

OFFICE OF THE CHIEF GOVERNMENT STATISTICIAN ACT, No. 9 OF 2007

OFFICE OF THE CHIEF GOVERNMENT STATISTICIAN REGULATIONS, 2018

[Made under section 23(1)]

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OFFICE OF THE CHIEF GOVERNMENT STATISTICIAN ACT, No. 9 OF 2007

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[Made under section 23(1)]

IN EXERCISE of the powers conferred upon me, under section 23 (1) of the Office of Chief Government Statistician Act, No. 9 of 2007, **I, DR. KHALID SALUM MOHAMED**, Minister for Finance and Planning Zanzibar, do hereby make the following Regulations:

PART ONE
PRELIMINARY PROVISION

Short title and commencement. **1.** These Regulations may be cited as the Office of Chief Government Statistician Regulations of 2018 and shall come into operation after being signed by the Minister and published in the Official Gazette.

Interpretation. **2.** In these Regulations, unless the context otherwise requires:

“Academic Research” means research which is conducted for academic and development purposes;

“Act” means the Office of Chief Government Statistician Act, No. 9 of 2007;

"Applicant" means a person who applies for research permit under the provisions of these Regulations;

"Chief Government Statistician” means an officer appointed to be Chief Government Statistician under the provisions of section 5 of the Act;

"Census" means a complete enumeration in a given population;

"Data" means a collection of facts, such as numbers, words, measurements, observations or even just descriptions of things;

"Descriptive Researches" means researches which include but not limited to census, survey, household based surveys which use

qualitative techniques or any other research which are conducted for examination into a subject in an attempt to gain further insight;

"Explorative research" means a laboratory experimental researches that will be conducted by various sectors;

"Foreign Researcher" means non- Tanzania individual, university institute or company incorporated outside of Zanzibar or association authorized to conduct research activities in Zanzibar;

"Individual" means any person from Tanzania or abroad who intend to conduct a research;

"Institution" means any firm whether public or private that intends to conduct census, survey or research;

"National and International Statistical Principles" means the lay down rules and procedures to be adhered by statistics producers in order to ensure that the statistics are produced, managed, well explained and disseminated to high standards;

"Letter of authorization" a document which certify that the officer who possesses it has been legally and officially accepted by Office to do what has been identified in that document;

"Local researcher" means a Tanzania individual, university, institute or company incorporated under the laws of Zanzibar or Tanzania association authorized to conduct research activities in Zanzibar;

"MDAs" means Ministry, Department and Agencies;

"Minister" means the Minister as defined under the Office of Chief Government Statistician Act;

"National Bureau of Statistics" means the Office responsible for statistics in Tanzania Mainland;

"Census and Surveys Activities" means activities related to data collection, data entry, data editing and validation;

"Office" means the Office of Chief Government Statistician as established under section 3(1) of the Act;

"Official Statistics" means statistics produced by the Office, MDAs and other institutions after being declared and endorsed by the Chief Government Statistician for official uses;

"Operational Manuals" means Office guidelines, circular and by laws;

"Operating Systems" means the enforced computerized systems that are used to facilitate the smooth implementation of Office;

"Preliminary Research" means research which is conducted beyond the study, research, census or survey;

"Research" means a scientific study of a given subject, field, or problem undertaken by collecting, analyzing and interpreting research information or data to discover facts or principle;

"Researcher" means an individual or institution wishes to conduct a scientific study of a given subject, field, or problem to discover facts or principles;

"Respondent" means any person who supplies or is required to supply statistical information;

"Survey" includes a survey of undertakings or persons whereby information is collected from all person in a field of inquiry or from a sample thereof, wholly or primarily for statistical purpose;

"Statistics" has the meaning as defined under the Act;

"Statistician" means any qualified officer as specified in the Act;

"Statistical data" means data collected through survey, census, research and or any other study statisticians and researchers to be edited, aggregated, analyzed and used in the compilation and production of findings or theories;

"Statistical information" means information collected by survey statisticians and researchers to be compiled, analyzed and/or used in the production of statistics;

"Trustee" means Zanzibar individual, university, institute or company engaged as working partner by the foreign researcher who intend to conduct research activities in Zanzibar;

"Zanzibar Statistical System" means a System composed by statistics producers and users such as Ministries, Departments and Agencies, Private institutions, Academic and Researches institutions and the Community as a whole.

PART TWO
ZANZIBAR STATISTICAL SYSTEM AND
OFFICIAL STATISTICS

Zanzibar
Statistical
System.

3.-(1) Subject to the provision of section 4(1) of the Act, the Zanzibar Statistical System shall simplify statistical activities related to production, collection, compilation, analysis and dissemination of official and other statistics. and shall comprise four main element:

- (a) the producers of statistics, including the office as the Coordinating authority of the System, Line Ministries, Public Departments, Agencies and Civil Societies;
- (b) data user, including key users such as policy and decision makers;
- (c) data suppliers, including establishment and households; and
- (d) Research and Academic Institutions, including higher education institutions.

(2) The objectives of the Statistical System shall be to:

- (a) raise public awareness about the importance and role of statistical information to society;
- (b) collect, process, analyses and disseminate quality statistical data;
- (c) promote the use of best practice and international standards in statistical production, management and dissemination;
- (d) promote the use of statistical data and information at individual, institutional, local government area, national and international levels, especially for evidence-based policy design and decision making; and
- (e) build sustainable capacity for the production and use of statistical data and information in Zanzibar for planning purposes.

(3) Without prejudice the provision of regulation 3(1)(a), in performing the coordinating role of the system, the Office shall issue Code of Practice for Official Statistics as provided under the First Schedule of these Regulations.

(4) The principles of Code of Practice for Official Statistics are provided under Second Schedule of these Regulations.

(5) Code of Practice for Official Statistics shall be applied and respected by all producers of Official Statistics.

(6) The Code of Practice for Official Statistics shall impose:

- (a) ethical and professional standards that must be adhered to in the collection, production, analysis and dissemination of official statistics;
- (b) measures to ensure the optimum quality and the comparability of official and other statistics; and
- (c) measures to minimize unnecessary overlapping or duplication in the collection, production, analysis and publication of statistics.

(7) Notwithstanding the provision of the Act, all Ministries and Civil Societies in collaboration with the Office shall:

- (a) prepare a Strategic Plan for Statistics;
- (b) release statistical publications; and
- (c) prepare Release Calendar and Calendar for Census and Statistical surveys.

(8) Without prejudice to subregulation (7)(a) of this regulation, the plans shall be submitted to the Office and used as a tool to develop Plan for Zanzibar Statistical Development- PZSD aimed at developing and strengthening Zanzibar Statistical System for having comparable statistical information.

(9) The plan referred under subregulation (8) of this regulation shall be revised from time to time to accommodate important issues related to statistics.

Official
Statistics.

4.-(1) The official statistics shall be statistics produced by:

- (a) the Office;
- (b) Ministries;
- (c) Departments;
- (d) Agencies;
- (e) Academic and Research Institutions;
- (f) Individual; and
- (g) any other institution authorized by the Chief Government Statistician.

(2) Without prejudice to subregulation (1) of this regulation, all statistics before designated as official, shall be declared and endorsed by the Chief Government Statistician.

(3) The Office shall ensure that, the official statistics provided in Zanzibar Statistical System are coherent, consistent and comparable national and internationally.

(4) The Office shall ensure that, the production, management and dissemination of Official Statistics meet the requirements of users.

(5) The Office shall conduct User Satisfaction Surveys periodically to trace the utilization and satisfaction level of official statistics by users.

Guidelines for
production of
official statistics.

5. In any case where an institution or individual intend to produce official statistics from statistical survey or administrative data shall comply with:

- (a) scientific sample frames developed or approved by the Office;
- (b) data quality assessment framework;
- (c) national and international concept, definitions and standards;
- (d) national and international classifications; and
- (e) statistics compendium.

PART THREE
COORDINATION AND COLLABORATION OF
STATISTICAL ACTIVITIES

Coordination of
Statistical
Activities.

6.-(1) Subject to the provision of section 4(2) of the Act, in monitoring and coordinating statistics activities in Zanzibar, the Office shall provide statistical manuals and guidelines for collection, analysis, compilation and dissemination of official statistics to all public and private institutions.

(2) The office shall regularly supervise in public and private institutions to ensure that, statistics are collected, analysed, compiled and disseminated in accordance with the common standards, definitions, classifications, terminologies and scientific principles.

(3) Without prejudice to the provision of subregulation (2) of this regulation, the Office shall establish Statistics Working Groups, each group shall include members from the Office and the institutions.

(4) The Statistics Working Groups shall perform the following functions:

- (a) facilitate coordination, collaboration and harmonization of statistical activities between the Office and Ministry;
- (b) raise gaps and weaknesses facing statistical matters in the Ministries;
- (c) serve as a forum for discussion of the issues raised by concerned producers, users and other stakeholders; and

(5) The Statistics Working Groups shall, in the course of performing its functions under sub regulation (1) of this regulation, submit to the Office an annual work plan s and reports on the progress of activities under their groups.

(6) The Statistics Working Groups shall meet quarterly and shall have power to determine their own procedures and management of the meetings.

(7) The Office shall offer elementary statistical courses and consultant services on research for the development of Zanzibar Statistical System.

Collaboration of
Statistical
Activities in
Zanzibar
Statistical
System.

7. Subject to the provision of section 4(1)(k) of the Act, collaboration of statistics activities in Zanzibar Statistical System shall be managed and coordinated by the Office through Zanzibar Consultative Committee on Statistics.

Zanzibar
Consultative
Committee on
Statistics

8.-(1) Notwithstanding the provision of regulation 7 of these Regulations, members of the Committee shall include Directors of Planning, Policy and Research from Line Ministries and Commissioner responsible for economic matters from Planning Commission as an ex-official.

(2) The Minister shall in writing furnish an appointment notice to all Committee's members to officilize their appointment.

(3) The Chief Government Statistician shall be Chairperson of the Committee and he shall be responsible to organize and call for the meeting twice a year at a time and place to be determined by the Chairperson.

(4) The Chairperson shall appoint a senior Officer from the Office preferable Legal Officer to be a secretary of the Committee.

(5) The Committee may invite any person when it is deemed necessary and shall have power to determine its own procedures and management of the meetings.

(6) Sitting allowance for committee members shall be determined by the Statistics Board.

Function of the
Zanzibar
Consultative
Committee on
Statistics.

9. Zanzibar Consultative Committee on Statistics shall:

- (a) discuss issues and challenges that face development of statistics in Zanzibar Statistics System and propose solutions;
- (b) develop strategies, which shall ensure that all public and private institutions produce quality data by adhering standards and methodologies set out by the Office;
- (c) examine the statistical programmes of the various agencies annually (at an appropriate period before the annual budget preparation) in order to achieve greater coordination and to avoid unnecessary duplication of efforts, and evolve a

national statistical programme for the approval of the Statistics Board;

- (d) examine the statistical Act and its regulations and recommend to the Statistics Board any necessary changes as the need arises; and
- (e) advise the Chief Government Statistician on the best ways for resource mobilization.

Collaboration with Zanzibar Planning Commission.

10.-(1) Subject to the provisions of section 4(k) Of the Act, the Office shall collaborate with Planning Commission on matters related to statistics development and management.

(2) Without prejudice the provision subregulation (1) of this regulation, the Office shall provide statistical data and information to the Planning Commission.

(3) The Office before the beginning of financial year shall sit and ask for the required and necessary statistical indicators from users especially Planning Commission.

Collaboration with National Bureau of Statistics of Tanzania Mainland.

11.-(1) The Office may in collaboration with National Bureau of Statistics conduct census or survey jointly.

(2) Without prejudice the provision of subregulation (1) of this regulation, in conducting such census or survey, the office shall:

- (a) participate fully in the census or survey undertaking;
- (b) be responsible for analyzing, processing and disseminating all data from Zanzibar;
- (c) have a separate budget for Zanzibar for all joint activities;
- (d) have a copy of any harmonized census or survey report and data set;
- (e) receive a professional fee in accordance with the terms stipulated in their mutual agreement.

Collaboration with Local and International Institutions.

12. Subject to the provisions of section 4(k) Of the Act, the Office may collaborate with any local or International Institution in the course of sustaining statistical development as it deems fit.

PART FOUR
COLLECTION, COMPILATION AND DISSEMINATION
OF OFFICIAL STATISTICS

Collection of
Statistics.

13.-(1) Subject to the provision of section 4(1)(a) of the Act, all statistics shall be collected in accordance with the national and international statistical principles, methodologies, procedures and guidelines.

(2) Without prejudice the provision of subregulation (1) of this regulation, the Office shall collect various statistics through routine data system, census, surveys and any other means determined by the Chief Government Statistician.

(3) Notwithstanding the provisions of the Act, the Office shall whenever possible reduce the cost of collecting and disseminating statistical data and information by:

- (a) harmonizing various questionnaires into one or two, specifically in the collection of administrative data;
- (b) emphasizing the use of Management Information Systems-MIS in collecting and disseminating statistics among producers and users of official statistics;
- (c) disseminating procedures to Ministry, Department or Agency to streamline and harmonize business and household based surveys to avoid duplication; and
- (d) setting a mechanism in which data can be shared among stakeholders in order to avoid duplication of surveys.

(4) The statistical guidelines referred under subregulation (4) of this regulation, shall be adhered by MDAs to ensure that official statistics produced are coherent, reliable, accurate and comparable national and internationally.

Power of other
Institutions to
collect Statistics.

14.-(1) Subject to the provisions of the Act, all Government institution or agencies whose legislation provide for powers to collect statistical information relating to their field of undertaking shall continue to do so for monitoring national development planning.

(2) Statistical Sections or Units established under section 4(1)(g) of

the Act, shall be filled with the persons who have statistical knowledge and skills specifically statisticians.

(3) The staff mentioned under subregulation (2) of this regulation, shall be employed by the concerned institution.

(4) The Ministry shall be a center of all statistical information collected from its departments and agencies.

(5) Each Ministry through its statistical Section or Unit shall timely submit its statistics or data which are required by the Office, failure to do so the Ministry shall be reported to the Chief Secretary and charged with one million.

(6) Any Ministry shall collect and compile statistical data from the private sectors which are granted a permit to perform a particular task by such Ministry.

Engagement in
Census and
Surveys
activities.

15.-(1) The Chief Government Statistician shall appoint any person to be engaged in enumeration, data entrant or data editing and validation.

(2) Before the appointment takes place, the posts shall be advertised through media or any means of information.

(3) The person who is engaged in statistical activities in the Office shall have a Certificate of elementary statistical course.

(4) The persons who are engaged in statistical activities in the Office shall be entitled with the payments that are determined by the Chief Government Statistician based on the approved budget.

(5) Any person who engaged in statistical activities in the Office shall have the letter and identity card that certifies him as an officer from the office.

(6) The duties and responsibilities of all persons who are engaged in statistical activities in the Office shall be included in their contracts of service.

Appointment
and
Responsibility
of Supervisor
during Census

16.-(1) The Chief Government Statistician shall appoint Supervisor to supervise staffs in Census and Surveys.

(2) Supervisor shall be responsible for:

- and Surveys.
- (a) ensuring that, data collection is properly conducted;
 - (b) ensuring that, data collector properly collect data in their given enumerated areas accordingly;
 - (c) randomly cross checking household or establishment where data collection activity was performed;
 - (d) reviewing each filled questionnaire from the field;
 - (e) enumerating if necessary;
 - (f) reject the questionnaire which has wrong information or incomplete; and
 - (g) accompany with Enumerator in order to perform re-enumeration for the submitted questionnaire which has wrong or in-completed information.

(3) A person shall qualify to be a supervisor if he participated in at least one survey as an enumerator.

Cessation of Contract of Services.

17. The data collector shall ceases to perform his work if:

- (a) his contract lapse or terminated;
- (b) furnished his activities;
- (c) he is unfit to perform his functions under contract; or
- (d) he breaches any provisions of Act or its Regulations.

Respondent Responsibilities.

18.-(1) Any respondent from whom information for statistical purposes is sought shall:

- (a) provide true information to the best of his knowledge within a given time as may be required; and
- (b) not hinder or obstruct any officer who permitted to carry out data collection operation.

(2) Respondent may refuse to give out statistical information to the officer who is not certified to carry out data collection.

Compilation of

19.-(1) Subject to the provisions of section 4(1)(m) of the Act, all

Statistics. official statistics shall be compiled in accordance with the national and international statistical principles, methodologies, procedures and guidelines and shall be kept and maintained in Zanzibar Statistical Databank.

(2) The Databank referred under subregulation (1) shall be established, coordinated and maintained by the Office.

(3) Without prejudice the provisions of subregulation (1) of this regulation, Ministries shall compile their statistics into their own database, the Office shall have an access from those databases for statistical purposes.

Custody of Statistical Information. **20.**-(1) The Office shall keep and maintain records of all official statistical information collected in Zanzibar.

(2) Any statistical information before being declared as official shall be treated as confidential.

(3) Person or institutions who need statistical information in the form of raw data shall apply to the Chief Government Statistician.

(4) The Office shall keep a register for any person or institution who applies statistical information.

Publication. **21.**-(1) Any administrative data obtained from the ministries and its agencies shall be reported to the Chief Government Statistician and copied to the Directors responsible for statistics of such Ministry.

(2) The Office shall organize a technical meeting with Principal Secretaries from the Ministries to discuss their statistics before being publicized.

(3) The Ministries and other institutions shall provide the Chief Government Statistician with the administrative dataset and copies of their statistical information that they intend to publicize and disseminate to the public.

(4) The statistical information obtained from the data collection operation shall be published as:

(a) macro-data or aggregated totals, in accordance with the principles of statistical compilation and classification; and

(b) anonymized micro data provided that any identification which

makes possible to identify the respondent has been removed.

(5) Any error found in published statistics shall be corrected at the earliest possible date and publicized.

Dissemination. **22.**-(1) The Office shall disseminate time to time the official statistics to the community.

(2) Dissemination may be made through:

- (a) social media;
- (b) Office website;
- (c) publication; or
- (d) seminars and workshops.

(3) In each year the Office shall set a release calendar for the dissemination of its statistical products.

(4) Any divergence from the release calendar is publicized in advance, explained and a new release date set.

(5) Without prejudice with sub regulation (3) of this regulation, the statistical releases shall be objective and nonpartisan.

(6) All users shall have equal access to statistical releases at the same time any privileged pre-release access shall be publicized.

(7) Changes to methods or classifications shall be announced in advance of the release of the changed statistics.

(8) The Office may disseminate the preliminary results of acceptable aggregate quality includes balancing timeliness and quality when considered useful.

(9) Any person or institution is allowed to have an access to micro-data for statistical or research purposes, but this access is subject to strict protocols as specified in the Office Data Access Policy.

(10) Metadata shall be documented according to standardized metadata systems and publicized.

(11) Users are kept informed of the methodology and procedures used (concepts, classifications and methods) and the quality of statistical outputs with respect to official quality criteria.

(13) Without prejudice with Section 15 sub section(2) and (3) of the Act, the institution or person requesting for statistical information shall apply to the Chief Government Statistician in writing.

(14) Subject to sub regulation 13 of this regulation some of the statistical information shall be paid in accordance with the fee circular.

Power of the Office on the Dissemination of Official Statistics.

23.-(1) The Office shall practice its professional independence of being away from political and other external interference in producing and disseminating Official Statistics.

(2) The Chief Government Statistician shall not be subject to the direction or control of any authority, except in matters of discipline.

(3) All Statistical releases shall clearly be distinguished and issued separately from social, economic and political influence.

(4) The Office, when appropriate, shall comment on statistical issues, including erroneous interpretations and misuses of Official Statistics.

PART FIVE RESEARCHES

Research Committee

24.-(1) Subject to the provisions of section 4(1)(d) of the Act, there shall be a Zanzibar Research Committee or "ZRC" in acronym.

(2) All researches applications shall first be submitted to Research Committee for ethical clearance before submitted to the Office for permit.

(3) The Research Committee shall review and approve if satisfied that, the submitted applications related to the research permit comply with ethics.

Composition, procedures, allowances and tenure of Zanzibar Research Committee.

25.-(1) The Committee referred under regulation 24(1) shall include the following members:

(a) Principal Secretary Second Vice President Office who shall be Chairperson;

(b) The Chief Government Statistician who shall be Vice Chairperson;

- (c) Deputy Principal Secretary Second Vice President Office;
- (d) Deputy Principal Secretary Ministry of President's Office Regional Administration and Special Departments;
- (e) Deputy Principal Secretary Ministry of Education;
- (f) Director of planning, policy and research from the Ministry responsible for Health;
- (g) Director of planning, policy and research from the Ministry responsible for Lands, Water and Environment;
- (h) One member from the President Office;
- (i) One member from the Police Head Office, Zanzibar;
- (j) One member from the Immigration Office, Zanzibar;
- (k) Director of Department responsible for Archive, Zanzibar;
- (l) Director of Institution of Agricultural Researches, Zanzibar;
- (m) Coordinator of Tanzania Commission for Science and Technology (COSTECH), Zanzibar; and
- (n) Commissioner of economic promotion from Planning Commission, Zanzibar.

(2) The Director responsible for Coordination in the Second Vice President's Office shall be the Secretary of the Committee.

(3) The Minister shall in writing furnish an appointment notice to all Committee's members to officilize their appointment.

(4) The Chairperson shall appoint secretariat of the Committee.

(5) The Committee may invite any person when it is deemed necessary and shall have power to determine its own procedures and management of the meetings.

(6) The members of the Research Committee shall be paid such allowances as the Minister may determine in accordance with the Public Services Act.

(7) Save for Ex Officio Members other members shall be appointed

by the Minister and shall hold the office for the term of four (4) years and may be reappointed for another term only.

Categories of researches.

26.-(1) The researches referred under these Regulations may include explorative or descriptive or in-depth researches.

(2) The Office shall provide guidelines and advise on descriptive researches from time to time.

(3) A researcher shall abide with the Office's guidelines in the course of undertaking a research.

Application for Research Permit.

27.-(1) Any application for research after approval of Research Committee shall then be submitted to the Office and shall be in the form ascribed in the Third Schedule.

(2) The Office shall technically review to check if the submitted research or survey or census proposal meet requirements specifically on matters related to methodology and sample for the production of official statistics and provide the research permit.

(3) Subject to the provision of subregulation (1) of this regulation, research permit shall be granted within 30 days from the date of submission of the application.

(4) Any applicant shall be required to pay fees and charges prescribed in the Fourth Schedule.

Conducting Explorative Research.

28.-(1) Any institution or individual wishes to conduct explorative research shall submit a research application accompanied with a concept note and ethical clearance of the research to be conducted to the Office for recording and being given a permit.

(2) In any case where the explorative research results involve statistical data which are needed to be official publicized, the methodology and results shall be certified by the Chief Government Statistician.

Power to conduct Descriptive Research.

29.-(1) Any institution or individual may conduct a descriptive research for statistical purposes.

(2) The institution or individual referred under subregulation (1), shall apply a permit and the application shall be accompanied with the following documents:

(a) a copy of comprehensive research proposal which include but

not limited to details of objectives hypothesis, methodology, literature review and sample frame;

- (b) a certified copy of passport for foreigner applicant or a certified copy of Identification Card for local applicant;
- (c) two current passport size photographs;
- (d) official letter of recognition issued by the institution where the applicant work if any;
- (e) health certificate from registered medical practitioner states that the applicant is mentally capable to conduct the research;
- (f) ethical clearance if it is needed and a list of equipment that are going to be used in the research if any for approval;
- (g) a letter of acceptance for cooperation issued by a Trustee if any; and
- (h) Police clearance for foreigners.

(3) If the applicant is institution, the following shall be submitted:

- (a) a copy of comprehensive research proposal including details of objectives hypothesis, methodology, literature review and sample frame;
- (b) a research instrument for data collection; and
- (c) a list of equipments that are going to be used in the research if any for approval.

(4) The institution referred under sub regulation (3) of this regulation, the applicant shall report to the Chief Government Statistician for physical recognition.

(5) Any institution that intend to conduct descriptive research in the form of census or survey at National, Regional, District or Shehia level shall have the following obligations:

- (a) to apply for the permit;
- (b) to report to the Chief Government Statistician for physical recognition;

- (c) to submit a copy of comprehensive census or survey proposal, including details of objectives, plan, written methodology, sample frame and census or survey instrument;
- (d) to submit a list of equipments that are going to be used in Census or Survey if any for approval;
- (e) to pay fees upon the collection of research permit.

(6) Any process of conducting census or survey shall be in accordance with the office guidelines.

(7) In any event where the Office required by any institution to coordinate, lead, supervise or implement a census or survey, the institution shall pay a professional fee.

(8) The Office shall be responsible to coordinate, lead or implement any census or survey which intend to produce official statistics.

Conducting
Academic
Research.

30.-(1) The Office shall keep records and issue research permits related to academic researches to local and foreign individual or institution.

(2) Any local or foreign academic researcher who intend to conduct research shall apply a permit and the application shall be accompanied with the following document:

- (a) a letter of introduction and recommendation issued by institution or applicant's research supervisor;
- (b) a copy of comprehensive research proposal, including details of objectives hypothesis methodology and literature review;
- (c) a detail time programme in which the applicant intend to carry out the research activities;
- (d) a comprehensive curriculum vitae of the applicant;
- (e) a certified copy of valid passport for foreigner applicant or a certified copy of Identification Card for local applicant;
- (f) two current colored passport size photographs;
- (g) official letter of recognition issued by the institution where the

application work if any;

- (h) health certificate from registered medical practitioner states that the applicant is physically and mental capable to conduct the research;
- (i) ethical clearance and a list of equipment that are going to be used in the research if any for approval;
- (j) a letter of acceptance for cooperation issued by a Trustee if any.

(3) In any case where academic research results involve statistical data which are intended to be official publicized, the results shall be certified by the Chief Government Statistician.

Extra Documents or Further information.

31.-(1) Subject to the provisions provided under these Regulations, the Chief Government Statistician may ask for any other document or require further information from researcher as deemed necessary.

(2) Any researcher who contravenes the provisions mentioned under sub regulation (1) of this regulation commits an offence.

Research Permits and its Records.

32.-(1) All permits issued to the researcher shall specify the commencement and expiration date of such permit.

(2) The Office shall keep different registers for all research permits issued by the Chief Government Statistician.

Rejection of Research Permit.

33.-(1) The Chief Government Statistician may reject to permit the researcher in writing with reasons therein.

Obligation of Researcher.

34.-(1) Any Researcher who intends to conduct research in Zanzibar shall be obliged to:

- (a) adhere to research ethics in appropriate areas;
- (b) comply with the laws applicable in Zanzibar;
- (c) respect local traditions and cultural norms prevailing in the area where the activity is conducted ;
- (d) submit hard copy and soft copy of the final report to the Chief

Government Statistician;

(2) In case of census or survey, the researcher shall submit a standard dataset of census or survey data with guarantee of anonymity of individual information and hard copy of census or survey report.

Trustee.

35.-(1) Any researcher who intend to form partner in his activities, the partner shall write the confirmation letter to the Chief Government Statistician to show his acceptance.

(2) The letter submitted to the Chief Government Statistician under sub regulation (1) of this regulation shall be accompanied with the following documents:

- (a) a comprehensive curriculum vitae;
- (b) a certified copy of academic certificate or transcript ;
- (c) a recognized Identification Card;
- (d) two current passports size photograph; and
- (e) registration copy of the institution.

(3) Upon certified with the requirements submitted under sub regulation (2) of this regulation, the Chief Government Statistician may issue the approved letter to the Trustee.

Obligation of Trustee.

36. Notwithstanding the agreement entered between the Researcher and Trustee, the Trustee shall report to the Chief Government Statistician if:

- (a) foreign researcher exits from Zanzibar;
- (b) commits misconducts;
- (c) acts contrary to the Act and its Regulations; or
- (d) abuses the research permit.

Extension of Research Permit.

37.-(1) Any Researcher who intend to extend a research period shall write to the Chief Government Statistician not less than one months before the expired of research permit.

(2) Any extension of research permit shall be not less than two months and the applicant shall pay an extension fee.

(3) The extension referred under subregulation (2) of this regulation shall only be granted upon submission of written progress report of the

research.

Contravention
by Permit
Holder.

38.-(1) A permit holder who contravenes any part of permit conditions, the following shall be applied against him:

- (a) the Chief Government Statistician may terminate his permit;
- (b) tend to be not eligible for another permit;
- (c) if he is the Foreign researcher, the Chief Government Statistician may recommend to the appropriate authority to be expelled from Zanzibar; or
- (d) if he is a Trustee, he may not be permitted to work as a Trustee for any other Research activities.

(2) Notwithstanding with the provisions of these Regulations, the Chief Government Statistician may cancel the permit if the researcher:

- (a) obtained research permit through fraud, deception or misrepresentation;
- (b) engaged in act of malpractice;
- (c) proved incompetent for conducting research;
- (d) is convicted of any crime involving moral turpitude or any crime against laws of Zanzibar which amount to imprisonment; or
- (e) is incapable for medical reasons or any other good cause of discharging research activities in a manner consistent with public health safety and welfare.

(3) A notice of cancellation under this regulation shall state the reason for cancellation and be served to the applicant within seven days from the date which the cancellation made.

Submission of
Research
Report for
Researchers
who
Completed
their Research
outside of
Zanzibar.

39. The final research report shall be submitted within a year from the date indicated as the completion date on the application form, unless an extension has been approved in writing by the Chief Government Statistician.

PART SIX
FINANCIAL PROVISION AND MANAGEMENT OF RESOURCES

Fees and Charges. **40.**-(1) Any fee or charge associated with all statistical matters shall be payable as specified in the Fourth Schedule of these Regulations.

(2) Fees and charges may be changed from time to time upon the approval by the Minister and shall be published in a Gazette.

Acceptance of Gifts, Loans, Grants, Donations or Subventions. **41.**-(1) The office may accept gift of land, money, loan or any other property on such terms and conditions specified by the person or organization.

(2) The office shall not accept a gift or loan if the conditions attached by the person or organization making the gift or loan are inconsistent with the objectives and functions of the office.

(3) Funds injected into the Office in the form of loans, grants, donations or subventions shall be treated as revenues of the period in which they relate.

(4) Any type of long and short term loans shall not be permitted unless it was budgeted for and included in the annual budget estimates and had prior approval of the Statistics Board and Treasury.

(5) The Chief Government Statistician may arrange with the bank for temporary overdraft facility provided that Statistics Board approve the decision.

Management of Resources and Internal Control. **42.**-(1) The Office shall formulate operational manuals.

(2) The Chief Government Statistician shall ensure that all resources are properly utilized in effective and efficiency manner.

(3) The Chief Government Statistician shall establish a System of Internal Control with a view of extending the Office's activities with economy, efficiency and effective manner.

(4) The Office's internal control system shall comprise:

(a) Operational Manuals to be adhered by every staff;

(b) Operating Systems such as Accounting, Information Technology and Human Resource Systems and etc; and

(c) Financial Manual.

(5) Every staff shall comply with the rules and regulations set out in the operational manuals and systems to enforce the requirements of internal controls.

**PART SEVEN
GENERAL PROVISIONS**

Disclosure of interest.

43.-(1) Any member of the Board or committee directly or indirectly interested in any matter before the Board or committee meeting at which the matter is the subject of consideration, he shall, disclose the fact and shall not take part in the consideration or discussion of, or vote on the matter considered.

(2) A disclosure of interest made under this section shall be recorded in the minutes of the meeting at which it is made.

(3) Any member who failed to declare his conflict of interest and participate in deliberation of any matter discussed in the meeting commits an offence and shall be liable on conviction not to attend three consecutive meetings.

Appeal

44.-(1) For better implementation of these Regulations, any person aggrieved by the decision of the Chief Government Statistician may appeal to the Minister within two weeks.

(2)The Minister, upon receiving any appeal lodged, shall call both parties to express their concerns over the matter lodged.

(3) During the meeting, every part of the dispute shall be given opportunity to explain and provide evidence on the appealed matter.

(4) The Minister shall hear and determine the appeal for, and provide the decision within fourteen days (14) from the date of hearing.

(5) The Minister, after the decision made on appeal lodged, shall notify both parties, together with the reasons therein of such decision.

Obligation of Office to the Government and other respective users.

45. The Office shall prepare and disseminate technical statistical reports related to the released socio-economic statistics to the government and other respective users.

Offence and
Penalty.

46. Any person who contravenes any provisions of these Regulations commits an offence and upon conviction shall be liable to a fine of not less than One Million Tanzania Shillings and not exceeding five million shillings or to imprisonment for term of Six Months and not exceeding one year or both such fine and imprisonment.

Requirements
for research
permit.

47. Without prejudice to the generality of these Regulations, the application for research permit shall be required to state the following:

- (a) name and address of the applicant;
- (b) number of participants and their nationality;
- (c) location where the research will take place;
- (d) date of commencement of the research;
- (e) objectives of the research proposal;
- (f) duration of the research;
- (g) sponsor; and
- (h) any other information that the Chief Government Statistician deems necessary.

FIRST SCHEDULE

CODE OF PRACTICE FOR OFFICIAL STATISTICS
[Made under regulation 3(3)]

- Integrity:** Putting the public interest above organizational, political or personal interests.
- Selflessness:** Avoiding seeking personal gain or financial or other material benefits for one's family or friends through one's official position as a supplier of Official Statistics.
- Impartiality:** Acting solely according to the merits of the statistical evidence and in the interest of the public.
- Objectivity:** Using scientific methods to collect statistics and basing statistical advice on rigorous analysis of the evidence.
- Accountability:** Being responsible and accountable for all decisions and actions pertaining to statistical matters.
- Openness:** Being transparent about the use of statistical techniques and tools.
- Honesty:** Being truthful and open about the statistics and their interpretation.
- Justice:** Adhering to the principles of natural justice.

SECOND SCHEDULE

PRINCIPLES OF CODE OF PRACTICE FOR OFFICIAL STATISTICS
[Made under regulation 3(4)]

PRINCIPLE	DESCRIPTION
Principle 1: Mandate for Data Collection	The Office, MDAs and any other institution may collect statistical data for the production and dissemination of Official Statistics in accordance with the Act and these regulations.
Principle 2: Cost Burden Reduction on Collection and Dissemination of Official Statistics	The Office shall monitor and sets targets for cost reduction of collecting and disseminating official statistics.
Principle 3: Relevance of Official Statistics	The Office shall ensure that the production, management and dissemination of Official Statistics meet the requirements of informed decision-making in government, business and researchers or other matter related therein.
Principle 4 Accuracy and reliability of Official Statistics	Official Statistics must accurately and reliably reflect reality.
Principle 5: Timeliness and Punctuality of Official Statistics	Official Statistics shall be disseminated in a timely and punctual manner in accordance with the international dissemination standards.
Principle 6: Coherence and comparability of Official Statistics	Official Statistics should be consistent internally and over time, and comparable internationally. It should be possible to combine and make joint use of related data from different sources.
Principle 7: Accessibility and Clarity of Official Statistics	Official Statistics should be presented in a clear and understandable form, disseminated in a practical and suitable manner, and be available and accessible on an impartial basis with supporting metadata and guidance.
Principle 8: Professional Independence	The Office and MDAs shall ensure the credibility of Official Statistics by adopting professional independence.

<p>Principle 9: Quality Commitment</p>	<p>All producers of Official Statistics commit themselves to work in accordance with the Quality Assurance Guidelines and other statistics guidelines so as to keep and maintain the quality of the collection, processing and dissemination of statistics from censuses, surveys and administrative sources.</p>
<p>Principle 10: Statistical Confidentiality</p>	<p>The privacy of data providers (households, enterprises, public agencies, and other respondents), the confidentiality of information they provide and its use for statistical purposes must be guaranteed.</p>
<p>Principle 11: Impartiality and Objectivity</p>	<p>Statistical authorities must produce and disseminate statistics respecting scientific independence and in an objective, professional and transparent manner in which all users are treated equitably.</p>
<p>Principle 12: Sound Methodology</p>	<p>Statistical methods should be consistent with scientific principles and internationally recognized best practices, and be fully documented.</p>
<p>Principle 13: Appropriate Statistical Procedures</p>	<p>Appropriate statistical procedures implemented from data collection to data processing must underpin quality statistics.</p>
<p>Principle 14: Adequacy of Resources</p>	<p>The material, financial and human resources shall be sufficient and made available to meet the requirements of statistical development in Zanzibar and to enable the Office and Zanzibar Statistical System as whole to provide timely, quality and accurate statistics at national, regional and international levels.</p>

THIRD SCHEDULE

**Application Form for Research Permit
[Made under Regulation 27(1)]**

1. Particulars of the Applicant:

Name of the Applicant (Individual/Institution)

Physical address of the Applicant

P.O.Box.....

Home Tel. No or Office Tel. No. Mob. No.

Email address

District

Region

Country

2. Terms and Conditions:

The applicant shall comply with standards, principles and procedures in the course of conducting the intended census, statistical survey or research.

3. Application requirements:

- (a) developed concept note or proposal about the intended census, statistical survey or research to be conducted showing the following:
 - (i) objective of the census, statistical survey or research;
 - (ii) concept and definitions to be used;
 - (iii) justification for conducting census, statistical survey or research;
 - (iv) scope or coverage;
 - (v) draft questionnaire;
 - (vi) mode of data collection;
 - (vii) sample design;
 - (viii) time frame;
 - (ix) work plan and budget; and
 - (x) source of funding.
- (b) capacity in terms of professional ability and instruments signed CVs of key personnel; and
- (c) specific area(s) that need Office assistance.

4. Declaration

I have read, understand and agreed to abide with the terms and conditions for this Application

Signature

Date:

FOURTH SCHEDULE

FEES AND CHARGES

[Made under regulation 27(4) and regulation 40(1)]

Fee or Charge	Fee or Charge Description	Currency
Research Permit fees	One to three month permit for Local Researcher who intend to carry out Explorative Research without official publicizing research results	TZS 100,000
	More than three month permit for Local Researcher who intend to carry out Explorative Research without official publicizing research results	TZS 150,000
	One to three month permit for Local Researcher who intend to carry out Explorative Research and official publicizing research results	TZS 200,000
	More than three month permit for Local Researcher who intend to carry out Explorative Research and official publicizing research results	TZS 250,000
	One to three month permit for Local Individual who intend to carry out Descriptive Research without official publicizing research results	TZS 100,000
	More than three month permit for Local Individual who intend to carry out Descriptive Research without official publicizing research results	TZS 150,000
	One to three month permit for Local Individual who intend to carry out Descriptive Research and official publicizing research results	TZS 200,000
	More than three month permit for Local Individual who intend to carry out Descriptive Research and official publicizing research results	TZS 250,000
	One to three month permit for Local Institution which intend to carry out Descriptive Research without official publicizing research results	TZS 200,000
	More than three month permit for Local Institution which intend to carry out Descriptive Research without official publicizing research results	TZS 250,000
	One to three month permit for Local Institution which intend to carry out Descriptive Research and official publicizing research results	TZS 300,000
	More than three month permit for Local Institution which intend to carry out Descriptive Research and official publicizing research results	TZS 350,000

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	Research permit for Local Academic Researcher at Bachelor Degree level	TZS 15,000
	Research permit for Local Academic Researcher at Master or Post Graduate Degree level	TZS 25,000
	Research permit for Local Academic Researcher at Doctorate Degree (PHD) level	TZS 50,000
	One to three month permit for Local Academic Institution which intend to carry out Research without official publicizing research results	TZS 100,000
	More than three month permit for Local Academic Institution which intend to carry out Research without official publicizing research results	TZS 150,000
	One to three month permit for Local Academic Institution which intend to carry out Research official publicizing research results	TZS 200,000
	More than three month permit for Local Academic Institution which intend to carry out Research official publicizing research results	TZS 250,000
	One to three month permit for Foreign Researcher who intend to carry out Explorative Research without official publicizing research results	USD 200
	More than three month permit for Foreign Researcher who intend to carry out Explorative Research without official publicizing research results	USD 400
	One to three month permit for Foreign Researcher who intend to carry out Explorative Research and official publicizing research results	USD 250
	More than three month permit for Foreign Researcher who intend to carry out Explorative Research and official publicizing research results	USD 500
	One to three month permit for Foreign Individual who intend to carry out Descriptive Research without official publicizing research results	USD 125
	More than three month permit for Foreign Individual who intend to carry out Descriptive Research without official publicizing research results	USD 250
	One to three month permit for Foreign Individual who intend to carry out Descriptive Research and official publicizing research results	USD 150
	More than three month permit for Foreign Individual who intend to carry out Descriptive Research and official publicizing research results	USD 300

STATISTICAL REGULATION ACT NO.9 OF 2007

	One to three month permit for Foreign Institution which intend to carry out Descriptive Research without official publicizing research results	USD 500
	More than three month permit for Foreign Institution which intend to carry out Descriptive Research without official publicizing research results	USD 750
	One to three month permit for Foreign Institution which intend to carry out Descriptive Research and official publicizing research results	USD 650
	More than three month permit for Foreign Institution which intend to carry out Descriptive Research and official publicizing research results	USD 1,300
	One to three month Research permit for Foreign Academic Researcher	USD 50
	More than three month permit for Foreign Academic Researcher	USD 100
	One to three month permit for Foreign Academic Institution which intend to carry out Research in Zanzibar	USD 600
	More than three month permit for Foreign Academic Institution which intend to carry out Research in Zanzibar	USD 750
Census and Surveys Permit fees	One to three month survey or census for Local Institution	TZS 200,000
	One to three month survey or census for survey or census for Local Institution	TZS 300,000
	More than three month survey or census for Foreign Institution.	USD 500
	More than three month survey or census for Foreign Institution.	USD 1,000
Professional fee	The fee shall be 15% of the total Census or Survey budget for both citizen or non-citizen institution or individual	
Service fees	Sample design at National level	TZS 300,000
	Sample design at Regional level	TZS 400,000
	Sample design at District level	TZS 500,000
	Construction of Weights at National level	TZS 650,000
	Construction of Weights at Regional level	TZS 600,000
	Construction of Weights at District level	TZS 650,000
	Writing Methodology Report	TZS 1,200,000
	Design of Survey Instruments	TZS 1,800,000

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	Development of Program for Data Processing	TZS 250,000
	Customized Analysis - Analytical Tables only	TZS 1,000,000
	Customized Analysis - Full Report	TZS 2,500,000
	Fee for Trainings which include Training of Trainers, Listing Operation or Dissemination (45 participants) per day	TZS 150,000
	Fee for Training which include Training of Trainers, Listing Operation or Dissemination (more than 45 participants) per day shall be negotiable with client depending on the number of participants and training methodology	
	Fee for Training of Survey Operation (45 participants) per day	TZS 250,000
	Fee for Training of Survey Operation (more than 45 participants) per day shall be negotiated with client depending on the number of participants and training methodology	
	Tailor made Statistical Training fee shall be charged in accordance with the number of participants, training materials, number of days	
Quality Control and Assessment	The fee shall be 1% of the total budget of the assignment for both citizen or non-citizen institution or individual	
Charges		
Sales of Specific Reports	The report shall be offered with the price quoted on the report	
Sales of Customized Reports	The price of report will be negotiated since it depend on ink, paper quality and manpower involve	
Sales of Standardize Dataset	The price of dataset will be negotiated because it depend on man power utilized for dataset preparation	
Sales of Reports to citizen and non-citizen (in case reports are printed in normal paper in black and white only) Pages and paper quality	Pocket book (1-60)	TZS 2,500
	A4 (201 - 300)	TZS 10,000
	A5 (101 - 200)	TZS 7,500
	A6	TZS 12,500
Sales of Reports to citizen and non-citizen (in case reports are printed in full colour)	Price may be negotiated depending on the paper quality and paper weight	
Sales of Geographical Information System - GIS Products in Soft Copy	Enumeration area map each	TZS 5,000
	District map with enumeration area	TZS 225,000

	District map with village boundaries	TZS 125,000
	Word/Shehia boundaries map (one)	TZS 12,500
	District map with Shehia boundaries	TZS 62,500
	Regional map with boundaries	TZS 100,000
	Tanzania map with Shehia boundaries	TZS 225,000
	Tanzania map with District boundaries	TZS 32,500
	Road networks and Drainage on any Map	TZS 225,000
Sales of GIS Products in Hard Copy	Enumeration area map each	TZS 2,500
	District map with enumeration area	TZS 32,500
	District map with village boundaries - A1	TZS 25,000
	District map with village boundaries - A2	TZS 20,000
	District map with village boundaries - A3	TZS 15,000
	District map with village boundaries - A4	TZS 10,000
	Word/Shehia boundaries map (one) - A1	TZS 20,000
	Word/Shehia boundaries map (one) - A4	TZS 3,500
	District map with Shehia boundaries - A1	TZS 20,000
	District map with Shehia boundaries - A2	TZS 15,000
	District map with Shehia boundaries - A3	TZS 7,500
	District map with Shehia boundaries - A4	TZS 3,500
	Regional map with boundaries - A0	TZS 40,000
	Regional map with boundaries - A1	TZS 25,000
	Regional map with boundaries - A2	TZS 25,000
	Regional map with boundaries - A3	TZS 20,000
	Regional map with boundaries - A4	TZS 7,500

	Tanzania map with Shehia boundaries -A0	TZS 40,000
	Tanzania map with Shehia boundaries -A1	TZS 35,000
	Tanzania map with Shehia boundaries -A2	TZS 20,000
	Tanzania map with District boundaries -A0	TZS 25,000
	Tanzania map with District boundaries - A2	TZS 20,000
	Tanzania map with District boundaries - A3	TZS 15,000
	Tanzania map with District boundaries - A4	TZS 7,500
	Road networks and Drainage on any Map -A0	TZS 40,000
	Road networks and Drainage on any Map - A1	TZS 32,500
	Road networks and Drainage on any Map - A2	TZS 20,000

SIGNED on this day of, 2018.

(DR. KHALID SALUM MOHAMED)
MINISTER FOR FINANCE AND PLANNING
ZANZIBAR