

The Rules of Procedure of the National Statistical Coordination Board adopted by the NSCB Members at the joint online meeting of the National Statistical Coordination Board - National Statistical Council on 7 October 2020 in a consolidated version

Chapter I

Background

Official statistical activity is a statutory public task supporting evidence-based decision making to provide official information and to inform society at large through the publication of statistical data.

The objective of this activity is to provide the public, economic operators, including financial markets, public authorities, local governments, civil society organisations, academics, media, the institutions of the European Union and other international organisations with a true and fair view of the state of society, the economy, the environment and changes in these areas by disseminating high quality statistical information.

The Official Statistical Service (hereinafter: OSS) is composed of the organisations which play an active role in the production of the official statistics mentioned above.

As the professionally independent government agency responsible for official statistics, the main tasks of the Hungarian Central Statistical Office (hereinafter: HCSO) include the coordination of the official statistical activities of the Official Statistical Service, the issuing of guidelines and recommendations on official statistical activities.

To this end, a legal provision was made to establish the National Statistical Coordination Board (hereinafter: Coordination Board, NSCB), which assists the organisations of the Official Statistical Service, with the active involvement of the HCSO, in the prioritisation, planning and implementation of their official statistical activities.

Chapter II

Objectives of the NSCB

High quality statistics have a significant impact on the economy, society and the environment as a whole. Good quality statistics support better informed decision making and can thus contribute to development in both social and economic/environmental terms.

Following the adoption of Regulation 223/2009 by the Commission of the European Union in 2009 and its amendment by Regulation 2015/759/EC (introductory paragraphs 11 and 14 and Article 5(1) and Article 5(a)), active coordination within the OSS has become a priority. With the establishment of the National Statistical Coordination Board, Act CLV of 2016 on Official Statistics (hereinafter: Stt.) establishes a stronger system of cooperation between the members of the OSS. **The main objective of the NSCB is to discuss with the delegated members of the OSS the issues necessary to improve the quality of official statistical activities, to ensure a continuous and active dialogue and exchange of information on professional issues and to provide consensus-based guidance on technical issues affecting official statistics.**

Membership of the OSS is subject to an accreditation procedure by the Stt. The basic condition for membership is the performance of official statistical activities as defined in the "Background" chapter above.

Chapter III

The Statute of the NSCB

The legal status and the basic content and organisational framework of the activities of the NSOA are defined by Article 22 of the Act on Statistics, Government Decree No. 184/2017 (5 July 2017) implementing Act CLV of 2016 on Official Statistics, Act CXCIX of 2011 on Civil Servants and Regulation (EU) 223/2009 of the European Parliament and of the Council on European Statistics and its amendment Regulation 2015/759. Based on these provisions, the Coordination Board is the professional consultation, opinion and decision-making body of the bodies performing official statistical activities.

In the operation of the NSCB, the HCSO builds on European good practices established in the field of coordination.

Chapter IV
Tasks of the NSCB

The task of the NSCB is to discuss professional issues related to official statistical activities and to act as a forum for cooperation between the members of the OSS. The NSCB shall adopt resolutions on the issues it discusses. In this context, it shall *in particular*:

1. To discuss priorities and strategic issues concerning the development, production and dissemination of official statistics.
2. To assess the resources needed for the development, production and dissemination of official statistics.
3. To develop proposals to standardise official statistical activities, to continuously improve their quality and to eliminate duplication.
4. To comment on the reports of the organisations managing the administrative data source on the quality of the administrative data source with regard to its usability for official statistical purposes.
5. To give an opinion on the sample self-assessment questionnaire developed for the accreditation procedure.
6. Monitoring the information on the improvement measures of the OSS members following the accreditation procedure.
7. Participation in the elaboration, further development and commenting on the content of the National Code of Practice for Statistics and the exercise of the right of agreement in connection with its adoption.
8. To give preliminary opinions on the draft National Statistical Survey Programme and to monitor its implementation and evaluate its performance.
9. To issue opinions and guidelines on the use of secondary data sources for official statistical purposes.

10. To give opinions on methodological issues, concepts, classifications, recommendations, positions and guidelines.
11. To know the position of the Member States on the European Statistical System on the issues of professional statistics and to discuss them as necessary.

Chapter V

President and Secretary of the NSCB

The Chair of the NSCB shall be the President of the Central Statistical Office.

The Secretariat of the NSCB shall be provided by the Statistical Coordination and Legal Affairs Department of the Central Statistical Office and the Secretary of the NSCB shall be the Head of the Statistical Coordination and Legal Affairs Department.

Chapter VI

Membership - rights and obligations of members and termination of membership; additional participants in the work of the NSCB

Members of the NSCB:

The members of the NSCB shall be persons delegated by the OSS and appointed by the President of the SAO for an indefinite term. Each OSS member is represented by one delegate. In the absence or incapacity of a member, he/she may nominate a substitute with full representation, including the right to vote, in writing to the Secretary of the NSCB no later than the end of the working day preceding the meeting.

The delegation of the members of the NSCB and the appointment of members shall be carried out in accordance with the rules of the Stt.

1. Members shall be entitled to:

- a) to propose the convening of a meeting of the NSCB and its agenda
- b) to submit proposals and information documents
- (c) give opinions on draft legislation dealing with official statistics

(d) to exercise their right to vote on resolutions and points of order of the NSCB

2. Obligations of members:

(a) to participate actively in the work of the NSCB, to attend its meetings, to contribute with their expertise to the resolution of the issues raised and to the development of the profession,

b) support the theoretical research and practical activities of the OSS in the course of their work.

3. The termination of membership is regulated by the Stt.

If a member of the Coordination Board ceases to hold office, the President of the HCSO shall call upon the nominating body to nominate a new person to fill the vacancy.

Other participants:

Invited persons as defined in Chapter VII, point 4 shall participate in the meetings of the NSCB with **the right of consultation**.

In the working committees which may be set up under Chapter VIII, representatives shall have **the right to vote** and participating experts shall have **the right of consultation**.

Chapter VII

Meetings of the NSCB

1. The convening of a meeting of the NSCB shall be initiated by the Chair. The date of the meeting shall be fixed by the Chair. The Secretary of the NSCB shall arrange for the convening of the meeting. Any member can make a proposal for convening the meeting by indicating the subject and addressed to the NSCB Chair. If the meeting is proposed in writing by at least 1/3 of the members, the meeting shall be convened within 30 days. In justified cases, where it is not recommended or not possible to hold a meeting in person (e.g. due to unforeseen compelling circumstances, unforeseeable obstacles, epidemic situation, other force majeure), the NSCB meeting may be held via web-based means of electronic communication.

2. The Secretary of the NSCB shall, following the decision of the Chair, send the invitation to the meeting to the members at least 8 working days before the date of the meeting and the agenda at least 5 working days before the date of the meeting. In the case of urgent matters, the meeting of the NSCB may be convened with a notice of 3 working days.
3. The President of the Hungarian National Authority for Data Protection and Freedom of Information, the Vice-Presidents and the Presidential Advisors of the HCSO shall be invited to attend the meetings of the NSCB as permanent guests with the right of consultation.
4. The Chair and members of the NSCB may invite other external experts to attend the meeting if the content of the agendas so warrants. The names and contact details of the experts to be invited shall be communicated to the Secretary of the NSCB, who shall arrange for their invitation.
5. Other experts delegated to the working committees operating under Chapter VIII of the Rules of Procedure may be present at the meetings, with the right to participate, for the agenda items that concern them.
6. The presence of more than half of the members with voting rights shall constitute a quorum for the transaction of business at a meeting of the NSCB. In the case of meetings held via the web, by means of electronic communication, the online presence of more than half of the members is required.
7. In the event of a quorum not being present, the Chair of the NSCB shall convene a new meeting within 1 hour of the meeting in which there is no quorum, which shall constitute a quorum for the original agenda items, regardless of the number of members present.
8. The adoption and amendment of the Rules of Procedure shall require the affirmative vote of more than half of the members of the NSCB with voting rights. The Rules of Procedure shall be approved by the Chair.
9. The NSCB takes its position at a full meeting by simple majority and open voting. In the event of a tie, the Chair shall have a casting vote. In the event that it is not recommended or not possible to hold a meeting in person, the vote may be held electronically, with the confidentiality of the vote ensured, for agenda items requiring

a decision, if the NSCB meeting is held "online", i.e. by electronic means. Substitution shall be governed by the provisions of point 15.

10. At a meeting of the NSCB, each member and the President shall have one vote.
11. Members may submit a proposal and an information paper to the NSCB meeting. The presentation shall deal with a question requiring a decision. The submission shall include the proposed NSCB resolution. The prospectus shall not contain a proposed resolution or decision points. The submission and the prospectus shall be sent to the Secretary of the NSCB in time to be available when the draft agenda is drawn up and, if possible, to be sent to the members of the NSCB together with the invitation.
12. Members may comment in writing on the agenda items at any time, at the latest by the end of the working day preceding the NSCB meeting. If it is not possible to forward written comments to the other members of the NSCB before the meeting, the content of the comments shall be presented at the meeting by the rapporteur or an expert appointed by him.
13. The NSCB shall consider the submission and the information note submitted at the time proposed in the submission or at its next meeting.
14. If a proposal to discuss a submission or information note is made by members outside the agenda of the meeting, it may be discussed if more than half of the members are present at the meeting and more than half of those present agree to the proposal.
15. The rights and obligations of membership of the NSCB may be exercised by a member only in person. In the event of his/her incapacity, he/she may delegate a substitute to attend the meetings of the NSCB. The alternate shall have full representation rights, including the right to vote.
A member who is not able to attend shall inform the Secretary of the NSCB of the fact of his/her substitution no later than the end of the working day preceding the NSCB meeting and may send his/her comments on the agenda of the meeting directly or in writing to his/her substitute.
16. If a member who is not able to attend a meeting is unable to send a substitute, he/she shall inform the Secretary of the NSCB of this fact and may send any comments on the agenda of the meeting directly to him/her in writing not later than the end of the working day preceding the meeting. The written comments or position expressed shall be deemed to be the vote of the absent member on the question or agenda in question if the substance of the agenda has not been changed.

17. The Secretary of the NSCB shall prepare a summary report of the NSCB meeting and circulate it to the members of the NSCB for their comments. The minutes shall be signed by the Chair of the NSCB and the Secretary of the NSCB. The agenda of the meeting, the minutes and the written agenda shall be published by the Secretary of the NSCB on the dedicated website after the meeting.

Chapter VIII

Working Committees

1. The NSCB may set up working committees (hereinafter: committees) to prepare certain issues more efficiently, to discuss specific issues and to monitor them on an ongoing basis.
2. The establishment, terms of reference, membership and chairmanship of the committees shall be decided by the NSCB at its meetings on the basis of proposals from its members. The termination of the work of the committee and the withdrawal of the mandate of its members and of its chair shall be decided by the NSCB by vote.
3. The task of the committees is to professionally discuss the issues entrusted to them by the NSCB. They shall examine the questions referred to them, explore the possibilities and conditions for official statistical exploitation, deal with the problems and tasks arising and make proposals to the NSCB.
4. Members of the committee may be both members of the NSCB and relevant experts from the OSS members. If necessary, other external experts with relevant expertise on the subject may participate in its work, with the right to be consulted. The committee may be chaired by an NSCB member or an expert from the OSS. The committees may involve external experts in their work at any time at their own discretion. The external expert shall be invited to participate by the chairperson of the committee. At the meeting of the NSCB at which the question entrusted to them is included on the agenda, the external expert shall be invited directly by the chairperson of the working committee, who shall inform the Secretary of the NSCB.
5. The committee shall meet as necessary and shall draw up its own agenda and timetable. The Chair shall direct the work of the committee and ensure the administration of the committee. The committee shall take its decisions by a simple majority and shall draw up minutes of its meetings as necessary.

6. In reasonable cases, where it is not recommended or not possible to hold a meeting in person (e.g. due to unforeseen circumstances, unforeseeable constraints, unforeseeable obstacles, epidemic situation, other force majeure), the committee meeting may be held via the web or electronic means of communication.
7. The committee shall inform the Secretary of the NSCB of its agenda and timetable, the date of its meeting and its agenda; if a note has been prepared, it shall be sent to him/her.
8. The committee shall report in writing to the NSCB on the performance of its tasks in the form of a proposal with a draft decision or an information note at least once every six months.

Chapter IX

Implementation of the resolution of the NSCB

The NSCB shall publish the resolution on the dedicated website. The members of the NSCB shall monitor the implementation of the resolutions in relation to their respective organisations and shall report on this at the NSCB meeting.

The Chair or the Secretary of the NSCB shall inform the next meeting of the main technical events that have taken place between two meetings of the NSCB and of the decisions taken by the NSCB on the resolutions.

Chapter X

Administration of the NSCB

The seat of the NSCB shall be at 5-7 Keleti Károly utca, 1024 Budapest.

Contact: nskt@ksh.hu

Short name to be used in documents: NSCB

The administrative tasks of the NSCB shall be carried out by the Secretary of the NSCB.

The duties of the Secretary are:

- a) preparation and organisation of meetings,
- b) to give opinions on the agenda,
- (c) to monitor changes in the NSCB and its functioning and to initiate the necessary measures,
- (d) managing the archives of the NCSB and carrying out administrative tasks,
- (e) preparing the summary report of the meetings.

The present Rules of Procedure were discussed and adopted by the NSCB Membership at its meeting on 7 October 2020 and shall enter into force upon approval.

Budapest, 7 October 2020.

I approve:

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Dr. Gabriella Vukovich

Chair of the NSCB