Name of Public Authority: Department of Statistics

Introduction
The general purpose of the Public Access to Information Act 2010 is to give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others. Additionally, the aim is to increase transparency of information held by public authorities and the manner in which its business is conducted.

PART 2, Section 5 (1) of the Act, sets out the legal duty of the Department of Statistics to produce an Information Statement detailing specific information about its role, functions, services provided, and other information as listed in Clauses (a) to (i) of Section 5 (1) of the Act.

This Information Statement will inform the general public of readily available information and data accessible in the Department of Statistics in which written requests are not required to obtain the data. The Information Statement will also serve as a public awareness tool about the Department’s role, function, services and outputs produced.

Section A: Structure, Organization and Legislation [s5(1)a]

Structure
The organizational structure of the Department of Statistics comprises five (5) broad divisions, which include the operational function of the Department and the subject matter statistical activities, namely:

- Administration Division – operations and personnel
- Business Statistics Division – prices, rate of inflation and employment data
- Social Statistics Division – demographic and vital statistics
- Economic Statistics Division – gross domestic product, information & communication technology, balance of payments, retail sales index, quarterly bulletin of statistics and tourism satellite account.
- Research Statistics Division – environmental, trade and household income statistics
The Department of Statistics is one of the core internal service units that fall under the Cabinet Office. The Secretary to the Cabinet has the umbrella of authority over the Department providing strategic leadership to the Director of Statistics, who is responsible for leading and managing the Department's operations and statistical work programme. Within the Department, four subject-matter Statisticians report to the Director and in-turn deliver on the core statistical outputs under each respective work Division.

See current organizational chart as at 17th November 2015 overleaf.
Legislation
The Department of Statistics is the Government’s official statistical agency. The legislative framework governing the work of the Department is embodied in the Statistics Act 2002, Section 4, Clauses (a) to (e) under sub-title: Duties of Director.

These include:

- To collect, compile, collate, analyze, abstract and publish statistical information relating to the commercial, industrial, social, financial, economic, and general activities and conditions of the people of Bermuda;
- To take any census of population and housing in Bermuda;
- To collaborate with Ministries, other Government Departments and public authorities in the collection, compilation, and publication of statistical information;
- Promote the avoidance of duplication in the information collected by Ministries, other Government Departments and public authorities; and,
- Generally promote, organize and develop an integrated scheme of economic and social statistics relating to Bermuda.

The production of statistics by the Department of Statistics is guided by international statistical standards and best practices that enable comparisons of statistical data with other countries worldwide.

A broad range of statistical data is collected subject to the provisions of the First Schedule in the Statistics Act, 2002 that lists types of data collected. Data is collected through conducting business or household surveys and censuses on a monthly, quarterly, semi-annual, or annual basis. The Department also undertakes ad hoc household surveys and population and housing censuses.

In accordance with Section 7 of the Statistics Act, 2002, relating to disclosing information collected by the Department of Statistics, any data or information obtained under the Statistics Act 2002 shall not be disclosed or cause to be disclosed in such a manner that it is possible from the disclosure to relate the particulars obtained from any individual return to any identifiable individual person, business or organization. As such, the data accessible to the general public is always produced in aggregate form. Hence, any requests for data and information at a level that will disclose the individual information of a person, organization or business are deemed exempted in accordance with Part 4, Section 23 (1) of the Public Access to Information Act, 2010.
Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

The Mission of the Department of Statistics is to collect, process, analyze and provide a body of statistical information that is relevant, timely, accurate and reliable for distribution to Government and the general public.

The Department’s vision is to remain the premier producer of official statistics built upon integrity, innovation, professionalism and continuous learning.

The Department functions and delivers against its four (4) departmental objectives:

- Produce accurate, relevant and timely statistical data and information that reflects Bermuda’s current social and economic climate to facilitate informed decision-making.

- Ensure easy accessibility to statistical data and information for the general public.

- Keep abreast of current international statistical methodologies, standards and best practices in the collection, compilation and production of statistics.

- Engender a greater profile of the role and function of the Department in the public domain for increased understanding and use of statistical data and information.

The Government relies on timely, accurate and reliable statistical data and information for evidence-based macro-economic management, social reformation, and policy making to fulfill its commitment to the people of Bermuda. Other key stakeholders in the business community use statistical information to make informed decisions about the strategic direction of their entities. International organizations such as the United Nations, the World Bank and the International Monetary Fund use the statistics for international comparisons with other countries.

It is within the functioning of these departmental objectives, its mission and vision that the Department of Statistics delivers official statistics and information for all key stakeholders.

The Department of Statistics is one of many national statistical offices that make up the global network of statistical agencies, along with international and regional organizations such as the United Nations Statistical Division and the Caribbean Community Secretariat (CARICOM) Statistics Division. The collaborative partnerships
formed as a result of international networking has directly elevated the knowledge, skills and technical expertise of officers, thereby strengthening the intellectual statistical capacity within Government. Consequently, the Department has been positioned to make great strides in the expansion of its work programme to produce statistics in alignment with the needs of the Government and other stakeholders.

Section B: 2) Obligations under PATI Act [s5(1)b]

The Department of Statistics comprises twenty-five (25) permanent positions as outlined in the organization chart previously provided. The Director of Statistics is the Accounting Officer who reports directly to the Secretary to the Cabinet. The Minister responsible is the Honourable Premier of Bermuda.

Financial Performance
Fiscal year current and capital account estimates for the Department of Statistics are detailed in the Government’s Annual Report of Revenue and Expenditure, outlining actual, revised and original budget estimates. The budgeted monies are expended as required in alignment with Financial Instructions; and policies and procedures stipulated by the Budget Office, Ministry of Finance. Financial and compliance audits of the Department’s operational activities are carried out by the Department of Internal Audit on an ad hoc basis.

The Department’s Comptroller conducts monthly reviews of the Department’s expenditures and produces current account performance reports for budget monitoring.

Section C: Services and Programmes [s5(1)c]

Services
The Department provides official socio-economic statistics about Bermuda in report form to the general public, inclusive of business, academia, researchers and government.

Additionally, as one of the core internal service units within the Cabinet Office, the Department of Statistics has the responsibility to provide statistical consultancy and technical advice to other Government Departments and related quasi non-governmental organizations.

Programmes
The core function of the Department is to collect, compile, collate, analyze, and publish statistical information relating to the commercial, industrial, social, financial, economic, and general activities and conditions of the people of Bermuda.
The statistical work of the Department is conducted under the authority of the Statistics Act, 2002. All business and household surveys are mandatory, and by law respondents must provide the Department with information as requested. The Department conducts surveys and censuses using multi-modal data collection methods that include:

1. Computer Assisted Personal Interviews (CAPI) - Survey questions are loaded onto Computer Netbooks which are then used as the data collection instrument to conduct face-to-face interviews.

2. Computer Assisted Telephone Interviews (CATI) – Survey interviews are conducted over the telephone while the interviewer is prompted by an electronic questionnaire and keys responses directly into a computer data file.

3. Pencil and Paper Interviews (PAPI) – Survey interviews are conducted face-to-face using a pencil and printed questionnaire.

4. Telephone Assisted Paper Interviews (TAPI) – Survey interviews are conducted over the telephone using a pencil and printed questionnaire.

5. On-line filing of survey questionnaires – Questionnaires are completed on-line by the respondent.

The Department of Statistics’ most recent Business Plan is for fiscal year 2013/14 is currently under review.

**Section D: Records and documents held [s5(1)d]**

**Classes of Records**
The broad classes of statistical information provided to the general public are grouped accordingly:

- Economic Statistics – via the conduct of economic surveys and administrative data
- Social Statistics – via the conduct of household surveys and administrative data
- Business Statistics – via the conduct of business surveys and administrative data
- Research Statistics – via the conduct of household surveys and administrative data
The Core Statistical Outputs Produced by the Department of Statistics include:
- The monthly Consumer Price Index and Retail Sales Index press releases;
- The quarterly Bulletin of Statistics and Balance of Payments press releases;
- The annual Tourism Satellite Accounts, Information & Communication Technology Indicators; and estimates of Gross Domestic Product
- The annual publications of the Employment Brief; Labour Market Indicators; Digest of Statistics; Environmental Statistics Compendium; and Facts & Figures.

The Core Surveys and Censuses Conducted by the Department include:
- Monthly Consumer Price Survey
- Monthly Retail Sales Survey
- Quarterly Balance of Payments Survey
- Quarterly Gross Domestic Product
- Quarterly Construction Activity Survey
- Quarterly Hotel Gross Receipts Survey
- Quarterly Hotel Employment Survey
- Annual Employment Survey
- Annual Labour Force Survey
- Annual Economic Activity Survey
- Ad hoc Household Expenditure Survey
- Census of Population & Housing

Outputs from Core Surveys and Censuses
- Reports on the Census of Population & Housing
- The Employment Survey (formerly Manpower Survey) tabulations
- Labour Force Survey Executive Report
- Education: Springboard to Employment and Higher Earnings
- Personal and Household Income
- Emigration: Bermuda’s Qualified Human Capital Departs
- Bermuda’s Population Projections 2010-2020
- Completing the Census Picture: Bermuda’s Experience Counting the Non-Sheltered
- Bermuda’s 2000 Census Experience Collecting Family Data
- Low Income Thresholds – A Study of Bermuda Households in Need
- Bermuda Population Projections 2000-2030
- Characteristics of Bermuda Families in Bermuda
- The Changing Face of Bermuda’s Seniors
- Bermuda’s Social Dynamics
- The Bermuda Labour Force Trends
- Bermuda’s Stride Towards the 21st Century
- General Household Survey 1988
• Survey of Out of School Activities
• Labour Force – 1980 Census
• Housing and Rents – 1980 Census
• Women and Fertility – 1980 Census
• Report on the Employment of All Workers and Housing of Non-Bermudians in the Hotel Industry

Additional Statistical Reports Produced by the Department include:
• Bermuda’s Big Data – Applications for Official Statistics
• Benefits and Challenges of Collecting International Migration Statistics: The Case of Bermuda
• Young Bermudian Adults and Literacy
• Literacy in Bermuda – A Study of Adult Literacy and Life-skills
• Understanding the Consumer Price Index
• Labour Productivity in Bermuda
• Computer Assisted Personal Interviewing - the Bermuda Experience
• A Review of Birth Statistics

Statistical Newsletters and Leaflets on File include:
• Census Fact Sheet 1609-2009
• Bermuda Roots: How Have We Changed Since 1950?
• A Profile of Bermuda’s Senior Citizens, 2000, 2010
• A Profile of Bermuda’s Disabled Population
• Bermuda’s Maritime Connections
• Women in Leadership
• Statistics on Life in Old Bermuda
• A Profile of Bermuda’s Housing Stock, 2000
• A Profile of Bermuda’s Household Composition, 2000

Section E: Administration (all public access) manuals  [s5(1)e]

Policies and Procedures
It is the vision of the Department of Statistics to attract, develop and retain human capital that will meet the current and future demands of the statistical work programme. The recruitment process within the Bermuda Government is decentralized, however a standard recruitment procedure for the hiring of officers has been established by the Department of Human Resources to ensure the hiring process is carried out in a fair and consistent manner.
The Government of Bermuda is committed to the achievement and maintenance of the highest standards of safety in compliance with the revised Health and Safety Work Act 1988. The Department of Statistics has an active safety and health committee in place, with 11 staff members certified in CPR and First Aid. Meetings are held monthly and Fire Drills twice a year.

The Department's standards for delivery of statistical outputs and services are steered by four (4) broad principles, namely: Timeliness, Quality, Professionalism and Confidentiality. In this regard, each Statistics Division has developed Metadata documents outlining specific methodologies used for production and delivery of the Department's core statistical outputs.

**Statistical Methodological Manuals**

- In-house subject matter metadata documents highlighting statistical procedures and sources.
- United Nations Statistical Manuals for the production of all socio-economic statistical indicators
- United Nations Manuals for the Conduct of Household Surveys and Censuses
- International Labour Organization (ILO) Manual on the Classification of Occupations
- The Bermuda Standard Classification of Occupations (BSCO)
- The Bermuda Classification of all Economic Activities (BCEA)

**Section F: Decision-making documents [s5(1)f]**

The Department stays abreast of current international best practices and standards of delivery for statistical data and information. The standards used for statistical methodologies, concepts, definitions and classification systems align with principles and guidelines stipulated by international agencies such as the United Nations (UN), the International Labour Organization (ILO), the World Bank and the International Monetary Fund (IMF). In making decisions about statistical methodologies used for data collection, compilation and processing, the Department is mindful of customizing such methodologies to ensure relevancy for the Bermuda social, economic and financial context.

As it relates to officers’ work conduct and disciplinary procedures, decisions are made in alignment with the Conditions of Employment and Code of Conduct, the Bermuda Public Service Union Collective Agreement, the Employment Act 2000 and the Public Service Commission Regulations, 2001.

To effect its overall operational activities, the Department of Statistics works in
partnership primarily with the Department of Human Resources; the Accountant General’s Department; the Ministry of Finance and the Budget Office; the Department of E-Government; the Department of Communications & Information; and the Information Technology Office.

**Section G: The Information Officer [s5(l)g]**

Contact Information: 
Judy Tacklyn  
Assistant Statistician  
Bermuda Government  
Department of Statistics  
# 48 Cedar Avenue, CedarPark Centre  
Hamilton, Bermuda, HM11  
P.O. Box HM 3015  
Hamilton, HM MX

Telephone: (441) 297-7761
Email: jtacklyn@gov.bm

**Section H: Any Other Information [s5(l)h]**

The Department of Statistics produces regular press releases for its statistical outputs. The press releases are disseminated to the media through the Department of Communication and Information on a monthly, quarterly, annual and as needed basis. The press releases are shared with the Department’s data providers and the general public simultaneously via broadcast emails and its website.

During the conduct of major household and business surveys, advertisements are usually prepared to inform the general public, and persons or entities targeted for the surveys. The advertisements may comprise radio, television or print advertisements. Additionally, letters from the Director, information leaflets or posters may be designed for mail out.

**Section I: Any Other Information To be Provided? [s5(l)i]**

Access to Statistical Data and Information

Telephone:  
(441) 297-7761 (general enquiries)  
(441) 297-7780 (price and employment statistics)  
(441) 294-9233 (census, social and vital statistics)
Section J: Information Statement: Copies and Updates \([s5(2,3,4,5)]\)

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by \([s5(1-5), PATIAc]\):

**Date Information Statement was updated:** November 2015

**Locations of Information Statement:**

**Confirm copies of Information Statement are available at the following sites:**

- Your principal office: (Department of Statistics) \(\quad\) Yes
- The Bermuda National Library; \(\quad\) Yes
- The Bermuda Archives; \(\quad\) Yes
- Available electronically, \(\quad\) Yes
- Website for public authority (www.statistics.gov.bm). \(\quad\) Yes
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? \(\quad\) Yes
- With the Information Commissioner. \(\quad\) Yes

Melinda Williams

Director

November 17, 2015

Date