

Ordinance No. 423/2012, of 28 December

With the amendments introduced by: Ordinance No. 120/2014; Ordinance No. 68/2019.

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Diploma

Approves the Articles of Association of the Instituto Nacional de Estatística, I.P.

Ordinance No. 423/2012
of 28 December

Decree Law No. 136/2012, of 2 July, defined the mission and tasks of the Instituto Nacional de Estatística, I.P. It is now important, in the development of that diploma, to determine its internal organisation.

Thus:

Under article 12 of Law No. 3/2004, of 15 January, the Government, through the Minister of State and Finance and the Deputy Minister of Parliamentary Affairs, decrees the following:

Amendments

Amended by Article 1 of [Ordinance No. 120/2014 - Official Gazette No. 110/2014, 1st Series of 9 June 2014](#), in force from 10 June 2014

Article 1

Object

The articles of association of the Instituto Nacional de Estatística, I.P., hereinafter referred to as Statistics Portugal, are hereby approved in an annex to this Ordinance and form an integral part thereof.

Article 2

Transitional rule

The established project teams shall be maintained only until the execution of their mandates, as follows:

- a) Statistical Cooperation Project Team until 31 March 2013;
- b) Social Statistics Project Team until 31 March 2013;
- c) 2011 Censuses Project Team until 30 June 2013.

Article 3

Repealing rule

Ordinance No. 662-H/2007, of 31 May, amended by Ordinance No. 839-B/2009, of 31 July, is hereby revoked.

Article 4

Entry into force

This ordinance shall enter into force on the day following its publication.

On 18 December 2012.

Signature

The Minister of State and Finance, Vítor Louçã Rabaça Gaspar. - The Minister of State and Parliamentary Affairs, Miguel Fernando Cassola de Miranda Relvas.

Annex

ARTICLES OF ASSOCIATION OF THE INSTITUTO NACIONAL DE ESTATÍSTICA, I.P.

Article 1

Structure

- 1- Statistics Portugal is made up of 1st, 2nd and 3rd level organic units, designated as departments, services, and nuclei, respectively.
- 2- The following are 1st level organic units:
 - a) Financial and Patrimonial Management;
 - b) Human Resources Department;
 - c) Methodology and Information Systems Department;
 - d) Data Collection and Management Department;
 - e) Demographic and Social Statistics Department;
 - f) Economic Statistics Department;
 - g) National Accounts Department.
- 3- The services may be integrated into departments or report directly to the Board and may not exceed twenty-nine in number.
- 4- The nuclei may be integrated into departments or services or depend directly on the Board and may not exceed fourteen in number.
- 5- By decision of the Board, to be published in the Official Gazette, services or nuclei may be created, modified, or extinct up to the limit fixed in paragraphs 3 and 4 of this Article.
- 6- At a decentralised level, Statistics Portugal also has delegations in Porto, Coimbra, Évora and Faro, which are 2nd level organic units reporting to the Board
- 7- The Secretariat of the Higher Statistical Council is also attached to the Board
- 8- Statistics Portugal shall have a Data Protection Officer appointed by the Board who shall coordinate matters related to personal data and to whom the provisions of Article 11(3) shall apply, taking into account the nature and complexity of his/her tasks.

Amendments

Amended by Article 1 of [Ordinance No. 68/2019 - Official Gazette No. 39/2019, 1st Series of 25 February 2019](#), in force from 26 February 2019

Article 2

Middle management positions

- 1- The departments shall be headed by directors, who may be assisted by deputy directors, except for the departments referred to in paragraph 2(a) and (b) of the preceding article, which shall be headed by deputy directors.
- 2- The total number of deputy directors shall not exceed five.
- 3- The services and nuclei are directed, respectively, by service directors and nucleus directors.
- 4- The territorially devolved services are managed by service directors, with the appointment of delegates.

Article 3

Competences

Without prejudice to the competences prescribed by law and to those which may be delegated or sub-delegated to them, the following competences are common to all holders of management positions:

- a) Ensure compliance with the fundamental principles of the National Statistical System;
- b) Participate in the preparation of the Institute's activity plans and reports;
- c) Participate in the preparation of the Institute's budget and ensure its proper implementation;
- d) Participate in drawing up the Institute's training programme and ensure that it is properly implemented;
- e) Propose, within its sphere of intervention, the normative instruments, rules and procedures to be observed
- f) Define rules that guarantee the appropriate functional management of the organic units;
- g) Properly manage the human and material resources assigned to them.

Article 4

Financial and **PATRIMONIAL
MANAGEMENT** *Department*

The Financial and Patrimonial Management Department, abbreviated as DAFP, shall:

- a) Coordinate all accounting and financial activities, ensuring compliance with legal and fiscal obligations;
- b) Prepare the annual budget and monitor its implementation;
- c) Ensure asset and treasury management;
- d) Coordinate the processes of acquisition of goods and services;
- e) Ensure the management of supplies, conservation, maintenance and security of the installations;
- f) Ensure the management of general and administrative services.

Article 5

Human Resources Department

The Human Resources Department, abbreviated as DRH, shall:

- a) Manage the development of individual and group skills required to achieve the objectives of Statistics Portugal, through the definition of human resources and vocational training policies;
- b) Coordinate the performance assessment and management system;
- c) Manage the payroll processing and the social benefits portfolio;
- d) Ensure the necessary procedures for selecting and hiring staff;
- e) Ensure the proper functioning of the occupational health, hygiene and safety service.

Article 6

Methodology and Information Systems Department

The Methodology and Information Systems Department, abbreviated as DMSI, shall:

- a) Research, study and propose statistical methods, in the economic and social domain, for the production and availability of official statistics and for the integration of new data sources;
- b) Manage and keep the statistical metadata system up to date, namely through harmonisation with classifications and concepts, according to European and international definitions;
- c) Technically certify the official statistical operations;
- d) Carry out prior registration of the collection media to be used in the production of official statistics;
- e) Ensure the management, maintenance and coordination of the infrastructure of statistical units and geographical data;
- f) Apply the European legislation on the establishment of an Infrastructure for geographical information in the European Union by implementing the implementing provisions on the harmonisation of geographical datasets and the provision of services;
- g) Ensure the management, maintenance, and coordination of data infrastructures, to integrate different sources and create datasets for new products, statistical or otherwise, and for analysis and research;
- h) Define the architectures of the information systems and develop applications and services, promoting internal and external interoperability;
- i) Develop and participate in innovation projects, exploring the possibilities created by new technologies, new methodologies and new data sources;
- j) Ensure the management and maintenance of the technological infrastructure, in terms of hardware, basic software, database administration, terminal equipment and communications;
- k) Define and implement the information security strategy, ensuring the protection of the technological infrastructure and of information, in particular confidentiality, availability and integrity;
- l) Draw up and implement the annual plans for projects and investments in Information and Communication Technologies, preparing and implementing the respective acquisition processes;
- m) Define and implement the ICT strategy aligned with the strategic, technological and/or operational objectives of the institute and the public administration.

Amendments

Amended by Article 1 of [Ordinance No. 68/2019 - Official Gazette No. 39/2019, 1st Series of 25 February 2019](#), in force from 26 February 2019

Article 7

Data Collection and Management Department

The Data Collection and Management Department, abbreviated as DRGD, shall:

- a) Manage data collection and micro-data analysis of statistical operations, namely as regards data resulting from sample surveys, censuses, integration of administrative data and other sources;
- b) Participate in the processing and analysis phases of the statistical production process;
- c) Participate in the analysis of coherence of data from survey collection and from the reception of administrative or other data, ensuring technical dialogue between the units involved;
- d) Ensure the specification of the functional requirements of the support systems for data collection and management;
- e) Manage communication with respondents and information providers;
- f) Ensure the harmonisation of procedures, as well as the modernisation and innovation of the processes and infrastructures supporting data collection and management;
- g) Participate in the design and modernisation of the data processing and analysis phases of the statistical production process;
- h) Ensure the containment of the statistical burden generated by surveys.

Amendments

Amended by Article 1 of [Ordinance No. 68/2019 - Official Gazette No. 39/2019, 1st Series of 25 February 2019](#), in force from 26 February 2019

Article 8

Demographic and Social Statistics Department

The Demographic and Social Statistics Department, abbreviated as DEDS, shall:

- a) Coordinate and promote the development of statistics in the areas of household living conditions, health, functionalities and disabilities, social protection and education and training;
- b) Coordinate and promote the development of vital statistics and statistics in the areas of migration and demographic synthesis;
- c) Coordinate and promote the development of statistics in the areas of labour market, working conditions and labour relations, wages, and other labour costs;
- d) Coordinate and promote the development of statistics on the characterisation of social benefits and their financing within the framework of the European System of Integrated Social Protection Statistics (SEEPROS);
- e) Coordinate and promote the development of statistics associated with the use of information and communication technologies in the Portuguese society;
- f) Coordinate and promote the development of statistics aimed at characterising the scientific-technological system and innovation;
- g) Coordinate and promote the development of statistics related to the characterisation of supply, demand, and financing of cultural, sports and leisure activities;
- h) Coordinate and promote the development of other non-economic statistics;
- i) Cooperate in the development of information sources and indicators necessary for the central framework of the National Accounts System, collaborating in the design and preparation of satellite accounts related to these statistical areas.

Article 9

Economic Statistics Department

The Economic Statistics Department, abbreviated as DEE, shall:

- a) Coordinate the implementation of general agricultural censuses and other statistical operations of a structural nature on agricultural and agroforestry holdings;
- b) Coordinate and promote the development of environment statistics operations;
- c) Coordinate and develop statistical operations in the areas of agriculture, forestry, fisheries, rural development, agri-environmental indicators and food safety and quality;
- d) Coordinate and develop statistical operations on international trade of goods, both intra-Community and extra-Community;
- e) Coordinate and promote the development of statistical operations in the areas of industry, construction, domestic trade, transport, communications, tourism and finance;
- f) Coordinate and develop structural and quarterly statistical operations across the different sectors of activity in the area of non-financial companies;
- g) Develop the companies' integrated accounting system;
- h) Coordinate statistical operations in the area of business demography and life cycle;
- i) Coordinate and promote the development of other economic statistics;
- j) Cooperate in the development of information sources and indicators necessary for the central framework of the National Accounts System, collaborating in the design and preparation of satellite accounts related to these statistical areas.

Article 10

National Accounts Department

The National Accounts Department, abbreviated as DCN, shall:

- a) Produce quarterly and annual national accounts according to the European System of Accounts;
- b) Draw up quarterly non-financial accounts for public administration and produce the necessary information in the context of the work on the excessive deficit regulation;
- c) Prepare and disseminate the information on gross national income (GNI), under the fourth Community own resource;
- d) Prepare the data to be supplied to the VAT services for the calculation of the third Community own resource;
- e) Produce input-output tables for the national economy every five years;
- f) Draw up the regional accounts;
- g) Draw up the satellite accounts considered relevant;
- h) Draw up the economic accounts for agriculture, forestry and fisheries and respective income indicators;
- i) Draw up a social accounting matrix (SAM) periodically, in conjunction with the central framework resulting from the national accounts;
- j) Coordinate and promote the development of other macroeconomic statistics;
- k) Collaborate in the development and management of specific national accounts nomenclatures and in the updating process of other related nomenclatures;
- l) Ensure the production of tax revenue statistics.

Article 11

Project teams

- 1- At any given time, the Board may create two project teams in accordance with specific objectives of a multidisciplinary nature and transversal to the various areas of activity.
- 2- The decision of the Board that creates the project team appoints its coordinator and defines its composition and functioning, as well as the material and financial resources allocated to its activity.
- 3- The Project Team Coordinator shall be attributed a remuneration status equivalent to that of Department Director or Service Director, according to the nature and complexity of the tasks.

Amendments

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