

STATUTORY INSTRUMENTS
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STATUTORY INSTRUMENTS SUPPLEMENT

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STATUTORY INSTRUMENTS

2018 No. 32.

THE UGANDA BUREAU OF STATISTICS (CENSUSES AND SURVEYS)
RULES, 2018

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SCHEDULE

The Uganda Bureau of Statistics (Censuses and Surveys) Rules, 2018.

(Under section 15(2) of the Uganda Bureau of Statistics Act, Cap. 310)

IN EXERCISE of the powers conferred upon the Minister by section 15(2) of the Uganda Bureau of Statistics Act, Cap. 310 and on the recommendation of the Board, these Rules are made this 10th day of May, 2018.

PART I—PRELIMINARY

1. Title.

These Rules may be cited as the Uganda Bureau of Statistics (Censuses and Surveys) Rules, 2018.

2. Interpretation.

In these Rules, unless the context otherwise requires—

“Act” means the Uganda Bureau of Statistics Act, Cap. 310;

“agency” means a ministry, department or an agency of Government other than the Bureau and includes a non government agency, an institution and a private individual;

“applicable standard specification” means standard 942:2012 and standard 943:2012 and any other standard specification as may be prescribed by the Uganda National Bureau of Standards;

“Board” means the Board of the Uganda Bureau of Statistics;

“Bureau” means the Uganda Bureau of Statistics established under section 2 of the Act;

“Executive Director” means the Executive Director of the Bureau;

“Minister” means the Minister responsible for statistics.

PART II—PROCEDURE FOR CONDUCTING CENSUSES AND SURVEYS

3. Survey plan of agency

(1) An agency that intends to conduct a census or a survey at the national level, shall submit to the Bureau, a survey plan for conducting the census or survey, at least six months before the beginning of the financial year within which the Agency intends to conduct the census or survey.

(2) The Bureau shall determine the content of a survey plan.

4. Application to conduct a census or survey by an agency.

(1) An agency which plans to conduct a census or a survey at the national level, shall submit an application addressed to the Executive Director, for authority to conduct the census or survey, using Form I in the Schedule to these Rules.

(2) An application to conduct a census or survey shall be accompanied by a concept note which shall indicate—

- (a) the purpose of the proposed census or survey;
- (b) the methodology to be used to conduct the census or survey, including the survey design;
- (c) the human and other resource capacity of the agency to conduct the census or survey;
- (d) the workplan for the census or survey;
- (e) the dissemination plan of the census or survey; and
- (f) a declaration that the census or survey, shall be conducted in accordance with the applicable standard specifications.

(3) The application shall be supported by proof of the financial resources available to the agency to conduct the proposed census or survey and the budget of the census or survey, as the case may be, which shall be submitted using the format in Form 2 in the Schedule to these Rules.

(4) The application to conduct a census or survey at national level shall be made not less than six months before the date of commencement of the proposed census or survey.

(5) The Board may under exceptional circumstances allow an application to be submitted within a month to the date of commencement of the census or survey, where there is reasonable cause to do so.

5. Authorisation to conduct census or survey.

(1) In considering the application, the Board shall confirm that the census or survey, shall be conducted in accordance with the applicable standard specifications and that the agency has met the other requirements specified under rule 4.

(2) The Board may—

- (a) approve an application, with or without conditions; or
- (b) reject an application.

(3) Where the Board approves an application, the Board shall indicate the time period within which the census or survey is to be conducted.

(4) Where the Board approves an application, the Board shall issue to the concerned agency a census clearance certificate or a survey clearance certificate, as may be applicable.

(5) A clearance certificate shall be in the format in Form 3 in the Schedule to these Rules.

(6) An agency that is authorised to conduct a census or a survey shall conduct it within the time period indicated in the authorisation and the conditions imposed by the Board, if any.

(7) The Board shall, in writing, notify an agency that submits an application of the decision of the Board, within one month of submission of the application.

(8) An agency that is authorised to conduct a census or a survey shall not engage another agency to conduct the census or survey, except where the Board so authorises.

(9) An agency which is authorised to conduct a census or a survey shall submit to the Bureau, periodic reports, as may be required by the Board and in accordance with the statistics release calendar.

6. Rejection of application.

(1) The Board may reject an application to conduct a census or a survey—

- (a) where the requirements specified in rule 4 are not met;
- (b) where a similar census or survey has been approved, or was recently conducted by another agency;
- (c) where the agency that submits an application did not submit a survey plan for conducting the census or survey as required under rule 3;
- (d) where the proposed census or survey does not inform the development policies of Government; or
- (e) for any other reason the Board may consider appropriate.

(2) The agency whose application is rejected may submit another application.

(3) Rules 3 and 6 (1) (c) shall not apply where the need to carry out a census or survey was unforeseen and therefore was not included in the survey plan of the agency.

7. Extension of time for census or survey.

(1) Where an agency is not able to conduct a census or a survey within the time period given in accordance with rule 5, the agency may apply for an extension of the time and shall give reasons for the extension.

(2) The Board may grant an extension of time for the census or survey, but in any case an extension shall not be granted more than three times.

8. Revocation of authorisation to conduct census or survey.

The Board may revoke the authorisation granted under rule 5 where—

- (a) the authorisation was granted under false and misleading information;
- (b) the agency granted authorization to conduct a census or a survey deviates from the conditions of the authorisation;
- (c) the agency engages another agency to conduct the census or the survey, without the authorisation of the Board;
- (d) the agency granted authorization ceases to exist as such;
- (e) subject to rule 7, the agency fails to conduct the census or survey within the period stipulated in the authorisation; or
- (f) the agency granted authorization to conduct a census or a survey breaches the code of conduct specified in Part III of these Rules.

9. Statistics from censuses and surveys to be approved before dissemination by agency.

(1) An agency which conducts a census or a survey under these Rules, shall not disseminate the statistical information of the census or survey, without the approval of the Board, as required under rule 16.

(2) The statistical information that is approved by the Board may be used by the Government for development policies.

PART III—CODE OF CONDUCT FOR CENSUSES AND SURVEYS

10. Agencies to observe the code of conduct

An agency that is authorized to conduct a census or a survey shall observe the code of conduct provided under this Part.

11. Consent of respondent to be obtained

An agency that conducts a census or a survey shall obtain from the participants, consent to participate in the census or survey, prior to any interview or request for information.

12. Payment to participants prohibited

(1) The agency that conducts a census or a survey shall not make any payment to a participant of the census or survey to provide information.

(2) Notwithstanding subrule (1), the agency may reimburse a participant for any materials provided or used by the agency during the census or survey.

13. Conformity to applicable standard specification

The agency that conducts a census or a survey shall conform to the applicable standard specification.

14. Compilation and use of statistical data.

(1) The concepts and definitions to be used by the agency in the compilation of the statistical data of a census or survey, shall be in accordance with nationally and internationally accepted standards and good practices.

(2) For the purposes of subrule (1), the agency that conducts a census or a survey shall compile the statistical data of the census or survey using the national standardised coding system developed by the Bureau or the international standardised coding system.

15. Dissemination of statistical data of the census or survey in accordance with guidelines of the Bureau.

An agency that conducts a census or a survey shall disseminate the statistical data of the census or survey in accordance with the guidelines issued by the Bureau.

SCHEDULE

Form 1

Rule 4(1)

Application Form

Reference of Agency

Date.....

An application to conduct a census/ survey on (indicate the subject)

The (name of agency)

..... is requesting for authorisation to conduct a census or survey on.....

The census/survey shall be conducted using the..... methodology.

Please attach a detailed concept note which shall indicate --

- (a) the purpose of the census or survey proposed to be conducted;
- (b) the methodology to be used to conduct the census or survey, including the survey design;
- (c) the human and other resource capacity of the agency to conduct the census or survey;
- (d) the workplan;
- (e) the dissemination plan of the census or survey; and
- (f) proof that the census or survey, as the case may be, shall be conducted in accordance with the applicable national standards.

Form 2

Budget for the census or survey

Rule 4 (3)

		No of units	Time	Unit cost	Total cost	Government financial contribution (UG SHS)	Government contribution (in kind) (UG SHS)	Government contribution (USD)	Other funding source (USD)
Personnel	Survey coordinator	persons	days	USD	0	0	0	0	0
	Fieldwork coordinator	persons	days	USD	0	0	0	0	0
	Sampling expert	persons	days	USD	0	0	0	0	0
	Data processing coordinator / computer programmer(s)	persons	days	USD	0	0	0	0	0
	Accountant	persons	days	USD	0	0	0	0	0
	Administrative Assistant(s)	persons	days	USD	0	0	0	0	0
Pre-test of questionnaires									
	Trainers - survey methodologists	persons	days	USD	0	0	0	0	0
	Trainers - data processing staff	persons	days	USD	0	0	0	0	0
	Interviewers - Training days	persons	days	USD	0	0	0	0	0
	Interviewers - Pre-test fieldwork	persons	days	USD	0	0	0	0	0
	Driver(s)	persons	days	USD	0	0	0	0	0
Test of CAPI application									
	Trainers - survey methodologists	persons	days	USD	0	0	0	0	0
	Trainers - data processing staff	persons	days	USD	0	0	0	0	0
	Interviewers - Training days	persons	days	USD	0	0	0	0	0
	Supervisors - Training days	persons	days	USD	0	0	0	0	0
	Interviewers and supervisors - Fieldwork	persons	days	USD	0	0	0	0	0
	Driver(s)	persons	days	USD	0	0	0	0	0
Listing									
	Trainers - sampling and survey methodologists	persons	days	USD	0	0	0	0	0
	Trainers - data processing staff (CAPI listing)	persons	days	USD	0	0	0	0	0
	Listers, mappers, supervisors - Training days	persons	days	USD	0	0	0	0	0
	Listers, mappers, supervisors - Pilot listing	persons	days	USD	0	0	0	0	0
	Listing supervisors	persons	days	USD	0	0	0	0	0
	Listers	persons	days	USD	0	0	0	0	0

	Mappers	persons	days	USD	0	0	0	0
	Drivers	persons	days	USD	0	0	0	0
	Fieldwork training							
	Trainers - survey methodologists	persons	days	USD	0	0	0	0
	Trainers - data processing staff	persons	days	USD	0	0	0	0
	Trainees - Training days	persons	days	USD	0	0	0	0
	Trainees - Pilot Study	persons	days	USD	0	0	0	0
	Drivers - Pilot Study	persons	days	USD	0	0	0	0
	Fieldwork							
	Field supervisors	persons	days	USD	0	0	0	0
	Field editors	persons	days	USD	0	0	0	0
	Interviewers	persons	days	USD	0	0	0	0
	Measurers	persons	days	USD	0	0	0	0
	Drivers	persons	days	USD	0	0	0	0
	Local Guides	persons	days	USD	0	0	0	0
	Data entry (if PAPI)							
	Data entry clerks - Additional training days	persons	days	USD	0	0	0	0
	Office editor	persons	days	USD	0	0	0	0
	Data entry supervisor(s)	persons	days	USD	0	0	0	0
	Data entry clerks	persons	days	USD	0	0	0	0
	Data processing and secondary editing							
	Central menu supervisor	persons	days	USD	0	0	0	0
	Secondary editor(s)	persons	days	USD	0	0	0	0
	Personnel total							
					0	0	0	0
Transportation	Vehicle rental (pre-test of questionnaires)	cars	days	USD	0	0	0	0
	Vehicle rental (test of CAPI application)	cars	days	USD	0	0	0	0
	Vehicle rental (listing - Pilot)	cars	days	USD	0	0	0	0
	Vehicle rental (listing)	cars	days	USD	0	0	0	0
	Vehicle rental (fieldwork training - pilot)	cars	days	USD	0	0	0	0

	Vehicle rental (fieldwork)	cars	days	USD	0	0	0	0	
	Public transportation allowance			USD	0	0	0	0	
	Fuel	cars	days	USD	0	0	0	0	
	Contingency costs (repairs, ferries, etc)			USD	0	0	0	0	
	Consultant and monitoring staff visits	visits		USD	0	0	0	0	
	Regional workshops - consultant(s)	visits		USD	0	0	0	0	
	Regional workshops - other experts	visits		USD	0	0	0	0	
	Transportation total								
					0	0	0	0	
Per diem	Pre-test of questionnaires								
		Interviewers	persons	days	USD	0	0	0	0
		Driver(s)	persons	days	USD	0	0	0	0
		Monitoring staff	persons	days	USD	0	0	0	0
		Driver(s) for monitoring visit(s)	persons	days	USD	0	0	0	0
		Test of CAPI application							
		Supervisors	persons	days	USD	0	0	0	0
		Interviewers	persons	days	USD	0	0	0	0
		Driver(s)	persons	days	USD	0	0	0	0
		Monitoring staff	persons	days	USD	0	0	0	0
		Driver(s) for monitoring visit(s)	persons	days	USD	0	0	0	0
		Listing							
		Trainers	persons	days	USD	0	0	0	0
		Listers, mappers, supervisors - Training Days	persons	days	USD	0	0	0	0
		Listers, mappers, supervisors - Pilot listing	persons	days	USD	0	0	0	0
	Listing supervisors	persons	days	USD	0	0	0	0	
	Listers	persons	days	USD	0	0	0	0	
	Mappers	persons	days	USD	0	0	0	0	
	Drivers	persons	days	USD	0	0	0	0	
	Monitoring staff	persons	days	USD	0	0	0	0	
	Driver(s) for monitoring visit(s)	persons	days	USD	0	0	0	0	

Fieldwork Training

Trainers - survey methodologists	persons	days	USD	0	0	0	0
Trainers - data processing staff	persons	days	USD	0	0	0	0
Trainees - Training days	persons	days	USD	0	0	0	0
Trainees - Pilot Study	persons	days	USD	0	0	0	0
Drivers - Pilot Study	persons	days	USD	0	0	0	0

Fieldwork

Field supervisors	persons	days	USD	0	0	0	0
Field editors (If PAPI)	persons	days	USD	0	0	0	0
Interviewers	persons	days	USD	0	0	0	0
Measurers	persons	days	USD	0	0	0	0
Drivers	persons	days	USD	0	0	0	0
Monitoring staff	persons	days	USD	0	0	0	0
Driver(s) for monitoring visit(s)	persons	days	USD	0	0	0	0

Per diem total

0	0	0	0
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Consumables

Stationery (papers, pencils, pens, etc.)			USD	0	0	0	0
Identification cards			USD	0	0	0	0
Envelopes for filing			USD	0	0	0	0
Computing supplies (paper, flash drives, etc.)			USD	0	0	0	0
Bags, hats, t-shirts for fieldwork staff			USD	0	0	0	0
Consumables total				0	0	0	0

Equipment

Tablets	tablets		USD	0	0	0	0
Accessories, per tablet (spare battery, case, screen protector, spare stylus, SD card; 1 vehicle charger (1 per team))	accessories		USD	0	0	0	0
Other fieldwork kits (torches, first aid kits, etc.)	kits		USD	0	0	0	0
Equipment total				0	0	0	0

Other Costs

Venue hire (Training for pre-test of Questionnaires)		days	USD	0	0	0	0
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Venue hire (Training for test of CAPI application)		days	USD	0	0	0	0
Venue hire (Listing Training)		days	USD	0	0	0	0
Venue hire (Fieldwork Training)		days	USD	0	0	0	0
Equipment maintenance			USD	0	0	0	0
Sending completed questionnaires to center (If PAPI)			USD	0	0	0	0
Interpretation during trainings (simultaneous or consecutive)		days	USD	0	0	0	0
Translation of listing materials, questionnaires and manuals		pages	USD	0	0	0	0
Listing form printing		pages	USD	0	0	0	0
Questionnaire and form printing		pages	USD	0	0	0	0
Manual printing		pages	USD	0	0	0	0
Photocopies of maps, listings, other manuals			USD	0	0	0	0
Communications (phone, fax, internet, postage, etc.)			USD	0	0	0	0
Report preparation			USD	0	0	0	0
Report translation and editing proofreading		pages	USD	0	0	0	0
Report design			USD	0	0	0	0
Dissemination materials			USD	0	0	0	0
Dissemination meeting/National Seminar			USD	0	0	0	0
Further analysis			USD	0	0	0	0
Independent audit			USD	0	0	0	0
Other costs total				0	0	0	0

Cost of Technical Assistance

Technical assistance			USD	0	0	0	0
Technical assistance			USD	0	0	0	0
Other costs total				0	0	0	0

Total

0	0	0	0
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FORM 3

Census/Survey Clearance Certificate

Rule 5 (5)

Reference: UBOS /..... (insert date)

[Name and address of Agency]

..... (Title of Census/Survey)

I am pleased to inform you that on (insert date), the Uganda Bureau of Statistics (the Bureau) approved the above referenced census/survey. The approval is for the period of (insert date) to (insert date).

The census/survey is referenced as UBOS (insert reference number). Please cite this number in all your future correspondences with the Bureau in respect of the census/survey.

The census/survey is approved with the following conditions which the Agency or the Principal Investigator of the Agency is responsible for fulfilling:

1. All co-investigators shall be kept informed of the status of the census/survey.
2. Any changes, amendments or addenda to the survey protocol or the consent form, where applicable, shall be communicated to the Bureau within five working days.
3. The Agency shall secure all the clearances that are necessary under the other laws of Uganda, in addition to the clearance by the Bureau and this Clearance Certificate does not absolve the Agency from fulfilling any other requirements necessary under any other law, prior to undertaking the census/survey.
4. The Agency shall only use approved study procedures and the Bureau shall supervise the conduct of the census/survey to the ensure compliance with the approved methods and practices.
5. The Agency shall after every 12 months period submit, electronically, a progress report to the Bureau, the report shall be submitted within four weeks after the 12 months period and failure to submit the report may lead to the termination of the census/survey project.

Below is a list of documents approved with this application:

	Title of document	Language	Version	Version date
1.	Census/Survey proposal	English	N/A	N/A
2.	Other documents.....	English	N/A	N/A
3.	English

Yours sincerely,

Executive Director
UGANDA BUREAU OF STATISTICS

MATIA KASAJJA (MP),
Minister of Finance, Planning and Economic Development