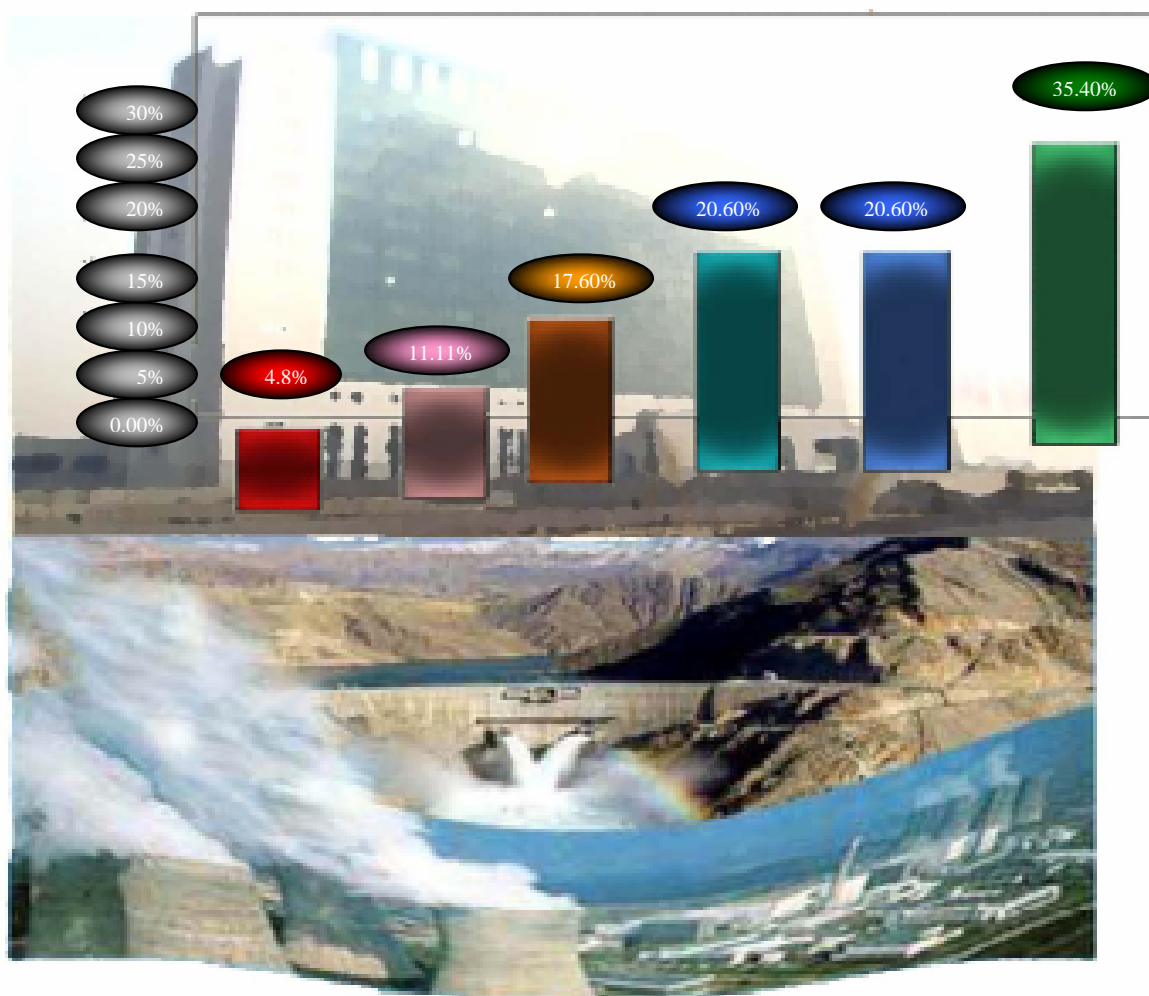




Iran Islamic Republic  
Ministry of Energy

The Deputy Ministry of  
Research and Human

## Statistics and Information Act



December 2008

Information Technology  
Office

# Energy Ministry Statistical Act

The Deputy Ministry of Research and Human Resource  
Information Technology Office  
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# **Statistical System in Ministry of Energy in Iran**

## **System Overview:**

The statistics system of Ministry of Energy in Iran has 4 essential and major goals in its statistical system to integrate the information and statistics in all sectors in the Ministry.

## **1 Goals:**

These are as followed:

- 1) To develop the statistical culture and enhanced the public trust and confidence in official statistics which is presented by the Ministry of Energy and to make the system more independent.
- 2) To review and make systematic the statistics and to solve difficulties in statistical activities.
- 3) To standardize definitions, concepts and statistical portals which are recommended by national and international organizations.
- 4) To use information and communication technologies in producing, manipulating, storing, communicating and disseminating information.

## **2 The Implementation zone:**

This recipe is operating in the Ministry of Energy including main body, main technical companies, affiliated companies and all the dependent educational and research centers in the Ministry of Energy.

## **3 Implementation authorities**

The responsible authority in Ministry of Energy to accomplish the recipe is the office of integration planning and guideline, in main technical companies, the deputy ministry in which the office of "Information & Statistics" is located, has responsibility. In

affiliated companies of the Ministry of Energy and dependent educational and research centers the the managing director of the company or center have the responsibility.

## **4 Principles and Structures**

### **4.1 Definitions and Concepts:**

To standardize each concept included in the mentioned statistics system and the "National Statistical Planning", the following definitions are presented:

**4.1.1 Official Statistics:** Official statistics are statistics disseminated by the national statistical system, excepting those that are explicitly stated not to be official.

**4.1.2 Derived Statistics:** A derived statistic is obtained by an arithmetical observation from the primary observations. In this sense, almost every statistic is "derived". The term is mainly used to denote descriptive statistical quantities obtained from data which are primary in the sense of being mere summaries of observations, e.g. population figures are primary and so are geographical areas, but population-per-square-mile is a derived quantity.

**4.1.3 Statistical Item:** A numeric value (such as turnover, average income) defined by a statistical measure that is used to summarize the values for a specific

quantitative variable (such as turnover, disposable income) for all statistical units in a specific group.

#### 4.1.4 Triple levels of Ministry of Energy:

<b>The triple levels of Ministry of Energy are</b>
1) Level one (imperial level) which is the main body of the Ministry of Energy
2) Level two( middle or technical level): Main Technical Companies including Tavanir( Electric Power Industry), Water & Waste Water Engineering Company, Iran Water resources Management Company and SATDAB Co.
3) Level three (executive level): They are affiliated companies of main technical companies and all the educational and research centers in the Ministry of Energy (regional and provincial).

**4.1.5 Non-structural Planning:** It refers to planning in management affairs, research, educational, human resources, information and communication technology, etc...which are non- constructional.

**4.1.6 Statistical System Improvement:** It refers to the process aiming at enhancing quality and quantity of statistics and improving production, manipulation, storing and dissemination of statistics

- 4.1.7 Statistics Production Process:** It refers to all processes of producing the statistics, including needs measurement, definitions, concepts of statistical items, planning and approving statistical forms, gathering and collecting the data, stratifying, reliability assessing, analyzing and disseminating to the addressed groups.
- 4.1.8 Statistical Culture:** All general thoughts and believes about the statistics and a set of rules used at the basis for producing, disseminating and using statistical information in a community.
- 4.1.9 Statistical Activity:** It refers to any movement and activity which is related to satisfy official statistics requirements of water and electricity industries including the policy making, planning, educating, researching, assessing, evaluating, disseminating and analyzing.
- 4.1.10 Statistical Channels:** They have authorities over disseminating the reliable and valid statistics in affiliated companies.
- 4.1.11 Statistical System:** It is a complex of acts, policy making, planning, linkage, detailed responsibilities and duties, principles, regulations and rules of each organization of the statistical activities, in which there are all levels from the beginning of the producing process till the last stage that is issuance.
- 4.1.12 Statistical Plan:** It is the sampling statistical data collection plan and census including planning,



operating (advertising, employing, educating, field processing), issuing results, and publishing.

**4.1.13 Technical Units:** It refers to the units from all parts of the triple levels of Ministry of Energy in which the statistical requirements and also statistics production are done.

**4.1.14 Information and Operation Stations:** They are the complex of the data resources and organized instruments for gathering, collecting, processing, analyzing, using, sharing, publishing, disseminating and transferring the information.

**4.1.15 Information and Statistic Network of the Ministry of Energy:** It is the network or portal to publish the information and statistics of the Ministry, also it is a formal (official) reference of issuing the statistics in Ministry of Energy.

## **4.2 Principles:**

**4.2.1** The triple levels of Ministry of Energy can disseminate the official and derived statistics only from the channels which are as followed and any statistics from irresponsible authorities are invalid.

<b>Acceptable Statistical Channels:</b>
- Projects Executor
- The managing director of affiliated companies, educational and research institutes or centers
- The managing director and deputy ministers of the main Technical companies
- Energy Minister, - deputy ministers and the Information and Statistic - Network of the Ministry of Energy

**4.2.2** The process of producing the formal and derived statistics in structural and non structural projects must be operated in conformity with acts by office of "Information and Statistics of the triple levels of the Ministry of Energy" in accompany with technical parts in each section.

**Note 1)** The process of producing and gathering the statistics in Energy Sector will be in the authority of the "Energy & Electricity Deputy Ministry" because of the volume and expansion of information and external communication with energy-related organizations. The "Deputy Ministry of Research & Human Resources" must prepare the appropriate electronic foundation required in statistics fields.

- 4.2.3** considering statistic research plans and statistical plans is necessary and important in statistics system, so the triple level of the Ministry of Energy should consider them in their programs and after operating and disseminating results, send them to the "Secretariat of the work group of Water and Electricity Statistics" in the Ministry of Energy.
- 4.2.4** The triple level of the Ministry of Energy must secure the credit of the information and statistic plans (research and survey, portals and databases, stamp and publishing of statistic workbooks) and put a credibility for it in annual budgeting.
- 4.2.5** The triple levels of the Ministry of Energy must create a statistic part in their electronic informing networks to upload statistics, functional and analyzed information or any kind of statistical information in this site with approval of the responsible authorities. The office of "Information Technology" in Ministry of Energy must report periodically the progress report of the subject to the " Water and Electricity Statistics work group".
- 4.2.6** The triple levels of the Ministry of Energy must conform with requirements and principles pressed in the approved national statistic programs, national statistic system and other important documents.

### 4.3 chief parts:

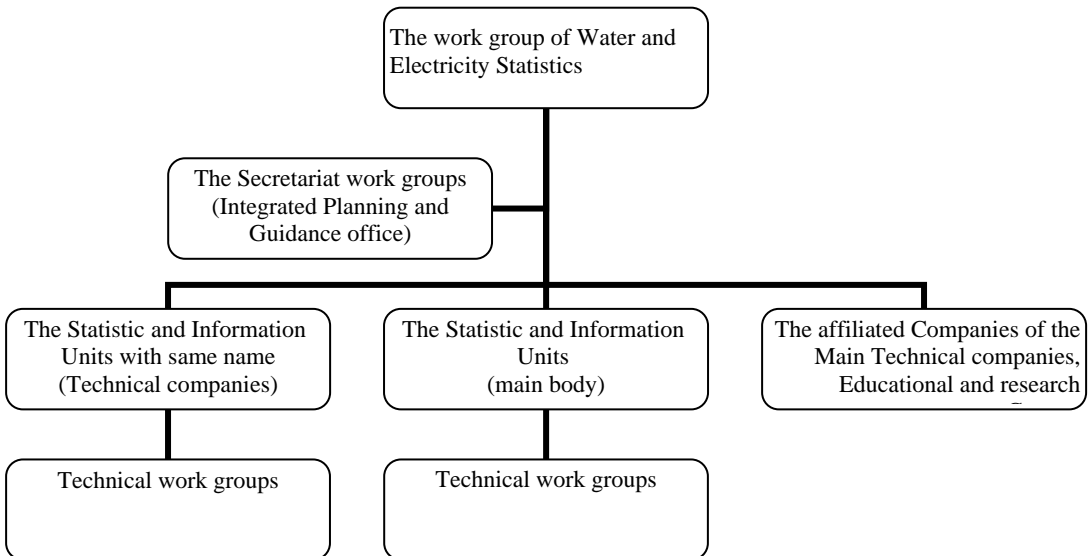
Chief parts of the Statistics System of the Ministry of Energy are as followed:

- Work groups of water and electricity statistics
- Statistic and information units in the main body of the Ministry of Energy
- Statistic and information units in the main Technical companies
- Affiliated companies of the main Technical companies and the educational and research centers and institutes

**NOte 2)** "Secretariat of Water and Electricity Statistics work groups" will be located in the office of "Integrated Planning and Guidance".

### 4.4 Structure:

Structure of the Statistical System in Ministry of Energy is Tree Chart:



## 4.5 Tasks and Authorities:

### 4.5.1 The work group of Water and Electricity Statistics

#### 4.5.1.1 Position:

1) Deputy Minister in Planning and Economic Affairs	Head of the work group
2) Director Manager of the Integrated Planning and Guidance office	Secretary
3) Director Manager of the Information technology	Member
4) Head of the Statistic & Information Group of Ministry of Energy	Member
5) Representative of the Integrated Planning and Guidance office	Member
6) Representatives of the Technical Deputy Ministries	Member
7) Representatives of the Main Technical companies	Member
8) Representative of the Education & research Centers	Member
9) Representative of the Deputy Ministry of Planning & Supervision Of the Presidency of the Islamic Republic of the Iran	Member
10) Representative of the national Iranian Statistic Center	Member
11) Representative of the Iranian Central (Markazi) Bank	Member
12) Representative of the National Mapping Organization	Member
13) An expert Member (occasional)	Member

#### **4.5.1.2 Duties:**

- To review and approve policies, plans, regulations and programs of the statistical activities
- To review and approve requirements, priorities, definitions and concepts of the terms and statistical items
- To make coordination and integration in the information–operation stations
- To review functional reports of the systems and statistic stations
- To define the technical work groups
- To make coordination and integration in statistical plans and researches
- To approve general policies of gathering and disseminating the information
- To recognize and solve problems, damages and statistical difficulties in water and electricity industry.
- To review the assessing reports and validity of the statistics and information

**NOte 3)** The technical work groups and their duties will be presented in information and statistics executive structure of the Ministry of Energy.

#### **4.5.2 The Secretariat of Water and Electricity**

##### **Statistics work groups:**

- To compile and issue the rules and sights draft of work groups.
- To analyze efficiency and reflection of sights performance.
- To coordinate and conduct work groups and technical work groups sessions

- To coordinate and adjust the communications with the National Statistic Center and other statistic institutes.

### **4.5.3 The Statistic and Information Units Located in the main body of Ministry of Energy:**

#### **4.5.3.1 Deputy Ministry of Research & Human Resources:**

- To direct, manage and integrate the statistics and information stations in the Ministry of Energy
- To direct, plan and supervise integration of the geographic information stations and location oriented information in the Ministry of Energy
- To improve, direct and manage periodical issues and functional reports in the Ministry of Energy
- To regulate educational and technical workshops and promote statistical cultur programs of water and electricity industry.
- To conduct meetings and festivals of the best statistics and information Units and statistician in triple level of Ministry of Energy
- To evaluate the statistics and information units of triple levels in the Ministry of Energy periodically

#### **4.5.3.2 The Deputy Ministry of Planning & Economic affairs:**

- To gather and compile statistical function reports in the Ministry of Energy

- To manage the Secretariat of Water and Electricity Statistics work groups.

#### **4.5.3.3 The Technical Deputy Ministries:**

- To review, endorse and suggest requirements, priorities, and definitions related to statistical items.
- To supervise the operational–information stations and related statistic stations including gathering, processing and analyzing the statistics and information
- To direct, supervise and ultimately endorse, disseminate and issue the related statistic reports
- To compile and present policies and related massive statistical plans
- To endorse and direct researches and related statistical plans
- To direct and supervise statistical activities in related main technical companies
- To evaluate the validity of related statistics and information

#### **4.5.4 The Statistic and Information Units in the Main Technical companies:**

- To recognize and suggest the requirements, priorities, definition and statistical item concepts related to statistical items
- To locate the statistical stations including gathering, processing and analyzing the statistics and information.
- To plan, supervision and executing supporting the operational–information stations



- To distributing and issuing the statistical reports in the frame of related laws and rules
- To propos the policies and massive statistic plans
- To cooperate and coordinating with the related Deputy Ministries in the Ministry of Energy in order to present the official statistics and information to the upper authorities and national and international centers
- To recognize, propose and planning for operating the research and statistic programs
- To make solidity, coordinating, supervision and evaluating the statistic activities in the affiliated companies

#### **4.5.5 The affiliated Companies of the Main Technical companies, Educational and research Centers:**

- To participate in definition of requirements, priorities, definition and statistic items concept
- To put the statistic stations including the producing, processing, gathering and analyzing the statistics and information
- To participate in performance of the operational-information stations
- To distributing and issuing the statistic reports in frame of the related laws and rules
- To cooperate in performance of research and s