



GOVERNMENT OF BERMUDA

Ministry of Economy and Labour

PATI Information Statement

Name of Public Authority: Department of Statistics

Introduction

The Public Access to Information Act 2010 aims 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 the transparency of public authorities' information and how their 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 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

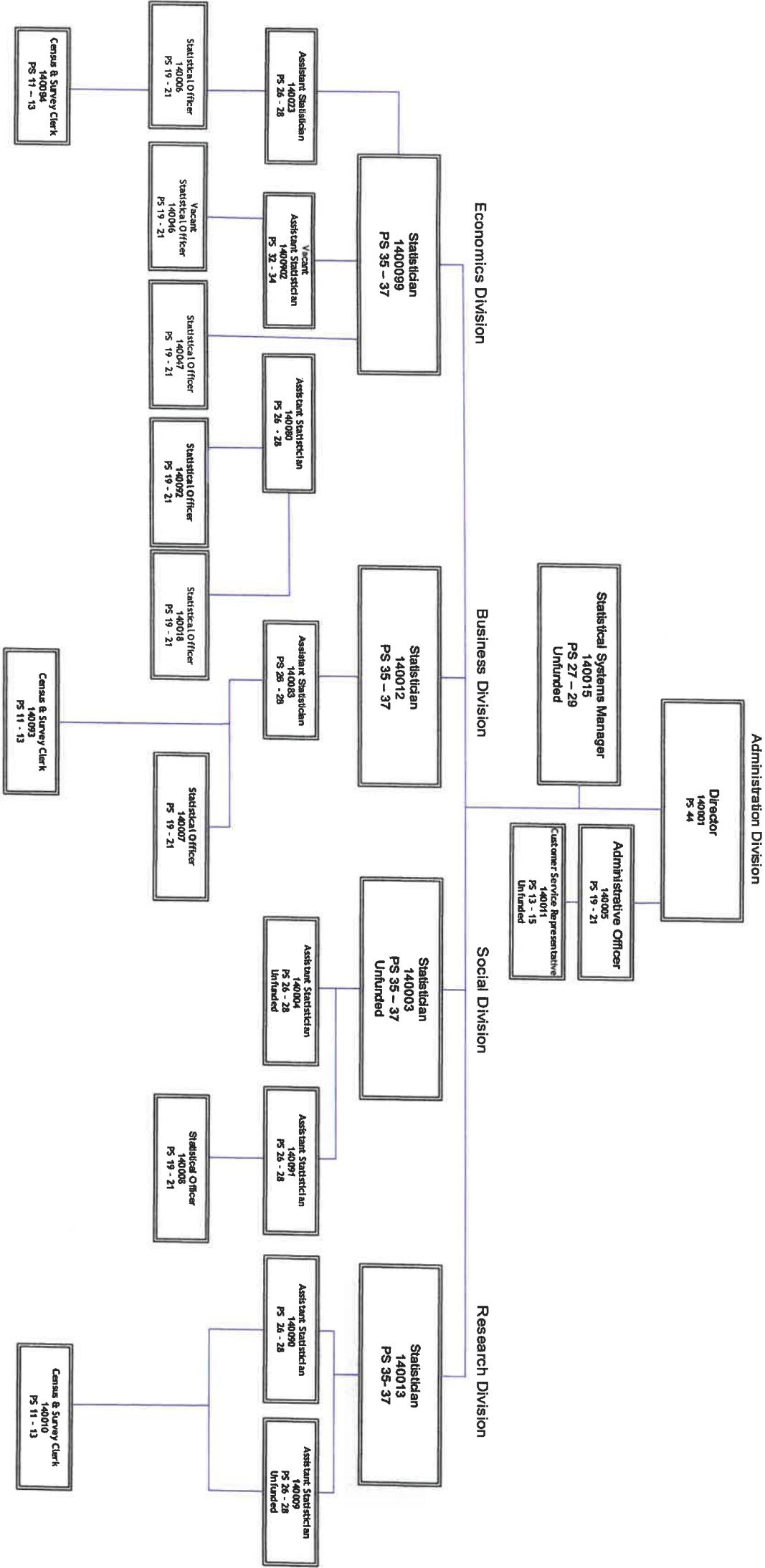
The organizational structure of the Department comprises five (5) broad divisions, which include the operational function of the Department and the subject matter statistical activities, namely:

- Administration Division – operations and personnel
- Business Statistics Division – consumer price index, unemployment and employment data
- Social Statistics Division – demographic, vital statistics and census data
- Economic Statistics Division – gross domestic product, information and communication technology, balance of payments and international investment position, retail sales index and tourism satellite account profile.
- Research Statistics Division – environmental, trade and household income and expenditure statistics

The Department is one of the core internal service units that fall under the Ministry of Economy & Labour. The Permanent Secretary 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 the core statistical outputs under each respective work Division.

See the current organizational chart overleaf.

Department of Statistics
Organizational Chart
January 26, 2023



Legislation

The Department 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 the 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, collation and publication of statistical information, including statistics derived from the activities of those Ministries, departments or public authorities;
- To promote the avoidance of duplication in the information collected by Ministries, other Government Departments and public authorities; and,
- Generally to promote, organize and develop an integrated scheme of economic and social statistics relating to Bermuda.

The production of statistics by the Department 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* which lists the types of data collected. Data is collected through administrative records and by conducting business or household surveys and censuses on a monthly, quarterly, semi-annual, annual or ad hoc basis.

In accordance with Section 7 of the *Statistics Act, 2002*, relating to disclosing the information collected by the Department, 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* unless the Director has received written consent from the person, business or organization.

Section B: I) Functions, powers, duties of the Authority [s5(1)b]

The mission of the Department is to produce and provide statistical information for data-driven decision making for Bermuda.

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

- Improve easy accessibility to statistical data and information for the people of Bermuda.
- Adopt current international statistical methodologies, standards and best practices in the collection, compilation and production of statistics.
- Operate a transparent and citizen-centric department by improving the understanding and use of statistical data and information.
- Develop talent needed to sustain a high-performing department.

It is within the functioning of these departmental objectives that the Department delivers official statistics and information to all key stakeholders.

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.

The Department 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, the Caribbean Community Secretariat Statistics Division and the Caribbean Regional Technical Assistance Centre. The collaborative partnerships formed as a result of international networking has 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 comprises twenty-one (21) permanently funded positions as outlined in the organizational chart above. The Director of Statistics is the Accounting Officer who reports directly to the Permanent Secretary. The Minister responsible is the Honourable Minister of Economy and Labour.

Financial Performance

Fiscal year current and capital account estimates for the Department (Head 14) 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, code of practices and procedures stipulated by the Budget Office, Ministry of Finance and the Office of Project Management and Procurement. 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 and environmental statistics about Bermuda via publications, social media and customer requests.

Additionally, within the Ministry of Economy & Labour, the Department 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 social, financial, economic, environmental 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* and *Statistics (Disclosure of Information) Regulations 2002*. All business and household surveys and censuses 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 - Questions are uploaded on to computers which are then used as the data collection instrument to conduct face-to-face interviews.
2. Computer Assisted Telephone Interviews – 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 – Interviews are conducted face-to-face using a pencil and printed questionnaire.
4. Telephone Assisted Paper Interviews – Interviews are conducted over the telephone using a pencil and printed questionnaire.
5. Online completion of questionnaires – Questionnaires are completed online by the respondent.

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 censuses and surveys and administrative data
- Business Statistics – via the conduct of business censuses and surveys and administrative data
- Research Statistics – via the conduct of household censuses and surveys and administrative data

The Core Statistical Outputs Produced by the Department include:

- The monthly Consumer Price Index and Retail Sales Index reports;
- The quarterly Balance of Payments and International Investment Position; Bulletin of Statistics (discontinued but tables are available upon request); and Gross Domestic Product by Expenditure reports
- The semi-annual Labour Force Survey Reports
- The annual Bermuda Digest of Statistics; Facts & Figures (discontinued); Employment Brief; Employment Survey Tabulation Set; Environmental Statistics Compendium; Gross Domestic Product; Information and Communication Technology Profile; and Tourism Satellite Accounts Profile.

The Core Surveys and Censuses Conducted by the Department include:

- Monthly Consumer Price Survey
- Monthly Retail Sales Survey
- Quarterly Balance of Payments and International Investment Position Survey
- Quarterly Construction Activity Survey
- Quarterly Hotel Gross Receipts Survey
- Semi-annual Labour Force Survey
- Annual Economic Activity Survey
- Annual Employment Survey
- Ad hoc Census of Population & Housing
- Ad hoc Household Income and Expenditure Survey

Other Outputs from Core Surveys and Censuses

- A Review of Birth Statistics
- Bermuda Census District Maps and Boundary Descriptions
- Bermuda Population Projections 2000-2030
- Bermuda Population Projections 2010-2020
- Bermuda Population Projections 2016–2026
- Bermuda's Social Dynamics
- Bermuda's Stride Towards the 21st Century
- Bermuda's 2000 Census Experience Collecting Family Data
- Census Animation Video, 2016
- Census Infographics, 2016
- Census Maps, 2016
- Census of Population & Housing Preliminary Reports – latest is 2016
- Census of Population & Housing Reports – latest is 2016
- Census Parish Profiles, 2016
- Characteristics of Bermuda Families in Bermuda
- Completing the Census Picture: Bermuda's Experience Counting the Non-Sheltered
- Education: Springboard to Employment and Higher Earnings
- Emigration: Bermuda's Qualified Human Capital Departs
- General Household Survey 1988
- Gross Domestic Product Rebasing Base Year – 2013
- Household Expenditure Survey Reports
- Housing and Rents – 1980 Census
- Labour Force – 1980 Census
- Literacy in Bermuda – A Study of Adult Literacy and Life-skills
- Low Income Thresholds – A Study of Bermuda Households in Need
- Map Supplement, 1991
- Personal and Household Income
- Population and Housing Census Education Brief, 2016
- Population Movements in Bermuda for the Period 1970 to 1980 together with Population Projections to 1990
- Report on the Employment of All Workers and Housing of Non-Bermudians in the Hotel Industry
- Restaurant Activity Survey Report, 1990
- Summary of Findings and Recommendations from the National Survey of People Who Are Blind/ Visually Impaired
- Survey of Out of School Activities, A Preliminary Report
- The Bermuda Labour Force Trends
- The Changing Face of Bermuda's Seniors
- Understanding the Consumer Price Index
- Women and Fertility – 1980 Census
- Young Bermudian Adults and Literacy

Statistical Classifications/ User Guides Produced by the Department include:

- Economic Activity Survey Quick Reference Guide
- Economic Activity Survey User Guides
- Employment Survey Guidance Notes
- The Bermuda Classification of All Economic Activity
- The Bermuda Standard Classification of Occupations
- Understanding the Consumer Price Index

Additional Statistical Papers Produced by the Department include:

- Benefits and Challenges of Collecting International Migration Statistics: The Case of Bermuda
- Bermuda's 2000 Census Experience Collection Family Data
- Bermuda's Big Data – Applications for Official Statistics
- Computer Assisted Personal Interviewing - the Bermuda Experience

Statistical Newsletters and Leaflets on File include:

- A Profile of Bermuda's Disabled Population
- A Profile of Bermuda's Household Composition, 2000
- A Profile of Bermuda's Housing Stock, 2000
- A Profile of Bermuda's Senior Citizens, 2000, 2010
- Bermuda Roots: How Have We Changed Since 1950?
- Bermuda's Maritime Connections
- Caribbean Statistics Day Flyer
- Census Fact Sheet 1609-2009
- Statistics on Life in Old Bermuda
- Women in Leadership

Section E: Administration (all public access) manuals [s5(1)e]**Policies and Procedures**

It is the vision of the Department 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 Government of Bermuda is decentralized, however a standard recruitment procedure for the hiring of officers has been established by the Department of Employee and Organizational Development 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 has a safety and health committee.

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 and systems of national accounts
- United Nations Manuals for the Conduct of Household Surveys and Censuses
- International Labour Organization Manual on the Classification of Occupations

- International Monetary Fund Balance of Payments and International Investment Position Manual.
- The Bermuda Standard Classification of Occupations
- The Bermuda Classification of all Economic Activities

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, the International Labour Organization, the World Bank and the International Money Fund Caribbean Regional Technical Assistance Centre. 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 works primarily in partnership with the Department of Employee and Organizational Development; the Accountant General's Department; the Ministry of Finance; the Department of Communications; and the Department of Information and Digital Technologies.


Section G: The Information Officer [s5(1)g]

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Section H: Any Other Information [s5(1)h]

The Department produces regular press releases for its statistical outputs. The press releases are disseminated to the media through the Department of Communication 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 on its web pages.

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

Section I: Any Other Information To be Provided? [s5(1)i]	
Access to Statistical Data and Information	
Telephone:	(441) 297-7761 (general enquiries) (441) 246-8750 (price and employment statistics) (441) 444-1751 (census, social and vital statistics) (441) 246-8755 (economic statistics) (441) 444-1750 (survey, environmental and trade statistics)
Fax:	(441) 295-8390
Webpage:	www.gov.bm/department/statistics
Email:	statistics@gov.bm
Social media :	@Bermudastats
Personal visits:	Street address as listed above
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), PATI Act]:	
Date Information Statement was updated: January, 2023	
Locations of Information Statement:	
<i>Confirm copies of Information Statement are available at the following sites:</i>	
• Your principal office: (Department of Statistics)	Yes
• The Bermuda National Library;	Yes
• The Bermuda Archives;	Yes
• Available electronically,	Yes
• Website for public authority (www.gov.bm/department/statistics).	Yes
• Have you published a notice in the Gazette indicating the places where the information statement is available for the public?	Yes
• With the Information Commissioner.	Yes
 Melinda Williams Director	Date 27 January, 2023