

**REPUBLIC OF CROATIA
CENTRAL BUREAU OF STATISTICS**

INFORMATION CATALOGUE

Zagreb, May 2010

The aim of the Information Catalogue is providing the right of access to information in line with the Act on the Right of Access to Information (Official Gazette, No 172/03).

In line with Article 22. Paragraph 4, of the Act on the Right of Access to Information, the Catalogue offers the review of the information of the Central Bureau of Statistics by organisational units of the Bureau.

Ways of information access:

Web site of the Central Bureau of Statistics: www.dzs.hr

The request for the realising of the right of access to information may be submitted in the following ways:

- By written request to the e-mail address: stat.info@dzs.hr
- By telefax No: 01/48 06 148
- By phone No: 01/48 06 115
- By mail to the address: Državni zavod za statistiku Republike Hrvatske, 10000 Zagreb, Ilica 3
- In person, on working days to the Information Department, Petrićeva 2, working hours: 9 a.m. – 3 p.m.

The contact person for getting information is Mrs Ivanka Purić, the Head of the Information Department.

INTRODUCTORY NOTES

The Central Bureau of Statistics (hereinafter: CBS) is a state administration organisation that independently conducts its business in line with the law.

CBS manages numerous information deriving from its scope of work.

CBS conducts expert tasks that referring to the preparation and conduction of the programme of statistical surveys of the Republic of Croatia (hereinafter: Programme), specially the collection, processing, keeping, analysing, publishing and putting to use of statistical data on the basis of a unique methodology and unique statistical standards; the advancement of statistical methods; development of statistical information system as a part of the information system; introduction and keeping of administrative and statistical registers; providing of methodological and other expert instructions for statistical surveys and supervision of their conduct, exchange of statistical data with other state and international organisations.

CBS also conducts expert tasks referring to the analysis and projection of macroeconomic development in the national economy.

CBS also conducts other tasks within its competence according to a special law.

The Central Bureau of Statistics is, in line with the Official Statistics Act, the main producer, disseminator and co-ordinator of the official statistics system of the Republic of Croatia.

The competence of the Central Bureau of Statistics comprises the following tasks from the area of statistics:

- Preparation of the proposal of the Development Strategy of Official Statistics of the Republic of Croatia,
- Development of the official statistics system,
- Co-ordination, preparation and execution of the Programme and the Annual Implementation Plan as well as the Report on the Execution fo the Programme and the Annual Implementation Plan,
- Monitoring of the execution of principles as defined in Article 6 of the Official Statistics Act,
- Defining, updating and maintenance of methodological basics, their international adjustments in co-operation with the official statistics producers, monitoring of their application and providing instructions to other official statistics producers on the application of the methodology,
- Preparation and carrying out of statistical activities, fulfilment of international obligations of the official statistics within the scope of work as defined by the Programme,

- Production of basic indicators and aggregates of the official statistics within the scope of work as defined by the Programme, using of all available data sources, using of administrative data sources and data obtained by observation and monitoring collected by all official statistics producers,
- Monitoring and controlling of the quality of statistical results,
- Analyses and official interpretations of statistical results within the scope of work of the Central Bureau of Statistics,
- Organisation and keeping of statistical registers and statistical data base,
- Organising of the exchange of results and methodological basics of the official statistics with other countries and international organisations, except in the individual cases when it may authorise another official statistics producer, that is, except not defined otherwise by a special law,
- Supervision of the executions of provisions of this Act,
- Carrying out other tasks within its frame of competence.

According to the Act on the Right of Access to Information, the right of the access to information shall be denied if it is, by law or on the basis of the criteria defined by law, pronounced a state, military, official, professional or business secret or is protected by law that regulates the area of the protection of individual data.

The Central Bureau of Statistics may deny the right of the access to information if there were a legitimate doubt that its publishing disabled the application of measures and actions for prevention and disclosure of criminal acts, disablement of effective, independent and unbiased running of court, administrative or other legally regulated proceedings, execution of court decision or penalty, disablement of the operation of bodies that conduct administrative supervision, that is, the supervision of legality, bringing about a serious damage to life, health, safety of people or environment, disablement of the implementation of the economic or monetary policy and threatening of the intellectual property rights, except in the case of an explicit written consent of the author or owner.

According to the Official Statistics Act (Official Gazette, Nos 103/03 and 75/09), individual data collected via statistical activities shall be considered statistically confidential and shall be used for statistical purposes only and therefore the Central Bureau of Statistics shall not make them available to unauthorised persons.

Along with the titles of internal organisational units, this information catalogue provides information at CBS's disposal in respect of its scope of work.

ORGANISATIONAL UNITS

Separate organisational unit:

1. Director General's Office

Independent departments:

2. International Relations Department
3. Project Implementation Department
4. Internal Audit Department
5. Strategic Development of Statistical System Department

Directorates:

6. Business Statistics Directorate
7. Agriculture, Forestry, Fisheries and Environmental Directorate
8. Social Statistics Directorate
9. Economic Statistics Directorate
10. Statistical Infrastructures Directorate
11. Information, Services and Publications Directorate
12. Information Technology Directorate
13. Legal, Financial and General Affairs Directorate
14. The Implementation and Development of Statistical Surveys in Counties Directorate.

SCOPE OF WORK OF THE CBS INTERNAL ORGANISATIONAL UNITS

1. DIRECTOR GENERAL'S OFFICE

In the Director General's Office, protocol-related, expert and administrative work is conducted for the Director General and the Deputy Director General, then work related to the realisation of activity programme of the Director General and the Deputy Director General, work related to public relationships and media, work related to contacts and communication with the Croatian Parliament, the Government of the Republic of Croatia, other State administrative bodies and other legal entities and natural persons, work related to the defining and implementation of planning and implementation policies, work related to internal control, work related to receiving documentation and materials from CBS organisational units and timely filing, attending to and delivery of them, retention of mail marked with a particular degree of secrecy, preparation and keeping of minutes taken at board meetings and other meetings, monitoring of the fulfilment of duties defined at the Director General's Board meetings and the Statistical Council of the Republic of Croatia meetings, work related to correspondence and other expert and administrative work.

2. INTERNATIONAL RELATIONS DEPARTMENT

The International Relations Department takes care of expert, advisory and administrative tasks related to the international cooperation, especially the cooperation with the Eurostat and the European Union; promotes and takes part in signing of treaties on the cooperation within the scope of work of CBS with international statistical offices and other organisations and institutions in the way and under conditions prescribed by law and acts of the Government of the Republic of Croatia on the international cooperation, coordinates and supervises the implementation of the international statistical cooperation agreement; coordinates relations of the international cooperation with CBS organisational units; takes care of representatives of international cooperation in the Republic of Croatia, coordinates their activities, performs other expert and administrative work related to the implementation of the international cooperation agreement. The Department is in charge of organising and coordination of the filling in of the Eurostat's compliance database, SMIS+, as a basic tool for monitoring a degree of compliance with *acquis communautaire*.

3. PROJECT IMPLEMENTATION DEPARTMENT

The Project Implementation Department is the CBS unit engaged in project implementation, which carries out tasks related to the direct implementation of projects financed by the EU, that is, projects financed by loans and donations obtained from other foreign resources in co-operation with the EU Central Finance and Contracting Agency (hereinafter referred as: Agency) as well as bodies competent for the strategy and coordination of using the EU funds; tasks related to the preparation and creation of the project documentation, participation in procurement processes and preparation of contracts for projects financed by EU and international organisations, including donations, in co-operation with the CBS expert departments; tasks related to administrative and financial backup of the implementation of projects (in direct co-operation with Agency) financed by EU and other international organisations, including donations, in co-operation with the CBS expert departments; registers, manages and keeps the whole documentation related to activities financed by the EU funds and donations; runs business related to the co-operation with external and internal supervision and audit of projects financed from the EU funds and resources of international organisations, including donations. The main task of this Department is to maintain results as well as institutional knowledge and experience accumulated through carrying out of individual loans and donations and to transfer those knowledge and experience related to the implementation of projects financed from loans and donations from other foreign resources to other CBS employees.

4. INTERNAL AUDIT DEPARTMENT

The Internal Audit Department carries out the internal audit in CBS, offers expert opinion and holds an advisory role in order to improve the operation of CBS; conducts the assessment of systems, processes and the internal control system on the risk management basis; carries out internal audits in line with the best practice guidance and internal audit standards, harmonised with the International Standards of Internal Audit and the Code of Professional Ethics of Internal Auditors; tests, analyses and appraise all business functions within the competence of CBS; carries out audits of implementation of accession programs and monitors probable irregularities in the implementation of accession programs; carries out individual internal audits and recommends to the Director General measures for improving the effectiveness of the system; creates strategic and operational audit plans; carries out special audits on the Director General's request or when necessary; monitors the implementation of recommendations given in reports of previous audits; prepares periodical and annual reports on the operation of individual departments and delivers them to competent institutions and persons in line with valid regulations; co-operates with the Directorate for Harmonization of Internal Audit and Financial Control of the Ministry of Finance, which includes the obligation of submission of strategic and annual plans as well as the annual report to the competent organisational unit of the Ministry of Finance; monitors and proposes a permanent education of internal auditors in line with the International Standards of Internal Audit; conducts the assessment of the monitoring of the implementation of recommendations of the State Audit Office and conducts other tasks in its field.

5. STRATEGIC DEVELOPMENT OF STATISTICAL SYSTEM DEPARTMENT

The Strategic Development of Statistical System Department is a Director General's advisory body in the field of the strategic development of the statistical system. In co-operation with CBS statistical departments, producers of official statistics, the Croatian National Bank and other authorised bodies, this Department co-ordinates and prepares the following programme documents: the Development Strategy of the Official Statistics of the Republic of Croatia, Programme of Statistical Activities of the Republic of Croatia for multi-year period and for each year, the Annual Implementation Plan and the Report on the Implementation of the Annual Implementation Plan. The Department collects and analyses information on methods of development of statistical systems of other countries, the EU statistical system as well as the UN statistical functions. It proposes to the Director General directions of development and implementation in the statistical system of the Republic of Croatia as well as improvements in the operation and the role of CBS. The Department co-operates with the Eurostat and other bodies and international organisations in the development and research of the official statistics.

6. BUSINESS STATISTICS DIRECTORATE

The Business Statistics Directorate carries out the following professional tasks: creation and development of methodologies, preparation and implementation of statistical surveys, processing, publishing and presentation of obtained data, development and implementation of nomenclatures, classifications and statistical standards according to the Eurostat regulations that provide the comparability of data and indicators at the national and international level, preparation and issuing of expert publications on methodologies, participation in the national and international professional co-operation and co-ordination of work on further development of statistics in the fields of production and services statistics, energy statistics, information society, foreign trade in goods, tourism, transport and communications. Statistical surveys are carried out in weekly, monthly, quarterly, annual and multi-annual dynamics. Results of short-term and structural business surveys, questionnaires and periodic censuses provide data and statistical indicators in the field of work of the departments mentioned below.

The Business Statistics Directorate consists of the following departments:

- 6.1. Structural Business Statistics Department
- 6.2. Construction Statistics Department

- 6.3. Industry, Energy and Information Society Statistics Department
- 6.4. Trade and Other Services Statistics Department
- 6.5. External Trade in Goods Statistics Department
- 6.6. Tourism Statistics Department
- 6.7. Transport and Communications Statistics Department.

7. AGRICULTURE, FORESTRY, FISHERIES AND ENVIRONMENTAL DIRECTORATE

The Agriculture, Forestry, Fisheries and Environmental Directorate is engaged in the following professional tasks: creation and development of methodologies, preparation and implementation of statistical surveys and agricultural censuses, co-ordination of the organisation and conduct of censuses and processing of census materials in co-operation with other CBS organisational units as well as with relevant external institutions, processing, publishing and presentation of obtained data, development and implementation of nomenclatures, classifications and statistical standards according to the Eurostat regulations that provide the comparability of data and indicators at the national and international level, preparation and issuing of expert publications on methodologies, participation in the national and international professional co-operation and co-ordination of work on further development of statistics and exchange of statistical data. Statistical surveys are carried out in monthly, quarterly, annual and multi-annual dynamics. They comprise structural, economic and production statistics of agriculture, forestry, fisheries and environmental protection.

The Agriculture, Forestry, Fisheries and Environmental Directorate consists of the following departments:

- 7.1. Agriculture, Forestry and Fisheries Production Statistics Department
- 7.2. Agricultural Prices and Economic Accounts Statistics Department
- 7.3. Environment Statistics Department.

8. SOCIAL STATISTICS DIRECTORATE

The Social Statistics Directorate is engaged in the following professional tasks: creation and development of methodologies and classifications, preparation and implementation of statistical surveys, processing, publishing and presentation of obtained data, development and implementation of nomenclatures, classifications and statistical standards that provide the comparability of data and indicators at the national and international level, preparation and issuing of expert publications on methodologies, participation in the national and international professional co-operation and co-ordination of work on further development of statistics and exchange of statistical data. These tasks are aimed at the statistical observations in the following fields: population, education, culture, sports, social care, science and technology, administration of justice and administration, personal expenditure and income of households, economic activities of population and profit from carrying out of these activities. Statistical results are realised by carrying out of statistical surveys, questionnaires and periodical censuses organised by organisational units of the Directorate.

The Social Statistics Directorate consists of the following departments:

- 8.1. Population Statistics Department
- 8.2. Education and Culture Statistics Department
- 8.3. Science and Technology Statistics Department
- 8.4. Justice and Administration Statistics Department
- 8.5. Household Expenditure and Income Statistics Department
- 8.6. Labour Market Statistics Department.

9. ECONOMIC STATISTICS DIRECTORATE

The Economic Statistics Directorate is engaged in the following professional tasks: calculation of national accounts and basic macroeconomic aggregates, conduct of a part of statistical surveys necessary for the preparation of quarterly and annual national accounts, creation of supply-use tables as well as input-output tables and the calculation of price indices.

The Directorate applies the ESA 1995 (European System of Accounts 1995), taking into account economic trends and new requirements. It also works on the creation of the GNI Inventory – Gross National Income Inventory, with the active participation of all departments within the Directorate.

The Directorate creates and introduces the methodology needed in the process of the collection of microeconomic data necessary for the compilation of macroeconomic aggregates, proposes and takes care of the exchange, within the Directorate and within CBS, of data obtained from other institutions included in the statistical system of the Republic of Croatia according to the dynamics of the creation of particular indicators.

The Directorate proposes the contents and modalities for carrying out statistical surveys in other CBS directorates, which serve as a base for the calculation of macroeconomic aggregates by pure activities, institutional units and institutional sectors.

At the Directorate level, there is an active co-operation and co-ordination concerning the following: defining and development of new methodologies, creation of the Directorate's data bases (obtained from external institutions that are a part of the statistical system of the Republic of Croatia as well as data obtained from other CBS directorates, transfer and synchronisation of opinions about individual items and aggregates that have to be integrated into a particular context of the system of national accounts.

The Directorate submits data to institutions in the Republic of Croatia and to EU institutions following the given time schedules and formats (tables in line with the requirements from the Statistical Requirement Compendium), by applying ESA 1995 methodology. The Directorate co-operates with institutions, directorates and ministries in the Republic of Croatia. In co-operation with other scientific institutions in the Republic of Croatia and with the technical support of international experts and institutions, the Directorate participates in defining of new data sources and their continuous maintenance and further development.

The Economic Statistics Directorate consists of the following departments:

- 9.1. National Accounts Methodologies and Databases Department
- 9.2. GDP by Production and Income Approach Department
- 9.3. GDP by Expenditure Approach Department
- 9.4. Sector Accounts Department
- 9.5. Supply and Use Tables and Input/Output Tables Department
- 9.6. Prices and Purchasing Power Parity Statistics Department
- 9.7. Gross Fixed Capital Formation Statistics Department.

10. STATISTICAL INFRASTRUCTURES DIRECTORATE

The Statistical Infrastructure Directorate is engaged in the following professional tasks: establishing and updating of the statistical business register according to the European and world guidelines; keeping of the Register of Business Entities into which all business entities and parts thereof are entered according to the National Classification of Activities; keeping, updating and maintenance the statistical register of territorial units; keeping of the national classification of territorial units for statistics (NKPJS) and development and implementation of the Geographic Information System (GIS); continuous keeping up with the development of

international economic classifications and nomenclatures, preparation and creation of national version of classifications of activities and products (NKD i KPD); defining of drafts samples for various statistical surveys in the field of social and business statistics; performing of statistical and economic analyses of results of statistical surveys; analysing, seasonal and working-day adjustment of time series by applying of appropriate methods; organisation of the carrying out of household surveys; co-ordination of regional units, standardisation of instructions and guidelines for the collection and processing of data for statistical surveys; statistical processing.

The Statistical Infrastructures Directorate consists of the following departments:

- 10.1. Statistical Business Register Department
- 10.2. Administrative Business Register, Territorial and Other Statistical Registers Department
- 10.3. Classifications, Sampling, Statistical Methods and Analyses Department
- 10.4. Statistical Processing, Surveys and Regional Offices Coordination Department.

11. INFORMATION, SERVICES AND PUBLICATIONS DIRECTORATE

The Information, Services and Publications Directorate is engaged in the following professional tasks: organisation and carrying out of the CBS publishing activity, planning, arranging and printing of CBS publications, questionnaires and instructions on the basis of the Annual Implementation Plan, the Publishing Programme and the Calendar of Statistical Data Issues, provision of the public access to published data and to special processing data, provision of information to domestic and foreign users by answering to users' phone and written requests and distribution and sale of the CBS publications, engagement in marketing activities and public relations, arrangement of the CBS web site.

The Information, Services and Publications Directorate consists of the following departments:

- 11.1. Publishing Department
- 11.2. Information Department
- 11.3. Customer Relations Department.

12. INFORMATION TECHNOLOGY DIRECTORATE

The Information Technology Directorate is engaged in all activities related to the provision of technological support for statistical surveys computer processing: planning, selection and implementation of information technologies necessary for the improvement of the data processing of statistical surveys, the creation of statistical data bases, the introduction of modern methods of dissemination and exchange of statistical data between state administration bodies and other users in the country and abroad and the making possible of the decision-making processes based on quality and timely issued statistical data; planning, participation in the purchase, implementation and maintenance of computer resources that help in the building and continuous improvement of the statistical information system; participation on professional meetings in its scope of work, following of professional trends and literature, continuous training of its employees and participation in computer science education of other CBS employees.

The Information Technology Directorate consists of the following departments:

- 12.1. Information Systems Design and Development Department
- 12.2. Information Systems, Organisation, Implementation and Maintenance Department
- 12.3. Programming and Dissemination Department
- 12.4. IT Infrastructure Department
- 12.5. Data Entry and Printing Support Department.

13. LEGAL, FINANCIAL AND GENERAL AFFAIRS DIRECTORATE

The Legal, Financial and General Affairs Directorate is engaged in administrative, legal, financial planning, accounting and general affairs, public procurement, professional affairs of CBS related to the preparation and creation of draft proposals of laws, directives, ordinances, regulations, instructions and other implementation acts, provision of expert opinion on implementation and application of laws and other legal regulations, human resources planning and management, administrative and professional work related to planning and employment, monitoring of situation and proposing of measures for improvement of human resources management, participation in the creation and implementation of professional training programmes of civil servants and employees, planning of necessary financial resources for the operation of CBS, taking care of legal implementation of valid material and financial regulations, organisation and co-ordination of accounting affairs, preparation of main financial and statistical periodical reports, creation of the budget through the State Treasury system, taking care of rational and functional use of resources from the State budget, CBS financial bookkeeping, managing of other affairs related to financing and accountancy, provision of goods, services and works, management of real estates owned by the Republic of Croatia that are used by CBS, keeping and updating of real estate documentation and state-owned real property inventory, participation in preparation of reports and proposals for the provision of resources needed for adaptation and reconstruction of business facilities used by CBS, implementation of security measures against fire in line with the Fire Protection Act, operations related to affairs as defined in the Work Safety Act, managing affairs of supply office, maintenance of business facilities, security affairs, affairs of the writing office, archives, distribution, telephone switchboard and canteen.

The Legal, Financial and General Affairs Directorate consists of the following departments:

- 13.1. Legal Administration Department
- 13.2. Human Resources Department
- 13.3. Budget Planning and Implementation Department
- 13.4. Financial and Accounting Department
- 13.5. Public Procurement Department
- 13.6. Writing Office, General Affairs and Safety at Work Department.

14. IMPLEMENTATION AND DEVELOPMENT OF STATISTICAL SURVEYS IN COUNTIES DIRECTORATE

The Implementation and Development of Statistical Surveys in Counties Directorate is engaged in the following professional tasks: participation in carrying out of statistical surveys, in which it takes part in the defining of coverage (supplementation and updating of the address book), distribution of questionnaires and data collection, giving instructions and explanations to reporting units on how to fill in the questionnaires, control of coverage, response and meaningfulness of submitted reports, urging of data delivery from reporting units who did not fill in the questionnaires, delivery of questionnaires to statistical departments, participation in proposals of changes in questionnaire contents and in supplementing the implementation instructions in the pilot stage of questionnaire testing.

The Directorate also standardises instructions and guidelines for the collection and processing of data for statistical surveys. It organises surveys and carries out interviews in households, manages the selection and education of interviewers, organises the distribution of work among interviewers, controls their work, performs administrative work related to interviewers, supervises and controls the process of data collection, continuously co-operates with organisational units in charge of survey methodologies and takes part in all types of education related to the improvement in the carrying out of surveys. It conducts surveys by using methods of computer-assisted phone interviewing and computer-assisted personal interviewing. It provides expert and methodological support during the conduct of statistical surveys. It organises and carries out price monitoring. It co-ordinates the work in departments in the course of carrying out of statistical surveys by

using reporting methods, that is, collection and control of reports submitted by business entities, during the conduct of surveys and price monitoring as well as during the conduct of large surveys that are carried out by using the full coverage method – censuses. It co-ordinates the work in regional units, particularly the compilation of regional, urban and local statistics. It makes officially published data of the Central Bureau of Statistics publicly available.

The Implementation and Development of Statistical Surveys in Counties Directorate consists of the following departments:

- 14.1. Statistics Department for the Central, North-West and East (Panonian) Croatia
- 14.2. Statistics Department for Istria, Primorje, Lika and Dalmatia
- 14.3. Development and Implementation of Data Collection Methods Department.