

INEI

Approval of the Regulation of the Inter-institutional Coordination Committee for Statistics and Information Technology

CHIEF RESOLUTION No. 243-2001-INEI

Lima, 7 August 2001

WHEREAS:

That, Legislative Decree No. 604 approves the Law of Organisation and Functions of the National Institute of Statistics and Informatics (INEI), as the central and governing body of the National Statistics and Informatics Systems, responsible for regulating, coordinating and integrating the country's official statistics and informatics activities;

That, the Inter-institutional Coordination Committee for Statistics and Informatics - CCOI, is the body of coordination and participation of the Public Sector in the National Systems of Statistics and Informatics, in charge of advising the Head of INEI in the formulation, execution and evaluation of the National Policy of Statistics and Informatics and of the respective Statistical and Informatics Plans. It is chaired by the Head of INEI and composed of the Deputy Chiefs of the National Statistical and Informatics Systems, as well as the Chiefs of the Statistical and Informatics Bodies of the State Powers, Autonomous Bodies, Ministries and Central Bodies;

That, by Supreme Resolution No. 080-2001-PCM, the National Institute of Statistics and Informatics was declared to be in the process of institutional organisational restructuring in accordance with the First Final Provision of Law No. 27427;

That, taking into account the composition of the Committee and its scope, it is convenient to have a management document, in accordance with the inter-institutional action of the Statistical and Informatics Bodies of the Public Sector in the National Systems;

That, within this framework, it is necessary to formalise the nature, purpose, composition and functions of the Committee for Inter-institutional Coordination of Statistics and Informatics as a consultative body of INEI in accordance with the provisions of the Law and Regulations of the INEI;

With the favourable opinion of the Deputy Chief of Statistics, the Deputy Chief of Informatics and the Technical Office of Planning, Budget and Technical Cooperation, and the approval of the Technical Office of Legal Counsel; and,

In accordance with the provisions of Articles 6, 8 and 16 of Legislative Decree No. 604 "Law of Organisation and Functions of the National Institute of Statistics and Informatics" and Article 21 of the Regulation of Organisation and Functions of INEI approved by Supreme Decree No. 043-2001-PCM;

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BE IT RESOLVED:

Article 1.- To approve the Regulations of the Inter-institutional Coordination Committee for Statistics and Informatics, consisting of seven (7) chapters, eighteen (18) articles and four (4) complementary provisions, the text of which is an integral part of this Resolution.

Article 2.- To repeal the Regulations of the Inter-institutional Statistics and Informatics Coordination Committee approved by Chief Resolution No. 583-90-INEI.

Register and communicate.

GILBERTO MONCADA

Head

RULES OF PROCEDURE OF THE INTER-INSTITUTIONAL COORDINATION COMMITTEE FOR STATISTICS AND INFORMATICS-CCOI

CHAPTER I

OF THE NATURE, PURPOSE AND COMPOSITION

Article 1.- These regulations establish the purpose, organisation, functions and working methods of the Inter-institutional Coordination Committee for Statistics and Informatics - CCOI, in accordance with the regulations set forth in Legislative Decree No. 604, Law of Organisation and Functions of the National Institute of Statistics and Informatics and its Regulations, approved by Supreme Decree No. 43 - 2001 - PCM.

Article 2.- The CCOI is the coordinating and agreement body for the National Statistics and Informatics Policy, and for the formulation, execution and evaluation of the Statistical and Informatics Plans of the bodies that comprises the National Statistics and Informatics Systems. It is responsible for guaranteeing compliance with the objectives and goals established in the Statistical and Informatics Plans at different levels.

Article 3.- The CCOI's spheres of competence are the National Statistical and Informatics Systems. For operational and functioning purposes, the CCOI is made up of:

- a) The Statistical Inter-institutional Coordination Committee; and,
- b) The Informatics Inter-institutional Coordination Committee.

Each Committee assumes responsibilities and executes activities in the field of its competence within the corresponding National Systems.

Article 4.- The purpose of the CCOI is to:

a) To ensure the production of statistical information of the National Statistical System (NSS), in a reliable, timely, integrated, coordinated and rationalised manner and under common regulations, as well as to promote its dissemination and wide access.

b) To coordinate criteria for the development of standards and technical recommendations aimed at improving the management of informatical services.

c) To promote the use of information technologies in the public administration to support the modernisation of public management.

d) To promote training, research, development and strengthening of statistical and information activities.

e) To strengthen inter-institutional cooperation and coordination among the bodies of the National Statistical and Informatics Systems.

f) To consolidate the National Statistical and Informatics Systems.

Article 5.- The Statistical and Informatics CCOI is made up of:

a) The Head of the National Institute of Statistics and Informatics, who chairs it.

b) The Deputy Chief of Statistics and the Deputy Chief of Informatics, depending on the scope of competence of the System.

c) The Technical Director of Budget and Planning of the INEI, who acts as the Technical Secretariat.

d) The Chiefs of the Statistical or Informatics Bodies of the State Powers, Autonomous Bodies, Ministries, Central Bodies and Local Governments.

e) The National and Technical Directors of the line, statistical or informatics bodies, and INEI's decentralised bodies, who, together with the members mentioned in paragraph d), make up the Committee's Plenary.

In the absence of the President, the Presidency shall be assumed by the Deputy Chief of Statistics and/or the Deputy Chief of Informatics of INEI, as the case may be. If both officials are also absent, the Presidency shall be assumed by the National or Technical Director appointed by the Presidency.

Article 7º.- The members and alternate members of the Statistical and/or Informatics CCOI, referred to in Article 5, paragraph d), shall be appointed by the Ministers responsible for each Sector and/or by the relevant authority at the highest institutional level.

CHAPTER II

OF THE FUNCTIONS AND POWERS OF THE COMMITTEE

Article 8.- The functions and powers of the Statistical and Informatics CCOI are the following:

a) To issue an opinion on the preliminary draft of the National Statistics and Informatics Policy, and the Sectoral, Departmental and Local Statistical and Informatics Plans.

b) To propose, analyse and deliberate on current issues that it deems appropriate on matters related to the development of the National Statistical and Information Systems.

c) To promote, guide and dynamise statistical and informatics activity at central, departmental and local levels.

d) To coordinate actions inherent to the execution of the programmed statistical and informatics activities, in order to guarantee the fulfilment of the Statistical and Informatics Plans.

e) To support statistical and informatics activities of national interest.

f) To exchange experiences regarding the use and management of statistical and informatics techniques, methodologies and good practices.

g) To participate actively in the Specialised Working Groups that are formed within the CCOI.

h) Others entrusted by the Presidency of the Committee.

CHAPTER III

OF THE PRESIDENCY

Article 9.- The functions and attributions of the Presidency are the following:

a) To convene and preside over the ordinary and extraordinary sessions of the CCOI.

b) To approve the agenda of the sessions.

c) To invite, on his own initiative or at the request of one of the members, the attendance of one or more specialists to the sessions.

d) To promote the formation of Specialised Working Groups, with the participation of representatives of the Offices of Statistical and Informatics.

e) To invite the representatives of the CCOI to participate in the ordinary and/or extraordinary sessions of the National Advisory Council on Statistics and/or Informatics when the matters to be dealt with so warrant.

f) To convene the members of both Committees, when the agenda to be dealt with so warrants.

g) Designate the officials who will be in charge of setting up the Working Groups to deal with specialised or urgent issues.

h) To inform the Ministers and Heads of Institutions of the agreements adopted and of the attendance of the representatives to the ICCO.

i) To submit for approval by the Plenary the acceptance or revision of the decisions and rules to be adopted.

j) To supervise the fulfilment of the work of each Working Group.

k) To represent the CCOI, as the official spokesperson for its activities and recommendations.

l) To propose initiatives, projects and topics of interest for the development of the National Statistics or Informatics Systems.

m) To supervise and enforce compliance with the agreements adopted at the sessions.

CHAPTER IV

OF THE TECHNICAL SECRETARIAT

Article 10.- The INEI's Technical Office for Planning, Budget and Technical Cooperation is the Technical Secretariat of the INEI and has the following functions and powers:

a) To assist the Presidency in the technical administrative aspects of the Statistical and/or Informatics CCOI.

b) To prepare the agenda of the sessions in coordination with the members of the CCOI and to submit it to the Presidency for approval.

c) To issue the summonses for ordinary and extraordinary sessions on behalf of the Presidency with ten (10) day notice.

d) To draw up the minutes of the Committee's meetings, taking note of the resolutions adopted and submit them for approval.

e) To transcribe the minutes in a timely manner to the members of the Committee.

f) To follow up on the agreements adopted in the sessions and on the progress of the Annual Work Programme.

g) To integrate the information derived from the sessions and disseminate it to all the members of the Committee.

h) To support and promote the fulfilment of the activities entrusted to the Specialised Working Groups.

i) To elaborate, in coordination with the members, the CCOI Annual Work Plan.

j) To coordinate, prepare and distribute in a timely manner the documentation required for each of the sessions of the Statistical and/or Informatics CCOI.

k) To coordinate the logistical support to ensure the proper functioning of the CCOI.

l) To keep the attendance register and control of the Committee members.

m) To carry out other functions assigned by the Chairmanship.

CHAPTER V

OF THE MEMBERS OF THE COMMITTEE

Article 11.- The functions of the members of the Committee are the following:

- a) To attend the sessions on a compulsory basis.
- b) To propose the activities to be considered in the Annual Work Plan of the CCOI.
- c) To propose, in due time, the topics to be considered in the agenda.
- d) To carry out the necessary actions for the fulfilment of the Committee's agreements corresponding to the area of its competence.
- e) To form part of the Working Groups that are set up.
- f) To participate actively in the agenda items that are the subject of analysis and deliberation.
- g) To attend to the requests for statistical and informatics information that may be requested.
- h) To report on the progress of the statistical and informatics activities inherent to its sector.
- i) To approve the minutes of the CCOI's working sessions and the reports of the Specialised Committees and Working Groups.
- j) To direct the fulfilment of the agreements that fall within the competence of its sector.
- k) Other functions entrusted by the Presidency.

CHAPTER VI

SPECIALISED WORKING GROUPS

Article 12.- Specialised Working Groups may be formed within the CCOI when, due to the particular nature of the subject to be dealt with, it is necessary to address it with the participation of the entities directly involved and invited specialists.

Article 13.- Specialised Working Groups shall be made up of representatives of the entities that make up the Committee and, at the invitation of the Presidency, of specialists in the field. They are constituted by INEI Chief Resolution, which shall specify their functions, organisation and competence. The person in charge of the Working Group shall convene its members to work meetings when the issues to be dealt with so require.

Article 14.- The Deputy Chief of Statistics and the Deputy Chief of Informatics are responsible for monitoring the fulfilment of the activities entrusted to the Specialised Working Groups and the agreements adopted at the sessions of the CCOI, informing the Presidency of their progress.

CHAPTER VII

OF THE SESSIONS

Article 15.- The Statistical CCOI and Informatics CCOI shall hold ordinary and extraordinary sessions. Ordinary meetings shall be held in the last week of each two-month period. Extraordinary sessions shall be held when so deemed by the Presidency or at the request of at least one third of its members, and shall be held under the same conditions as for ordinary sessions.

Article 16.- The CCOI may hold ordinary meetings with the attendance of half plus one of its constituent representatives. On second call, the presence of six of its members shall be sufficient.

Article 17.- In the event of the absence or impediment of the Titular member, the alternate member shall attend with the same prerogatives as the Titular member.

Article 18º.- At the ordinary session in December, the CCOI shall approve its programme of activities for the following year.

COMPLEMENTARY PROVISIONS

First.- The Departmental Statistics and Informatics System has Inter-institutional Coordination Committees, as an integral part of the Systems at this level, which depend on the Departmental Statistics and Informatics Offices. Their regulations are approved by INEI Chief Resolution at the proposal of the Departmental Director of Statistics and Informatics.

Second.- The Departmental CCOI is chaired by the Departmental Director of Statistics and Informatics and is made up of representatives of the statistical and informatics bodies of the State Powers, Autonomous Bodies, Ministries, Central Bodies and Local Governments, at the departmental level. The Technical Secretariat shall be provided by the official appointed by the Departmental Director. In the absence of the Titular member of the CCOI, the official immediately below the ODEI Departmental Director shall replace him/her.

Third.- The Sectoral Statistics and Informatics Offices included in Article 17 of Legislative Decree No. 604 may set up Sectoral Coordination Committees, and must inform the National Institute of Statistics and Informatics within 15 working days of their constitution.

Fourth.- These regulations may be modified at the written request of half of the members of the Inter-institutional Statistics and Informatics Coordination Committee to the Presidency. The discussion, modification and/or approval will take place in an extraordinary session convened for this purpose. At the departmental level, the Regulation of Procedure may be amended subject to the procedure laid down in this supplementary provision.