

THE RULES OF PROCEDURE OF THE NATIONAL STATISTICAL COUNCIL

The National Statistical Council hereby adopts, acting on the authorisation granted in Section 21 (14) of Act CLV of 2016 on Official Statistics, the following Rules of Procedures.

1. Legal status of the National Statistical Council

1.1. Under Act CLV of 2016 on Official Statistics (hereinafter the Stt.), the National Statistical Council (hereinafter: the NSC) shall be the advisory and review body, consisting of representatives of reporting population and data users, for the President of the Hungarian Central Statistical Office (hereinafter: the HCSO).

1.2. Through the operation of the NSC, the appropriate participation of both the reporting population and the stakeholders on the user side shall be ensured in the development of official statistics.

2. The NSC's responsibilities

2.1 Within its responsibilities set out in Section 21 (2) of the Stt, the NSC shall, in particular:

- a) monitor the implementation of the principles set out in the European Statistics Code of Practice and the National Statistics Code of Practice,
- b) comment on the content of the National Statistics Code of Practice,
- c) review the draft National Statistical Survey Program in terms of user needs and reporting agent burdens,
- d) review the annual information program of the Official Statistical Service,
- e) review the conditions and regulation of access to statistical data for scientific purposes in the Official Statistical Service.

2.2 The NSC may develop a recommendation regarding its tasks and submit it to the President of the HCSO.

3. The chair of the NSC

3.1. The chair of the NSC shall be elected by the members from among themselves for three years.

3.2. Rules for the appointment and election of the NSC's chair:

- a) In the event of the termination of the mandate of the chair of the NSC, the Secretary of the NSC, together with the invitation to the next meeting, the first item on the agenda of which is the election of the chair, shall send the list of members of the NSC with the request that, on the basis of this, all members shall appoint 1 (one) candidate for the position of chair in writing no later than 5 days before the meeting, sent to the electronic address indicated in the invitation. Taking into account the appointments, the 3 (three) members who received the most recommendations shall be added to the nomination list. The Secretary of the NSC shall immediately notify the three nominees who received the most appointments about the nomination. The nominee may refuse the nomination in writing via electronic means of communication within one day of receiving the notification.

- b) Pending the election of the chair, the meeting of the NSC shall be chaired by the President of the HCSO.
- c) The chair shall be elected by the members from among the persons on the nomination list in writing, by secret ballot, and by a simple majority of votes. Voting based on a technical solution that ensures secrecy via an electronic communication device must also be considered written and confidential.
- d) The result of the vote shall be determined and announced by the chair of the meeting upon completion of the voting, by collecting the nomination lists, and counting the votes cast on the nomination list by the Secretary of the NSC.
- e) In the event of a tied vote, the identity of the NSC's chair shall be decided at the same meeting, in a repeated vote.

3.3. If the chair of the NSC is prevented from attending to his duties, he may delegate in writing to any member of the NSC the power to act as his substitute in order to ensure the continuity of the chair's duties. The Secretary of the NSC shall be notified in writing of the absence and the substitution in advance, but no later than 10 working days before the date of the next meeting. If the member designated by the chair to act as his/her substitute is incapacitated, he/she shall inform the Chair of the NSC and the Secretary of the NSC in writing without undue delay, but no later than 5 working days before the date of the next meeting. In such a case, the chair of the NSC shall delegate the chairmanship to the next member of the NSC in the alphabetical order of the members of the NSC.

4. Rights and obligations of members

4.1. Members shall be entitled to:

- a) make a proposal for the chair of the NSC,
- b) propose to hold an NSC meeting and its agenda,
- c) submit proposals, information,
- d) comment on the agenda items to be debated in the body,
- e) take up an office in the NSC.

4.2. Members' obligations shall be to:

- a) actively participate in the work of the NSC, appear at the meetings, help with the solution of the raised question and the development of the profession with their expert opinion,
- b) in the course of their work, support the completion of tasks related to official statistics as set out in the Stt;
- c) in the event of resignation, notify the President of HCSO of this, as well as the body entitled to nominate.

5. Meetings of the NSC

5.1. The NSC shall hold meetings as necessary, but at least twice a year.

5.2. The NSC's meeting shall be convened by its chair. The chair of the NSC shall set the date of the meeting, subject to the agreement of the President of the HCSO. The secretary of the NSC shall arrange for the organisational tasks of the meeting. Any member may propose the

convention of the meeting by specifying the subject and addressing the proposal to the NSC's chair. If the meeting is proposed in writing by at least 1/3 of the members by specifying the agenda, the meeting shall be convened within 30 days.

5.3. If it is not possible to hold a meeting based on personal participation (e.g. due to unforeseen compelling circumstances, insurmountable obstacles, epidemiological situation, other force majeure), the chair of the NSC, subject to the agreement of the President of the HCSO, shall decide that the meeting of the NSC can be held via electronic means of communication (hereinafter: online meeting).

5.4. The secretary of the NSC shall send the notice of the date of the meeting and the invitation to the meeting, including the proposed agenda, to the members at least two weeks and the agenda at least one week before the date of the meeting. The agenda shall be accepted by the members at the meeting.

5.5. The presence of more than half of the members with voting right, and in the event of an online meeting, the online presence of more than half of the members shall constitute a quorum for the meeting of the NSC.

5.6. Adoption of and amendments to the Rules of Procedure shall require the consenting vote of more than half of the members present.

5.7. In the absence of a quorum, the chair of the NSC shall convene another meeting within 1 hour, which will constitute a quorum for the original agenda items regardless of the number of members present.

5.8. The chair of the NSC may also invite an external expert in an advisory capacity to the meeting if it is necessary for the deliberation on the given agenda item.

5.9. At the NSC meeting, each NSC member and the NSC's chair shall have one vote.

5.10. Members may submit proposals and information to the NSC meeting. In the case of making a recommendation, the submission shall also contain the draft text of the recommendation. The information shall be any document not requiring a decision, for the information of the members of the body and for the active exchange of information between the participants.

5.11. The proposal and information shall be sent to the secretary of the NSC within 2 days of receiving the invitation, so that it can be sent to the members of the NSC one week before the meeting.

5.12. The secretary of the NSC shall present the proposal and information to the chair of the NSC, who shall put it on the agenda.

5.13. The members may make written comments on the material belonging to the agenda items and send them to the secretary of the NSC no later than 3 days before the meeting, who shall immediately present them to the chair of the NSC, send them to the proposer, and also to the other NSC members at least one working day before the meeting. If the comment is received at a time when it is not possible to inform the NSC in advance in writing, the person making the comment may present it orally at the meeting of the NSC.

5.14. The submitted proposal and information shall be discussed by the NSC at the time proposed therein or at its next meeting.

5.15. The members of the NSC shall decide on the acceptance of the submission or, in the case of a recommendation, on its draft text by simple majority and open ballot. In the case of a tied vote the NSC's chair shall have the casting vote. There is no need to vote on the adoption of

any information. In the case of an online meeting, voting may also be held in electronic form on any agenda items that require a decision.

5.16. The member who is prevented from attending may send his comments on the agenda of the meeting in writing to the secretary of the NSC, who shall send them to the members of the NSC.

5.17. The approval of more than half of those present is necessary for the immediate deliberation of any out-of-agenda proposal or information.

5.18. A memo of the meeting shall be prepared. The secretary of the NSC shall prepare the memo of the meeting of the NSC within 7 working days of the meeting. The memo shall be signed by the chair of the NSC and the secretary of the NSC, and received directly by the President of the HCSO and the members and permanent invitees of the NSC. The memo and agenda of the meetings shall be public.

6. Working committees

6.1. The NSC may set up working committees (hereinafter: committee) to discuss certain issues and technical issues, as well as to monitor them on an ongoing basis.

6.2. The committees shall be established, their tasks shall be defined, and their members and leaders shall be appointed on the proposal of the NSC members at the NSC meeting. The NSC shall decide on the termination of the committee's work and the withdrawal of the mandate of the members and the head of the committee.

6.3. The committees shall research and develop the issues within their topic, explore the possibilities and conditions of their statistical utilisation, deal with the solution of the problems and tasks that arise and prepare a proposal for the NSC. Their task is to discuss the matters entrusted to them by the NSC. An external expert member of the committee shall also be invited to the meeting of the NSC, at which the matter entrusted to them is on the agenda.

6.4. The committees members may come from the members of the NSC, and they can be external experts. The head of the committee may be an NSC member or an expert from HCSO. The head of the committee may ask additional external or HCSO experts to participate.

6.5. The committee shall hold its meetings as necessary. The work of the committee shall be managed by its head and he shall ensure the performance of tasks related to the administration of the committee. The committee shall make its decision by a simple majority and prepare a memo of its meeting within 7 working days after the meeting, and develop its own rules of procedure.

6.6. The committee shall inform the secretary of the NSC about its meeting, its date and agenda, and if it has prepared Rules of Procedure, it shall also send a copy of it to the secretary of the NSC.

6.7. The committee shall report on the performance of its tasks to the NSC in writing.

7. Enforcement of the NSC recommendations

7.1. The NSC may prepare a recommendation regarding its duties.

7.2. If there is a discrepancy between the recommendation of the NSC and the opinion of the President of the HCSO on important issues, the President of the HCSO may initiate another consultation to reconcile the different positions before making a decision.

7.3. The President of the HCSO or his authorised representative shall provide information on the most important professional events that took place between the two meetings of the NSC, as well as decisions related to the recommendations made by the NSC, at the meeting of the NSC, justifying decisions that differ from the NSC's position.

8. Administration of the NSC

8.1. The seat of the NSC shall be: 1024 Budapest, Keleti Károly utca 5-7.

8.2. NSC contact information: ost@ksh.hu

8.3. The administrative duties of the NSC shall be performed by the Statistical co-ordination and Legal Department of the HCSO.

8.4. The head of the Administrative Department of the Statistical co-ordination and Legal Department of the HCSO shall be the secretary of the NSC.

8.5. The task of the secretary shall be to:

- a) prepare and organise meetings,
- b) comment on agenda items,
- c) monitor changes in the NSC and its operation, initiating the necessary measures,
- d) manage the files of the NSC, perform administrative tasks, prepare meeting minutes.

Done in Budapest 07 October 2020.

These Rules of Procedure were adopted by the NSC members at their meeting on October 7, 2020, which will be effective upon approval.

I hereby approve, October 7, 2020

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Dr. Gabriella Vukovich
HCSO President: