

**Regulation № 34/2012 (of 27 October) KIM of the
Minister of Public Administration and Justice on the
Organizational & Operational Rules of the Hungarian Central Statistical Office
in consolidated structure with**

Regulation № 21/2013 (of 5 July) KIM

Acting within my competence stipulated in **Section 71, Subsection (1) of Act XLIII of 2010** on Central State Administration Bodies and the Status of Government Members and Secretaries of State, and pursuant to **Section 23, Subsection (4), Paragraph c) of Act CXXX of 2010** on Legislation, I hereby issue the following Order:

Section 1 I hereby establish the Organizational and Operational Rules of the Hungarian Central Statistical Office (hereinafter referred to as the “OOR” of the HCSO) as stipulated in Annex 1 of this Order.

Section 2 This Order shall take effect on the day of its publication, simultaneously with the expiry of **Order № 11/2011 (of 25 February) KIM**.

Section 3 By way of derogation from the OOR as specified in **Section 1**, until 31 December 2012, the organization and implementation of the HCSO’s annual and interim data collection on integrated economic statistics, including calls for questionnaires, maintaining contact with the respondents, receiving, recording, validating and correcting questionnaires, shall be carried out, with national jurisdiction, by the Central Data Collection Department.

Dr. Tibor NAVRACSICS (signed)

Minister of Public Administration and Justice

**Annex 1 of Order № 34/2012 (of 27 October) KIM
Organizational & Operational Rules of the Hungarian Central Statistical Office**

Chapter I

GENERAL PROVISIONS

General data of the Hungarian Central Statistical Office

Section 1 (1) The Hungarian Central Statistical Office (hereinafter referred to as the “HCSO”) is an independently functioning and managed budgetary organ.

(2) The basic data of the HCSO are as follows:

a) full name: Központi Statisztikai Hivatal;

b) abbreviated name: KSH;

- c) full name in English: Hungarian Central Statistical Office (HCSO);
 - d) full name in French: Bureau Central de la Statistique de Hongrie (BCSH);
 - e) full name in German: Ungarisches Statistisches Zentralamt (USZ);
 - f) seat: 1024 Budapest II., Keleti Károly u. 5–7.;
 - g) founded on: 23 July 1874;
 - h) founded pursuant to the provisions of: Act XXV of 1874 on organizing the matter of national statistics;
 - i) number and date of the deed of foundation: Deed of Foundation, issued by the Prime Minister of Hungary under № IX-9/KIM/157/51/2010, effective as of 29 October 2010;
 - j) identification numbers:
 - ja) account number: MÁK (Hungarian State Treasury) 10032000-01456363,
 - jb) tax number: 15302724-2-41 (the HCSO is a taxable entity with a VAT number),
 - jc) statistical classification of activities: 8411 general public administration activities;
 - jd) statistical code: 15302724-8411-311-01;
 - je) registry number: 302722 (Financial Information System registry number);
 - k) main activities' public finance identification number: 841173 statistical activity.
- (3) The HCSO's scope of activities is specified in **Act XLVI of 1993** on Statistics (hereinafter referred to as the "**Statistics Act**").

Legal status, tasks and competences, and operational frameworks of the Hungarian Central Statistical Office

Section 2 (1) The HCSO is a government office operating under the supervision of the Minister of Public Administration and Justice.

(2) The President is the single responsible head of the HCSO whose activities are assisted by Deputy Presidents for Legal Affairs and Financial Management, for Economic Statistics and for Social Statistics.

Section 3 (1) The tasks and competences of the HCSO are specified in the **Statistics Act**, in **Government Decree № 170/1993 (of 3 December)** on the Implementation of **Act XLVI of 1993** on Statistics, and in the Deed of Foundation issued by the Prime Minister of Hungary under № IX-9/KIM/157/51/2010, effective as of 29 October 2010.

(2) The aim of the HCSO as a national statistical office is to provide truthful and high quality statistical services and information, meeting the end users' requirements, about the state of and changes in society, economy and environment.

(3)¹ The HCSO shall not conduct any entrepreneurial activities.

Organizational structure of the HCSO

Section 4 (1) Departments are independent organizational units of the HCSO.

(2) Sections are subsidiary organizational units.

(3) The Audit Section and the Budget Section of the HCSO shall operate independently.

(4) The activities of each Deputy President may be assisted by a Secretariat of the Deputy President.

(5) In order to reach its professional goals, the President of the HCSO may launch projects. An office project is a working arrangement created to perform a clearly identifiable set of tasks related to the operation of the HCSO, requiring the cooperation of several organizational units.

Section 5 (1) The organizational structure of the HCSO is illustrated in Appendix 1.

(2) The tasks and responsibilities of the HCSO's organizational units are listed in Appendix 2.

(3) The number of the HCSO's staff members can be found in Appendix 3.

(4) All positions subject to a declaration of wealth requirement are listed in Appendix 4.

(5) The order of exercising employer's rights by the management, including conferred employer's rights, is specified in the HCSO's prevailing Public Service Code (hereinafter referred to as the "PSC").

Section 6 (1) Institutions under the supervision of the HCSO are as follows:

a) HCSO Library [founded in 1867; deed of foundation in effect: **Resolution № 5/2007 KSH of the President of the HCSO** (see **Statistical Gazette, Vol. 2008/1**)], and

b) HCSO Demographic Research Institute [founded in 1963; deed of foundation in effect: Resolution № 22/1999 KSH of the President of the HCSO (see **Statistical Gazette, Vol. 2**)].

(2) The HCSO is the supervisory body of the HCSO Library, management powers shall be exercised by the President of the HCSO.

(3) The HCSO is the supervisory body of the HCSO Demographic Research Institute, it shall exercise its management powers through the President of the HCSO.

Section 6/A² On behalf of the Hungarian State, the HCSO shall exercise ownership rights in Statek Statisztikai Elemző Központ Korlátolt Felelősségű Társaság [*Statek Centre for Statistical Analysis Limited Liability Company*] (hereinafter referred to as "Statek LLC").

¹ [Missing reference]

² [Missing reference]

Chapter II

RULES APPLYING TO THE HCSO'S EXECUTIVE OFFICIALS

Executive officials of the HCSO

Section 7 The executive officials of the HCSO are as follows:

- a) the President;
- b) the Deputy Presidents;
- c) the Heads of Departments;
- d) the Deputy Heads of Departments;
- e) the Heads of Section.

Section 8 The executive official of the HCSO shall

- a) bear responsibility for the high quality performance of all the tasks and goals specified in the long-term objectives and the working program of the HCSO;
- b) bear responsibility for drafting, updating, modifying and implementing all other plans related to the tasks of the HCSO;
- c) bear responsibility for planning, drawing up and implementing the National Statistical Data Collection Program (hereinafter referred to as the "OSAP") and the HCSO's annual working program;
- d) perform out his/her functions, related to the activities of the HCSO, on the basis of the division of labour stipulated in the OOR of the HCSO;
- e) enforce in his/her activities the provisions of the law and the internal regulations of the HCSO;
- f) exercise his/her employer's rights in accordance with the relevant legal regulations and the provisions of the PSC;
- g) implement the HCSO's HR objectives vis-à-vis the organizational units under his/her direct supervision;
- h) work in accordance with the fundamental principles of the codes of practice and ethics in statistics.

The President of the HCSO

Section 9 The President of the HCSO shall

- a) oversee and guide the activities of the Deputy Presidents and the heads of the organizational units under his/her direct supervision;
- b) represent the HCSO before external bodies in accordance with the relevant legal regulations;

- c) determine the general aims and purposes of the HCSO, approve the annual working plan and the preferential objectives of the HCSO, as well as the resources allocated to the individual programs;
- d) exercise his/her regulative rights;
- e) exercise the right to instruct and the right to sign, in accordance with the law, in any and all issues concerning the HCSO;
- f) bear responsibility for submitting the OSAP for approval;
- g) submit a budgetary proposal for the chapter HCSO;
- h) bear responsibility for submitting the OOR of the HCSO to the competent minister supervising the Office;
- i) ensure the establishment and operation of internal audit;
- j) approve the rules of procedure of the departments and the Audit Section;
- k) have general power of classification (classified data);
- l) appoint the editors-in-chief of the HCSO's periodicals;
- m) appoint the Director General, Deputy Director General and Financial Manager of the HCSO Demographic Research Institute, and supervise their activities;
- n) appoint the Director General, Deputy Director General and Financial Manager of the HCSO Library, and supervise their activities;
- o) oversee and guide the activities of the IT Security Supervisor;
- p) bestow presidential commendations and other awards to those staff members with an outstanding professional performance, grant them titles in accordance with the law and exercise the right to adjust their remuneration;
- q)³ represent the interest of the Hungarian State and, with statutory authorization, exercise founder's and owner's rights in Statek LLC, adopt founder's and owner's resolutions and other decisions.

Powers and responsibilities of the Deputy Presidents

Section 10 The rights and responsibilities of the Deputy Presidents of the HCSO are as follows:

- a) in cases of representation and substitutions, to proceed in accordance with Section 12, Subsection (2);
- b) within his/her supervisory powers, to give instructions, to set deadlines; in the case of tasks assigned to several organizational units, to coordinate their performance or to appoint the person responsible for its coordination;

³ [Missing reference]

c) to monitor, to verify and to evaluate the tasks assigned, to ensure the feedback of the evaluation's results;

d) to exercise decision-making powers in issues within their competence or delegated to them in order to carry out the HCSO's tasks and goals.

**Special powers and responsibilities of the HCSO's
Deputy President for Social Statistics⁴**

Section 10/A⁵ The Deputy President for Social Statistics shall

a) carry out professional supervision over the operation of Statek LLC;

b) prepare founder's and owner's resolutions and decisions and cooperation agreements between the HCSO and Statek LLC;

c) work out the professional aspects of the support agreement between the HCSO and Statek LLC, approve the professional report related thereto;

d) bear responsibility for performing tasks related to formulating and implementing, on the basis of an action plan, the mid-term operational, functional and organizational strategy of Statek LLC.

**Special powers and responsibilities of the HCSO's
Deputy President for Legal Affairs and Financial Management**

Section 11 The special rights and responsibilities of the Deputy President for Legal Affairs and Financial Management are as follows:

a) to coordinate the preparation of legal regulations related to statistics in accordance with the new European standards;

b) to participate, as the person supervising codification efforts, in the coordination of the cooperation between the HCSO and the international statistical organizations;

c) to ensure that the HCSO's internal regulatory devices were in accordance with statistics-related legislation;

d) to coordinate administrative and legal consultations with the public administration bodies;

e) to coordinate administrative and legal consultations with the organs of the official statistical service;

f) to substitute for the President, in the case of his/her absence, at the meeting of secretaries of state for administration;

g)⁶ to prepare founder's and owner's resolutions related to Statek LLC, amendments to its deed of foundation, its deed of termination and the cooperation agreement and support contract to be concluded with the Company.

⁴ [Missing reference]

⁵ [Missing reference]

Representation of the HCSO

Section 12 (1) The HCSO shall be represented by the President.

(2) In the absence of the President and acting upon his/her authorization, the Deputy President shall substitute for the President, represent the HCSO and sign any and all documents upon the authorization of the President.

(3) In the absence of any of them, the Deputy Presidents shall substitute for each other as ordered by the President.

(4) The Heads of Departments shall represent the HCSO at any consultation, meeting or workshop dealing with issues within their competence, and sign any and all documents either by virtue of their job descriptions or upon the authorization of the President or the supervising Deputy President.

(5) The deputy of the head of an independent organizational unit shall substitute for the head of the unit as specified in the given unit's rules of procedure or upon the instruction of the head of the independent organizational unit.

(6) In the case and during the entire period of the absence of the Head of Department, the Deputy Head of Department shall exercise the powers vested in the Director, carry out the Latter's tasks and sign any and all documents either by virtue of his/her job description or upon the authorization of the Director. If there are several Deputy Directors, the Director's powers shall be exercised by the Deputy Director designated by him/her.

(7) In the absence of the Head of Section, he/she shall be substituted for by the Head of another Section of the given independent organizational unit or by a civil servant designated by him/her from among the staff members of the given Section.

Issuing documents

Section 13 (1) The President of the HCSO shall issue any and all documents prepared for the leading officials of the state (prime minister, minister, minister of state, state secretary, deputy state secretary), the public administration bodies, other state organs and the partner organizations of the HCSO, and any other documents whose issue he/she deems appropriate to keep within his/her discretion.

(2) In matters falling within their competence, the Deputy Presidents of the HCSO shall issue documents prepared for deputy state secretary level state officials, heads and deputy heads of the public administration bodies, other state bodies and partner organizations.

(3) In matters falling within their competence, the executive officials of the HCSO shall issue any and all documents addressed to executive officials of identical or similar ranking, and any other documents prepared on matters falling within their responsibilities and powers.

(4) Miscellaneous issuing rights within the organizational units shall be regulated in the rules of procedure, job descriptions or through written authorizations.

⁶ [Missing reference]

Chapter III

ORGANIZATIONAL UNITS OF THE HCSO

Independent organizational unit

Section 14 (1) An independent organizational unit shall perform functions specified in the OOR or by the executive official supervising the activities of the head of the given independent organizational unit.

(2) The number of positions in an independent organizational unit and its divisions shall be determined, in accordance with the OOR, by the executive official supervising the activities of the head of the given independent organizational unit.

(3) The tasks of the sections operating within an independent organizational unit shall be determined by the rules of procedure of the given independent organizational unit.

Section 15 (1) The head of an independent organizational unit shall lead the activities of the given independent organizational unit in accordance with the relevant legal regulations and professional requirements, upon instruction and under the guidance of the President or the Deputy President, and shall bear responsibility for the performance of the functions of the given independent organizational unit.

(2) The head of an independent organizational unit shall, in connection with the stipulations of Subsection (1), prepare the rules of procedure of the given independent organizational unit and the associated job descriptions.

(3) The rights and the responsibilities of the Head of Department of the HCSO are as follows:

a) The basic task of the Head of Department of the HCSO is to direct the activities of the organizational unit supervise by him/her;

b) He/she shall convey and represent the President's or the supervising Deputy President's decisions towards the department under his/her supervision;

c) He/she shall exercise the right to give instructions, set deadlines and, if needed, set the internal rules of procedure vis-à-vis the staff members under his/her supervision;

d) Within his/her supervisory powers, he/she shall organize and operate the cooperation and relationship between the organizational unit under his/her supervision and the other organizational units of the HCSO or the external bodies concerned;

e) He/she shall bear responsibility for delivering an opinion on the draft reports and the draft legislation prepared by the individual ministries, affecting the responsibilities of the department;

f) He/she shall ensure the transfer of information necessary for performing the functions and for creating the proper conditions for the continuous operation of the department;

g) He/she shall have the obligation to report to the President and the supervising Deputy President in regard to his/her decisions;

h) He/she shall monitor the performance by the heads of section of their tasks in organizing workflow and keeping the working schedule;

i) He/she shall authorize any and all deviation from the fixed working hours and, in the case of the HCSO's part-time staff, starting work at a different time;

j) With the exception of the joint project works under his/her supervision, he/she may not give instructions to the director of any other department (task allocations and requests resulting from the established division of labour in connection with the approved working programs shall not qualify as instructions);

k) As regards representation and substitution, he/she shall proceed as stipulated in Section 11, Subsection (4);

l) He/she shall submit proposals to the President (to the supervising Deputy President) concerning the classification of information as classified data.

Section 16 The independent organizational unit shall

a) cooperate, in connection with its functions, with the organs of the Official Statistical Service, domestic and international organizations and scientific centres;

b) promote the implementation of the principles specified in the European Statistics Code of Practice within the HCSO and the Official Statistical Service.

Section 17 Pursuant to **Government Decree № 368/2011 (of 31 December) Korm. on the Implementation of the Act on Public Finances**, the Director of the Financial Management Department shall be the chief financial officer of the HCSO, acting as a deputy to the President in any and all financial management related issues.

Section 18 (1) The Deputy Head of Department of the independent organizational unit shall

a) proceed as stipulated in Section 12, Subsection (5) as regards representation and substitution;

b) carry out the functions of the head of the section (if there is one) under his/her supervision.

(2) As regards representation and substitution, he/she shall proceed within the powers and responsibilities of the Deputy Head of Department as stipulated in Section 12, Subsection (6).

Section 19 (1) The Head of Section shall direct and monitor the operation of the Section under his/her supervision in accordance with the independent organizational unit's rules of procedure and the instructions of the head of the independent organizational unit.

(2) As regards representation and substitution, he/she shall proceed as stipulated in Section 12, Subsection (7).

(3) The powers and responsibilities of the Head of Section of the HCSO are as follows:

- a) He/she shall bear responsibility for the section-level organization, coordination and implementation of office programs falling within the competence of the department;
- b) His/her basic tasks shall include the professional management and the organization of the work of his/her section;
- c) In order to ensure the professional completion of the tasks at hand, he/she shall organize and coordinate the activities of the section as an organizational unit, and convey all work-related information;
- d) He/she shall bear responsibility for the organization of work and for observing the order of business;
- e) He/she shall monitor and evaluate the professional performance of the section's staff members;
- f) He/she shall have the obligation to report to the Head of the Department in regard to his/her decisions;
- g) With the exception of the joint project works under his/her supervision, he/she may not give instructions to the head of any other section (cases resulting from the established division of labour in connection with the approved working programs shall not qualify as instructions);
- h) Upon the authorization of the Head of Department, he/she shall represent the HCSO at any consultation, meeting or workshop dealing with professional issues within his/her responsibilities;
- i) He/she shall exercise his/her right to sign as stipulated in his/her job description.

General rules concerning the HCSO's staff

Section 20 The work-related tasks and responsibilities of the HCSO's staff are regulated by the Act on Civil Servants and by the Labour Code.

Section 21 (1) The staff members of the HCSO shall carry out their activities with a view to the basic principles of the codes of practice and ethics in statistics, such as

- a) professional independence;
- b) commitment to quality;
- c) impartiality and objectivity;
- d) observance of the data protection rules;
- e) minimalization of respondent burden;
- f) cost efficiency.

(2) The staff member of the HCSO shall

- a) perform his/her functions under the supervision of his/her immediate superior; in the event he/she receives an instruction from someone other than his/her immediate superior, the staff member shall inform thereof his immediate superior without delay;
- b) perform his/her functions with a view to the interests of the HCSO, in accordance with the internal regulations of the HCSO and his/her job description, on the basis of his/her superior's instructions and guidance, observing all deadlines;
- c) ensure the due preparation of any and all matters within the Office's jurisdiction and competence for a decision on the merits of the given matter;
- d) maintain his/her professional skills and knowledge on a level matching the professional requirements of his/her post, obtain the qualifications prescribed by the employer;
- e) keep all information learned in connection with the HCSO's operation to himself/herself with the exceptions specified by the law;
- f) avoid any and all activities that may project an unfavourable image of the HCSO or have, in any way, a negative impact on the interests of the HCSO;
- g) substitute for any of his/her colleagues when designated by his/her immediate superior;
- h) bear responsibility for the protection of the Office's assets, the handling, preservation and utilization of any financial or other means at his/her disposal;
- i) bear disciplinary and, in accordance with the relevant legislation, the HCSO's internal regulations and within the framework of labour law, material responsibility for his/her acts;
- j) be entitled to any information on the strategic goals and objectives of the HCSO and its organizational units, and on the decisions concerning the staff members of the HCSO;
- k) be entitled to take initiative, make proposals and express his/her opinion in any and all professional matters;
- l) be entitled to submit proposals aimed at improving working conditions, express his/her opinion on issues related to the workplace or the workflow;
- m) entitled to review all data and documents on himself/herself that are on record at the HCSO;
- n) entitled to any and all benefits and services due in a given financial year in accordance with the prevailing decisions of the HCSO;
- o) participate in the activities of office project groups formed in order to complete various objectives.

Chapter IV

BODIES AND WORKING PARTIES OF THE HCSO

Presidential Meeting

Section 22 (1) The Presidential Meeting is a forum facilitating direct and regular exchange of information between the President and the Deputy Presidents and, at the same time, the highest preparatory forum for the President's decision-making. The Heads of Department of the Presidential and the Financial Management Departments shall attend the Presidential Meetings as regular invitees.

(2) The Presidential Meeting shall be convened on a weekly basis unless the President is absent.

(3) The Meeting's agenda shall be set by the President.

General Management Board

Section 23 (1) The General Management Board is a consultative, communications and decision preparatory forum ensuring the direct exchange of information among the President, Deputy Presidents, heads of Department, heads of the independent sections, the Director General of the HCSO Demographic Research Institute and the Director General HCSO Library.

(2) The General Management Board shall be convened as needed, but at least three times a year.

(3) The Board's meeting shall be convened by the President. The meeting's agenda shall be set by the President.

Professional Boards

Section 24 (1) The Professional Board is a standing or ad hoc proposing and decision preparing body, established for discussing some major professional issues falling within the competence of several departments, and consisting of members delegated by the departments concerned.

(2) The President shall establish the professional college and appoint its Chair.

(3) The Professional Board shall be convened as needed, but at least three times a year.

(4) The Board's meeting shall be convened by the Chair of the Board. The meeting's agenda shall be set by the Chair of the Board.

Ad hoc working parties

Section 25. (1) The President or any of the Deputy Presidents may establish an ad hoc working party or ad hoc working parties for reviewing, proposing or decision preparing purposes.

(2) The ad hoc working parties shall operate as prescribed by the President (Deputy President); the frameworks and the duration of the working party's activities shall be determined upon its establishment.

Standing Committees

Section 26 There are two standing committees operating in the HCSO: the Data Protection Board and the Welfare Committee.

Section 27 (1) The Data Protection Board shall supervise, organize, coordinate and monitor the implementation of data protection regulations in the course of the HCSO's activities, including the accessibility of data of public interest and the protection of individual data.

(2) The Data Protection Board shall consist of five members, its members and Chair shall be appointed by the President of the HCSO.

(3) The Data Protection Board shall prepare annual reports on its activities to the President of the HCSO.

(4) The Chair of the Data Protection Board may call on the services of permanent experts.

Section 28 (1) The Welfare Committee shall

a) submit proposals to the Head of the Financial Management Department having the appropriate power of decision in connection with providing social assistance benefits in accordance with the Act on Civil Servants and the PSC, and assisting those having retired from the HCSO,

b) submit proposals as regards providing housing loans from the Office's funds.

(2) The Welfare Committee shall consist of six members.

(3) The Welfare Committee's members include

a) two persons appointed by the President of the HCSO;

b) one person delegated by the staff's central trade union and one delegated by the regional trade union;

c) one person delegated by the Presidential Department, and

d) one person delegated by the Financial Management Department.

(4) The Chair of the Welfare Committee shall be appointed from among its members by the President of the HCSO.

(5) The Welfare Committee's works schedule shall be determined by the Committee itself.

Chapter V

SOME PROVISIONS ON THE OPERATION OF THE HCSO

General rules of work

Section 29 (1) With the exception of the President, executive officials may not give instructions to staff members of an organizational unit not under their supervision. The Deputy President may give instructions to staff members of an organizational unit not under his/her supervision in connection with the performance of his/her functions. Simultaneously

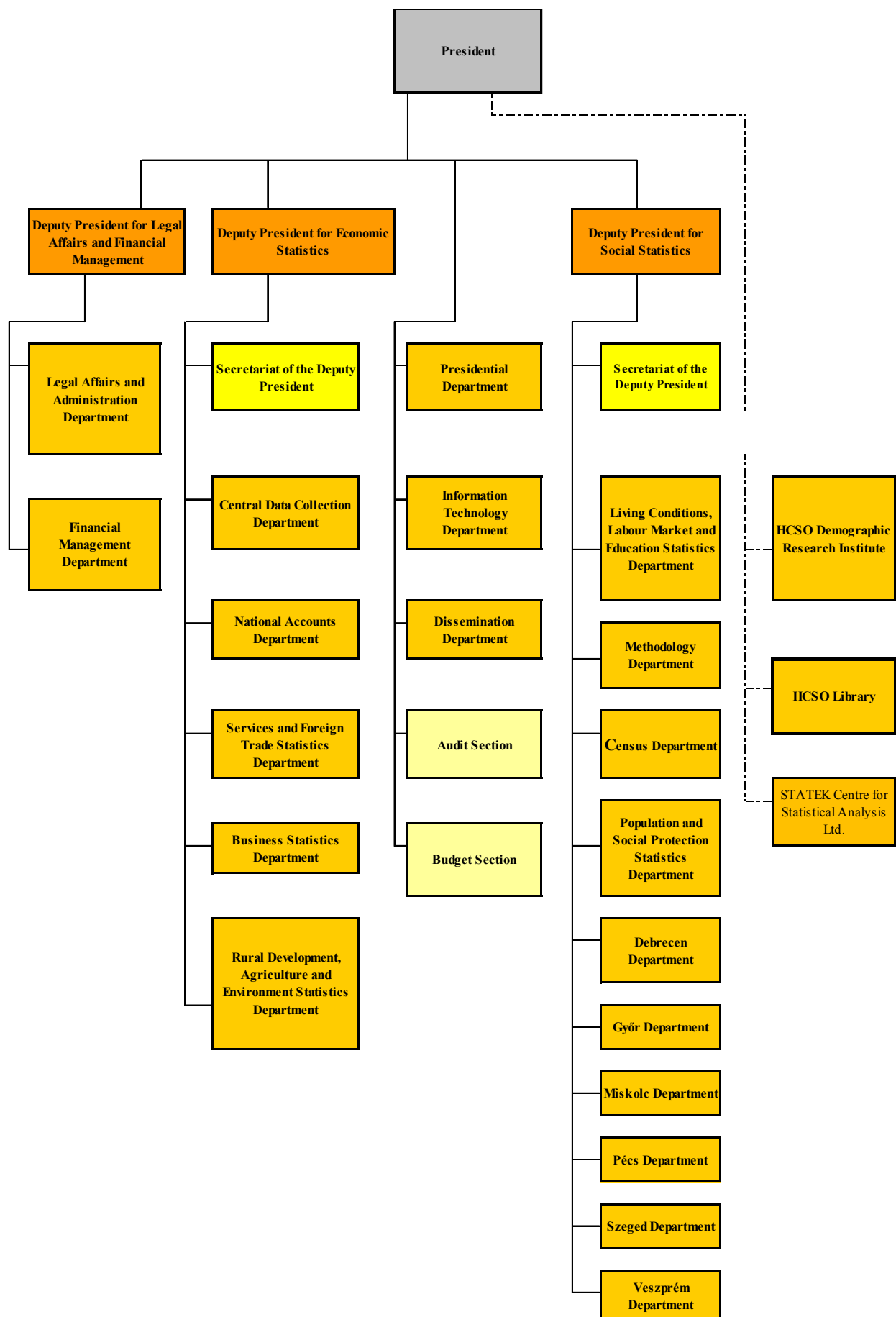
with starting to carry out such an instruction, the staff member concerned shall immediately inform thereof the executive official supervising the given organizational unit.

(2) Instructions received from an executive official specified in Subsection (1) shall be carried out observing the chain of command. In the absence of the competent immediate superior, and in matters that cannot be postponed, the competent executive official's consent shall be obtained by phone or electronically. The competent executive official's consent, or the fact that it was impossible to obtain, shall be indicated on the document, and the document shall be forwarded without delay to the superior next in the chain of command.

(3) Direct instructions shall be executed observing the chain of command, unless the executive official giving the instruction expressly states to the contrary.

(4) All executive officials and staff members of the HCSO shall cooperate in completing the tasks of the HCSO. The heads of the independent organizational units shall bear responsibility for establishing cooperation between the independent organizational units. The head of the organizational unit in charge of a certain matter or the person designated by the President of the HCSO shall bear responsibility for coordinating the efforts and asserting the positions of all organizational units concerned in the course of carrying out a given task.

Appendix 1



Appendix 2

Functions of the organizational units of the Central Statistical Office

1. Organizational units under the President's direct supervision

1.1. Presidential Department

The functions of the Presidential Department are as follows:

- a) to support the President in decision-making and task allocating, to perform the functions of the secretariat of the President, and as such,
- aa) to prepare the President's programs, professional consultations, public appearances, and to perform coordination in connection therewith;
- ab) to collect and prepare background materials supporting decision-making;
- ac) to organize office management.
- b) to manage the HCSO's international relations through coordinating the international activities of the organizational units of the Office, and to formulate, submit for approval and ensure the representation of official positions;
- c) to perform functions in connection with high priority international projects and international professional assistance tenders;
- d) to contribute to performing tasks deriving from the international obligations of the President of the Office and his/her Deputies;
- e) to draft and submit for approval the Office's annual travel plan;
- f) to organize the presidential level international events of the Office;
- g) to work out the HCSO'S human resources strategy, to develop and operate the HCSO's unified human resources and personnel development system;
- h) with the prior endorsement by the HCSO's chief financial officer of the Office's staff and wage management, to coordinate the performance of human resources functions in connection with the, establishment, amendment and termination of civil service employment relationship and executive appointments;
- i) to work out, develop and operate the unified system of job descriptions;
- j) to perform human resources tasks related to professional rating of civil servants, performance evaluation, conflict of interest and declarations of wealth;
- k) to keep the staff records and the electronic personnel database up-to-date;
- l) to develop and operate the HCSO's internal training system, including the HCSO School, to perform functions related to the development and professional supervision of statistical qualifications; to carry out tasks related to administrative training and examination,

executive training; to build and develop professional cooperation with higher educational institutions;

m) to perform human resources functions in connection with granting commendations and long-service benefits, and to provide welfare services to retired and active staff members;

n) to organize the HCSO's internal and external communication, to maintain contact with the press;

o) to organize the HCSO's high priority events;

p) to perform tasks related to data protection and handling complaints filed in connection with applications for statistical classification;

q) to revise complaints filed in connection with the decisions of the competent department on applications for statistical classification;

r) to organize, coordinate and supervise functions related to data protection and IT security;

s) to direct and supervise the activities of the data protection commissioner;

t) to direct the performance of functions necessary for the implementation of the principles specified in the European Statistics Code of Practice;

u)⁷ to perform human resources management functions vis-à-vis the executive officers of Statek LLC, to keep the record of the asset statements submitted by the Company's executive officers;

v)⁸ to perform human resources management functions vis-à-vis the Director General, Deputy Director General and Chief Financial Officer of the HCSO Demographic Research Institute, to keep the record of the asset statements submitted by these persons.

1.2. Information Technology Department

The functions of the Information Technology Department are as follows:

a) to prepare the information technology strategy, the information technology procurement plan and the information technology development plan;

b) to perform functions in connection with the development, operation and maintenance of the HCSO's information and communication technology systems and infrastructure, and the procurements related thereto;

c) to perform the HCSO's software, application and database development tasks;

d) to perform system engineering and database management functions necessary for the HCSO's operation;

e) to operate the applications and systems developed or commissioned, introduced and taken into operation by the department itself;

⁷ [Missing reference]

⁸ [Missing reference]

- f) to perform statistical data process tasks;
- g) to edit the electronic questionnaires of the electronic collection of statistics, to provide technical assistance to the reporting agents;
- h) to participate in the procurement of software and software development tools used in the HCSO, to perform the function of product manager;
- i) to provide information technology services to end users, to operate a help desk;
- j) to perform tasks related to the methodological supervision and the quality assurance of software development;
- k) to perform the operative tasks of information technology security.

1.3. Dissemination Department

The functions of the Dissemination Department are as follows:

- a) to plan and coordinate the HCSO's information activities;
- b) to prepare periodical analyses and international publications, and occasional data compilations and analyses;
- c) to provides data to domestic and foreign users both on regular and ad hoc basis, to coordinate the international organizations' information programs both within the office and vis-à-vis the partner institutions;
- d) to edit the contents of comprehensive data compilations;
- e) to perform the function of the managing editor of the information database and STADAT;
- f) to develop, operate, edit and provide content service to the HCSO's homepage;
- g) to provide content service to the Settlement Statistics Database System, the County and Regional Database System and the Budapest Municipal Statistical Database;
- h) to proofread, translate publications and to prepare them for publishing;
- i) to perform coordinating functions in connection with the printing services commissioned by the Office;
- j) to coordinate the editorial tasks of the periodicals 'Statisztikai Szemle' [*Statistical Review*] and 'Területi Statisztika' [*Regional Statistics*];
- k) to provide information services;
- l) to prepare and coordinate the categorization of statistical classifications submitted to the Office;
- m) to organize and coordinate the sale of publications, statistical data and value added services;

n) to develop the methodology of the functions falling within the Department's competence, to collect and evaluate users' feedback.

1.4. Audit Section

The functions of the Audit Section are as follows:

- a) to perform audits ordered by the President either in the annual audit plan or on an ad hoc basis;
- b) to perform regularity, financial, system and performance audits and informational technology system audits;
- c) to perform reliability audits vis-à-vis the annual primary budget reports of the budgetary organs under the HCSO's supervision;
- d) to provide professional guidance as regards the internal auditing activities of the budgetary organs under the HCSO's supervision;
- e) to prepare the HCSO's annual audit report and to ensure the submission thereof, together with the summary of the audit reports of the budgetary organs under the HCSO's supervision, to the minister in charge of public finances;
- f)⁹ to perform audits of the activities of Statek LLC in accordance with the legal regulation on the internal control system and internal audit of budgetary organs.

1.5. Budget Section

The functions of the Budget Section are as follows:

- a) to prepare the annual budget proposal of the HCSO chapter for the next financial year, to direct the budgetary planning of institutions within the chapter, to establish treasury budgets and to forward them to the institutions within the chapter, and to supervise and approve the primary budgets of the budgetary organs within the chapter;
- b) to revise and forward the midterm and annual financial reports, balance sheet reports and other reports;
- c) to oversee the closing accounts of the budgetary organs of the HCSO chapter, to revise and approve their budget reports and appropriation residues;
- d) to monitor the implementation of the budgets of the budgetary organs of the HCSO chapter, to prepare analyses;
- e) to amend appropriations within its competence as supervising body;
- f)¹⁰ to prepare the rules and regulations for the implementation of the appropriations authorized in the chapter in accordance with the law;

⁹ [Missing reference]

¹⁰ [Missing reference]

g)¹¹ to participate in the drafting of documents (support agreement, cooperation agreement etc.) and reports regarding Statek LLC;

h)¹² to perform functions in connection with keeping records of the appropriations authorized in the chapter (title, grade, requesting a new unique public finance identifier in case of a new title, opening, modifying and terminating accounts).

2. Organizational units under the direct supervision of the Deputy President for Economic Statistics

2.1. Secretariat of the Deputy President

The functions of the Secretariat supporting the activities of the Deputy President for Economic Statistics are as follows:

- a) to prepare the Deputy President's programs, professional consultations, public appearances, and to perform coordination in connection therewith;
- b) to coordinate any and all domestic and international matters falling within the competence of the Deputy President, to maintain contact with internal and external partners, to collect background information in issues under deliberation, drafts documents;
- c) to perform secretariat management functions.

2.2 Central Data Collection Department

The functions of the Central Data Collection Department are as follows:

- a) to prepare environmental expenditure statistics as part of its national-level statistical domain function;
- b) to prepare data collections within its area of competence, to carry out checking (agricultural statistics, data collection among the population, consumer and market price reports, register reports, collection of integrated economic statistics) and validation of data.

2.3. National Accounts Department

The subject-matter functions of the National Accounts Department cover the calculation of the quarterly and annual data of national accounts on current and comparative prices, the compilation of the tables and sector accounts of the Input-Output Balance (IOB), preparation of Gross National Income (GNI) and European Union Excessive Deficit Procedure (EDP) reports, and the calculation of consumer price statistics and purchasing power parity, including the following tasks:

- a) preparation of the output and expenditure sides of the quarterly and annual Gross Domestic Product (GDP) calculations;
- b) compilation of the annual sectoral accounts;
- c) compilation of supply and use tables and input-output tables;

¹¹ [Missing reference]

¹² [Missing reference]

- d) compilation of regional accounts;
- e) compilation of the annual integrated accounts of the national economy;
- f) calculation of the annual GNI and preparation of the annual GNI report;
- g) preparation of the EDP Report's part falling within the HCSO's competence twice a year;
- h) compilation of the capital account and the balance sheets (non-financial means);
- i) compilation of the quarterly government and rest of the world accounts, and compilation of the quarterly income generation account;
- j) compilation of the data on taxes and subsidies;
- k) compilation of the weighted average VAT rate's part falling within the HCSO's competence;
- l) compilation of the data on foreign direct investments and foreign controlled enterprises;
- m) preparation of labour-input calculations using the methodology of national accounts;
- n) creation and operation of databases for the calculations of the national accounts;
- o) compilation of the structural statistics of financial undertakings;
- p) the planning and professional preparation of the collection of consumer price statistics; centralized collection, process, quality control, editing and validation of certain data groups and their migration into databases;
- q) performing functions in the field of purchasing power parity calculations both within the frameworks of the European Comparison Program and on the global scale, organization, partial implementation, recording and verification of data collection;
- r) preparation of data compilations, publications and first releases, and dissemination of data in the subject-matter areas within the competence of the Department;
- s) methodological development and documentation of statistical domains falling within the competence of the Department;
- t) national and international dissemination and data transmissions, ensuring access to data.

2.4. Services and Foreign Trade Statistics Department

The statistical domain functions of the Services and Foreign Trade Statistics Department cover domestic trade, tourism, catering, shipping, transportation and business services, information and communication statistics, statistics relating to the foreign trade of goods and services, including the following tasks:

- a) the planning and professional preparation of the collection of domestic trade statistics by the HCSO, their quality control and migration into databases; receiving data collected by

other organs of the official statistical service and data from administrative sources, their control and migration into databases;

b) performance of professional functions related to the development, maintenance and validation of trade registers;

c) the planning and professional preparation of the collection of information statistics by the HCSO, their quality control and migration into databases; receiving data collected by other organs of the official statistical service and data from administrative sources, their control and migration into databases;

d) the planning and professional preparation of the collection of tourism statistics by the HCSO, their quality control and migration into databases; receiving data collected by other organs of the official statistical service and data from administrative sources, their control and migration into databases;

e) the planning and professional preparation of the collection of shipping and transportation statistics by the HCSO, their quality control and migration into databases; receiving data collected by other organs of the official statistical service and data from administrative sources, their control and migration into databases;

f) validation of sectoral data;

g) the planning and professional preparation of the collection of statistics on the foreign trade of goods by the HCSO, their quality control and migration into databases, and the reception of data collected by other organs of the official statistical service and data from administrative sources, their control and recording into databases;

h) the quality control and editing of statistical data on foreign trade of services collected by the HCSO, the planning and professional preparation of the reception of data collected by other organs of the official statistical service and data from administrative sources, their processing and migration into databases, and the performance, maintenance and development of data processing procedures related to the various areas;

i) compilation and methodological documentation of statistical data on foreign trade with a view to macro-statistical requirements (national accounts, balance of payments), implementation of the necessary developments;

j) the planning and professional preparation performing of and the collection of statistics on service output prices and foreign trade prices (including the dispatch, imploring, receiving, capturing questionnaires and their primary validation), their process, quality control and editing and migration into databases;

k) development of the methodology of subject-matter areas falling within the competence of the Department;

l) preparation of data compilations, publications and first releases on the statistical domains falling within the competence of the Department;

m) contributing to the compilation of HCSO's cross-thematic publications;

- n) national and international data transmissions, ensuring access to data;
- o) participation in the performance of the Office's mezzo-validation functions.

2.5. Business Statistics Department

The subject-matter functions of the Business Statistics Department cover the demography of business associations, the HCSO's interim collection of integrated economic statistics (data on output, input and investments), the HCSO's annual collection of integrated economic statistics (annual structural statistics), collection of other economic statistics concerning enterprises (material statistics, product statistics, composition of investments, statistics on the construction industry, statistics on subsidiaries of foreign interest), statistics on energy management, including the following tasks:

- a) the planning, professional preparation of the HCSO's interim data collection on integrated economic statistics (data on output, input and investments), processing, quality control and editing of the data;
- b) the planning, professional preparation of the HCSO's annual data collection on integrated economic statistics (annual structural statistics), the processing, quality control and editing of the data, operation of the database of non-financial undertakings jointly with the national accounts;
- c) initiating the procurement of products and services related to data collection;
- d) the planning, professional preparation of the collection of other economic statistics on enterprises, processing, quality control and editing of the data;
- e) validation of sectoral data;
- f) continuous measurement and analysis of respondent burden;
- g) development of the methodology of statistical domains falling within the competence of the Department;
- h) preparation of data compilations, publications and first releases on statistics falling within the competence of the Business Statistics Department;
- i) contributing to the compilation of HCSO's cross-thematic publications;
- j) national and international transmission of data falling within the competence of the Department, ensuring access to data;
- k) compilation and publication of the data of subsidiaries of foreign interest;
- l) maintenance of the Classification of Industrial Products and the Construction Index as professional nomenclatures, performing tasks related to classification;
- m) operation and development of the Business Register (BR), dissemination, publication, planning, and professional preparation of BR-related collection of statistics and other data from administrative sources; processing the data and updating the register upon their

quality control and editing, contributing to the establishment and amendment of statistical nomenclatures used in the BR;

n) setting the register criteria for the organization of data collection and data processing in the course of performing the function of organizing data collection; collection and inspection of data templates for the organization of data collection, input of metadata, readying the questionnaires for print in a standardized format, scheduling printing jobs related to the questionnaires; preparing and verifying expedition, publication of all HCSO-mandated questionnaires and documentation on the HCSO's homepage;

o) the planning, professional preparation and performance of the data collection of producer price (industrial and construction prices) statistics (including the dispatch, imploring, receiving, capturing and primary validation of questionnaires), their processing, quality control and editing and recording into databases;

p) participation in the performance of the Office's mezzo-validation functions.

2.6. Rural Development, Agriculture and Environment Statistics Department

The statistical domain functions of the Rural Development, Agriculture and Environment Statistics Department cover rural development, agricultural and environmental statistics, agricultural prices and communal services, including the following tasks:

a) the planning, professional preparation of the collection of agricultural statistics by the HCSO, planning of transmissions of data collected by other organs of the official statistical service and data from administrative sources, their processing, quality control and editing and migration into databases;

b) compilation, methodological documentation and development of the accounts of the agricultural account system and the supply balance;

c) validation of sectoral data;

d) the planning, professional preparation of the collection of environmental statistics by the HCSO, planning of transmissions of data collected by other organs of the official statistical service and data from administrative sources, their processing, quality control and editing and migration into databases;

e) compilation, methodological documentation and development of the environmental account system;

f) the planning, professional preparation of the transmission of statistical sources and data collected by other organs of the official statistical service and data from administrative sources, their processing, quality control, editing and migration into databases in order to compile rural development statistics and work out the indicators of sustainable development and climate change;

g) development of the methodology of specialized statistical areas falling within the competence of the Department;

- h) preparation of data compilations, publications and first releases on the topics of rural development, agriculture and environment statistics;
- i) contributing to the compilation of HCSO's cross-thematic publications;
- j) national and international data transmissions, ensuring access to data;
- k) participation in the performance of the Office's mezzo-validation functions.

3. Organizational units under the direct supervision of the Deputy President for Social Statistics

3.1. Secretariat of the Deputy President

The functions of the Secretariat supporting the activities of the Deputy President for Social Statistics are as follows:

- a) to prepare the Deputy President's programs, professional consultations, public appearances, and to perform coordination in connection therewith;
- b) to coordinate any and all domestic and international matters falling within the competence of the Deputy President, to maintain contact with internal and external partners, to collect background information in issues under deliberation, to draft documents;
- c) to coordinate the work of the organizational units specified in Clauses 3.6. through 3.11.
- d) to perform secretariat management functions.

3.2. Living Conditions, Labour Market and Education Statistics Department

The statistical domain functions of the Living Conditions, Labour Market and Education Statistics Department cover employment, labour force, livelihood, social stratification, living conditions, household and family, education, culture, sports, research and development and innovation statistics, including the following tasks:

- a) the planning and professional preparation of the collection of employment, unemployment and work-related statistics by the HCSO and the work-related contents of integrated economic statistics, the quality control, editing of the collected data and their recording into databases, internal, external and international transmission of data, transmission of data collected from other organizations;
- b) validation of sectoral data;
- c) transmission of data from other organs of the official statistical service;
- d) the planning and professional preparation of the collection of lifestyle, living conditions, social stratification statistics and statistics on the budget, consumption and income of households, the quality control, editing of the collected data and their migration into databases, internal, external and international transmission of data;

- e) the planning and professional preparation of the collection of statistics on science and technology, quality control and editing of the collected data and their migration into databases, internal, external and international transmission of data;
- f) the planning and professional preparation of the collection of statistics on life-long education and mass media (television and radio broadcasting, publication of books, magazines and newspapers), the quality control, editing of the collected data and their migration into databases, internal, external and international transmission of data;
- g) transmission of institutional statistics on education, culture and sports from within the official statistical service, their the quality control, editing and migration into databases, internal, external and international transmission of data;
- h) development of the methodology of statistical domains falling within the competence of the Department;
- i) preparation of data compilations, publications and first releases on the special statistics falling within the competence of the Department;
- j) contributing to the compilation of HCSO's cross-thematic publications;
- k) special tasks: managing Standard Classification of Occupations and European Social Strata Scheme classifications;
- l) national and international data transmissions,
- m) ensuring access to data with the observance of the aspects of data security;
- n) participation in the performance of the Office's mezzo-validation functions.

3.3. Methodology Department

The functions of the Methodology Department are as follows:

- a) to draw up sampling plans for representative surveys, to work out and coordinate methods of grossing-up and error calculation;
- b) to cooperate in the establishment of application systems;
- c) to work out methodological standards and recommendations in order to ensure efficiency, quality and coordination;
- d) to work out and develop statistical methods, mathematical tools of statistics, to support their application and documentation;
- e) to prepare statistical methodological analyses;
- f) to support and coordinate methodological functions related to the analysis of time series and seasonal adjustment;
- g) to study statistical and methodological problems related to disclosure control;

- h) to perform functions in connection with the development and operation of a comprehensive quality assurance framework system;
- i) to methodologically monitor the sub-systems of general metadata (data sources, terms, nomenclatures, indicators), to plan, develop and coordinate the maintenance of the methodological documentation of statistical domains and registers;
- j) to develop and maintain the standard industrial classification of economic activities, classification according to legal forms of enterprises, classification of goods and services, directory of self-employed business activities, to consult on their application, to render methodological assistance in classification to the information service;
- k) to coordinate the registers operated by the HCSO;
- l) to draw up, develop and operate the professional rules serving the selection, to train and supervise the interviewers conducting the surveys;
- m) to perform functions related to the methodological development of new data collection techniques, to render methodological support to introducing new data collection techniques;
- n) to develop methods aimed at stimulating respondent readiness;
- o) to performing methodological functions related to designing and developing questionnaires.

3.4. Census Department

The special statistical functions of the Census Department cover population census and micro-census, including the following tasks:

- a) planning and organizing population censuses and micro-censuses, processing, inspection, qualitative improvement of the collected data and their recording into databases;
- b) planning, preparing, organizing the collection of statistics necessary for registering administrative changes, processing, inspection, qualitative improvement of the collected data and their recording into databases;
- c) keeping the Gazetteer of Hungary, editing the register of localities;
- d) development of the methodology of specialized statistical areas falling within the competence of the Department;
- e) preparing data compilations and analyses on the topics of population census and micro-census;
- f) contributing to the compilation of HCSO's cross-thematic publications;
- g) domestic and international data transfer, ensuring access to the data;
- h) participation in the performance of the Office's mezzo-validation functions.

3.5. Population and Social Protection Statistics Department

The special statistical functions of the Population and Social Protection Statistics Department cover population, health, social, dwelling, law enforcement and non-profit statistics, including the following tasks:

- a) planning and professionally preparing the collection of statistics in areas falling within the competence of the Department, their processing, inspection and recording into databases; receiving data collected by other organs of the official statistical service and data from administrative sources, their inspection, qualitative improvement and recording into databases;
- b) keeping the population figures up-to-date;
- c) maintaining the integrated migration database;
- d) compiling the statistical system of social protection;
- e) compiling the statistical system of National Health Accounts;
- f) developing the methodology of specialized statistical areas falling within the competence of the Department;
- g) preparing data compilations, publications and first releases on the special statistics falling within the competence of the Department;
- h) contributing to the compilation of HCSO's cross-thematic publications;
- i) national and international data transmissions, ensuring access to data;
- j) participation in the performance of the Office's mezzo-validation functions.

3.6. Debrecen Department

The functions of the Debrecen Department are as follows:

- a) on the national level
 - aa) internal trade statistics;
 - ab) environment statistics (with the exception of collecting input statistics);
 - ac) register maintenance;
 - ad) **FEOR** [*Standard Classification of Occupations*] coding and operation of the LAKOS system;
 - ae) to perform the task of operating the system of collecting data among the population using mobile devices;
- b) to perform tasks related to the preparation of data for collecting statistics within the sphere of its competence, to control (agriculture statistics, data collection among the population, consumer and market price reports, register reports, collection of integrated economic statistics) and validate the data;
- c) to provide information services.

3.7. Győr Department

The functions of the Győr Department are as follows:

- a) on the national level
 - aa) non-profit statistics;
 - ab) information statistics;
 - ac) to perform functions related to TURA border statistics;
- b) to perform tasks related to the preparation of data for collecting statistics within the sphere of its competence, to control (agriculture statistics, data collection among the population, consumer and market price reports, register reports, collection of integrated economic statistics) and validate the data;
- c) to provide information services.

3.8. Miskolc Department

The functions of the Miskolc Department are as follows:

- a) on the national level
 - aa) health statistics;
 - ab) dwelling statistics;
 - ac) R&D statistics;
 - ad) to perform functions related to innovation statistics;
- b) to perform tasks related to the preparation of data for collecting statistics within the sphere of its competence, to control (agriculture statistics, data collection among the population, consumer and market price reports, register reports, collection of integrated economic statistics) and validate the data;
- c) to provide information services.

3.9. Pécs Department

The functions of the Pécs Department are as follows:

- a) on the national level
 - aa) tourism statistics;
 - ab) transportation statistics;
 - ac) to perform functions related to collecting and processing reports on the utilization of spas;
- b) to perform tasks related to the preparation of data for collecting statistics within the sphere of its competence, to control (agriculture statistics, data collection among the

population, consumer and market price reports, register reports, collection of integrated economic statistics) and validate the data;

c) to provide information services.

3.10. Szeged Department

The functions of the Szeged Department are as follows:

a) on the national level

aa) social statistics;

ab) to perform functions related to certain aspects of vital statistics;

b) to perform tasks related to the preparation of data for collecting statistics within the sphere of its competence, to control (agriculture statistics, data collection among the population, consumer and market price reports, register reports, collection of integrated economic statistics) and validate the data;

c) to provide information services.

3.11. Veszprém Department

The functions of the Veszprém Department are as follows:

a) to perform functions related to certain aspects of vital statistics on the national level;

b) to perform tasks related to the preparation of data for collecting statistics within the sphere of its competence, to control (agriculture statistics, data collection among the population, consumer and market price reports, register reports, collection of integrated economic statistics) and validate the data;

c) to provide information services.

4. Organizational units under the direct supervision of the Deputy President for Legal Affairs and Financial Management

4.1. Legal Affairs and Administration Department

The functions of the Legal Affairs and Administration Department are as follows:

a) to review and countersign contracts to be concluded by the HCSO, to provide legal representation to the HCSO, to participate in the performance of functions related to data protection;

b) to organize the professional review of reports and draft legislation submitted to the HCSO;

c) to prepare draft legislation related to the organization and the activities of the HCSO, regulations to be issued within the President's competence, to draw up the OSAP [*National Statistical Data Collection Program*], to prepare the relating submissions, to coordinate the

collection of statistics by the organs of the official statistical service, to perform the function of the secretariat of the National Statistical Council;

d) to perform office management functions related to the treatment of documents and tasks related to classified documents originated in and received by the HCSO;

e) to perform the functions of the HCSO's chief security officer in accordance with Act **CLV of 2009** on the Protection of Classified Information and **Government Decree № 90/2010 (of March 26)** on the operation of the operation of National Security Authority and the handling of classified data (with a special view to Chapter III);

f) to perform the functions of the secretariat of the Deputy President for Legal Affairs and Financial Management, including the following tasks:

fa) to prepare the Deputy President's programs, professional consultations, public appearances, and to perform coordination in connection therewith;

fb) to coordinate any and all domestic and international matters falling within the competence of the Deputy President, to maintain contact with internal and external partners, to collect background information in issues under deliberation, to draft documents;

fc) to perform secretariat management functions.

g)¹³ to prepare for issuance the amendments to the Deed of Foundation of Statek LLC, founder's and owner's resolutions, and the instructions of the practitioner of owner's rights;

h)¹⁴ to cooperate in matters related to exercising founder's and owner's rights and in any other matters related to supervision and management powers requiring legal consideration;

i)¹⁵ to prepare for release and countersign the cooperation agreement and the support contract between the HCSO and Statek LLC;

j)¹⁶ to review the employment contracts of the Company's executive officers, their amendments and termination;

k)¹⁷ to give prior legal opinion on the contracts to be concluded by Statek LLC which, surpassing the maximum contract value specified in the Deed of Foundation, are subject to the founder's approval.

4.2. Financial Management Department

The functions of the Financial Administration Department are as follows:

¹³ [Missing reference]

¹⁴ [Missing reference]

¹⁵ [Missing reference]

¹⁶ [Missing reference]

¹⁷ [Missing reference]

- a)¹⁸ to prepare the primary budget of the HCSO and the appropriations authorized in the chapter, and the primary budget report, the yearly settlement and the interim balance report thereof;
- b) to perform functions related to complying with planning, management, administration of funds, bookkeeping, asset management, tax return, contribution and other payment obligations, and tasks related to reporting and regulatory obligations;
- c) to disburse loans for the purpose of buying or building a dwelling, and to monitor the servicing thereof;
- d) to participate in the preparation and completion of public tenders and their documentation, to perform tasks related to their publication of tenders, and to comply with reporting obligations;
- e) to carry out the procurement of goods falling within the frameworks of the centralized public tendering system;
- f) to perform functions related to staff and payroll management and staff monitoring, and to manage staff, position and financial coverage in connection with new employment;
- g) to prepare all employment-related document for the HCSO's staff on the basis of the documents at its disposal, to keep record of all employment related documents and materials;
- h) to perform employment-related functions in connection with the Office's staff, to issue certificates, to perform tasks related to the placing in the reserve corps, special employment, premium-years employment and overtime;
- i) to operate the human resources management system;
- j) to perform functions in connection with staff members on short-term and long-term leave;
- k) to perform functions related to the centralized wage calculation system on the basis of the division of labour specified in the agreement concluded with the Hungarian State Treasury, to report and to manage the system of fringe benefits;
- l) to perform tasks related to technical investments and renovation, and the management and maintenance of buildings, motor vehicles and technical devices;
- m) to perform functions related to labour and fire security, to organize labour safety trainings;
- n) to provide technical background support to events organized in the HCSO;
- o) to coordinating the planning of work programs, to determine the procedure of program planning, to maintain and revise the nomenclatures of planning, to monitor the operation of computer software used in the process of planning;

¹⁸ [Missing reference]

p) to prepare the Office's Working Plan and to monitor its implementation, to supervise the operation of computer software used in the process of drawing up the working plan;

q) to operate an electronic timesheet;

r) to perform functions related to storage management;

s) to perform financial management (public tenders) and technical support functions specified in the agreements concluded with the institutions operating under the HCSO chapter;

t)¹⁹ to participate in the preparation of professional drafts and documents related to exercising founder's and owner's rights and supervisory and management powers vis-à-vis Statek LLC, and in other financial, asset and staff management, technical or accommodation matters related to the Company's operation, with special emphasis on the following tasks:

ta)²⁰ to revise the annual report prepared by Statek LLC pursuant to **Act IV of 2006** on Business Associations and to prepare the report's submission for approval;

tb)²¹ to prepare decisions on increasing or decreasing the Company's registered capital and on approving owner's loans taking due account of financial and management aspects, to review the Company's annual business, investment and procurement plan;

tc)²² to keep record of the founder's and owner's resolutions issued to Statek LLC and the written instructions of the owner, to participate in their preparation;

td)²³ to set remuneration rules vis-à-vis Statek LLC's executive officers, members of the supervisory board and its employees under the effect of **Section 208 of Act I of 2012** on the Labour Code, and the Company's investment rules;

te)²⁴ to monitor Statek LLC's business activities, to give prior managerial opinion on contracts to be concluded by Statek LLC which surpass the maximum contract value specified in the Deed of Foundation;

tf)²⁵ to collect, with the cooperation of the professional unit concerned, financial-accounting information on the operation of Statek LLC which are of relevance from the owner's standpoint;

u)²⁶ to perform functions specified in the presidential regulation on the utilization of budgetary appropriations within in the chapter HCSO (preparation of the support agreement, financial endorsement of the support agreement, disbursement of subsidies,

¹⁹ [Missing reference]

²⁰ [Missing reference]

²¹ [Missing reference]

²² [Missing reference]

²³ [Missing reference]

²⁴ [Missing reference]

²⁵ [Missing reference]

²⁶ [Missing reference]

verification and approval of the financial report on the utilization of the disbursed subsidies).

Appendix 3

Organizational units of the HCSO and the number of positions per organizational unit

Executive officer	Independent organizational unit	Number of positions (persons)
President	<ul style="list-style-type: none"> - Presidential Department - Information Technology Department - Dissemination Department - Audit Section - Budget Section 	254
Deputy President for Economic Statistics	<ul style="list-style-type: none"> - Secretariat of the Deputy President - Central Data Collection Department - National Accounts Department - Services and Foreign Trade Statistics Department - Business Statistics Department - Rural Development, Agriculture and Environment Statistics Department 	361
Deputy President for Social Statistics	<ul style="list-style-type: none"> - Secretariat of the Deputy President - Living Conditions, Labour Market and Education Statistics Department - Methodology Department - Census Department - Population and Social Protection Statistics Department - Debrecen Department - Győr Department - Miskolc Department - Pécs Department - Szeged Department - Veszprém Department 	582
Deputy President for Legal Affairs and Financial Management	<ul style="list-style-type: none"> - Legal Affairs and Administration Department - Financial Management Department 	126

Appendix 4

Positions in the HCSO with the obligation to submit an asset statement

1. By virtue of **Section 3, Subsection (1), Paragraph b) of Act CLII of 2007 on Statement of Assets** (hereinafter referred to as the “ASA”):

- civil servants participating in public tender procedures;
- civil servants working in the Procurement Section.

2. By virtue of **Section 3, Subsection (1), Paragraphs c) and e) of the ASA**:

- civil servants with decision-making powers vis-à-vis budgetary and other funds, management of state assets and appropriations authorized in the chapter, or entitled to supervise fund utilization and financial management;

- all civil servants with commitment, remittance, enforcement, endorsement and signing rights and decision-making powers vis-à-vis accounts with the Hungarian State Treasury;

- project leaders with financial decision-making powers;

- all civil servants working in the Audit Section.

3. By virtue of **Section 3, Subsection (2) Paragraphs d) of the ASA:**

- all civil servants in executive position.