_\_\_\_\_\_\_\_\_ "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_ 20\_\_

*(to be completed by the Coordinator)*

**Date of execution of the application:** "\_\_\_\_" \_\_\_\_\_\_\_\_ 20\_\_