



BERMUDA GOVERNMENT

Ministry of Cabinet Office

PATI Information Statement

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 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

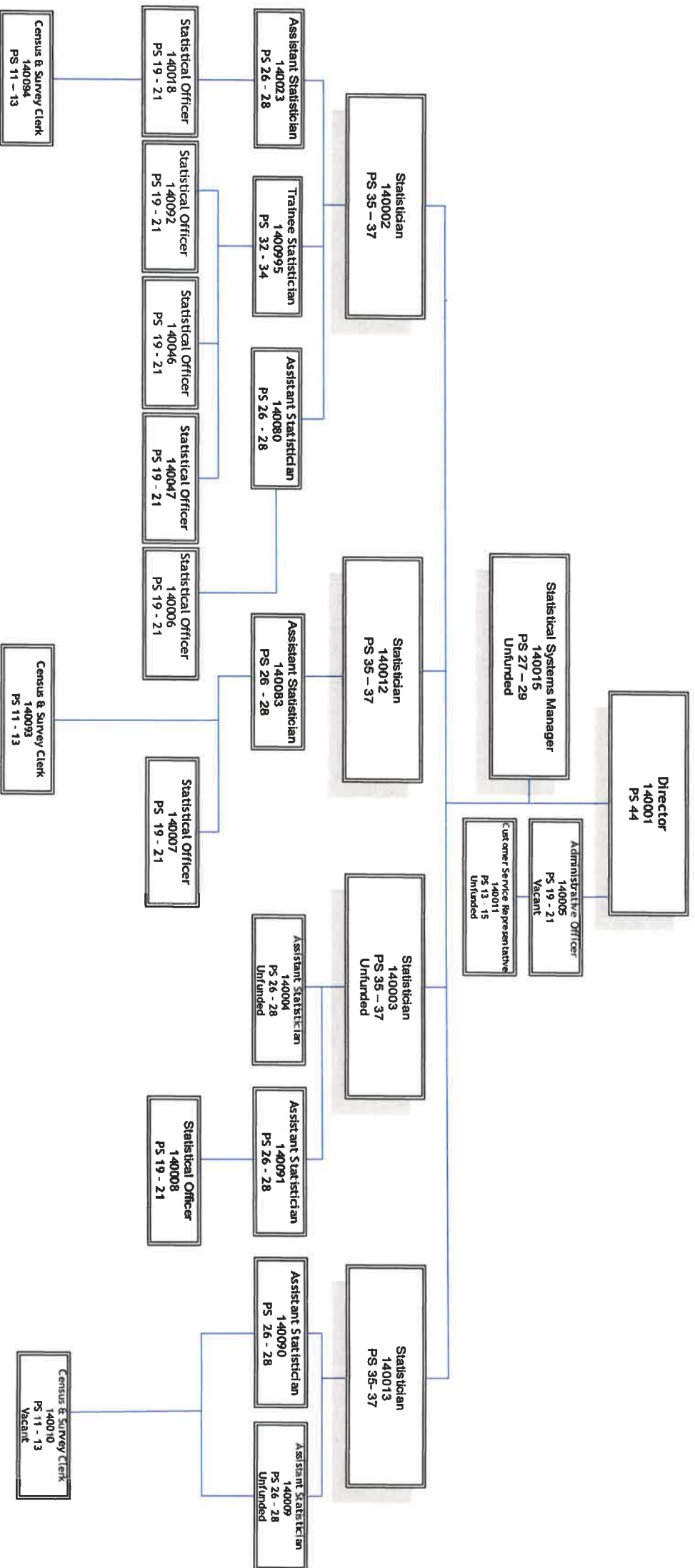
The organizational structure of the Department comprises five (5) broad divisions, which include the operational function of the Department and the subject matter statistical activities, namely:

- Administration Division – operations and personnel
- Business Statistics Division – consumer price index, unemployment and employment data
- Social Statistics Division – demographic and vital statistics
- 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 statistics

The Department is one of the core internal service units that fall under the Ministry of Cabinet Office. 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, three 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 December 29, 2021 overleaf.

Department of Statistics
 Organizational Chart
 December 29, 2021



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 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 authority;
- 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* that lists types of data collected. Data is collected through 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 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: 1) 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 of delivers official statistics and information for 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 (CARICOM) Secretariat Statistics Division and Caribbean Regional Technical Assistance Centre. 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 comprises twenty-one (21) permanent funded positions as outlined in the organization chart above. The Director of Statistics is the Accounting Officer who reports directly to the Permanent Secretary. The Minister responsible is the Honourable Minister for the Cabinet Office.

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 reports, social media and customer requests.

Additionally, as one of the core internal service units within the Ministry for the Cabinet Office, 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*. 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. On-line filing of questionnaires – Questionnaires are completed on-line 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 press releases;
- The quarterly Balance of Payments and International Investment Position, Gross Domestic Product by Expenditure press releases;
- The bi-annual Labour Force Survey Report
- The annual Tourism Satellite Accounts Profile, Information & Communication Technology Profile; and Annual Gross Domestic Product, the Employment Brief; Employment Survey Tabulation Set; Bermuda Digest of Statistics; Environmental Statistics Compendium.

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
- Bi-annual Labour Force Survey
- Annual Employment Survey
- Annual Economic Activity Survey
- Ad hoc Household Expenditure Survey
- Ad hoc Census of Population & Housing

Outputs from Core Surveys and Censuses

- Bermuda Census District Maps and Boundary Descriptions
- Bermuda Population Projections 2016 - 2026
- Population and Housing Census Education Brief
- Gross Domestic Product Rebased Base Year - 2013
- Reports on the Census of Population & Housing
- The Employment 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
- 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
- Household Expenditure Survey
- Bermuda's Stride Towards the 21st Century
- General Household Survey 1988
- Survey of Out of School Activities, A Preliminary Report
- 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
- Population Movements in Bermuda for the Period 1970 to 1980 together with Population Projections to 1990
- 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
- A Review of Birth Statistics

Additional Statistical Papers 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
- Bermuda's 2000 Census Experience Collection Family Data
- Computer Assisted Personal Interviewing - the Bermuda Experience

Statistical Newsletters and Leaflets on File include:

- Caribbean Statistics Day Flyer
- 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 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 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 for the production of 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. 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 in partnership primarily with the Department of Employee and Organizational Development; the Accountant General's Department; the Ministry of Finance and the Budget Office; the Department of Communications; and the Department of Information Digital Technologies.

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

Contact Information: Judy Tacklyn
Assistant Statistician

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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, advertisements are usually prepared to inform the general public, and persons or entities targeted for the surveys. The advertisements may comprise 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) 297-7780 (price and employment statistics)
(441) 294-9233 (census, social and vital statistics)
(441) 297-7711 (economic statistics)
(441) 297-7895 (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: February 8, 2022

Locations of Information Statement:

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

- 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 February 8, 2022