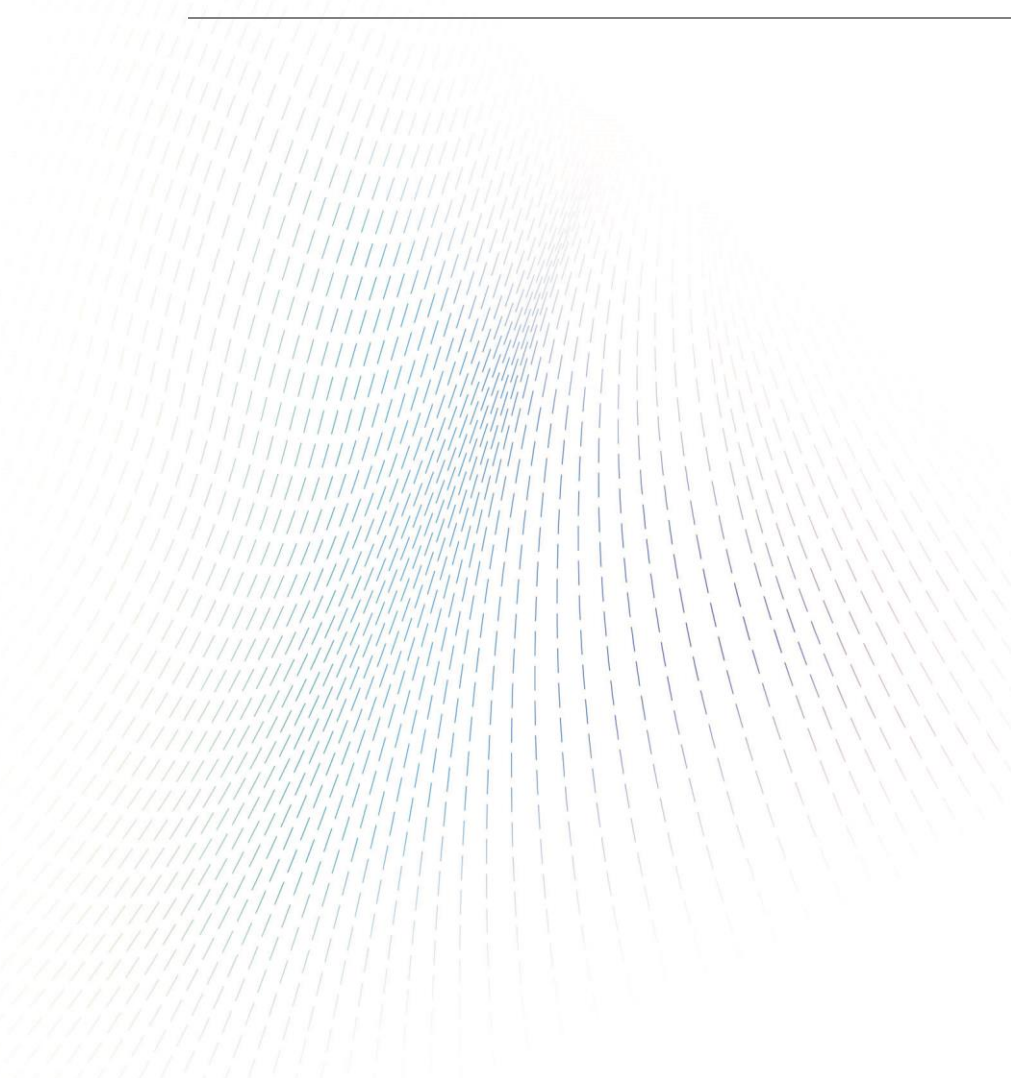




الهيئة العامة للإحصاء
General Authority for Statistics

General Policy for the Implementation of Statistical Surveys in Saudi Arabia



Contents

Introduction.....	3
1. Validity of Approval and Policy Application.....	4
2. Definitions	4
3. Objectives	7
4. Scope and types of surveys	7
5. GASTAT' role in the implementation of statistical surveys in Saudi Arabia	8
6. General and detailed policies for implementing statistical surveys.....	10



Introduction

Statistical surveys are one of the most important sources of collecting statistical data and indicators for supporting decision makers in various economic and social fields in Saudi Arabia. In order to increase the effectiveness of surveys, it has become necessary to regulate them to maintain their quality, in addition to flexibility in their implementation. Since GASTAT is the only official statistical reference in Saudi Arabia and the entity concerned with the implementation and technical supervision of statistical work and regulation of the statistical sector, GASTAT's regulation stated - in Article (4) - its terms of reference in the field of regulating statistical surveys. This policy determines the supervisory, technical, and financial responsibility of GASTAT and any public entities, private establishments, and other entities in implementing statistical surveys.





1. Validity of Approval and Policy Application

- This policy is approved by GASTAT's Board of Directors.
- Work Procedures Guide and models necessary for implementing this policy are approved by GASTAT's President.
- GASTAT is responsible for supervising and following up on the implementation of this policy.
- Public entities, private establishments and other entities are responsible for the implementation of this policy.

2. Definitions

1. **Kingdom:** The Kingdom of Saudi Arabia.
2. **Policy:** Statistics dissemination policy.
3. **GASTAT's Regulation:** Regulation of the General Authority for Statistics.
4. **Law:** Statistics Law.
5. **GASTAT:** General Authority for Statistics.
6. **Board:** GASTAT's Board of Directors.
7. **Coordinating committee:** A standing committee formed to coordinate statistical work that is carried out by relevant entities.
8. **Public entities:** Ministries, authorities, institutions, public interests, security agencies, and military sectors including wholly state-owned companies.



9. **Private establishments:** All companies including the companies in which the country own some shares, private individual enterprises, and associations.
10. **Other entities:** public entities, private establishments, associations, authorities, international and regional organizations, and foreign private entities that conduct surveys on Saudi Arabia and individuals, excluding GASTAT.
11. **Employee:** An individual that works at GASTAT.
12. **GASTAT's representative:** A person who is not an employee of GASTAT that hires him to perform certain tasks in censuses, surveys and statistical research.
13. **Statistics:** Data, information, and indicators that are collected or calculated on the society's conditions and activities using scientific methods. They can be tabulated, analyzed to come up with results, expectations, and decisions in accordance with specific variables.
14. **Data:** Numbers and descriptive characteristics that are related to statistical areas with respect to the society's conditions and activities. They can be individual data or a group thereof.
15. **Individual data:** Data that determines the legal person's identity, where s/he provides such data by request.
16. **Information:** All regulations, legislation, decisions, and data related to a specific case and extracted from administrative records that are originally intended for non-statistical purposes after being processed through tabulation, analysis, summarization, or by any other method to become relevant to statistical fields.



17. **Indicators:** A statistical indicator is a data element that represents statistical data for a specified time, place, and other characteristics. It is usually calculated according to a mathematical equation.
18. **Official statistics:** Statistics (data, information, and indicators) issued by GASTAT.
19. **Statistical fields:** Five recognized statistical fields (demographic, social, economic, environmental, and cultural) including detailed statistical fields, such as residential, educational, commercial, industrial, health, tourism, agricultural or other.
20. **Statistical Surveys:** The process of collecting statistical data from their sources through comprehensive inventory methods or statistical samples selection processes (excluding data collected from administrative records).
21. **Statistical work:** Any study, research, survey or statistical survey, which includes all work related to statistical fields, in whole or in part.
22. **Statistical services:** Detailed or related statistical work, including providing statistical consultations, designing surveys and research, conducting studies, providing a specific part or percentage of individual data, leveraging from the comprehensive framework for households and establishments available to GASTAT, selecting samples, analyzing and tabulating results, and so on.
23. **Administrative records:** Paper or electronic records in which data or information are preserved in various entities related to statistical areas with respect to the society's conditions and activities.



3. Objectives

1. Regulate and activate statistical work in the field of statistical surveys by finding a unified comprehensive and accurate procedural system, following up on its Implementation, and defining its stages to be beneficial in supporting developmental plans, scientific research, and various activities.
2. Enable decision makers to develop policies and strategies.
3. Rationalize the general expenditure of public entities' budget for research and studies by avoiding repetition and duplication of similar surveys.
4. Increase coordination mechanisms in implementing statistical surveys in Saudi Arabia and ensure the application of international standards in survey implementation.
5. Ensure the activation of statistical sector elements which are represented in statistical units at public entities and private establishments.

4. Scope and Types of Surveys

Surveys that are carries out across Saudi Arabia are classified based on the responsibility of its implementation into three types:

- A. Surveys that GASTAT carries out, technically and administratively supervises and funds from its budget.
- B. Surveys that public entities carry out and they are funded from the public entities' budgets.
- C. Surveys that private establishments and other entities carry out, which produce statistics on Saudi Arabia.

This policy applies to all referred to types of surveys excluding surveys carried out by researchers

5. GASTAT' Role in the Implementation of Statistical Surveys in Saudi Arabia

5.1. GASTAT's role and responsibilities regarding preparation and implementation of statistical surveys.

Article four of GASTAT's regulation issued by the council of minister's resolution No. (11) dated 13/1/1437H stated that "GASTAT is the entity concerned with statistics and is the only official reference for implementing, supervising, and regulating statistical work." GASTAT's regulation included multiple specialization of GASTAT in the field of statistical surveys regulation, which are:

5.1.1. Carry out statistical work according to international standards, document and maintain statistical data and information, including:

- Determine statistical work methodology.
- Design and implement surveys.
- Conduct studies and research.
- Analyze data and information.
- Document data and information and maintain them in statistical records.

5.1.2. Collect, record, and tabulate data and information that cover all aspects of life in Saudi Arabia from its various sources. Collect, tabulate, and analyze data and information from administrative records in public entities and private establishments and extract their indicators.

5.1.3. Prepare and use national statistical guides and classifications according to international standards and update them when necessary.



5.1.4. Prepare and publish statistical publications and reports of surveys and research.

5.1.5. Provide statistical work and consulting and technical services in the field of statistics for public entities and private establishments.

5.1.6. Prepare and implement programs and courses in the field of statistics and train specialized cadres in this field.

5.1.7. Promote statistical awareness and implement necessary plans and programs to achieve the society's interaction with the statistical work.

5.2. GASTAT, public entities, private establishments, and other entities' responsibilities regarding the implementation of statistical surveys:

5.2.1. Technical and supervisory responsibilities:

GASTAT, public entities and private establishments apply this policy when conducting any research and field statistical study across Saudi Arabia, administrative regions, cities, governates, or centers.

5.2.2. Financial and administrative responsibilities:

GASTAT, public entities and private establishments have full financial and administrative responsibility in implementing surveys.



6. General and Detailed Policies for Implementing Statistical Surveys

6.1. General policies

6.1.1. GASTAT collects data and information in all statistical fields and conducts and analyses various statistical studies and research when needed. It has the right to prepare all official statistical indicators in different fields and it coordinates with other concerned entities to prepare any statistical indicators.

6.1.2. Public entities, private establishments and any other entity shall not conduct any research or field statistical study across Saudi Arabia, administrative regions, cities, governates or centers without coordinating with GASTAT first and obtaining a written permission.

6.1.3. All individuals, private establishments and public entities shall provide GASTAT' employees – in the time and method specified by GASTAT – all accurate, comprehensive, and real data and information requested by GASTAT for statistical surveys, and they shall not refuse to provide these data and information or block some of them.

6.1.4. All public entities must have statistical units that include specialists in statistical fields where their statistical work should be limited to the main activity of the entity according to the following:

6.1.4.1. The responsibilities of these units are the following:

- **Collect data and information and develop statistics related to the main activity of the entity.**
- **Coordinate with GASTAT to design, develop and implement their own statistical surveys.**





6.1.4.2. Statistical units shall comply with the definitions, classifications, technical standards, statistical methods, and scientific approaches approved by GASTAT when preparing field survey statistics.

6.1.5. Public entities that run a business shall not implement statistical surveys before obtaining a valid "statistical consultations" license form GASTAT.

6.1.6. Private establishments that carry out statistical surveys shall obtain "statistical consultations" licenses from GASTAT, and they shall be updated according to controls set by GASTAT's bylaw.

6.1.7. Any official data, information, studies, or statistical indicators from statistical surveys shall not be published or provided to international and regional organization and authorities without coordinating with GASTAT and obtaining a written permission. GASTAT has the right to amend, delete, or add to these data and information or make any other statistical and technical matters.

6.1.8. Public entities wishing to seek the assistance of any private establishment to carry out statistical surveys shall comply with the following:

- **Require private establishments that apply for their public tenders to submit a valid "statistical consultations" license from GASTAT.**
- **Not to disburse any financial entitlement for any statistical work or part thereof before submitting a valid "statistical consulting" license.**

6.1.9. Private establishments that carry out a statistical survey for a public entity must obtain an approval from GASTAT to ensure compliance with the concepts, definitions, classifications, technical standards, statistical methods, and scientific approaches approved by GASTAT.

6.2. Detailed policies for the implementation of statistical surveys in their different stages according to international standards:

6.2.1. Preparation policies:

6.2.1.1. Public entities and private establishments shall coordinate with GASTAT regarding the statistical survey to be implemented (A maximum of 3 months prior to its implementation) and provide it with a plan specifying the main and detailed objectives of the survey and the extent to which they relate to the objectives of the entity or establishment, provided that the plan includes:

- A. Main and detailed objectives.
- B. Survey methodology in terms of methods, classifications, and tools used in the implementation and data collection steps.
- C. Determine questionnaire initial content and design and data collection and analysis methods.
- D. Determine the details of the required statistics, target groups for the statistical survey, and variables to be measured to achieve the objectives of the survey, in addition to defining the required survey outputs, obstacles, proposed solutions, and the roles required of GASTAT.
- E. Dissemination level of the survey results and the parties with whom the survey results will be shared locally, regionally, and internationally.
- F. Determine the role assigned to GASTAT to support the implementation of the survey.
- G. Expected completion time.



6.2.1.2. GASTAT shall study the survey plan, submit observations and suggestions, if any, to be considered on the survey, and inform the entity or establishment in writing within 20 days of receiving the plan.

6.2.1.3. GASTAT has the right to reject or postpone conducting any survey, whether by a public or private entity, and provide the reasons of rejection or postponement to the entity.

6.2.2. Planning policies for implementing statistical surveys:

6.2.2.1. Public entities and private establishments - in consideration of GASTAT's observations and suggestions - prepare a detailed survey plan that includes:

- A. Accurately define the survey population and specify the survey variables that will be collected, as well as define any concepts, units, classifications, standards, or statistical frameworks, in addition to the sample unit related to the statistical survey.**
- B. Design the initial survey questionnaire to cover the detailed objectives of the survey and its variables and define the time and effort required to fill out the questionnaire.**
- C. Design the statistical survey framework and sampling methodology to be followed in order to cover the target population of the statistical survey.**
- D. Determine the statistical methods to analyze data and models to be used to extract the survey outputs, and the rules and standards related to data linkage, coding, and missing data estimation and data verification.**
- E. Design the work procedures of the statistical survey by defining all required activities and participating concerned entities or individuals in the survey and required roles.**



F. Determine the mechanisms by which the quality of the statistical survey outputs is verified, and how evaluation can be done.

6.2.2.2. Public entities or the private establishments shall coordinate with GASTAT regarding the contents of the survey questionnaire, survey framework, and sampling methodology to ensure its suitability and non-duplication with the statistical surveys carried out by GASTAT.

6.2.3. Statistical survey implementation policies:

6.2.3.1. The entity conducting the survey, whether it is GASTAT, the public entity or the private establishment, shall address the official authorities related to the subject of the statistical survey, in order to facilitate the task of data collectors.

6.2.3.2. Enumerators are required to provide their personal information while collecting data from respondents and to clarify the overall objective of the survey.

6.2.3.3. All employees in the field work phase (enumerators and supervisors) are qualified and trained citizens.

6.2.3.4. All individual data obtained by enumerators shall be confidential, and it shall not be disclosed to any individual or other party or part thereof for whatever reasons or used for non-statistical purposes or as evidence against the respondent.

6.2.3.5. The general framework is defined for the content of the survey outputs report or publication, and the method used for interpreting the survey outputs.

6.2.3.6. The public entity or private establishment shall coordinate with GASTAT in the event of any changes or expansion in the survey plan.



6.2.4. Statistical survey results dissemination policies:

6.2.4.1. Any official statistical data, information, studies, or indicators from statistical surveys shall not be published or provided to international and regional organizations and bodies only after coordinating with GASTAT, and obtaining a written permission, and GASTAT has the right to amend, delete, or add to these data and information or make any other statistical and technical matters.

6.2.4.2. The public entity or the private establishment must collect and organize the content that will be published from the survey outputs and determine the channels for final publication.

6.2.4.3. Statistics are published in the form of general statistical tables, which in no way deal with any individual data.

6.2.4.4. The public entity or the private establishment must submit a final copy of the survey results to GASTAT.





الهيئة العامة للإحصاء
General Authority for Statistics

stats.gov.sa
