

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CENTRAL STATISTICS OFFICE



**An
Phríomh-Oifig
Staidrimh**

Central
Statistics
Office

AND

daa plc



April 2019

(the Parties)

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 the statistical purposes of information relating to economic, social and general activities and conditions in the State”

The CSO is also responsible for co-ordinating official statistics of other public authorities and for developing the statistical potential of administrative records.

daa Mandate and Mission

daa plc is a state-owned company mandated to operate and manage Dublin and Cork airports, global airport retailing subsidiary Aer Rianta International cpt (ARI) and international aviation consultancy daa international Limited.

AGREEMENT

Legal Basis

Data (being the data provided to the CSO as per the Appendix) shall be provided to the CSO under Section 30 of the Statistics Act 1993, which governs the 'Use of Records of Public Authorities for Statistical Purposes'¹. **This Memorandum of Understanding (MoU) serves as a notice request for the purpose of Section 30 of the Act.** daa shall provide the data to the CSO for statistical purposes in accordance with the Statistics Act.

Data provided to the CSO under this agreement shall be provided in a non-exclusive, non-transferable, revocable basis and used solely for statistical purposes and in accordance with the Statistics Act, 1993; the Data Protections Acts, 1998 to 2018; and EU statistical law including the guidelines provided by Eurostat and the European Statistical System. The treatment of the data shall be subject to the CSO's Code of Practice on Statistical Confidentiality².

Usage of data

Data shall be used by the CSO for statistical purposes, as permitted by the Statistics Act 1993. The CSO shall utilise daa data for the production of official statistics.

The CSO agree to accredit the daa for the usage of the data in compiling official statistics, wherever practicable.

¹ <http://www.irishstatutebook.ie/eli/1993/act/21/section/30/enacted/en/html#sec30>

² <https://www.cso.ie/en/aboutus/irgdp/csodatapolicies/statisticalconfidentiality/codeofpractice/>

The CSO have in place with the Data Protection Commissioner, an agreed protocol for data matching. The CSO shall ensure that all linking of the daa data with other data sources, both CSO and non-CSO, will be carried out in accordance with the CSO Data Protocol³.

Communication

The CSO shall appoint a liaison Officer as the main point of contact with daa. This role shall encompass a Data Custodian function, with responsibility for the management and use of daa data by the CSO. The daa shall likewise appoint a Liaison Officer as the main point of contact with the CSO.

Both the CSO and the daa reserve the right to propose changes to this MoU. Any such proposals will be communicated, in writing, to the other party and shall be responded to in a timely manner. If required, the CSO and daa will meet to discuss the proposals. Subject to formal agreement by both parties, the MoU will be updated as agreed.

Should daa propose to make significant changes to any system for the storage and retrieval of information that could impact the CSO's ability to carry out its mandate, it should consult with the CSO as soon as possible. daa shall inform the CSO as early as possible of any proposed changes in the availability/scope of daa data which could potentially impact on the CSO in carrying out its mandate. Any proposed changes will be discussed by both parties.

Technical Details

The data files shall be transferred at regular interval, as specified in the Appendix.

The CSO and daa shall maintain the appropriate infrastructure to ensure the secure transfer of the data. In particular, **the data will be sent via Secure Deposit Box**. The daa will ensure that data is only transferred to the CSO via this means of transmission.

Metadata, data dictionaries and other relevant descriptive information, providing comprehensive definitions of the variable fields, shall be provided where necessary.

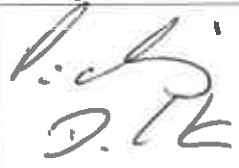
Commencement

This MoU comes into effect on the date signed by both parties below. The first transmission of data should take place within 90 days of the commencement of the MoU. The first transmission should include back data to 1 January 2019. Thereafter, regular transmissions should ensue as outlined in the Appendix.

Signed on behalf of:

³ <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/csodataprotocol/>

The Central Statistics Office and daa plc

Signature	Title and Section	Date
Padraig Butter	MANAGER - AVIATION FORECASTS & ANALYSIS	16-Jul-2019
 D. L. K.	Director General CSO	16/7/19

File layout:

Name of Field	Type of field	Description
Date DateName	Date. Format eg. Sat 09 Mar 19	Date based on when aircraft took off or landed on runway
Time - Runway Time Time	Text hh:mm	Time based on when aircraft took off or landed on runway
Flight Class	Text	Type of operation.
Flights - Attributes Flight Number	Text	Flight Number. Each flight has a unique flight number (unique per day of operation)
Route IATA Code	Text (3 letter code)	Airport IATA code of the origin/destination of the flight. Each airport has a unique code, assigned by IATA.
Operator IATA	Text (2 letter code)	Airline IATA code of the operator of the flight. Each airline has a unique IATA code.
Movement Type Code	Text	"Arr" or "Dep" depending on whether it is an arrival or departure flight. A flight has an origin airport if it is an arrival, a flight has a departure airport if it is a departure.
Gate Pier	Text	Pier from which flight operated from. Dublin has 4 main piers (1 to 4), a subsidiary pier called "South Gates" which involves passengers been bused to another facility where they wait for their flight and "Pier 0" or "Bus", which represents flights that are bussed directly to their aircraft.
Gate Code	Text	Each flight has a designated area where passengers gather before they board their flight. This is called a Gate.
Pax	Number	Total number of passengers on a flight that started (for a departure) or ended their journey (for an arrival) in Dublin.
Pax Transfer	Number	Total number of transfer passengers on a flight
Pax Incl Transfer	Number	Total number of passengers on board a flight, including transfers.
Pax Transit	Number	Total number of transit passengers on a flight
Pax Total Incl Transfer and Transit	Number	Pax + Pax Transfer + Pax Transit
Capacity	Number	Total number of available seats on a flight
No of Movements	0 or 1	1 except for special flights. For example, an airline may have a flight going Dublin to Edinburgh and onto Beijing. There is only 1 flight but there may be passengers going to Edinburgh and Beijing. In that case, the Edinburgh record would have "No of Movements" = 1 and the Pax would be the number of passengers getting on in Dublin and getting off in Edinburgh. The Beijing record would have "No of Movements" = 0 and the Pax would be the number of passengers getting on in Dublin and getting off in Beijing.

Appendix

Datafiles:

1. Dublin Airport Flights (including passenger numbers)
2. Cork Airport Flights (including passenger numbers)

File metadata:

The initial data transmission shall include all relevant metadata. If there are structural changes made to the files, each structural change will be accompanied by a metadata file, detailing the nature of the changes.

Frequency:

Monthly

Coverage:

All commercial flights to and from Dublin and Cork Airports, from the first day of the reference month to the last day of the reference month.

Timeliness:

The data shall be transmitted no later than 10 days from the end of the reference month.

Transmission method:

The data will be transmitted to the CSO using the mechanism of the CSO's Secure Deposit Box facility.

File format:

Excel