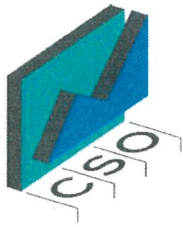


MOU between CSO and DJEI

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CENTRAL STATISTICS OFFICE



An Phríomh-Oifig Staidrimh
Central Statistics Office

AND

DEPARTMENT OF JOBS, ENTERPRISE AND INNOVATION



An Roinn Post, Fiontar agus Nuálaíochta
Department of Jobs, Enterprise and Innovation

JUNE 2014

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Preamble

Central Statistics Office (CSO) Mandate and Mission

The CSO's mandate, as set out in the Statistics Act, 1993 is:

"the collection, compilation, extraction and dissemination for statistical purposes of information relating to economic, social and general activities and conditions in the State"

The Statistics Act, 1993 also grants the CSO the authority (i) to co-ordinate official statistics compiled by public authorities, (ii) to assess the statistical potential of records maintained by public authorities, and (iii) to require public authorities to provide copies of records.

Department of Jobs, Enterprise and Innovation (DJEI) Mandate and Mission

"To support the creation of good jobs by promoting the development of a competitive business environment in which enterprises will operate to high standards and grow in sustainable markets."

Central to this mission is the development of robust evidence based policy based on rigorous research, advice and support in the areas of enterprise and science policy.

Adoption of a Memorandum of Understanding

Enhanced data cooperation between the Department of Jobs, Enterprise and Innovation and the Central Statistics Office, with a view to eliminating or minimising, in so far as possible, duplication in data submission, has the potential to reduce the administrative burden on business.

It is against this backdrop that the CSO and the Department of Jobs, Enterprise and Innovation have adopted this Memorandum of Understanding (MoU). Other aspects relevant to the adoption of the MoU are as follows:

- The Statistics Act, 1993, which provides for the collection, compilation, extraction, and dissemination of official statistics, and in particular sections 30 and 31 thereof relating to the use of records of public authorities for statistical purposes;
- The growing need to maximise the use of administrative data for statistical purposes in order to reduce the overall administrative burden on businesses and generate enhanced statistical outputs in support of evidence-based policy making;
- The recommendation from the Business Regulation Forum, in March 2007, that an administrative burden reduction programme should be introduced in Ireland, and the associated work programme which has emerged from the High Level Group on Business Regulation; and,

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- The proposal from the European Statistics Code of Practice that administrative sources of data be used wherever possible to avoid duplicating requests for information and the establishment by the European Commission of an EU Action Programme for reducing administrative burdens.

In accordance with the foregoing conditions and objectives, the CSO will undertake the Business Expenditure on Research and Development (BERD) Survey and the Community Innovation Survey (CIS), both of which were initially carried out by Forfás and subsequently jointly by the CSO and Forfás, and will provide anonymised data to the Strategic Policy Division of the Department of Jobs, Enterprise and Innovation as specified hereunder, which will be used as an input to the development of policy in the areas of industry, science and technology by DJEI.

DJEI will continue to undertake the Higher Education Research and Development (HERD) Survey together with the State Investment in Research & Development Survey from which GovERD and GBAORD data are derived. DJEI will continue to provide this data to the CSO in a timely manner so that Ireland's reporting obligations under EU Statistical Law are met. DJEI will adhere to the European Statistical Code of Practice as a designated National Authority.

For the purposes of this MoU, “Data” means the information specified in the Schedule at Annex 1 hereto.

General

1. The Department of Jobs, Enterprise and Innovation has responsibility for carrying out the functions Forfás previously undertook in relation to enterprise and science, technology and innovation surveys and those activities are carried out by the Survey Unit in the Strategic Policy Division of DJEI.
2. Previously, Forfás and the CSO jointly carried out two surveys, namely the Business Expenditure on Research and Development (BERD) Survey and the Community Innovation Survey (CIS). The CSO will henceforth carry out the BERD and CIS surveys.
3. In order for DJEI to provide policy analysis and advice to the Minister, it will be necessary to have access to the anonymised microdata that emanates from the BERD and CIS surveys.
4. The CSO undertakes to provide DJEI with anonymised data from these surveys which CSO will match to DJEI enterprise microdata extracted from the Business Information System and the Annual Business Survey of Economic Impact (the “Matched Survey Microdata”).
5. The CSO agrees to provide DJEI with copies of the anonymised Matched Survey Microdata annually.
6. Nothing in this agreement (or in any amendment thereto) may be invoked to remove or alter any statutory obligation.

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CSO/DJEI Liaison Group

7. The CSO and the Department of Jobs, Enterprise and Innovation shall establish a Liaison Group, comprising *inter alia* a Principal Officer of the Strategic Policy Division (SPD) of the Department of Jobs, Enterprise and Innovation and representatives of other Divisions as appropriate together with a CSO official at Senior Statistician or higher level appointed by the Director General of the CSO, as a high-level mechanism for consultation and communication between the two Bodies.
8. It shall be the responsibility of the Liaison Group to consider all data matters and related issues of mutual interest, including issues referred to it by the Liaison Officers referred to in Paragraph 10 hereunder.
9. The Liaison Group shall consider any proposed changes to availability or scope (range and level) of the Data which could potentially impact on the CSO in carrying out its mandate.
10. The Liaison Group shall address matters of data protection, in accordance with the Statistics Act and the Data Protection Acts, and regularly review the security of data transfer and storage mechanisms.
11. The Liaison Group shall meet on at least one occasion each year.

Liaison Officers

12. The CSO shall appoint a Liaison Officer as the main point of contact with the DJEI; this role shall encompass a Data Custodian function, with responsibility for the management and use of CSO Data by DJEI. The DJEI shall likewise appoint a Liaison Officer with the CSO.
13. All Data transfers shall take place between the DJEI Liaison Officer and the CSO Liaison Officer or their nominated deputies.
14. Any new requests for Data transfers or amendments to existing Data transfers shall be agreed between the DJEI Liaison Officer and the CSO Liaison Officer. The CSO undertakes to facilitate any such requests in so far as resources permit.

Data protection

15. The CSO and the Department of Jobs, Enterprise and Innovation shall maintain the appropriate infrastructure to ensure the secure transfer of Data.
16. The Department of Jobs, Enterprise and Innovation undertakes that all Data received from the CSO shall be treated as strictly confidential and shall be used for statistical purposes only, in accordance with national and EU statistical law, and also in conformity with the Data Protection Acts, 1988-2003.

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17. DJEI shall maintain the appropriate infrastructure to ensure the secure storage of Data.
18. Access to the anonymised Matched Survey Microdata will be limited to Officers of Statistics only and such access will be exclusively for statistical and analytical purposes, including assessment at an aggregate level of the performance of the client portfolios of respective agencies.
19. The Department of Jobs, Enterprise and Innovation shall indicate to the CSO the names of its staff working on the Matched Survey Microdata, plus any IT/systems staff who may also require such access. In accordance with Section 20(b) of the Statistics Act, these persons will be Officers of Statistics, including relevant IT/systems staff. They will be required to sign the Declaration of Secrecy as set out in Section 21 of the Statistics Act before they may access any confidential information supplied by the CSO. They will be required to observe the conditions set out in Sections 32 and 33(1) of the Statistics Act in relation to the protection of information.
20. The Department of Jobs, Enterprise and Innovation undertakes not to publish or otherwise disclose confidential information supplied by the CSO but may publish reports which are based on the analysis of the data in the normal way.
21. The DJEI shall comply with all confidentiality and disclosure rules notified to it by the CSO.
22. The DJEI undertakes to put in place the necessary systems and procedures to ensure compliance with Paragraphs 20 and 22 above.

Data

23. The CSO undertakes to provide appropriate supporting information (metadata) with the Data supplied as to fully describe the files and all fields therein.
24. DJEI hereby acknowledges that it is aware that the information contained in the Data has been and is being supplied to CSO by or on behalf of companies, pursuant to statutory obligation, and acknowledges that it has been accepted by CSO in good faith. Regardless of checks undertaken by the CSO, DJEI accepts the responsibility for the validity of any conclusions drawn based on analysis of the anonymised microdata provided by the CSO.

Similarly, the CSO hereby acknowledges that it is aware that the information contained in the Data has been and is being supplied to DJEI by or on behalf of companies, pursuant to statutory obligation, and acknowledges that it has been accepted by DJEI in good faith. Regardless of checks undertaken by the DJEI, the CSO accepts the responsibility for the validity of any conclusions drawn based on analysis of the microdata provided by DJEI.

25. In the event of CSO becoming aware of any factual error in the Data which has been supplied to DJEI arising from a processing error on the part of CSO, CSO shall make whatever amendment is appropriate and shall notify said amendment to DJEI.

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Review

26. This Memorandum of Understanding shall be deemed to commence on the 1st day of October 2014 and shall continue in full force and effect from year to year. It shall be reviewed annually by the two bodies, but may be reviewed at any time at the request of either party. Any changes to the Memorandum of Understanding shall be effected only with the mutual agreement of CSO and the Department of Jobs, Enterprise and Innovation.

Communication

27. The approval of this MOU and its content and procedures will be communicated within the CSO and the Department of Jobs, Enterprise and Innovation; such communication shall include publication on the respective websites.

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ANNEX 1

Detailed description of Data and format which is to be supplied by CSO to the Strategic Policy Division of the Department of Jobs, Enterprise and Innovation:

Final anonymised microdata from the Business Expenditure on R&D (BERD) Survey and Community Innovation Survey (CIS) to be supplied by the Central Statistics Office to the Survey Unit in the Strategic Policy Division of the Department of Jobs, Enterprise and Innovation will be provided as follows:

- On an annual basis;
- Matched (i.e. linked) to the Forfás/ DJEI Business Register;
- Anonymised;
- In MS Excel format;
- Sent via a secure, encrypted format; and
- Efforts will be made to achieve as close to a 100% successful match rate as is practicable.

Signatures

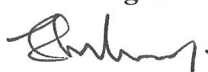
Signed:



Padraig Dalton
Director General
Central Statistics Office
Skehard Road,
Cork.

Date: 27/2/15

Signed:



John Murphy
Secretary General
Department of Jobs, Enterprise and Innovation
Kildare Street,
Dublin 2

Date: 18/2/2015