

27/2020 (XII. 28.) MvM¹ Instruction on the Organisational and Operational Rules of the Hungarian Central Statistical Office²

Acting within the scope of my powers under Article 35(1) of Act CXXV of 2018 on Government Administration - having regard to Section 23 (4) c) of Act CXXX of 2010 on Legislation I issue the following instruction:

§ 1 The Organisational and Operational Rules of the Hungarian Central Statistical Office (hereinafter referred to as the " OOR ") are hereby established as set out in Annex 1.

2. §

§ 3 These instructions shall enter into force on the day following their publication.

Annex 1 to Instruction No. 27/2020 (XII. 28.) MvM

Organisational and Operational Rules of the Hungarian Central Statistical

Office

CHAPTER I

GENERAL PROVISIONS

1. Basic data of the HCSO

§ 1 (1) The HCSO is a central budgetary body.

(2) The basic data of the HCSO shall be:

a) name: Central Statistical Office;

b) abbreviation: KSH;

(c) in English: Hungarian Central Statistical Office (HCSO);

(d) in French: Bureau Central de la Statistique de Hongrie (BCSH);

(e) in German: Ungarisches Statistisches Zentralamt (USZ);

(f) registered office: 5-7 Keleti Károly u., 1024 Budapest;

(g) date of foundation: 23 July 1874;

(h) Act establishing it: Act XXV of 1874 on the organisation of the affairs of national statistics;

i) number and date of its founding document: founding document issued by the Prime Minister of Hungary under No. KIHÁT/156/3/2017, dated 1 February 2017;

j) identification numbers:

(ja) account number: MÁK (Hungarian State Treasury) 10032000-01456363-00000000,

¹ Minister heading the Prime Minister's Office

² Published in Official Journal 2020/70.

- (jb) tax number: 15302724-2-41 (taxable person in the VAT category of the KSH),
- (jc) statistical classification of its activity: 8411 General public administration,
- (jd) statistical number: 15302724-8411-311-01,
- (je) registration number in the General Register: 302722 (PIR serial number);
- (k) Government function code of its principal professional activity: 013210 Comprehensive planning and statistical services.

2. Legal status, tasks and competences of the HCSO and the framework within which it operates

§ 2 (1) The HCSO is a General Government Office within the meaning of Act CXXV of 2018 on Government Administration, supervised by the Minister in charge of the Prime Minister's Office.

(2) The Head of the HCSO is the President, who is assisted by Deputy Presidents.

(3) The President shall exercise the management powers of Chapter XXXI (Central Statistical Office) of the central budget.

§ 3 (1) The tasks and powers of the HCSO shall be defined in Act CLV of 2016 on Official Statistics (hereinafter referred to as the Stt.), the Statute of the HCSO and Regulation (EC) No 223/2009 on European Statistics.

(2) The objective of the HCSO, as the national statistical office, is to provide a realistic and objective picture of the state of society, the economy, the environment and its changes by publishing statistical information for public authorities, local governments, economic organisations, including financial markets, civil society organisations, academics, the public, the media and international organisations, in particular the institutions of the European Union.

(3) The HCSO shall not engage in any entrepreneurial activity.

3. Organisation of the HCSO

§ 4 (1) The separate organisational units of the HCSO are the departments.

(2) A section is not a separate organisational unit.

(3) The Internal Audit Section shall operate as a separate section.

(4) The work of the President and, with the exception of § 13, of the Deputy Presidents shall be assisted by a section which shall also perform secretarial functions.

§ 5 (1) The organisational chart of the HCSO is given in Appendix 1.

(2) The tasks of the HCSO's organisational units are set out in Appendix 2.

(3) The organisational structure of the HCSO is shown in text form in Appendix 3.

(4) The posts requiring a declaration of assets are set out in Appendix 4.

(5) The rules governing the exercise of the rights of the employer, including delegated rights, vested in managers are laid down in the Civil Service Rules of the HCSO (hereinafter referred to as the 'CSR').

§ 6 (1) The institutions under the control of the HCSO:

a) the HCSO Library (founded in 1867, effective founding document: founding document of the President of the HCSO No. KSH/2684-2/2017, signed on 15 June 2017), and

b) the Hungarian Demographic Research Institute of the HCSO [established in 1963, valid founding document: Decision No 22/1999 (SK 2.) of the HCSO, as amended by Decision No 2/2009 of the President of the HCSO].

(2) The governing body of the HCSO Library is the HCSO, and the President of the HCSO or a person designated by him/her in writing shall exercise professional management authority over the HCSO Library.

(3) The governing body of the Hungarian Demographic Research Institute of the HCSO shall be

the HCSO, and the President of the HCSO or the person designated by him/her in writing shall exercise professional management powers over the Hungarian Demographic Research Institute of the HCSO.

§ 7 The President shall exercise ownership rights in Statek Statistical Analysis Centre Limited Liability Company (hereinafter referred to as Statek Ltd.) on behalf of the Hungarian State.

CHAPTER II

GOVERNANCE OF THE HCSO

4. Heads of the HCSO

§ 8 Heads of the HCSO:

- a) President,
- b) Deputy Presidents,
- (c) Heads of Department,
- (d) Heads of Section.

§ 9 The Head of the HCSO shall

- a) be responsible for the high-quality implementation of the objectives and tasks set out in the long-term objectives and work programme of the HCSO,
- (b) be responsible for the development, updating, modification and implementation of other plans affecting the tasks of the HCSO,
- (c) be responsible for the planning, preparation and implementation of the National Statistical Survey Programme (hereinafter referred to as OSAP) and the annual work programme of the HCSO,
- (d) perform his/her tasks in accordance with the division of labour related to the activities of the HCSO as laid down in the OOR,
- (e) in the course of his/her activities, comply with and enforce the provisions of the legislation and the rules of the HCSO,
- (f) exercise his/her powers as an employer in accordance with the law and the KSZ,
- (g) enforce the human resources policy objectives of the HCSO in the departments directly subordinate to him/her,
- (h) carry out his/her work in accordance with the United Nations General Assembly Resolution on the Principles of Official Statistics, the European Statistics Code of Practice, the National Statistics Code of Practice and the Statistics Act.

5. The President

§ 10 (1) The President shall

- a) define the general objectives and strategic goals of the HCSO,
- (b) approve the Strategy, the annual work programme, the priorities and the resources allocated to each programme of the HCSO,
- (c) issue the strategic documents of the HCSO and the public-law instruments governing its operation,
- d) establish the framework and procedures for the coordination of the official statistical service,
- e) representing the HCSO in national and international fora,
- (f) be responsible for submitting the OSAP for approval,
- (g) approving the annual budget and final accounts proposal of the HCSO,
- (h) as head of the body managing the budget chapter, exercise and perform the powers and duties conferred on him by law,
- (i) prepare and submit to the Minister supervising the HCSO for approval the OOR,

- (j) approve the departmental structure of the HCSO and the rules of procedure of the departments under its authority within the framework of the OOR,
 - (k) ensure the establishment, operation and independence of internal control,
 - l) exercise the classification powers provided for in the Act on the Protection of Classified Data,
 - (m) delegate the editors-in-chief of the HCSO's journals,
 - (n) delegate the Head of the Hungarian Demographic Research Institute of the KSH, his/her deputy,
 - o) delegate the Head of the HCSO Library, his/her deputies,
 - (p) direct the work of the person responsible for the security of the electronic information system (Information Security Officer), the Data Protection Officer, the Security Manager, the Integrity Adviser and the Presidential Adviser(s),
 - (q) carry out the tasks assigned to him/her by law or by internal rules of procedure and falling within his/her powers as an employer,
 - (r) perform the tasks related to Statek Ltd under his direct ownership,
 - (s) be responsible for the implementation of the process approach in the HCSO,
 - (t) performing such other tasks as may be assigned to him/her by law or by any other instrument of public law laying down the rules governing the organisation of public bodies,
 - (u) is responsible for the development and operation of the quality management system of the HCSO, and directs the work of the Quality Manager and the member(s) of staff responsible for the development and operation of the quality management system of the HCSO.
- (2) The President shall direct the activities of the Deputy Presidents and the departments under his/her authority.
- (3) If the President is prevented from attending or is absent, unless otherwise provided by law or by the OOR, he/she shall be replaced by a Deputy President designated by the President, acting on his/her instructions.

6. Deputy Presidents

§ 11 (1) Rights and duties of the Deputy President:

- a) propose to the President the strategic objectives of the managed area, be responsible for their implementation, monitoring, evaluation and improvement of their implementation, with a view to improving the quality of statistical data production processes and statistical products,
- (b) exercising decision-making power in the performance of the tasks for which he/she is responsible or to which he/she has been delegated, in order to achieve the objectives of the HCSO,
- (c) is responsible for the proper design, operation and development of the internal control system in the area under his/her control; as part of this responsibility, he/she shall design control activities in the area under his/her control in such a way as to ensure that risks are managed, decisions are based on sound judgement in terms of relevance, economy, efficiency and effectiveness, and contribute to the achievement of the organisation's objectives and strengthen the integrity of the organisation,
- (d) is responsible for the systemisation of processes in his/her area of responsibility and, on that basis, for the designation of senior process owners with overall responsibility for the process, in consultation with the heads of the departments under his/her authority,
- e) representing the HCSO in international and national professional bodies, events and meetings as determined by the President,
- (f) giving instructions, setting deadlines, coordinating work in the case of interdepartmental assignments and appointing the person responsible for coordination in connection with his/her management powers,
- (g) approve the rules of procedure of the departments under his/her authority,
- (h) be responsible for the precise planning and prioritisation of the tasks to be carried out and the resources required to carry them out,
- (i) monitoring, controlling and evaluating the tasks assigned and ensuring feedback on the results

of the evaluation,

(j) carry out the tasks assigned to him/her by law or by the internal rules and regulations and falling within his/her employer's remit,

(k) carry out any other tasks assigned to him/her by a legislative or regulatory instrument of public law issued by the President.

(2) The Deputy Presidents of the HCSO shall be:

(a) the Deputy President in charge of the Data Collection Directorate,

(b) the Deputy President in charge of the Statistics Directorate,

(c) the Deputy President in charge of the Dissemination Directorate,

(d) the Deputy President in charge of the Architectural Services Directorate,

(e) the Deputy President in charge of the Communication Directorate.

(3) The President shall perform the tasks referred to in paragraph 1 in respect of the departments directly managed by the President.

(4) The Financial Management Department, the Human Resources Strategy and Training Department and the Statistical Coordination and Legal Affairs Department shall together form the Directorate for Finance and Administration.

(5) The departments referred to in paragraph (4), the Office of the President and the Internal Audit Section shall be under the direct authority of the President.

7. Secretariat of the President

§ 12 (1) The administrative and coordination preparation, the continuous performance of the tasks falling within the competence of the President and the forwarding and recording of the President's provisions to the head of the organisational units under his/her control shall be ensured by the Secretariat.

(2) The activities of the Presidential Secretariat shall be directed by the Head of the Office of the President.

(3) The Secretariat shall operate in accordance with the rules of procedure drawn up by the Head of the Office of the President and approved by the President. The rules of procedure shall lay down the arrangements for deputising for the Head of the Secretariat.

8. Secretariat of the Deputy President

§ 13 (1) The administrative and coordination preparation of the tasks falling under the competence of the Deputy Presidents in charge of the Statistics Directorate and the Architectural Services Directorate and the Dissemination Directorate, the continuous performance of the tasks falling under the competence of these managers and the transmission and registration of the manager's instructions to the head of the organisational units under his/her control shall be ensured by the Secretariat.

(2) The Deputy President shall direct the activities of the Secretariat of the Deputy President.

(3) The Secretariat shall operate in accordance with the rules of procedure approved by the Deputy President in charge.

Article 14 (1) The administrative and coordination preparation of the tasks under the authority of the Deputy President in charge of the Data Collection Directorate, the continuous performance of the tasks under the authority of this Head and the transmission and registration of the provisions of the Deputy President to the Head of the organisational units under his/her control, as well as other secretarial tasks shall be ensured by the Deputy President's Coordination Section.

(2) The Deputy President's Coordination Section shall, among its preparatory coordination tasks under this Section, perform the following

(a) coordinating and monitoring the development of data collection and data preparation processes,
b) the central data collection organisation, the tasks related to the centralised distribution of the data collections mandated in the OSAP, the IT ordering, documentation, printing, questionnaire design

and other tasks related to the administrative coordination of data collection organisation,

(c) the collection, technical review, scheduling and initiation of the procurement of products and services related to the production of data records, the procurement of envelopes and bags for the centralised distribution and urging of data collections ordered in the OSAP,

(d) in the context of data collection organisation tasks, defining the register dimensions for data collection organisation and processing, collecting and checking data collection organisation data sheets, entering metadata, editing questionnaires to print-ready status, producing them in a standardised format, scheduling printing work related to questionnaires, defining distribution schedules, preparing and checking distribution,

(e) coordination of the measurement of the reporting burden.

(3) The activities of the head of the Deputy President's Coordination Section under this § shall be directed by the Deputy President in charge of the Data Collection Directorate.

(4) The Deputy President's Coordination Section under this section shall operate in accordance with the rules of procedure prepared by the Head of Department and approved by the Deputy President in charge of the Data Collection Directorate. The rules of procedure shall specify the arrangements for deputising for the Head of Section.

15 (1) The administrative and coordination preparation of the tasks falling within the competence of the Deputy President in charge of the Dissemination Directorate, the continuous performance of the tasks falling within the competence of this Head and the transmission and registration of the provisions of the Deputy President to the Head of the organisational units under his/her control, as well as other secretarial tasks shall be ensured by the Deputy President's Coordination Section.

(2) The Deputy President's Coordination Section shall, among its preparatory coordination tasks under this Section, perform the following

a) the coordination and follow-up of information and other developments of priority importance,

b) the preparation and coordination of the preparation of information strategies and concepts,

(c) preparing, coordinating the preparation of and monitoring the implementation of the information programme,

(d) coordinating the development of information standards and monitoring their implementation,

(e) coordination of the measurement of user opinions, the identification of user needs and their feedback during the planning phase of the data production process,

(f) the regular assessment of the use and usefulness of statistics on the basis of existing data sources on user needs and satisfaction, the identification of new data sources enabling the assessment of this aspect, the evaluation and implementation of this aspect on the basis of international practice, the internal and external communication of the results,

(g) coordinating the use and value of statistics and the measurement of statistical proficiency in order to underpin statistical product development,

(h) liaising with international organisations on information issues, preparing and commenting on background material in the context of knowledge sharing, and preparing preparatory material.

(3) The activities of the head of the Deputy President's Coordination Section under this § shall be directed by the Deputy President in charge of the Dissemination Directorate.

(4) The Deputy President's Coordination Section under this § shall operate in accordance with the rules of procedure prepared by the Head of Section and approved by the Deputy President in charge of the Dissemination Directorate. The rules of procedure shall lay down the arrangements for deputising for the Head of Section.

CHAPTER III

ORGANISATIONAL UNITS OF THE HCSO

9. Separate organisational unit

§ 16 (1) The separate organisational unit (including the separate section) shall perform the tasks specified in the OOR and those specified by the President or the Deputy President in charge of the management.

(2) The functions of the sections within the separate organisational unit and of the separate section shall be defined in the rules of procedure of the separate organisational unit.

§ 17 (1) The Head of the separate organisational unit shall manage the work of the separate organisational unit in accordance with the law, internal regulations and professional requirements, under the instructions and guidance of the President or the Deputy President in charge, and shall be responsible for the performance of the tasks of the separate organisational unit, for monitoring, evaluating and improving its implementation, and for the efficient use of the resources entrusted to it, with a view to the efficient management of resources for the HCSO as a whole.

(2) The head of the separate organisational unit shall, in connection with the matters referred to in paragraph 1, draw up the rules of procedure of the separate organisational unit and the job descriptions for each post as an annex thereto and submit them to the President or Deputy President in charge for approval. The content of the approved rules of procedure shall be reviewed as necessary and at least annually.

(3) The head of the separate organisational unit shall

(a) head the organisational unit,

(b) mediate and implement the decisions of the President, the Deputy President in charge or the person exercising professional direction under the authority of the President in respect of the organisational unit under his/her authority,

(c) exercise, in respect of the staff under his/her authority, the power to issue instructions, set deadlines and, where necessary, establish internal procedures,

(d) in respect of the separate organisational unit, be responsible for the organisation of work and for ensuring that work schedules are adhered to and that resources are used efficiently,

(e) ensuring the maintenance and development of the professional skills of the staff of the separate organisational unit and the preparation of staff training and skills development plans

(f) ensuring the provision of the information necessary for the performance of the tasks and the creation of the professional conditions for the continuity of work

(g) ensuring the quality of the statistical data falling within the remit of the separate organisational unit

(h) contribute to meeting user needs in the field and to maintaining contacts with data providers,

(i) organising and managing cooperation between the organisational unit under his/her authority and other organisational units of the HCSO,

(j) within the framework of the coordination of the Official Statistical Service, is responsible, with the involvement of the Statistical Coordination and Legal Affairs Department, for the necessary coordination on matters concerning the tasks of the separate organisational unit,

(k) in cooperation with the Statistical Coordination and Legal Affairs Department, is responsible for providing opinions on draft legislation and proposals of individual ministries and other central government bodies concerning the tasks of the autonomous department,

(l) in cooperation with the organisational unit responsible for the coordination of tendering programmes, is responsible for the successful implementation of national and international projects in his/her field of competence,

(m) reporting to the President and to the Deputy President in charge of management on the decisions taken under his/her responsibility,

(n) supervising the implementation of the management responsibilities of the Heads of Section in the organisation of work and the observance of working hours.

§ 18 The separate organisational unit

a) in relation to its tasks, in coordination with the Department for Statistical Coordination and Legal Affairs, cooperates with the bodies of the Official Statistical Service, as well as with domestic and - in cooperation with the International Relations Section - international organisations and scientific

workshops,

(b) promote the principles laid down in the European Statistics Code of Practice and the National Statistics Code of Practice within the HCSO and the Official Statistical Service.

§ 19 The Head of the Financial Management Department is the financial manager of the HCSO.

§ 20 The Head of Section shall direct and supervise the work of the Section under his/her authority in accordance with the rules of procedure of the separate organisational unit and the instructions of the Head of the separate organisational unit. The Head of Section shall be responsible for the performance of the tasks of the Section.

§ 21 The Head of Section shall

a) be responsible for planning, organising, coordinating and implementing the section-level programmes of the department, monitoring, evaluating and improving their implementation,

(b) leading his/her section and organising its work,

(c) acting in the absence of the Head of Department by designation,

(d) organising and coordinating the activities of the section as a working organisation and disseminating information on the work of the department in order to ensure the efficient performance of its professional duties,

(e) be responsible for the organisation of work within the section and for ensuring that the work schedule is adhered to and that resources are used efficiently,

(f) monitoring and evaluating the professional activities of the staff of the section,

(g) reporting to the Head of Department on the decisions he/she takes,

(h) exercise his/her powers of signature as laid down in the organisational unit's rules of procedure.

10. General rules for staff of the HCSO

§ 22 The rights and obligations of the employees of the HCSO in relation to their work are laid down in the legislation on government officials and the Labour Code.

§ 23 (1) The HCSO staff shall carry out their work in accordance with the UN General Assembly Resolution on the Principles of Official Statistics, the European Statistics Code of Practice, the National Statistics Code of Practice and the Statistical Act.

(2) A member of the HCSO staff

(a) perform his/her duties under the direction of his/her immediate superior; if an instruction is given to a member of the HCSO's staff by a person other than his/her immediate superior, the HCSO's staff member shall inform the immediate superior without delay,

(b) perform his/her duties in accordance with the procedures laid down by law and the rules and regulations of the HCSO, on the basis of the instructions and directions received from his/her superior, and in compliance with the deadlines and working hours,

(c) ensure that matters falling within the duties and powers of the HCSO are prepared for decision on the merits and that decisions are implemented in accordance with the instructions of the Head,

(d) maintain and improve his/her professional knowledge and skills in accordance with the requirements of the post and obtain the qualifications required by law or by the employer,

(e) except where required by law, keep information coming to his/her knowledge relating to the operation of the HCSO,

(f) avoid any activity which could lead to a negative image of the HCSO or otherwise adversely affect the interests of the HCSO,

(g) replace a member of staff, as designated by his/her immediate superior,

(h) be responsible for the protection of the Office's property and for the proper management, safekeeping and use of the financial and other resources placed at his disposal,

(i) be liable to disciplinary action and to payment of compensation for his/her actions in accordance with the provisions of the applicable legislation and the KSZ, within the limits of the law on

employment,

(j) be entitled to information on the strategic goals and objectives of the HCSO and, within it, of its organisational units, and on decisions affecting its staff,

(k) has the right to take the initiative, make proposals and express opinions on professional matters,

(l) has the right to make proposals and express opinions on matters relating to his/her workplace and work processes with a view to improving working conditions,

(m) has the right to acquaint himself/herself with the data and documents relating to him/her which are registered with the HCSO,

(n) participate in group work (projects) ordered by the President or the Deputy President.

CHAPTER IV

PREPARATORY, INFORMATION AND PROFESSIONAL FORUMS

11. Governing Board

§ 24 (1) The Governing Board is the forum for the preparation of strategic and other management decisions. The permanent members of the Governing Board shall be the President and the Deputy Presidents. Permanent or ad hoc invitees may attend the meetings of the Governing Board at the discretion of the President.

(2) The Governing Board shall meet as necessary, in the order determined by the President. (3) The agenda of the meeting shall be set by the President.

12. Management board

§ 25 (1) The management board is a consultative, communicative and decision-preparatory forum for direct exchange of information between the President, the Deputy Presidents, the heads of the separate organisational units and the Executive Director of Statek Ltd. The Management Board may invite permanent or ad hoc participants at the discretion of the President.

(2) The Management Board shall meet as necessary.

(3) The Management Board shall be convened by the President, who shall set the agenda for the meeting.

13. Professional College

§ 26 (1) The Professional College shall be a consultative, communicative, proposing and decision-preparatory body, established by the President or the Deputy President, for the discussion of major, interdisciplinary, professional issues, with members delegated by the competent departments of the respective field and, depending on the agenda of the meeting, by the relevant institutions of the official statistical service, on a permanent or ad hoc basis.

(2) The head of the College shall be appointed by the person who set it up.

(3) The College shall meet as necessary.

(4) The head of the college shall convene the meeting and set the agenda for the meeting.

14. Working Group

§ 27 (1) The President or the Deputy President may establish a working group to carry out a specific task or to provide opinions, proposals, prepare decisions or monitor a task.

(2) The working group shall carry out its activities as prescribed by the President or the Deputy President, and when it is set up, the framework, the head, the members and the duration of its activities shall be specifically defined.

15. Management meeting

§ 28 The head of the separate organisational unit shall hold management meetings for the relevant staff of the organisational unit under his/her control, as required, but at least once a week. Other rules governing the conduct of management meetings shall be laid down in the rules of procedure of the separate organisational unit.

16. Data Protection Committee

§ 29 (1) The Data Protection Committee shall supervise, organise, coordinate and monitor the implementation of data protection rules in the activities of the HCSO, including the provision of public data and the protection of individual data.

(2) The Data Protection Committee shall issue recommendations on statistical and general data protection issues.

(3) The Chairperson and members of the Data Protection Committee shall be appointed by the President of the HCSO.

(4) The Data Protection Committee shall submit an annual report on its activities to the President of the HCSO.

(5) The Chairperson of the Data Protection Committee may invite permanent experts to the Board.

CHAPTER V

CERTAIN PROVISIONS RELATING TO THE FUNCTIONING OF THE HCSO

17. Issuing

§ 30 (1) The President shall issue.

a) the Government proposal to be submitted to the Minister supervising the HCSO, the proposal for the issuance of a Ministerial Decree,

b) the official opinion prepared during the preparation of government decisions (administrative consultation),

(c) the instrument of public law regulating the operation of the HCSO (internal rules),

d) documents addressed to the President of the Republic, the officials of the National Assembly, the President and members of the Constitutional Court, the President of the Curia, the President of the National Office for the Judiciary, the Prosecutor General, the President of the State Audit Office, the Commissioner for Fundamental Rights, the President of the National Bank of Hungary, the heads of central state administration bodies (government administration bodies, autonomous state administration bodies, independent regulatory bodies) and other public administration bodies,

e) the reply to the written request of a Member of Parliament,

(f) the decisions of ownership, the articles of association and amendments thereto relating to the company under its ownership; and

(g) decisions and documents relating to matters which are not delegated to the President by law.

(2) In the absence of the President and in the event of his/her being prevented from attending, the Deputy President designated by the President shall issue a substitute, except in the case of matters

referred to in paragraph 1 (c) and (f).

(3) In internal rules (public law instrument) and in matters determined by the President, the documents referred to in paragraph 1 shall be submitted to the President with the agreement of the competent Deputy President or the Chief Financial Officer.

(4) The Deputy President shall, within the scope of his/her duties and in respect of the departments under his/her authority, issue all documents the issue of which does not fall within the President's powers of issue or is not authorised by other internal rules. In addition, he shall issue all documents which, by virtue of his duties, he is required to draw up by order of the President and all measures arising from the exercise of his powers as an employer which fall within his sphere of responsibility. He shall also have the power to issue documents in respect of all matters for which he is authorised by the President.

(5) The head of an organisational unit shall issue all documents which do not fall within the powers of the President and Deputy Presidents of the HCSO to issue. The Head of Section shall exercise the power of issue by delegation in writing from the Head of Department. The document shall be submitted to the person empowered to release it in such a way as to allow him or her sufficient time to take an informed decision, having regard to the time limit for the handling of the file.

(6) The rules of procedure for the release of documents within the separate organisational unit shall be laid down in the rules of procedure of the separate organisational unit.

18. General rules of employment, travel on duty

§ 31 (1) All managers and staff of the HCSO shall cooperate in the performance of the tasks to be carried out by the HCSO as provided for in § 38.

(2) Except as provided for in the OOR, instructions to the staff of a separate organisational unit may be given only by the President, the Deputy President exercising control or the superior manager. Direct instructions received shall be carried out in accordance with the chain of command. In cases of extreme urgency, the agreement of a superior who is prevented from taking action by his absence shall be obtained by telephone or electronic means. If this is not possible, the supervisor shall be informed of the action taken as soon as possible and in a documented manner.

(3) Where the performance of a task involves the responsibilities of more than one organisational unit, the President or, in respect of the organisational units under his/her authority, the Deputy President may lay down the procedures in writing, designating the head of one of the organisational units as the person responsible for the professional performance of the task, who may also have direct powers of instruction in respect of the professional activities of the departments involved.

19. Procedure for conciliation in the Office

§ 32 (1) The Deputy Presidents or the person designated by the President shall be responsible for the preparation of cooperation, professional and other agreements (hereinafter referred to as "agreements") to be concluded by the HCSO, according to their areas of expertise. It shall be the responsibility of the head(s) of the organisational unit(s) concerned, under the direction of the Deputy Presidents or the designated person, to draw up the technical content of the agreements and to coordinate them with the partner(s).

(2) The Head of the Statistical Coordination and Legal Affairs Department shall be responsible for drawing up the final text of the agreements, ensuring that they comply with the law and submitting them for signature. Where the agreement involves financial compensation, the Head of the department concerned shall be responsible for presenting the financial impact of the agreement and the Head of the Financial Management Department shall be responsible for ensuring that it complies with the management rules.

(3) The agreement shall be signed by the President, after financial countersignature if it involves

financial compensation, unless the power to sign the agreement has been delegated to a Deputy President. The agreement shall be submitted for signature through the Head of the Statistical Coordination and Legal Affairs Department.

(4) The Statistical Coordination and Legal Affairs Department shall keep a register of cooperation agreements between the HCSO and other bodies. The cooperation agreements shall be published on the internal intranet page of the HCSO and on its website.

(5) Notwithstanding the provisions of paragraphs (1) to (4), in the case of agreements relating to the operation of the Official Statistical Service and the receipt of secondary data sources, the drafting and negotiation of the agreement shall be coordinated by the Statistical Coordination and Legal Affairs Department in cooperation with the relevant department and the Financial Management Department. The Head of the department concerned is responsible for the technical content of the agreements, their compliance with the law, and, where the agreement involves financial compensation, for presenting the financial impact of the agreement, and the Head of the Financial Management Department is responsible for their compliance with the management rules.

(6) The agreements referred to in paragraph (5) shall be submitted for issue by the Statistical Coordination and Legal Affairs Department, which shall keep a register of the agreements concluded.

§ 33 During the preparation of government decisions (administrative consultation), the HCSO shall formulate a unified position in accordance with a separate procedure.

§ 34 (1) The draft Ministerial Decree, the proposal to be submitted by the Minister supervising the HCSO, initiated by the HCSO, shall be prepared by the department(s) competent in the area of responsibility and competence, with the involvement of other departments competent in the field.

(2) The head(s) of the organisational unit(s) responsible for the preparation of the draft shall be responsible for its technical soundness, the presentation of its financial impact and internal coordination, the head of the Financial Management Department shall be responsible for its consistency with the management rules, and the head of the Statistical Coordination and Legal Affairs Department shall be responsible for its consistency with other legislation and compliance with the professional requirements of the legislation.

(3) The Statistical Coordination and Legal Affairs Department shall be responsible for conducting and coordinating the administrative consultation of the draft and preparing the finalised draft for publication.

§ 35 Preparation of the public law instruments regulating the operation of the HCSO (internal regulations) shall be the responsibility of the department with the competence in the field of regulation. The head of the Statistical Coordination and Legal Affairs Department shall be responsible for ensuring that the public-law organisational regulations are consistent with each other and with the legislation. The draft shall be submitted to the President for signature by the Statistical Coordination and Legal Affairs Department, during which it shall check that it has been signed by the heads of the organisational units responsible for its preparation and by the Deputy President who exercises the power of direction over them.

§ 36 Memoranda and other documents for the information of the President, requesting his/her opinion or approval must be presented (signed) to the Statistical Coordination and Legal Affairs Department before being submitted, if the memorandum or other document concerns legal matters, to the Financial Management Department if it concerns management matters, and to the Human Resources Strategy and Training Department if it concerns internal communication matters.

20. Procedure for handling European Union and international affairs

§ 37 (1) Relations, correspondence and cooperation with the institutions and bodies of the European Union (including Eurostat) and international organisations shall be conducted exclusively through and organised by the organisational unit responsible for international relations. This provision shall also apply in cases where any international organisation, foreign organisation or person directly

initiates the participation of a Head or staff member of the HCSO in a foreign or international event or the visit of a foreign partner to the HCSO.

(2) The HCSO shall be represented at European Union programmes, international statistical programmes and events organised by the bodies and organisations referred to in paragraph (1) by the President, the Deputy President or another person designated by the President.

(3) At the events referred to in paragraph 2, including meetings of Council working parties, the negotiating position to be taken shall be prepared by the Head of the department responsible for the area of expertise, with the assistance of the organisational unit responsible for international relations, and approved by the President.

(4) A report shall be drawn up within eight days of the mission abroad and of any substantive discussions with foreigners abroad or at home of a technical nature, a copy of which, signed by the Head of the organisational unit, shall be sent to the Office of the President.

21. Duty to cooperate, teamwork (project)

§ 38 (1) All HCSO staff shall cooperate in the performance of official duties. They shall immediately forward to the department concerned any fact, data or experience of which they become aware in the course of their work but which falls within the remit of another organisational unit. The responsibility for establishing cooperation between the separate organisational units shall lie with the Deputy Presidents in charge of management and the Heads of the separate organisational units. The Deputy President or the organisational unit whose responsibility it is under the terms of the OOR or who has been designated by the President shall be responsible for coordination and for ensuring that the positions of the other organisational units concerned are coordinated in the performance of the task.

(2) The detailed rules of cooperation between organisational units may be laid down in an organisational agreement between the organisational units, subject to the approval of the President or the Deputy Presidents in charge. The organisational agreements shall be published on the internal intranet of the HCSO.

(3) If several organisational units are involved in the solution of a task, the first designated deputy president or organisational unit shall be responsible for the task and shall ensure that coordination is initiated in order to ensure that the positions of the other organisational units concerned are coordinated. To this end, the departments involved shall provide working parts, comments and suggestions covering aspects of their areas of expertise. The proposer shall be informed of proposals that are not validated. In the event of disagreement, the organisational units shall consult each other and, if this is not successful, the joint line manager shall decide.

§ 39 The President or, in the case of the departments under his/her authority, the Deputy President, may order teamwork (projects) involving effective cooperation between the managers and administrators concerned in their respective areas of responsibility in order to carry out a task requiring a complex approach and close cooperation between several areas of expertise. The rules for the establishment, operation and closure of projects shall be laid down in internal instructions.

22. Representation of the HCSO

§ 40 (1) The President shall represent the HCSO. In the event of the President being prevented from attending, the provisions of the OOR governing the procedure for replacing the President shall apply.

(2) The President or a person designated by the President shall represent the HCSO in interministerial consultations, in relations with authorities, local governments, social organisations and other partners, in accordance with the negotiating position approved in advance by the President. The person so designated shall report the outcome of the negotiations in writing to the President without delay.

(3) The HCSO shall be represented in legal proceedings by a legal adviser appointed by the Head

of the Statistical Coordination and Legal Affairs Department with the prior approval of the President or by a lawyer appointed with the prior approval of the President. Instructions to the Head of the Statistical Coordination and Legal Affairs Department may be given only by the President. The person in charge of the specialised area concerned by the subject-matter of the proceedings shall be required to provide the necessary professional assistance and written information to the person acting as representative in the proceedings. The duty and right to make statements in legal proceedings and to draw up court pleadings shall be the responsibility of the person acting as legal representative, subject to the prior approval of the Head of the Statistical Coordination and Legal Affairs Department. The person appointed to represent the applicant may enter into out-of-court and court settlements only with the financial approval of the Chief Financial Officer and with the prior written authorisation of the President.

23. Procedure for informing the press

§ 41 (1) The Deputy President in charge of the Communication Directorate shall coordinate the provision of information to the press, with the involvement of the organisational units concerned. Unless otherwise provided for in the OOR, information to the press may be provided by the President and, in agreement with the President, by the Deputy Presidents.

(2) The President may, where justified, designate the competent head of the department or another government official to brief the press.

(3) The President, or in his/her absence a senior member of staff designated by the President, shall be authorised to make statements on behalf of the HCSO on questions raised by the press concerning the HCSO as a whole and on the HCSO's working methods, strategy, administrative relations and international relations.

(4) All other requests from the press may be addressed to the staff members designated as authorized to answer by the heads of organisational units. The names of those authorised to make statements shall be notified to the Communication Directorate.

(5) Unless the President decides otherwise, interviews on matters falling within the remit of the HCSO may be conducted only if arranged by the Communication Directorate.

(6) The Communication Directorate shall, after approval by the President, arrange for the publication of any press release.

(7) For the purpose of exercising the right of press rectification, the Communication Directorate shall publish or send to the editorial office concerned a rectification notice addressed to the press.

(8) In the press release and in the request for rectification, it is the responsibility of the competent organisational unit(s) to correct any numerical or methodological errors, to point out any provable correlations or false or erroneous statements. The communication to the press is finalised by the Communication Directorate. The finalisation of the request for rectification is carried out by the Communication Directorate, in consultation with the Statistical Coordination and Legal Affairs Department. The President shall approve the press release and the request for rectification submitted by the Head of the Communication Directorate.

(9) The head of each organisational unit shall be responsible for ensuring that the data processed by the organisational unit comply with data protection standards and the right of access to data of public interest.

CHAPTER VI

FINAL PROVISIONS

24. Rules of procedure of separate organisational units

§ 42 The head of the separate organisational unit shall draw up rules of procedure for the implementation of this Instruction and for the determination of the functioning of the organisational units within 45 days of the entry into force of the OOR.

Appendix 1

Organisational structure of the HCSO



Appendix 2

Tasks of the HCSO organisational units

1. Office of the President

The tasks of the Office of the President are:

- 1.1. to support the President in his/her decision-making and assignment of tasks, to perform the

tasks of the Secretariat of the President, including

- 1.1.1.1. preparing and coordinating the President's programmes, consultations and public appearances,
- 1.1.2. obtaining and preparing the necessary technical background material for decisions,
- 1.1.3. organising administrative tasks;
- 1.2. organising, coordinating and supervising IT security tasks;
- 1.3. performing the coordination and administrative tasks relating to the persons and activities directly managed by the President;
- 1.4. ensuring the performance of expert, analytical, advisory and coordination tasks, as directed by the President;
- 1.5. participating in the coordination of cooperation between the HCSO and international statistical organisations;
- 1.6. organising the international relations of the HCSO by coordinating the international activities of the departments of the HCSO, formulating, approving and representing official positions;
- 1.7. performing the tasks related to projects and tenders with (co-)financing from the European Union, monitoring the opportunities for tenders, contributing to the preparation and implementation of projects, keeping records of HCSO projects and their documents;
- 1.8. contributing to the implementation of the tasks arising from the international obligations of the President and the Deputy President;
- 1.9. preparing the annual international travel plan of the HCSO for approval;
- 1.10. organising international events of the Office;
- 1.11. organising and coordinating the work of the Data Protection Committee;
- 1.12. establishing, operating and developing management monitoring and information systems and related processes for planning, monitoring and evaluating the organisation, processes and products;
- 1.13. participating in strategic planning, monitoring the implementation of related plans, collecting information from departments for this purpose;
- 1.14. supporting decisions on the continuous improvement of the Office's organisation, processes and products, preparing analyses, background material, proposals for measures and improvements.

2. Internal Audit Section

Tasks of the Internal Audit Section:

- 2.1. performing the tasks set out in the annual audit plan approved by the President, as well as those tasks that are not subject to an annual audit plan;
- 2.2. carrying out the assurance function in the areas of compliance, financial, systems and performance audits and IT audits;
- 2.3. analysing, examining and evaluating the compliance of the establishment and operation of internal control systems with laws and regulations and the economy, efficiency and effectiveness of their operation;
- 2.4. analysing and reviewing the management of available resources, the safeguarding and enhancement of assets, the adequacy of the accounts and the veracity of the accounts;
- 2.5. formulating findings, conclusions and recommendations in relation to the processes examined in order to eliminate, remove or reduce risks and deficiencies, prevent or detect irregularities, increase the effectiveness of the HCSO's operations and improve and develop the internal control system;
- 2.6. performing an advisory function;
- 2.7. recording and following up actions taken on the basis of internal audit reports;
- 2.8. keeping records of advisory activities and internal and external audits;
- 2.9. supervising the audit activities of the budgetary bodies under the control of the HCSO;
- 2.10. co-ordinating audits within the chapter;
- 2.11. carrying out the audits provided for in the legislation on internal control and internal audit of

budgetary bodies in relation to the operation of Statek Ltd;

2.12. drawing up the Internal Audit Manual;

2.13. preparing the strategic control plan of the section;

2.14. drawing up the annual audit plan of the HCSO and ensuring that it is sent to the Minister responsible for public finances, together with the annual audit plans of the budgetary bodies under the control of the HCSO;

2.15. drawing up the annual audit report of the HCSO and ensuring that it is sent to the Minister responsible for public finances, together with the aggregated annual audit reports of the budgetary bodies under the control of the HCSO.

Data Collection Directorate

3. Business Statistics Data Collection Department

3.1. Areas of expertise of the Business Statistics Data Collection Department:

3.1.1. annual and infra-annual (performance, expenditure, investment) economic statistics and annual structural statistics,

3.1.2. statistics on earnings, labour costs and other labour statistics,

3.1.3. other business statistics surveys (materials statistics, product statistics, construction statistics, statistics on industrial sites, statistics on the internal turnover of business units).

3.2. Tasks of the Business Statistics Data Collection Department according to the statistical data production process:

3.2.1. in the field of data collection organisation tasks: ensuring the availability of the necessary personnel and technical conditions for carrying out data collection, assisting in notifying reporting agents and data holders of their data provision obligations, producing questionnaires and auxiliary materials;

3.2.2. data collection and delivery:

3.2.2.1. collecting statistical data and their metadata;

3.2.2.2. coding the reasons for missing questionnaires or missing data;

3.2.2.3. completing the data collection;

3.2.3. providing professional and technical support to the data collectors and data providers;

3.2.3.1 informing new reporting agents involved in the monitoring, establishing professional contacts;

3.2.3.2. urging (by telephone, e-mail, letter) of non-received questionnaires;

3.2.3.3. performing tasks related to the ELEKTRA Call Centre;

3.2.3.4. in the field of validation: reconciliation of errors detected during validation with data providers;

3.2.4. in the field of coding: coding of collected data according to nomenclatures and classifications;

3.2.5. in micro-validation, meso-validation:

3.2.5.1. comparison of collected elementary data according to predefined validation criteria;

3.2.5.2. comparison of elementary level data with data from other data sources;

3.2.5.3. identification of outliers;

3.2.5.4. correction of coding errors;

3.2.5.5. meso-validation;

3.2.6. in editing:

3.2.6.1. reconciliation of detected errors with data submitters;

3.2.6.2. correcting errors according to predefined rules;

3.2.6.3. finalising data preparation;

3.2.7. carrying out the revision tasks of the numeric codes (statistical main activity, number of employees category) related to the register maintenance;

3.2.8. assisting in the design and development of data surveys;

3.2.9. liaising with the reporting agents on all events arising during the preparation and implementation of the surveys.

4. Business Services Statistics Data Collection Department

4.1. Areas of expertise of the Business Services Statistics Data Collection Department:

- 4.1.1. statistics related to domestic trade statistics and trade register,
- 4.1.2. statistics related to tourism statistics and the accommodation register,
- 4.1.3. transport and traffic statistics,
- 4.1.4. information and communication statistics,
- 4.1.5. R&D and innovation statistics,
- 4.1.6. surveys of statistics related to external trade statistics and external trade register.

4.2 Tasks of the Business Services Statistics Data Collection Department according to the statistical data production process:

4.2.1. in the field of data collection organisation: ensuring the availability of the necessary staff and technical conditions for carrying out data collection, assisting in notifying reporting agents and data holders of their data reporting obligations, producing questionnaires and supporting materials;

4.2.2. data collection and delivery:

- 4.2.2.1. collecting statistical data and their metadata;
- 4.2.2.2. receiving data transmissions;
- 4.2.2.3. coding the reasons for missing questionnaires or missing data;
- 4.2.2.4. closing of data collection;

4.2.3. providing professional and technical support to the data collectors and data providers;

4.2.3.1. providing information to new data providers involved in the monitoring, establishing professional contacts;

4.2.3.2. urging (by telephone, e-mail, letter) of non-received questionnaires;

4.2.3.3. performing tasks related to the ELEKTRA Call Center;

4.2.3.4. in the field of validation: reconciliation of errors detected during validation with data providers;

4.2.4. in the field of coding: coding of collected data according to nomenclatures and classifications;

4.2.5. micro-validation, meso-validation:

- 4.2.5.1. comparison of collected elementary data according to predefined validation criteria;
- 4.2.5.2. comparison of elementary level data with data from other data sources;
- 4.2.5.3. identification of outliers;
- 4.2.5.4. correction of coding errors;
- 4.2.5.5. meso validation;

4.2.6. in editing:

- 4.2.6.1. reconciliation of detected errors with data submitters;
- 4.2.6.2. correcting errors according to predefined rules;
- 4.2.6.3. finalising data preparation;

4.2.7. perform register maintenance tasks related to data collections;

4.2.8. contributing to the design and development of data records;

4.2.9. liaising with data providers on all events arising during the preparation and implementation of the data collections.

5. Agriculture Statistics Data Collection Department

5.1. Areas of expertise of the Agriculture Statistics Data Collection Department:

- 5.1.1. agricultural statistics,
- 5.1.2. agricultural producer price statistics, agricultural expenditure and turnover statistics,

5.1.3. environmental statistics and environmental expenditure statistics,
5.1.4. agricultural censuses and large sample surveys of agriculture,
5.1.5. the management and maintenance of data supplying registers,
5.1.6. carrying out the tasks of data collection related to the maintenance of the data suppliers' registers.

5.2 Tasks of the Agriculture Statistics Data Collection Department according to the statistical data production process:

5.2.1. in the field of development and testing: testing of data collection programmes, questionnaires, commenting on questionnaire specifications;

5.2.2. in the field of survey organisation and training: ensuring the availability of the necessary personnel and technical conditions for carrying out data collection, training of data collectors, assisting in the notification of reporting agents and data holders of their data reporting obligations, production of questionnaires, guides and training materials;

5.2.3. in collecting, urging and receiving data:

5.2.3.1. collecting statistical data and metadata,

5.2.3.2. providing professional and technical support to data collectors and data providers,

5.2.3.3. performing tasks related to the ELEKTRA Call Centre;

5.2.3.4. urging (by phone, e-mail, letter) non-received questionnaires;

5.2.3.5. receiving and following-up data, in-process monitoring and quality measurement of data collections;

5.2.3.6. coding of reasons for missing questionnaires or data transmissions;

5.2.4. closing data collection;

5.2.5. coding: coding of collected data according to nomenclatures, classifications;

5.2.6. micro-validation, meso-validation:

5.2.6.1. comparison of collected elementary data according to predefined validation criteria;

5.2.6.2. comparison of elementary level data with data from other data sources;

5.2.6.3. identification of outliers;

5.2.6.4. correction of coding errors;

5.2.6.5. meso validation;

5.2.7. in editing:

5.2.7.1. reconciliation of detected errors with data submitters;

5.2.7.2. correcting errors according to predefined rules;

5.2.7.3.³

5.2.8. completing data preparation;

5.2.9. performing register maintenance tasks related to data collections;

5.2.10. contributing to the design and development of data collections;

5.2.11. tasks related to the transfer of data from administrative data sources in connection with the maintenance of the agricultural register;

5.2.12. liaising with data providers on all events arising during the preparation and implementation of the surveys;

5.2.13. coordinating the preparatory tasks related to the census of non-priority individual farms, agreeing on the professional expectations, monitoring the fulfilment of the expectations, liaising with Statek Ltd.

6. Population and Social Services Data Collection Department

6.1. Areas of expertise of the Population and Social Services Data Collection Department: data collections

6.1.1. for social statistics,

6.1.2. among non-profit organisations,

³ Repealed by MvM Instruction No 17/2021 (X. 29.) § 1 (2), Appendix 1 16. a). Invalid: from 1.11.2021.

- 6.1.3. for health statistics,
- 6.1.4. for housing statistics,
- 6.1.5. for vital statistics,
- 6.1.6. for education, culture and sport statistics,
- 6.1.7. and for the registration of administrative changes.

6.2 Tasks of the Population and Social Services Data Collection Department according to the statistical data production process:

6.2.1. in the field of development and testing: testing of data collection programmes and questionnaires, commenting on questionnaire specifications;

6.2.2. in the field of data collection organisation: ensuring the availability of the necessary personnel and technical conditions for carrying out the data collection, assisting in the notification of reporting agents and data holders of their data reporting obligations, and in the production of questionnaires and supporting materials;

6.2.3. in collecting, urging and receiving data:

6.2.3.1. collecting statistical data and metadata,

6.2.3.2. providing professional and technical support to data collectors and data providers,

6.2.3.3. performing tasks related to the ELEKTRA Call Center,

6.2.3.4. to urge those who do not provide data on time,

6.2.3.5. receiving data

6.2.3.6. coding the reasons for missing questionnaires or data transmissions,

6.2.3.7. closing the data collection;

6.2.4. recording, coding: loading data from paper questionnaires into the database, coding collected data according to nomenclatures, classifications;

6.2.5. in micro-validation:

6.2.5.1. comparison of elementary data collected and loaded into the database during data transfer according to predefined validation criteria,

6.2.5.2. comparison of elementary level data with data from other data sources,

6.2.5.3. identification of outliers,

6.2.5.4. correction of coding errors;

6.2.6. in editing:

6.2.6.1. reconciliation of detected errors with data submitters;

6.2.6.2. correcting errors according to predefined rules;

6.2.6.3.⁴

6.2.6.4. finalising data preparation;

6.2.7. performing the tasks of data entry in the data provider registers and the maintenance of the Address Register, maintaining the registers;

6.2.8. contributing to the design and development of data collections;

6.2.9. liaising with data providers on all events arising during the preparation and implementation of the data collections.

7. Household Surveys Data Collection Department

7.1. Areas of expertise of the Household Surveys Data Collection Department: data collections on

7.1.1. lifestyles, living conditions, social stratification, time use,

7.1.2. labour force and economic activity of the population,

7.1.3. household budgets,

7.1.4. the travel habits of the population,

7.1.5. household ICT device penetration,

7.1.6. TURA border statistics,

⁴ Repealed by MvM Instruction No 17/2021 (X. 29.) § 1 (2), Appendix 1 16. b). Invalid: from 1.11.2021.

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- 7.1.7. consumer and market price and other interview type surveys,
 - 7.1.8. censuses and microcensuses, other multi-yearly population surveys and ad hoc population surveys.
 - 7.2 Tasks of the Household Surveys Data Collection Department according to the statistical data production process:
 - 7.2.1. in data collection preparation, education:
 - 7.2.1.1. providing the enumerators involved in the conduct of each survey with the necessary technical knowledge to carry out the survey;
 - 7.2.1.2. ensuring that the respondents are properly informed and answering their questions;
 - 7.2.1.3. giving opinions on the questionnaires and other auxiliary materials used in the data collection;
 - 7.2.1.4. assisting in the testing of the mobile device census system for population surveys;
 - 7.2.2. in collecting, urging, receiving, recording and coding data:
 - 7.2.2.1. receiving completed questionnaires, follow-up, checking census tasks, measuring quality, ensuring monitoring;
 - 7.2.2.2. uploading data from completed questionnaires into the database, finalising data collection;
 - 7.2.2.3. coding of collected data according to nomenclatures, classifications;
 - 7.2.3. in micro-validation, editing:
 - 7.2.3.1. checking the collected elementary data against predefined validation criteria, correcting detected errors, finalizing data preparation;
 - 7.2.3.2. providing feedback on the professional work of the census takers to the organisation or person responsible for the public census tasks, liaising with the organisation or person responsible for the public census tasks;
 - 7.2.4. contributing to the planning and development of data collections;
 - 7.2.5. performing in-process control tasks for interview-type data collections;
 - 7.2.6. ensuring professional cooperation between the HCSO and Statek Ltd. in connection with data collections carried out in the framework of public tasks, coordinating the preparatory tasks of data collections, setting professional expectations within the HCSO, monitoring the fulfilment of expectations, maintaining contacts with Statek Ltd.

Statistics Directorate

8. National Accounts Department

- 8.1. Areas of expertise of the National Accounts Department:
 - 8.1.1. calculations of annual and quarterly national accounts data at current and comparative prices,
 - 8.1.2. input-output (IO) tables,
 - 8.1.3. sector accounts,
 - 8.1.4. gross national income (GNI),
 - 8.1.5. European Union Excessive Deficit Procedure (EDP) reports,
 - 8.1.6. consumer price statistics,
 - 8.1.7. purchasing power parity.
- 8.2 Tasks of the National Accounts Department according to the statistical data production process:
 - 8.2.1. compiling the production and consumption and income side of quarterly and annual Gross Domestic Product (GDP) calculations;
 - 8.2.2. compiling the annual sector accounts;
 - 8.2.3. compilation of resource use tables and of the IO tables;
 - 8.2.4. compilation of regional accounts;

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- 8.2.5. the preparation of the annual GNI calculation and report;
 - 8.2.6. compiling the part of the bi-annual EDP report that falls under the remit of the HCSO, running the EDP working group;
 - 8.2.7. compiling the capital account and the balance sheet of assets and liabilities (non-financial assets);
 - 8.2.8. the compilation of labour use calculations according to the methodology of the national accounts;
 - 8.2.9. compilation of quarterly government and external accounts and quarterly accounts for the whole economy;
 - 8.2.10. compiling data on taxes and subsidies;
 - 8.2.11. compiling the part of the weighted average VAT rate for which the HCSO is responsible;
 - 8.2.12. contributing to the compilation of statistics on foreign working capital and foreign affiliates;
 - 8.2.13. planning, technical preparation, implementation, processing, quality control, improvement, validation and database compilation of consumer price statistics data collections, central collection of certain data sets;
 - 8.2.14. in the field of Purchasing Power Parity calculations, carrying out tasks related to the European Comparison Programme and to the world-wide calculations, organising, partially implementing, recording and checking data collections;
 - 8.2.15. compiling data compilations, publications, first releases and disseminating information on the statistical domains covered by the department;
 - 8.2.16. documenting and developing the methodology of the specialised areas within the remit of the Department;
 - 8.2.17. performing macrostatistics coordination, including coordination on Macroeconomic Imbalances;
 - 8.2.18. contributing to the development of cross-disciplinary HCSO publications;
 - 8.2.19. providing national and international information and data transmission and access to data.

9. External Trade Statistics Department

- 9.1. Areas of expertise of the External Trade Statistics Department:
 - 9.1.1. statistics on external trade in goods and services,
 - 9.1.2. statistics on external trade prices,
 - 9.1.3. external trade macro accounts.
- 9.2 Tasks of the External Trade Statistics Department according to the statistical data production process:
 - 9.2.1. planning, professional preparation of the reception of data from the collections of the HCSO on external trade in goods and services, as well as from the data collections of other bodies of the Official Statistical Service and administrative data sources, and the performance of liaison tasks with data providers, both regular and ad hoc. Receiving, quality control, database organisation, correction, mesovalidation and processing of processed statistical data, as well as the continuous development of registers, regular monitoring and maintenance of their data content;
 - 9.2.2. planning, professional preparation, implementation, quality control, improvement and meso validation of the data collections of the HCSO on external trade in services, as well as planning, professional preparation, processing and database management of the receipt of data from other bodies of the Official Statistical Service and administrative data sources, and the performance, maintenance and development of data processing procedures in the various areas, and liaising with data providers;
 - 9.2.3. planning, preparation, implementation, processing, quality control, improvement and

- database management of statistical surveys of external trade prices, and liaising with data providers;
- 9.2.4. compiling external trade statistics data according to the needs of macro statistics (national accounts, balance of payments), documenting the methodology and implementing improvements under the professional coordination of the National Accounts Department;
 - 9.2.5. validation of the collected and received data from an activity perspective;
 - 9.2.6. participation in the technical support of the tasks of the departments responsible for mesovalidation;
 - 9.2.7. documenting and developing the methodology of the specialised areas for which the department is responsible;
 - 9.2.8. producing data compilations, analyses and first releases on the statistics in the field of the department's activities;
 - 9.2.9. contributing to the development of cross-sectoral HCSO publications;
 - 9.2.10. providing national and international information and data transmission and access to data.

10. Business Statistics Department

10.1. Areas of expertise of the Business Statistics Department:

- 10.1.1. internal trade statistics,
- 10.1.2. business services statistics,
- 10.1.3. research, development and innovation,
- 10.1.4. business demography,
- 10.1.5. infra-annual surveys of economic statistics of the HCSO,
- 10.1.6. annual surveys of economic statistics (annual structural statistics) of the HCSO,
- 10.1.7. other business statistics surveys,
- 10.1.8. the Register of Business Units,
- 10.1.9. enterprises and statistics related to globalisation,
- 10.1.10. taxes paid by enterprises.

10.2 Tasks of the Business Statistics Department according to the statistical data production process:

- 10.2.1. planning, professional preparation, quality control and database organisation of the statistical data collections of the HCSO on internal trade statistics, as well as the reception, processing, quality control and database organisation of data from the data collections of other bodies of the Official Statistical Service and from administrative data sources and other secondary data sources;
- 10.2.2. carrying out professional tasks related to the development, maintenance, control and processing of the Trade Register;
- 10.2.3. planning and preparing data collection and surveys on research, development and innovation, liaising with data providers on all events that may occur during the preparation and implementation of data collections, processing, quality control, improvement and database management of the data collected, completing internal, national and international data transfers within the HCSO, as well as receiving, processing and quality control of data from other statistical bodies of the Official Statistical Service, administrative data sources and other secondary data sources;
- 10.2.4. professional development of business demography statistics, planning, preparation and implementation of the integration of data from administrative sources and data collections, as well as the provision of information tasks related to business statistics, and the implementation of national and international data releases;
- 10.2.5. planning, professional preparation, data processing, quality control and improvement of the infra-annual surveys of business statistics (performance, expenditure and investment data) of the HCSO;
- 10.2.6. planning, preparation, processing, quality control and improvement of the annual surveys

of business statistics (annual structural statistics) of the HCSO, operation of the database on non-financial corporations in conjunction with the national accounts;

10.2.7. compiling annual structural business statistics for financial corporations;

10.2.8. planning, preparation, processing, quality control and improvement of other collections of business statistics (material statistics, composition of investments, statistics on establishments, statistics on foreign affiliates);

10.2.9. operation and professional development of the Register of Business Units (hereinafter referred to as the RBU) and its sub-registers, creation of register-based economic statistics, provision of information and data, planning, professional preparation, processing, updating the register after quality control and improvement of data collections related to the RBU and the receipt of data from administrative data sources, contributing to the development and modification of the statistical nomenclatures used in the RBU;

10.2.10. learning about globalisation-related enterprises and globalisation processes, collecting basic data on them or participating in the organisation of data collection on them, as well as in the data collection itself, processing, checking, validating, preparing and checking the quality of the data received through data collections and data transfers, liaising with the main data providers and the professional organisation concerned, for all events occurring during the preparation and implementation of the data collections;

10.2.11. professional development of statistics related to globalisation, planning, professional preparation, processing, and quality control of data collections and the reception of data from administrative data sources, information;

10.2.12. receiving and preparing data on taxes paid by enterprises for use in statistical data production processes;

10.2.13. validation at sectoral level of the data collected and received;

10.2.14. participation in the development of electronic data collection techniques, development, development and quality control of the adoption of new data sources;

10.2.15. documenting and developing the methodology of the specialised areas within the remit of the department;

10.2.16. producing data compilations, analyses, first releases and other statistical publications from the specialised statistics within the remit of the department;

10.2.17. contributing to the development of cross-sectoral HCSO publications;

10.2.18. providing national and international information and data transmission and access to data;

10.2.19. updating the content of the registers of the department, planning the data collection necessary for the maintenance of the registers.

11. Sectoral Statistics Department

11.1. Areas of expertise of the Sectoral Statistics Department:

11.1.1. agricultural statistics,

11.1.2. agricultural price statistics,

11.1.3. infra-annual surveys of industry and construction of the HCSO,

11.1.4. other surveys of economic statistics on industrial and construction enterprises,

11.1.5. statistics on tourism and food services,

11.1.6. transport statistics,

11.1.7. statistics on producer prices and service prices in industry, construction.

11.2 Tasks of the Sectoral Statistics Department according to the statistical data production process:

11.2.1. planning, professional preparation, quality control and database organisation of the agricultural statistical surveys of the HCSO, as well as planning, professional preparation, processing, quality control, improvement and database organisation of the reception of data from the surveys of other bodies of the Official Statistical Service, administrative data sources and other secondary data

sources;

11.2.2. carrying out agricultural censuses and large sample censuses, planning, preparing, processing, quality checking, improving and organising into a database the reception of data from administrative and other secondary data sources;

11.2.3. compiling, documenting and developing the methodology for the accounts of the agricultural accounts system and the product balances;

11.2.4. planning, technical preparation, processing, quality control and improvement of the infra-annual surveys of industry and construction of the HCSO;

11.2.5. planning, preparation, processing, quality control and improvement of other data collections on industrial and construction enterprises (product statistics, construction statistics);

11.2.6. maintenance of the Classification of Industrial Products and the Construction Register as professional nomenclatures, classification;

11.2.7. planning, professional preparation, quality control, improvement and database management of tourism statistics surveys of the HCSO, as well as the reception, processing, quality control, improvement and database management of data from other statistical bodies of the Official Statistical Service, administrative data sources and other secondary data sources;

11.2.8. planning, professional preparation, quality control and database organisation of the data collections of the HCSO in the field of transport statistics, as well as the reception, processing, quality control, improvement and database organisation of data from the surveys of other bodies of the Official Statistical Service and from administrative data sources and other secondary data sources;

11.2.9.⁵

11.2.10. planning, technical preparation, implementation, processing, quality control, improvement and database management of surveys of producer prices in industry and construction of the HCSO, and liaising with data providers;

11.2.11. planning, preparation and implementation of the statistical surveys of output prices of services of the HCSO (including sending out, urging, receiving, recording and primary checking of questionnaires), processing of data, transfer from other data sources and incorporation into the range of indicators, quality control, improvement and database management of the data;

11.2.12. validation at sector level of the data collected and received;

11.2.13. participating in the development of electronic data collection techniques, the development, elaboration and quality control of the adoption of new data sources;

11.2.14.

11.2.15. documenting and developing the methodology of the specialised areas falling within the remit of the department;

11.2.16. coordination of the overall tasks related to sectoral statistics within the remit of the department;

11.2.17. producing data compilations, analyses and first releases on the specialised statistics within the remit of the department;

11.2.18. contributing to the compilation of cross-sectoral HCSO publications;

11.2.19. providing national and international information and data transmission and access to data;

11.2.20. updating the content of the registers of the department and planning the data collection necessary for the maintenance of the registers.

12. Quality of Life Statistics Department

12.1. Areas of expertise of the Quality of Life Statistics Department: statistics on

12.1.1. employment,

12.1.2. labour force,

12.1.3. earnings,

⁵ Repealed by MvM Instruction No 17/2021 (X. 29.) § 1 (2), Appendix 1, No 16. c). Invalid: from 1.11.2021.

- 12.1.4. social stratification,
- 12.1.5. living conditions,
- 12.1.6. individual and social well-being,
- 12.1.7. households and families,
- 12.1.8. education,
- 12.1.9. culture,
- 12.1.10. sport,
- 12.1.11. use of time,
- 12.1.12. health,
- 12.1.13. social services,
- 12.1.14. non-profit institutions,
- 12.1.15. justice.

12.2 Tasks of the Quality of Life Statistics Department according to the statistical data production process:

12.2.1. planning, preparation, processing, quality control, improvement and database organisation of the HCSO data collections on employment, unemployment and work, earnings, labour costs, filled and vacant posts and strikes, processing of the collected data, quality control, improvement and database organisation of the data, completion of intra-HCSO as well as national and international data transfers, data transfers from other organisations;

12.2.2. reception, processing, quality control, improvement, database management of labour market data and labour market information from administrative data sources collected by other bodies of the Official Statistical Service, and completion of domestic and international data transfers within the HCSO;

12.2.3. planning and preparation of data surveys on lifestyle, living conditions, individual and social well-being, social stratification, household budget, consumption and income, processing, quality control and improvement of the data collected, and organisation of the data into a database, completing national and international data transfers within the HCSO;

12.2.4. planning and preparation of data collections on lifelong learning, time use, mass media (television and radio broadcasting, book and newspaper publishing), film production and cinemas, processing, quality control, improvement and database management of the data collected, completing national and international data transfers within HCSO;

12.2.5. within the Official Statistical Service, receiving, processing, quality control, improvement, database management of institutional statistical data on education, culture and sport, and completing domestic and international data transfers within HCSO;

12.2.6. planning, preparation, processing, quality control, improvement and database management of statistical data collections in the health, social, non-profit and judicial sectors, as well as the reception, quality control, improvement and database management of statistical data from other statistical services' collections and from administrative and other secondary data sources, and the performance of national and international data transfers and the provision of access to data;

12.2.7. compiling the statistical system of social protection;

12.2.8. compiling the statistical system of the National Health Accounts;

12.2.9. professional responsibility for the registers of health, social institutions and non-profit organisations;

12.2.10. documenting and developing the methodology of the specialised areas within the remit of the Department;

12.2.11. producing data compilations, first releases and analyses from the specialised statistics within the remit of the department;

12.2.12. contributing to the development of cross-sectoral CSO publications;

12.2.13. managing the classification systems of the domain;

12.2.14. validation of data at sector level;

12.2.15. updating the content of the registers of the department, planning the data entry necessary

for the maintenance of the registers.

13. Population Census and Demographic Statistics Department

13.1. Areas of expertise of the Population Census and Demographic Statistics Department:

- 13.1.1. census, microcensus,
- 13.1.2. population statistics,
- 13.1.3. housing statistics,
- 13.1.4. migration statistics.

13.2 Tasks of the Population Census and Demographic Statistics Department according to the statistical data production process:

13.2.1. planning, preparation, organisation, processing, quality control, improvement, database organisation of censuses and microcensuses, as well as the reception, quality control, improvement, processing, database organisation of statistical data from data collections of other bodies of the Official Statistical Service and from administrative and other secondary data sources;

13.2.2. planning, preparation, organisation, processing, quality control, improvement, database management of other vital statistics, migration and housing statistics surveys, as well as reception, quality control, improvement, processing and database management of statistical data from other data collections of the Official Statistical Service and from administrative and other secondary data sources;

13.2.3. further calculation of population and housing counts between two censuses;

13.2.4. maintenance of the integrated migration database;

13.2.5. contribute to the planning and coordination of tasks related to the updating of the statistical Address Register;

13.2.6. preparing data compilations, first releases and analyses in the fields of the department's competence;

13.2.7. contributing to the drafting of multidisciplinary HCSO publications;

13.2.8. providing national and international information and data transmission and access to data;

13.2.9. documenting and developing the methodology of the specialised areas within the remit of the department;

13.2.10. updating the content of the registers of the department and planning the data collection necessary for the maintenance of the registers.

14. Multi-domain Statistics Department

14.1. Areas of expertise of the Multi-domain Statistics Department:

14.1.1 Environmental statistics (Air pollution, Waste water, Waste, Environmental expenditure and industry, Environmental taxes),

14.1.2. statistics on communal services,

14.1.3. energy statistics,

14.1.4. spatial statistics, territorial statistics and spatial development statistics,

14.1.5. rural development statistics,

14.1.6. information, communication and digitalisation statistics.

14.2 Tasks of the Multi-domain Statistics Department according to the statistical data production process:

14.2.1. providing specific data processing services to the departments of the HCSO;

14.2.2. planning, professional preparation, quality control and database organisation of the environmental statistical data collections of the HCSO, as well as planning, professional preparation,

processing, quality control, improvement and database organisation of the data reception from the data collections of other bodies of the Official Statistical Service, administrative data sources and other secondary data sources;

14.2.3. compiling, documenting and developing the methodology of the environmental accounts system;

14.2.4. reception planning, preparation, processing, quality control, improvement and compilation into a database of data from statistical data sources, data records of other bodies of the Official Statistical Service, administrative and other secondary data sources for the development of territorial and spatial development statistics, indicators of rural development and sustainable development;

14.2.5. coordination of national and international tasks related to spatial statistics within the HCSO, methodological development of spatial typologies, spatial delimitations, maintenance of the spatial nomenclature;

14.2.6. cooperation with public bodies involved in spatial development in the preparation of spatial development concepts, development strategies and operational programmes;

14.2.7. planning, preparation, organisation, processing, quality control and database organisation of statistical data collection for the registration of administrative changes;

14.2.8. maintaining the Gazetteer of Hungary, editing the Detailed Gazetteer of Hungary;

14.2.9. professional supervision of the updating of the Statistical Address Register, management of the Country Register;

14.2.10. contributing to the coordination of cooperation between the departments of the Statistics Directorate;

14.2.11. helping to coordinate cooperation between the departments of the Statistics Directorate and other departments;

14.2.12. contributing to the coordination of the planning processes of the Statistics Directorate;

14.2.13. managing cross-cutting indicator systems;

14.2.14. contributing to the development of cross-disciplinary HCSH publications;

14.2.15. contributing to the analysis and information activities of the Statistics Directorate;

14.2.16. validation at sectoral level of the data collected and received;

14.2.17. documenting and developing the methodology of the specialised areas falling within the remit of the department;

14.2.18. producing data compilations, analyses and first releases on the subject of the specialised areas within the remit of the department;

14.2.19. providing national and international information and data transfers and access to data;

14.2.20. technical supervision of the Single Data-processing System;

14.2.21. updating the content of the registers belonging to the department, planning the data entry necessary for the maintenance of the registers;

14.2.22. planning, professional preparation, quality control and database management of the data surveys of the HCSO for information, communication and digitisation statistics, as well as the reception, processing, quality control and database management of data from the data collections of other bodies of the Official Statistical Service, administrative data sources and other secondary data sources.

Dissemination Directorate

15. Publishing Department

Tasks of the Publishing Department:

15.1. to plan and coordinate the information and publishing activities of the HCSO in accordance with national and international obligations and in line with the information policy and guidelines of the HCSO;

15.2. monitoring user requests for information products, preparing action plans and implementing

and coordinating them;

15.3. producing publications, information content and specific data compilations and analyses within the scope of its tasks;

15.4. assisting in the preparation and proofreading of press releases, interviews, and the drafting of technical articles;

15.5. editing, compiling and preparing for publication summary data collections;

15.6. statistical proof-reading, copy editing, translation, linguistic proof-reading and technical preparation for publication, editing, preparation of guides and recommendations for editing publications and information content;

15.7. operation and development of a publication management system for monitoring the editing process of publications and content;

15.8. editing and publishing the journals Hungarian Statistical Review and Regional Statistics;

15.9. planning and coordination of printing and dispatching services for the publications of the HCSO, liaising with the contractor;

15.10. content editing, coordination of development needs, testing of the Dissemination Database, the Municipal Statistics Database System and the Budapest Statistics Database System;

15.11. responsible for the editing and data retrieval of the static summary tables;

15.12. operating the website of the HCSO, ensuring the provision of electronic content, ensuring the compliance of the website with standards and regulations, developing the website;

15.13. designing, developing and editing sub-portals for major censuses and events of the HCSO;

15.14. graphic design and layout of data visualisations and individual publications, content and applications;

15.15. designing, programming, testing and operating interactive graphs, maps, web applications and visualisation tools;

15.16. collaborating with the Dissemination Directorate in the design and development of the HCSO's image and publication tools;

15.17. carrying out design, editing and development tasks related to the implementation of the professional programme for the development of the statistical culture of the HCSO.

16. User Relations Department

Tasks of the User Relations Department:

16.1. the professional operation of the "Contact us" system, which is a channel for registering and responding to user requests and for contacting users, and the systematic collection of user feedback;

16.2. running the information service, operating the Information Service Call Centre;

16.3. providing regular and ad hoc data and information to national and international users, in cooperation with the Statistics and Data Collection Departments and the Methodology Department;

16.4. coordinating the provision of data to international organisations, in particular in cooperation with the IMF, excluding the regular provision of data to the European Commission (Eurostat);

16.5. providing statistical analysis for specific user needs;

16.6. answering user questions on the availability of statistical data published by Eurostat on the European Union and other information for domestic users;

16.7. operating the safe centre of the HCSO and carrying out the organisational and coordination tasks related to their operation;

16.8. the coordination of the micro-data access service for domestic and foreign researchers;

16.9. preparing classifications of statistical classifications received by the HCSO;

16.10. issuing certificates (of statistical code, statistical data);

16.11. disseminating publications, organising the provision of statistical services;

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- 16.12. planning and developing statistical services adapted to user needs;
 - 16.13. to perform service tasks related to the implementation of the professional programme of the HCSO for the development of statistical culture;
 - 16.14. professional management of administrative records related to data outputs;
 - 16.15. participation in the work of the Data Protection Committee.

Communication Directorate

17. Communication Department

The tasks of the Communication Department:

- 17.1. manages and implements the coherent and coordinated external communication of the HCSO, in close cooperation with the Communication Directorate and the Statistics Directorate and the relevant departments;
- 17.2. proposes and implements the external communication strategy of the HCSO, regulate external communication activities;
- 17.3. is responsible for the development and implementation of a professional programme for the development of the statistical culture of the HCSO;
- 17.4. develops and improves the HCSO's image and publication tools in cooperation with the Dissemination Directorate;
- 17.5. is responsible for the appropriate dissemination of messages, content and press releases to the public;
- 17.6. ensures communication with a wide range of users, data providers, priority user groups;
- 17.7. liaising with the media, acting as press spokesperson, organising press events, electronic press monitoring and evaluating press releases;
- 17.8. coordinates press statements by employees entitled to make a statement, manages press appearances by managers, and establishes with the Dissemination Directorate the arrangements for public information;
- 17.9. prepares and keeps records of senior managers' appearances at conferences and forums, keeps records of the presentations and briefings given there and ensures their publication;
- 17.10. organises the electronic archiving of press material relating to the activities of the HCSO and keeps the press register;
- 17.11. plans, organises and implements communication campaigns related to the activities of the HCSO;
- 17.12. promotes the use of statistics, participates in the design of products and services to meet the needs of users;
- 17.13. contributes to the development of the most appropriate formats for the data and analyses published by the HCSO for the various target groups;
- 17.14. facilitates the communication of information on the evolution of social, economic and environmental phenomena and processes presented by the data;
- 17.15. operates the social media interfaces of the HCSO, coordinates the production of content;
- 17.16. organises events for HCSO's national partners and supports HCSO's participation in events organised by other organisations.

Architectural Services Directorate

18. Information Technology Services Department

Tasks of the Information Technology Services Department:

- 18.1. establishes and keeps up-to-date a catalogue of information technology and

telecommunications services (hereinafter referred to as "infocommunications services") provided to the organisational units of the HCSO;

- 18.2. ensures the continuous development of infocommunication services;
- 18.3. assesses and documents the IT needs of the organisation;
- 18.4. develops proposals to meet IT needs;
- 18.5. initiates, manages and monitors IT developments;
- 18.6. supports the use of ICT services;
- 18.7. manages errors and deficiencies in relation to infocommunications services;
- 18.8. operates and develops IT systems and infrastructure in accordance with professional requirements, developing new IT applications where necessary;
- 18.9. performs information security-related tasks;
- 18.10. prepares, regularly reviews and monitors the implementation of strategic, management and technical documentation relating to IT operations;
- 18.11. performs the IT tasks provided for in agreements with the institutions under the control of the HCSO;
- 18.12. prepares, conducts and documents IT procurement procedures;
- 18.13. draws up the HCSO's IT Procurement Development Plan and the related report;
- 18.14. coordinates the tasks related to the State Application Development Environment.

19. Methodology Department

Tasks of the Methodology Department:

- 19.1. researching mathematical-statistical solutions to support the development of general and specialised statistics, preparing their introduction into HCSO practice, supporting their practical implementation;
- 19.2. providing methodological services for the planning, implementation and monitoring of statistical data production processes, with particular emphasis on data collection, data preparation, sampling, estimation, processing, seasonal adjustment and protection against disclosure;
- 19.3. developing and operating the methodological framework of the HCSO, developing uniform methodological standards for the HCSO, managing the implementation and adaptation of international methodological standards in Hungary, and supporting their use;
- 19.4. supporting, developing and managing the implementation of statistical products and processes, as well as the operation of the official quality management framework using mathematical-statistical tools;
- 19.5. overseeing, developing and standardising the enterprise architecture model of the HCSO;
- 19.6. methodological supervision and development of subsystems for general metadata (data sources, concepts, nomenclatures, indicators);
- 19.7. methodological coordination of the statistical registers of the HCSO;
- 19.8. within the framework of the coordination of statistical classifications, performing the tasks of the professional responsible for **TEÁOR⁶, TESZOR⁷, GFO⁸, ÖVTJ⁹**, reviewing classification resolutions related to these classifications;
- 19.9. participating in the work of the Data Protection Committee.

MANAGEMENT AND ADMINISTRATION DIRECTORATE

⁶ Statistical Classification of Economic Activities

⁷ Hungarian Classification of Goods and Services

⁸ Classification of Units by Legal Forms

⁹ List of activities of self-employed persons

20. Financial Management Department

Tasks of the Financial Management Department:

20.1. drawing up the budget proposal for the following year of the HCSO Chapter, managing the budget planning of the institutions belonging to the Chapter, reviewing and approving the elementary budgets of the budgetary bodies under the control of the Chapter;

20.2. reviewing and transmitting the annual accounts, balance sheet reports and other data of the budgetary bodies of the HCSO Chapter;

20.3. managing the final accounts of the budgetary bodies under the HCSO Chapter, reviewing and approving the budgetary implementation forecasts and the budget balances;

20.4. continuously monitoring the implementation of the budget by the budget bodies under the HCSO chapter, and preparing analyses of the management of the budgetary bodies under the HCSO chapter;

20.5. taking the necessary measures in connection with the modification of appropriations under the responsibility of the managing authority;

20.6. drawing up, as required by law, the rules governing the use of the appropriations of the HCSO's chapter;

20.7. performing the tasks related to the registration of the appropriations for the general budget (title, classification, request for a unique public finance identification number in the case of a new title, opening of an account, modification of an account, closure of an account);

20.8. preparing the primary budget and the annual accounts, final accounts and interim balance sheets of the HCSO and the headings;

20.9. performing the tasks related to planning, management, treasury management, accounting, asset management, tax returns, contributions and other payment obligations, as well as data reporting and regulatory obligations;

20.10. disbursing loans for the construction and purchase of housing and monitoring the repayment of such loans;

20.11. contributing to the preparation of public procurement procedures at the initiative of the professional responsible (the contracting authority);

20.12. performing procurement tasks related to the conduct of public procurement procedures through the **EKR¹⁰**;

20.13. performing public procurement tasks relating to the procurement of priority products covered by centralised procurement systems (**KEF¹¹**, **DKÜ¹²**);

20.14. procuring priority products below the thresholds for public procurement to be carried out under its own responsibility;

20.15. fulfilling the record-keeping and reporting obligations relating to the conduct of public procurement and purchasing procedures, and carrying out the tasks relating to the publicity of public procurement procedures;

20.16. preparing and publishing the annual summary procurement plan and any amendments thereto;

20.17. performing the tasks related to the management of posts and salaries, the registration and monitoring of posts, and the recruitment of staff, posts and financial coverage;

20.18. on the basis of the division of labour laid down in the relevant legislation, performing centralised payroll tasks not falling within the remit of the Hungarian State Treasury, providing data to the Hungarian State Treasury and the body designated for the administration of government personnel, operating the fringe benefits system;

20.19. ensuring the preparation of personnel documents concerning the government service status

¹⁰ Electronic Public Procurement System

¹¹ Directorate-General for Public Procurement and Supply

¹² Digital Government Agency Ltd.

and employment of the employees of the HCSO, performing personnel tasks related to extraordinary work, conflicts of interest, part-time and teleworking employment;

20.20. performing personnel-related tasks relating to the managers and senior officials of the institutions managed by the President and Statek Kft;

20.21. ensuring the performance of tasks relating to the obligation to make a declaration of assets and to protected personnel;

20.22. performing the personnel tasks related to the leave of the employees of the HCSO and the leave register;

20.23. maintaining up-to-date personnel records and electronic personnel records, operating the human resources management system, and carrying out tasks relating to personnel records in the civil service;

20.24. performing asset management and operational tasks in respect of public property managed by the HCSO;

20.25. carrying out technical investments and renovations, operating, maintaining and registering buildings, vehicles and technical equipment, and providing the technical expertise required for the HCSO's public procurement;

20.26. carrying out work safety and fire protection duties, organising health and safety training, liaising with the competent authorities and other organisations;

20.27. keeping a register of office premises, coordinating and managing removals within the framework of the integrated premises management of the HCSO;

20.28. ensuring the security and safety of the HCSO (reception, CCTV, access control, alarm system, remote surveillance, etc.);

20.29. providing technical and engineering services for events held at the HCSO;

20.30. coordinating the planning of the work programme, defining the agenda for programme planning, maintaining and reviewing planning nomenclatures and supervising the operation of the computer applications used for planning;

20.31. preparing and monitoring the implementation of the HCSO Work Plan and supervising the operation of the computer application used for work planning;

20.32. maintaining an electronic timesheet system;

20.33. performing warehouse management tasks;

20.34. performing management (procurement) and technical tasks as agreed with the institutions under the management of the HCSO chapter;

20.35. in connection with the exercise of ownership of Statek Ltd:

20.35.1. giving its opinion on the decisions of the Statek Ltd.'s founders, the decisions of the Statek Ltd.'s exercise of ownership rights, the written instructions of the exercise of ownership rights and amendments to the Statek Ltd.'s articles of association,

20.35.2. taking a position on other financial, asset and personnel management, technical and accommodation issues and matters related to the exercise of the founder's and owner's rights,

20.35.3. preparing for issue and financially countersigning the deed of support between the HCSO and Statek Ltd.,

20.35.4. giving financial opinions on the employment contracts of the senior management of Statek Ltd.,

20.35.5. prior to approval, giving its opinion on the management of Statek Ltd's contracts with a value exceeding the amount specified in the founding articles and subject to approval by the founder,

20.35.6. reviewing the accounts prepared by Statek Ltd. in accordance with Act V of 2013 on the Civil Code and preparing the related proposal for the submission of the accounts for approval,

20.35.7. from the financial and management point of view, preparing decisions on the increase or decrease of the share capital, authorization of the owner's loan, giving an opinion on the annual business, investment and public procurement plan of Statek Ltd,

20.35.8. preparing the remuneration regulations to be issued for the officers and members of the Supervisory Board of Statek Ltd. and employees subject to Section 208 of Act I of 2012 on the Labour

Code,

- 20.35.9. monitoring the management activities of Statek Ltd,
- 20.35.10. collecting, with the involvement of the professional area concerned, financial and accounting information relevant to the operation of Statek Ltd. from the point of view of ownership;
- 20.36. performing the tasks set out in the President's instructions on the use of appropriations from the general budget (preparation of the grant contract, financial countersignature of the grant contract, payment of the grant, checking and approval of the financial accounts of the grant paid).

21. Human Resources Strategy and Training Department

The tasks of the Human Resources Strategy and Training Department:

- 21.1. developing the HCSO's human resources strategy, operating the HCSO's unified staff development system, contributing to the preparation of internal regulations related to HR, and developing the HCSO's HR services;
- 21.2. developing and improving a uniform system of job profiles of the HCSO, coordinating the definition and review of the related qualification requirements and assessing compliance with them;
- 21.3. performing tasks related to recruitment, operating the recruitment database of the HCSO, and developing and coordinating the administrative arrangements for the selection and application procedure;
 - 21.3a. coordinating and developing support for the integration of new staff;
- 21.4. operating and developing the HCSO performance appraisal system;
- 21.5. performing certain employer's tasks relating to the training obligations of civil servants and to administrative training and examinations;
- 21.6. developing and operating the internal training system of the HCSO, including the HCSO School, organising internal training and courses, providing methodological support, as well as providing study support and coaching for managers;
- 21.7. in cooperation with the Statistical Coordination and Legal Affairs Department, participating in the organisation of the training of statisticians in the organisations of the Official Statistical Service and coordinating the President's statutory duties in relation to the professional supervision of statistical qualifications;
- 21.8 receiving applicants for traineeships at the HCSO and organising their mentoring;
- 21.9. performing tasks relating to occupational health care and supplementary health services;
- 21.10. performing tasks relating to the operation and development of the HCSO incentive scheme and the awarding of Presidential nominations and official distinctions;
- 21.11. coordinating welfare and family-friendly services and benefits for staff, participating in sporting events for the Office's teams and coordinating with retired colleagues;
- 21.12. acting as secretary of the Social Affairs Committee and as social and welfare benefits officer and equal opportunities officer;
- 21.13. participating in the work of national and international professional organisations, on an ad hoc basis;
- 21.14. performing tasks related to internal communication within the Office, the organisation of internal knowledge-sharing, cooperation and development, family and sports events, as well as the content management of the intranet and the editing of the internal Office newspaper.

22. Statistical Coordination and Legal Affairs Department

Tasks of the Statistical Coordination Department:

- 22.1. co-ordinating the technical review within the HCSO of the submissions received in the

- framework of administrative consultation and management preparation for the Public Administration Secretary's meeting, the preparation of the draft response letter, its submission for signature, and the registration of the submissions;
- 22.2. contributing to the tasks related to ensuring the consistency of national legislation and European Union legislation on statistics;
 - 22.3. coordinating the preparation of the OSAP, compiling the OSAP, preparing the submissions concerning the OSAP, coordinating the activities of the bodies of the Official Statistical Service related to the preparation of the OSAP;
 - 22.4. performing the secretariat functions of the National Statistical Council;
 - 22.5. performing professional supervisory tasks related to document management, checking compliance with document management requirements, ensuring the handling of documents arriving at the central mailroom, performing the tasks of the HCSO's dispatching; performing administrative tasks related to the HCSO's Statistical and IT Document Repository (DOCTAR);
 - 22.6. harmonising and co-ordinating the HCSO's professional relations with the organisations of the Official Statistical Service;
 - 22.7. participating in expert and management-level consultations on statistical data collection between the relevant departments of the HCSO and other members of the Official Statistical Service, and in the development of the content and form of cooperation;
 - 22.8. coordinating the development of a system of cooperation on data transfers and data transmission involving several departments in parallel;
 - 22.9. participating in the procedures for the development of quality assurance, changes to the content, deletion and creation of new administrative and official records;
 - 22.10. coordinating the tasks related to the implementation of the European Statistics Code of Practice;
 - 22.11. coordinating the development of the content and format of the National Statistics Code of Practice and the audit methodology based on it, proposing the necessary professional consultations, ensuring the publication of the Code, its regular content review and possible updating;
 - 22.12. preparing reports and analyses on the functioning of the Official Statistical Service;
 - 22.13. developing training and further training programmes, providing professional support to the members of the Official Statistical Service;
 - 22.14. coordinating the regular provision of data to the European Commission (Eurostat);
 - 22.15. in connection with the exercise of the ownership of Statek Ltd:
 - 22.15.1. preparing for issue the decisions of the Statek Ltd.'s founders, the decisions of the Statek Ltd.'s owners, the written instructions of the Statek Ltd.'s owners, as well as giving opinions on the amendments to the Statutes, the remuneration regulations to be issued for the Statek Ltd.'s officers, members of the Supervisory Board and employees subject to Section 208 of Act I of 2012 on the Labour Code;
 - 22.15.2. taking a position on other legal issues and matters related to the exercise of the rights of the founder and owner;
 - 22.15.3. preparing for issue the cooperation agreement between the HCSO and Statek Ltd. and giving an opinion on the grant agreement, and ensuring that they are signed by the legal adviser;
 - 22.15.4. giving legal opinions on the employment contracts of Statek Ltd.'s senior executives, their amendment and termination;
 - 22.15.5. prior to approval, giving a legal opinion on contracts of Statek Ltd. with a value exceeding the amount specified in the articles of association and falling within the scope of approval by the founder;
 - 22.16. ensuring, on the initiative of the competent department, the conformity of national legislation and EU legislation concerning statistics;
 - 22.17. ensuring the conformity of the HCSO's public organisational instruments (internal rules) with legislation;
 - 22.18. giving legal opinions and obtaining the signature of legal advisers on civil law contracts

concluded by the HCSO and, in the case of cooperation agreements concluded by the HCSO, ensuring that the final text of the agreements is drafted, in compliance with the law and submitted for signature;

22.19. ensuring the legal representation of the HCSO in legal proceedings and litigation;

22.20. participating in the preparation of the draft proposal and the draft ministerial decree to be submitted by the Minister supervising the HCSO, in accordance with Section 34 of the Act;

22.21. preparing legal opinions at the request of other departments;

22.22. participating in the performance of tasks related to data protection and in the work of the Data Protection Committee.

Appendix 3

Organizational structure of the HCSO

Managing Director	Organisational unit
1. President of the Hungarian Central Statistical Office	1.1. Office of the President
	1.1.1. Secretariat of the President
	1.1.2. International Relations Section
	1.1.3. Project Tendering Programmes Section
	1.1.4. Strategy and Quality Management Section
	1.2. Internal Audit Section
	1.3. Financial Management Department
	1.3.1. Payroll Accounting Section
	1.3.2. Budget Chapter Section
	1.3.3. Public Procurement Section
1.3.4. Technical Management Section	
1.3.5. Finance Section	
1.3.6. Accounting Section	
1.4. Human Resources Strategy and Training Department	
1.5. Statistical Coordination and Legal Affairs Department	
1.5.1. Administration Section	
1.5.2. General Statistical Coordination Section	
1.5.3. Legal Affairs Section	
2. Deputy President supervising the Data Collection Directorate	2.0. Coordination Section of the Deputy President
	2.1. Business Statistics Data Collection Department
	2.1.1. Construction and Government Investments Statistics Data Collection Section
	2.1.2. Industry Statistics Data Collection Section
	2.1.3. Primary Data Providers Data Collection Section
	2.1.4. Services Branches Data Collection Section
	2.2. Business Services Statistics Data Collection Department
	2.2.1. Trade and Public Services Statistics Data Collection Section
	2.2.2. Transport and Tourism Statistics Data Collection Section
	2.2.3. External Trade Statistics Data Collection Section
2.3. Agriculture Statistics Data Collection Department	
2.3.1. Primary Agricultural Data Providers Data Collection Section	
2.3.2. Environment Statistics Data Collection and Register Section	
2.3.3. Agriculture Statistics Data Collection Section	
2.3.4. ¹³	
2.4. Population and Social Services Data Collection Department	

¹³ Repealed by MvM Instruction 17/2021 (X. 29.) § 1 (3), Appendix 2 3. Invalid: from 1 XI 2021.

	2.4.1. Health and Housing Statistics Data Collection Section 2.4.2. Causes of Death Statistics Data Collection Section 2.4.3. Vital Events Statistics Data Collection Section 2.4.4. Social and Non-profit Statistics Data Collection Section 2.5. Household Surveys Data Collection Department 2.5.1. Household Surveys Data Editing Section 2.5.2. Professional Training and Checking Section 2.5.3. Price Statistical Data Editing and Coding Section
3. Deputy President supervising the Statistics Directorate	3.1. Sectoral Statistics Department 3.1.1. Industry and Construction Statistics Section 3.1.2. Industrial and Services Prices Section 3.1.3. Agriculture Statistics Section 3.1.4. Agriculture Accounts Section 3.1.5. Tourism and Transport Statistics Section 3.2. Business Statistics Department 3.2.1. Internal Trade, Information and Research and Development Statistics Section 3.2.2. Structural Business Statistics Section 3.2.3. Large Cases Unit Section 3.2.4. Register section 3.3. Quality of Life Statistics Department 3.3.1. Health Statistics Section 3.3.2. Living Standard Statistics Section 3.3.3. Employment Statistics Section 3.3.4. Earnings Statistics Section 3.3.5. Education, Culture and Time Use Statistics Section 3.3.6. Social Statistics Section 3.4. External Trade Statistics Department 3.4.1. External Trade Macro Accounting Section 3.4.2. External Trade in Goods Section 3.5. National Accounts Department 3.5.1. Input-Output Table (IOT) Section 3.5.2. Annual Accounts Section 3.5.3. Consumer Prices Section 3.5.4. Government and Non-profit Sectors Accounts Section 3.5.5. Quarterly and Sector Accounts Section 3.6. Population Census and Demographic Statistics Department 3.6.1. Housing Statistics Section 3.6.2. Demographic Statistics Section 3.6.3. Population Census Organising Section 3.6.4. Population Census Topics Section 3.6.5. Migration Statistics Section 3.7. Multi-domain Statistics Department 3.7.1. Environmental and Information Statistics Section 3.7.2. Spatial Statistics Section 3.7.3. Statistical Data Processing Section
4. Deputy President supervising the Dissemination Directorate	4.0. Coordination Section of the Deputy President 4.1. Publishing Department 4.1.1. Tables Editorial Section 4.1.2. Analyses and Contents Editorial Section 4.1.3. Language and Technical Editorial Section 4.1.4. Data Visualisation and Web Editorial Section 4.2. User Relations Department 4.2.1. Information Service 4.2.3. Complex Services Section
5. Deputy President supervising the Architectural Services Directorate	5.1. Methodology Department 5.1.1. Survey and Data Preparation Methodology Section 5.1.2. Metainformation Section 5.1.3. Sampling and Processing Methodology Section 5.2. Information Technology Services Department

	5.2.1. User Support Services Section 5.2.2. Infrastructure Management Section 5.2.3. Application Design and Development Section 5.2.4. Service Management Section 5.2.5. Business Support Services Section
6. Deputy President supervising the Communication Directorate	6.1. Communication Department

Appendix 4

Posts in the HCSO subject to asset declaration

1. Persons required to make a declaration of assets pursuant to Section 15 of the Statistics Act

- a) the President,
- b) the Deputy President.

2 Pursuant to Section 3 (1) b) of Article 3 (1) of Act CLII of 2007 on Certain Obligations to Declare Assets (hereinafter referred to as the " Vnytv."), the following persons are obliged to make an asset declaration

- a) a government official participating in a public procurement procedure,
- b) all government officials of the department responsible for procurement.

3. The persons required to make a declaration of assets pursuant to Section 3 (1) (c) and (e) of the Vnytv. are

a) government officials with the right to propose and decide on the use of funds and to control the use and management of funds, budgetary and other funds, management of state property, appropriations for headings,

b) all government officials with the power to sign, commit, transfer, validate and countersign accounts held with the Hungarian State Treasury,

(c) project managers authorised to take financial decisions,

(d) all government officials in the Audit Section.

4. Persons required to make a declaration of assets pursuant to Section 3(2)(d) of the Vnytv.

- a) government officials holding a managerial position (post).

5. The following persons shall be required to make a declaration of assets pursuant to Section 3(2)(e) of the Vnytv.

a) the chief financial officer,

b) the internal auditor,

c) the integrity adviser,

d) the IT manager,

e) the person responsible for the security of the electronic information system,

(f) the Security Manager,

(g) the system administrator,

(h) the confidential file manager.

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