

THE UNITED REPUBLIC OF TANZANIA

*ACT SUPPLEMENT*

No. 9

22<sup>nd</sup> May, 2015

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THE STATISTICS ACT, 2015

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THE UNITED REPUBLIC OF TANZANIA



NO.9 OF 2015

I ASSENT,

JAKAYA MRISHO KIKWETE

*President*

*25<sup>th</sup> April, 2015*

**An Act to repeal the Statistics Act, to establish the National Bureau of Statistics, and the Statistics Governing Board, to provide for the coordination of the National Statistical System, and to make better provisions in relation to their functions and for other related matters.**

[.....]

**ENACTED** by Parliament of the United Republic of Tanzania.

PART I  
PRELIMINARY PROVISIONS

Short title and  
Commencement

1. This Act may be cited as the Statistics Act, 2015 and shall come into operation on such date as the Minister may, by notice published in the *Gazette*, appoint.

## Application

2. This Act shall apply to Tanzania Mainland in all matters specified in the Third Schedule and shall apply to Tanzania *Zanzibar* in respect of Population and Housing Census.

## Interpretation

3. In this Act unless the context otherwise requires -

“agency or agencies” include research institutions, non governmental organizations, development partners or any other user or producer of statistics;

“authorized officer” means a person appointed as such under section 15;

“Board” means the National Bureau of Statistics Board established under section 7;

“Bureau” means the National Bureau of Statistics referred to in this Act;

“Census” means a statistical operation in which all units of the population are enumerated;

“Director General” means the Chief executive of the Bureau appointed under section 9;

“Government institutions” includes Ministries, Government departments, Regional Administration and Local government authorities;

“Minister” means the Minister responsible for statistics;

“National Statistical System” means a system coordinated by the Bureau which involves data providers, producers or users of statistics, research and training institutions;

“staff” means any staff employed by the Bureau;

“official statistics” means statistics designated as official under section 20;

“population and housing census” means a census conducted by Bureau under section 9;

- “respondent” means any person who supplies or is required to supply statistical information;
- “return” means any book, document, form, card, tape, disc or storage media in which the information required is entered or recorded or is required to be entered or recorded for statistical purposes under this Act;
- “sampling” means a statistical procedure by which information relating to a whole field of inquiry is derived by applying statistical techniques to information obtained in respect of a proportion of the total number of persons or undertakings concerned in the field of inquiry;
- “statistics” means data required for the production of organized statistical information, obtained from census and statistical surveys or administrative records;
- “statistician” means a person who possess a degree in statistics;
- “statistical unit” means a section, division or department established in any Government institutions responsible for the execution of statistical functions;
- “survey” includes a survey of undertakings or persons whereby information is collected from all persons in a field of inquiry or from a sample thereof wholly or partly for statistical purposes;
- “undertaking” means any statistical activity by way of a trade or business whether or not the trade or business is carried out for profit, and includes a Ministry or Government Department, statutory body, local government body, or any other form of organization or body of persons or any part thereof.

PART II  
THE NATIONAL BUREAU OF STATISTICS AND THE GOVERNING  
BODY

*(a) The National Bureau of Statistics*

Continuation  
of the Bureau

4.-(1) There shall continue to exist the National Bureau of Statistics known in its acronym as "NBS".

(2) The Bureau shall be an autonomous public office under the Ministry responsible for Statistics.

Integrity of the  
Bureau

5. In order to protect and enhance the integrity and impartiality of official statistics, the Bureau shall exercise professional independence in the way it collects, processes, analyses and disseminates official statistical information.

Functions of  
the Bureau

6.-(1) The Bureau shall be the national statistics Office responsible for the production, coordination, supervision, and dissemination of official statistics, and for the custodianship of official statistics in the country.

(2) Without prejudice to the generality of subsection (1), the Bureau shall-

- (a) in collaboration with the Office of the Chief Government Statistician of Zanzibar conduct population and housing census;
- (b) advise the Government and the public at large on all matters related to official statistics;
- (c) provide high quality, reliable and timely official statistical information to the public;
- (d) organize and maintain a central depository of official statistical reports, publications, documents and data from within and outside the United



- Republic;
- (e) develop methods, standards, concepts and definitions for the production of official statistics;
  - (f) regulate official statistical information;
  - (g) coordinate and supervise the National Statistical System in the country; and
  - (h) perform all functions necessary or incidental to the objectives of the Bureau under this Act.
- (3) The Bureau may, in the performance of its functions, sub-contract other organizations or individuals under such terms and conditions as may be agreed upon by the contracting parties.
- (4) The Bureau shall, for functions which extend to Tanzania Zanzibar, perform such functions in collaboration with the office of the Chief Government Statistician of the Revolutionary Government of Zanzibar.

*(b) The Governing Body*

Establishment and composition of the Board

- 7.-(1) There is established a governing board of the Bureau to be known as the National Bureau of Statistics Board.
- (2) The Board shall consist of-
- (a) a Chairman to be appointed by the President from amongst persons with knowledge and experience in statistics, mathematics, economics or business oriented management; and
  - (b) eight members who are of, or above the rank of Principal officers, to be appointed by the Minister, upon nomination by their respective organizations or institution as follows:

- (i) a representative from the Bank of Tanzania;
- (ii) a representative from the Ministry responsible for statistics;
- (iii) a representative from the Attorney General's Chambers;
- (iv) a representative from the Prime Minister's Office;
- (v) a representative from the Planning Commission; and
- (vi) the Chairman of the Statistics Board of Zanzibar;
- (vii) a representative from Higher Learning Institutions; and
- (viii) one member to be appointed from amongst the users or producers of statistics from private sector.

(3) The Chief Government Statistician of Zanzibar shall be an ex-officio member of the Board.

(4) The Director General shall be a Secretary to the Board.

(5) The provisions of the First Schedule shall apply with respect to the tenure and termination of membership, proceedings of the Board and other matters relating to the Board.

Functions of  
the Board

- 8.** Functions of the Board shall include to-
- (a) approve and monitor the implementation of policies pertaining to the Bureau;
  - (b) approve the structure, career development plans, staffing levels and terms and conditions of service for the staff of Bureau;

- (c) approve the appointment of managerial staff;
- (d) approve disciplinary measures to be taken on the managerial staff of the Bureau;
- (e) approve the Bureau's corporate plan, annual work programme and annual budget;
- (f) inform the Minister on the progress of the business of the Bureau on a quarterly basis; and
- (g) perform any other functions as may be directed by the Minister in writing.

Appoint-  
ment of the  
Director  
General

9.-(1) The President shall appoint a Director General of the Bureau on the recommendation of the Minister.

(2) A person shall not qualify for recommendation for appointment as a Director General unless he possess a degree or above qualification in the field of Statistics or Economics or Mathematics with at least five years experience in the statistics field and with proven managerial ability.

(3) The Director General shall hold office for a period of five years and shall, subject to his satisfactory performance, be eligible for re-appointment.

(4) Subject to the provision of subsection (1), the Board shall make recommendation to the Minister on the appointment of the Director General.

Termination  
of  
appointment

10. The President may, upon the recommendation of the Minister, terminate the appointment of the Director General for-

- (a) misconduct;
- (b) failure or inability to perform the functions of his office arising from infirmity of body or mind; or

(c) incompetency.

Functions of  
the Director  
General

11. The Director General shall be the Chief Executive Officer of the Bureau and shall be responsible for the day-to-day activities of the Bureau including management of funds, property and business of the Bureau and for the administration of officers and staff of the Bureau.

Acting  
Director  
General

12.-(1) Where the office of the Director General is vacant or if the Director General is unable for any reason to perform the functions of his office, the Minister shall, appoint another person with appropriate knowledge or experience to act as a Director General during such vacancy or inability.

(2) A person acting in terms of subsection (1) shall act for a period of not more than six months:

Provided that, the Minister may for sufficient reason extend such appointment for a further period not exceeding six months.

(3) The provision of subsection (2) shall not apply if due to official duties the Director General is temporarily absent from his office, in which case the Director General shall delegate the functions of his office to one of the Management staff.

Other staff

13. Subject to laws relating to recruitment, the Director General shall cause to be employed such number of other staff as he may consider necessary or desirable for the efficient and effective exercise of powers and the discharge of functions of the Bureau.



Oath of  
Secrecy

14.-(1) Any person other than staff of the Bureau who is employed in the execution of any duty relating to statistical production under this Act, shall, before assuming such duties, make and subscribe before a Commissioner for Oaths, an oath or affirmation in the manner set out in the Second Schedule.

(2) For the purposes of subsection (1), a person employed as an enumerator in a population and housing census, shall make a written declaration in Kiswahili or English languages and deliver or transmit the declaration to an authorized officer or staff of the Bureau in the manner set out in the Second Schedule to this Act.

Authorized  
officers

15. The Director General may, in writing, designate on temporary terms and conditions, such number of staff of the Bureau to be authorized officer for the purpose of carrying out statistical activities under this Act as he may determine.

Exemption  
from  
liability

16. No act done by any officer or employee of the Bureau if done or omitted to be done in good faith in the exercise or performance or purported exercise or performance of his duties or functions as an officer or employee of the Bureau shall subject such an employee or officer to any action, liability or demand of any kind.

The  
National  
Statistical  
System and  
its  
coordination

17.-(1) There shall be the National Statistical System also known by its acronym NSS, which shall be coordinated by the Bureau.

(2) Subject to section 6, the Bureau shall coordinate the National Statistical System with a view to having an integrated statistical system to ensure optimal utilization of available resources.

(3) In performing the coordination function under this section, the Bureau shall-

- (a) issue a code of practice for official statistics that sets out professional standard to be followed by all agencies producing official statistics;
- (b) develop and maintain a comprehensive National Databank by using sectoral Data Bank developed by agencies;
- (c) set standards for the collection, analysis and publication of statistics to ensure uniformity in quality, adequacy of coverage and reliability of statistical information;
- (d) provide guidance and other assistance as may be required to other users or providers of statistics; and
- (e) promote cooperation and rationalization among users or producers of statistics so as to avoid duplication of efforts and ensure optimal utilization of scarce resources.

Relation  
with other  
agencies

**18.**-(1) Subject to this Act, and without prejudice to section 20, only the Director General may commence an official statistical collection or vary or discontinue any official statistical collection.

(2) Notwithstanding the provisions of any other written law, no person or agency may authorize the commencement of an official statistical collection except with the approval of the Director General.

Delegation  
of powers to  
collect  
statistical  
information

**19.** Notwithstanding the generality of section 18(2), the Director General is deemed to have delegated powers to the head of agencies whose legislation provide for powers to

collect statistical information relating to their field of undertaking.

Official  
Statistics

20.-(1) The official statistics shall, be statistical information produced, validated, compiled and disseminated by-

- (a) the Bureau;
- (b) Government institutions; and
- (c) agencies.

(2) The statistics produced under subsection (1)(c) shall qualify to be official statistics if they meet the criteria and standards set by the Bureau and approved by the Director General.

(3) For the purposes of harmonization, the Bureau may establish statistical methods and standards to facilitate the integration and comparison of official statistics produced both nationally and internationally.

### PART III

#### COLLECTION AND DISSEMINATION OF INFORMATION

The decennial  
Population and  
Housing  
Census

21.-(1) The President may, by Order published in the *Gazette* direct a Population and Housing Census to be taken in the United Republic or any part of the United Republic as may be specified in the Order.

(2) The Order under subsection (1), may specify the date on or between which such census is to be taken, the information to be obtained in the Census and the period within which the census is to be conducted.

Collection of  
other statistics

22.-(1) The Bureau may collect statistics relating to all or any of the matters specified in the Third Schedule to this Act.



(2) The Bureau may cause the statistics collected and any official statistical information made available, to be published.

Joint  
collections

**23.**-(1) The Bureau may make an agreement with any agency to collect jointly statistical information as the need arises.

(2) Any employee of any agency, shall, if engaged in the joint collection of information or the processing of information collected in joint collection, make a declaration of secrecy similar to the declaration of secrecy prescribed under section 14 despite of any declaration of secrecy made under any other written law.

Sampling

**24.**-(1) Statistics relating to all or any of the matters set out in the Third Schedule may be collected by sampling, in place of a complete enumeration, where the use of that method is considered appropriate.

(2) Statistics collected under subsection (1) may also be used to test a questionnaire and a statistical procedure before finalization.

(3) It shall not be a defence to a person who fails to fill in a return or to answer any inquiry by reason that only a portion or a particular group of persons is required to fill in the return or to answer the inquiry.

Restriction on  
disclosure of  
information

**25.**-(1) The following information shall not be published, admitted in evidence or shown to any person not employed in the execution of a duty under this Act unless the prior consent in writing thereto has been obtained from the person making such return or giving such answer, or in the case of a business or undertaking,

from the person having the control, management or superintendence of such business or undertaking:

- (a) individual return or part thereof;
  - (b) answer given to any question made for the purpose of this Act;and
  - (c) report, abstract or any other document containing particulars in any such return or answer to enable the identification of such particulars with any person, business or undertaking.
- (2) Subsection (1) shall not apply where-
- (a) the person, business or undertaking has published the return, answer, report, abstract or document and opened up a computerized data set for general access; or
  - (b) such return answer or report and such other documents required for the purpose of prosecution.

Exemption on disclosure

26. Notwithstanding section 25, the Bureau may disclose-

- (a) information available to the public under any enactment or public document;
- (b) information in the form of an index or list of the names and addresses of individual undertakings or businesses together with the telephone numbers at which they may be reached in relation to statistical matters, the industrial classifications allotted to them, the products they produce, manufacture, process, transport, store, purchase or sell, or the services they provide in the course of their business, and the number of persons engaged;

- (c) details of external trade, movement of ships and aircraft, and cargo handled at ports; or
- (d) information relating to a local authority or other statutory body.

Disclosure of  
unidentified  
information

27.-(1) Subject to subsection (2), the Bureau may disclose information in the form of individual statistical record solely for *bona fide* research or statistical purposes provided that-

- (a) all identifying information such as the name and address of a respondent has been removed; and
- (b) the information is disclosed in a manner that is not likely to enable the identification of the particular person, undertaking or business to which it relates.

(2) Every person to whom any statistical records are disclosed pursuant to this section shall-

- (a) not attempt to identify any particular person, undertaking or business;
- (b) use the information for research or statistical purposes only;
- (c) not disclose information to any other person or organization;
- (d) comply with any directions given by the Director General relating to the records.

Security of  
recorded  
information

28. The Bureau shall take all necessary steps to ensure the security and confidentiality of the statistical information collected by the Bureau or made available to the Bureau by other agencies are kept in accordance with the provisions of this Act.



Destruction of individual forms and returns

29.-(1) The Bureau or each agency shall account for and destroy all individual censuses and surveys forms and returns used for the purposes of this Act after the data have been processed, validated and published.

(2) Individual censuses forms and surveys forms under sub-section (1) shall be destroyed within five years since the data was processed, validated and published.

Power to obtain particulars

30.-(1) Where any census or a survey is being taken or any other statistics are being collected in accordance with the provisions of this Act, an authorized officer or staff of the Bureau may, in the manner specified in subsection (2), require any person to supply him with such particulars as may be prescribed or such particulars as the Director General may consider necessary or desirable in relation to the taking of such census or the collection of such statistics.

(2) A person who is required to supply any particulars pursuant to subsection (1) shall, to the best of his knowledge, information and belief, complete such forms, make such returns, answer such questions and give all such information, in such manner and within such time as may be specified by the authorized officer or staff of the Bureau.

(3) An authorized officer or staff of the Bureau may, at all reasonable times and upon production of his authorization-

- (a) in relation to census or a survey, enter and inspect any premises including house; and
- (b) in relation to the collection of other statistics, enter and inspect any premises where activity for profit or gain is carried on, and in either case may make such inquiries as may be

necessary for the taking of the census or the collection of the statistics as the case may be.

Access to  
public and  
other records

31.-(1) Where the Director General is of the opinion that, the collection of statistics relating to any matter may be obtained from any Government institution, agency, or user or producer of statistics, he shall grant access to any authorized officer or staff of Bureau for the purposes of getting the information required.

(2) Subject to subsection (1), the information obtained shall be in relation to the collection of statistics which have been approved or directed for completion or collection of statistics.

#### PART IV FINANCIAL PROVISIONS

Funds of the  
Bureau

32. The funds and resources of the Bureau shall consist of-

- (a) sums as may be appropriated by Parliament for the Bureau;
- (b) moneys received for products provided and services rendered by the Bureau;
- (c) sums borrowed, received by or made available to the Bureau for the purposes of the discharge of its functions;
- (d) donations, grants and bequests as the Bureau may receive from any person or body of persons.



## Estimates

33.-(1) The Director General shall, not later than three months before the end of each financial year, prepare and submit to the Board, the Business Plan and estimates of income and expenditure of the Bureau for the next ensuing financial year.

(2) The Board shall forward to the Minister the Business Plan and estimates prepared under subsection (1) for approval.

(3) No expenditure shall be made out of funds of the Bureau unless such expenditure is part of the estimate of expenditure approved by the Minister under subsection (2).

## Accounts

34.-(1) The Bureau shall keep proper books of accounts.

(2) Subject to any directions given by the Board, the Director General shall prepare in respect of each financial year, and not later than three months after the close of the financial year a statement which shall include a report on the performance of the Bureau during that financial year.

(3) The statement prepared under subsection (2) shall comprise of-

(a) a balance sheet and a statement of income and expenditure of the Bureau in respect of that financial year; and

(b) any other information in respect of the financial affairs of the Bureau as the Minister may, in writing, require.

## Audit

35.-(1) The accounts of the Bureau shall, in respect of each financial year, be audited by the Controller and Auditor-General or by an Auditor appointed by the

Controller and Auditor-General.

(2) The Director General shall, within three months after the close of each financial year, submit to the Controller and Auditor-General for auditing the statement of accounts described in section 34 of this Act.

(3) The Director General shall as soon as possible but not later than two months after receiving the audited report from the Controller and Auditor General, submit to the Minister the audited financial statements and a report of the auditor on these statements.

Annual  
Performance  
Report

36. The Board shall prepare and submit to the Minister within four months after the close of each financial year, the annual report on the performance of the Bureau during that financial year, and the Minister shall cause a copy of the report to be laid in the National Assembly.

#### PART V OFFENCES AND PENALTIES

Offences and  
penalties

37.-(1) Any person who-

- (a) by virtue of his employment becomes possessed of any information which might influence or affect the market value of any share or other security, interest, product or article and who, before such information is made public, directly or indirectly uses such information for personal gain;
- (b) without lawful authority publishes or communicates to any person otherwise than in the ordinary course of his employment any information acquired by him in the course of

such employment;

- (c) deserts from his duty, or wilfully makes any declaration, statement or return in the performance of his duties, or compiles for issue any false statistics or information;
- (d) in the performance of his duties, obtains or seeks to obtain information that the person is not duly authorized to obtain that information;
- (e) asks, receives or takes, in respect of or in connection to his employment under this Act from any person other than a public officer duly authorized thereto, any payment or reward,

commits an offence and shall be liable, upon conviction, to a fine of not less than two million shillings or to imprisonment for a term of not less than six months or to both.

(2) Any person who, being in possession of any statistical information which to his knowledge has been disclosed in contravention of the provisions of this Act, publishes or communicates to any other person such information, commits an offence and shall be liable on conviction to a fine of not less than five million shillings or to imprisonment for a term of not less than twelve months or to both.

(3) Any person who-

- (a) hinders or obstructs any authorized officer or staff of Bureau in the lawful performance of any duty or in the exercise of power conferred under this Act;
- (b) refuses or wilfully neglects to-

- (i) complete and supply within the time specified the particulars required in any return, form or other document left with or sent to him; or
- (ii) answer any question directed to him under this Act;
- (c) make in any return, form or other document completed by him under this Act, any statement which is untrue;
- (d) without lawful authority, destroys, defaces or mutilates any return, form or other document containing particulars collected under this Act;
- (e) not being an authorized officer or staff of the Bureau assumes the duties of, or represents himself to be a staff of Bureau;
- (f) incites or counsels any other person not to participate in the activity relating to data collection under this Act;
- (g) does anything which he is not entitled to do under this Act;
- (h) refuses without reasonable cause to grant records or documents in accordance with sections 30 and 31;
- (i) contravenes any provision of this Act, in respect of which no specific offence has been stated,

commits an offence and shall be liable on conviction to a fine of not less than one million shillings or to imprisonment for a term of not less than six months or to both.

(4) A Director, Manager, Controller or any other person who is concerned with the management of any



Communication media, allows or causes to be published false official statistical information or broadcasts any programme about data collection activity that has been undertaken or is being undertaken by the Bureau and as a result of which causes any person or persons to abstain from participating in the data collection activity or cooperating with the officers of the Bureau, commits an offence and shall be liable on conviction to a fine of not less than ten million shillings or to imprisonment for a term of not less than three years or to both.

(5) An agency or person who publishes or communicates official statistical information which may result in the distortion of facts, commits an offence and shall be liable on conviction to a fine of not less than ten million shillings or to imprisonment for a term of not less than three years or to both.

(6) Any person who is authorized by the Bureau to process any official statistical information, shall before publishing or communicating such information to the public ensure that such person procures an authorisation from the Bureau.

(7) For the purposes of this section, "communication media" includes radio station, television station, newspaper or magazine, website or any other media.

#### PART VI MISCELLANEOUS PROVISIONS

Regulations

38. The Minister may, for the better carrying into effect of the provisions of this Act, make Regulations-

- (a) prescribing the manner in which the National Statistic System may be coordinated;
- (b) prescribing the fees and charges to be paid for any special information or report supplied, or any special statistical services rendered;
- (c) making addition to or deletion from or otherwise vary the matters specified in the Third Schedule; and
- (d) on all matters which are reasonably and in accordance with the laws regulating statistics in the country for the better performance of the provisions of this Act.

Repeal and  
savings  
Cap. 351

**39.**-(1) The Statistics Act is hereby repealed.

(2) Notwithstanding the provisions of subsection

(1)-

- (a) anything done or any action taken or purported to have been done or taken under the repealed Act shall be deemed to have been done or taken under this Act;
- (b) all appointments made under the repealed Act and which have not been revoked immediately before coming into operation of this Act shall be deemed to have been made under this Act and shall remain in force until they are revoked or fresh appointments are made under this Act; and
- (c) all legal proceedings instituted or Orders made under the repealed Act shall continue and be deemed to be proceedings or Orders made under the provisions of this Act.

Inconsistency  
with other  
legislation

**40.** Where any provision of this Act is in conflict or is otherwise inconsistent with the provisions of any other written laws relating to official statistics, the provisions of this Act shall prevail to the extent of such inconsistency.

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**FIRST SCHEDULE**

*(Made under section 7(5))*

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**PROVISIONS RELATING TO THE BOARD**

- |                            |  |
|----------------------------|--|
| Tenure of appointment      | <p>1.-(1) Every member of the Board shall continue to hold the office for a term of three years from the date of appointment and shall be eligible for re-appointment.</p> <p>(2) Notwithstanding sub-paragraph (1) of this paragraph, a member may resign at anytime by giving notice in writing to the appointing authority and from the date specified in the notice or, if no date is so specified in the notice from the date of the receipt of the notice by the appointing authority; he shall cease to be a member.</p> <p>(3) A person who is a member by virtue of his holding some other office shall cease to be a member upon his ceasing to hold the office by virtue of which he is a member.</p> |
| Termination of appointment | <p>2. Where any member of the Board absents himself from three consecutive meetings of the Board without reasonable excuse, the Board shall advise the appointing authority of the fact and the appointing authority may terminate the appointment of such a member and appoint a new member in his place.</p>   |
| Cessation of membership    | <p>3. Where any member of the Board ceases to be such a member by resignation or death or is unable to perform his functions as such member by reason of his absence from the United Republic or by reason of any infirmity of body or mind or where the appointing authority terminates his appointment under paragraph 2, the appointing authority may appoint another member in his place and the member so appointed shall, subject to the provisions of this Schedule, hold office for the remaining of the term of his predecessor.</p>  |



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- Vice-Chairman                    4. The Board shall elect one of its members to be a Vice-Chairman and any member elected as Vice-Chairman shall, subject to his continuing to be a member hold office of Vice-Chairman for a term to be fixed by the Board and shall be eligible for re-election after the end of that period.
- Power of  
Chairman and  
Vice-Chairman                    5. -(1) The Chairman shall preside at all meetings of the Board.  
(2) Where at any meeting of the Board the Chairman is absent the Vice-Chairman shall preside.  
(3) In the absence of both the Chairman and Vice-Chairman at any meeting of the Board, the members presents may, from amongst their number elect a temporary Chairman who shall preside at that meeting.  
(4) The Chairman, Vice-Chairman or temporary Chairman presiding at any meeting of the Board shall have a right to vote and in the event of an equality of votes, shall have a casting vote in addition to his deliberative vote.
- Meeting and  
procedure of the  
Board                                6.-(1) An ordinary meeting of the Board, shall be convened by the Chairman and the notice specifying the place, date and time of the meeting shall be sent to each member at his usual place of business or residence not less than fourteen days before the date of such meeting.  
(2) The Board shall ordinarily meet four times in a year, but the Chairman may convene an extraordinary meeting when the need to do so arise.  
(3) The Chairman of the Board may invite any person who is not a member to participate in the deliberations of the Board, and any such person shall not be entitled to vote.
- Quorum                                7. The chairman and three other members shall form a quorum for a meeting of a Board.

Decision by  
circulation of  
papers

**8.**-(1) Notwithstanding the provision of paragraph 7, where the Chairman so directs a decision may be made by the Board without a meeting by circulation of the relevant papers among all the members and the expression in writing of their views

(2) A member shall be entitled to require that any such decision be deferred and such matter be considered at a meeting of the Board.

Minutes of the  
Meeting

**9.** Minutes of each meeting of the Board shall be kept and shall be confirmed by the Board at the next meeting and signed by the Chairman at the meeting.

Authentication  
of the Seal

**10.** The Seal of the Board shall not be affixed to any deed, document and other instruments except in the presence of the Chairman and the Director General, or either the Chairman or the Director General and one other member of the Board as the Board may appoint in that behalf.

Execution of  
document

**11.** All documents to which the Board is a party other than documents required by law to be under seal and all decisions of the Board, may be signified under the hand of the Director General or other officer authorized by the Director General in that behalf.

Validity of  
proceedings

**12.** No act or proceedings of the Board shall be invalid by reason of the number of members not being complete at the time of such act or proceedings or of any defect in the appointment of any member or the fact that any member was at the time disqualified or disentitled to act as such.

The Board to  
regulate  
proceedings

**13.** Subject to the provisions of this Schedule the Board may regulate its proceedings.

**SECOND SCHEDULE**

*(Made under section 14(2))*

**EITHER:**

I, ..... do hereby make oath /solemnly affirm that I shall faithfully and honestly fulfill my duties as ..... in conformity with the requirements of the Statistics Act and that I shall not, without due authority in that behalf disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such.

.....  
**DEPONENT**

Sworn/affirmed before me this ..... day of ..... 20.....

.....  
*Commissioner for Oaths*

**OR:**

I, ..... do solemnly and sincerely declare that I will faithfully and honestly fulfill my duties as an enumerator in a population and housing census in conformity with the requirements of the Statistics Act and that I shall not, without due authority in that behalf declare or make known any matter or thing which comes to my knowledge by reason of my employment as such.

.....  
**DEPONENT**

Declared at ..... this .....day of ..... 20.....

Before me:

Name .....  
Qualification.....  
Address.....  
Signature.....

**THIRD SCHEDULE***(Made under sections 22(1) and 24(1))*

1. Civil Registration and Vital Statistics
2. Migration
3. External Trade, Balance of Payment and Tourism
4. National Accounts
5. Agriculture
6. Construction
7. Industry ( Mining, Manufacturing, Electricity and Water)
8. Labour Market
9. Government Finance, Fiscal and Public Sector
10. Poverty and Income Distribution
11. Social, Education, Labour and Industrial matters including associations of employers, employees and other persons generally
12. Banking ,Insurance and Finance generally
13. Commercial and Professional undertakings
14. Distributive Trade
15. Education and Health
16. Transport and Communication in all forms such as land, water or air
17. Injuries, Accidents and Compensation
18. Stock of manufactured goods
19. Sweepstakes, Lotteries, Charitable and other public collections of money
20. Land tenure, Occupation and use of land
21. Local Government Authorities
22. Crime and Justice
23. Environment
24. Household based surveys
25. Entrepreneurship
26. Information, Communication and Technology
27. Community, Social welfare and Personal services
28. Gender

- 29. Meteorology
- 30. Business
- 31. Price
- 32. Energy
- 33. Investment
- 34. Water supply and Sanitation
- 35. Research and Innovation Development
- 36. Valuable items
- 37. Governance
- 38. Advertisement
- 39. Establishment

Passed in the National Assembly on the 26<sup>th</sup> March, 2015.

THOMAS D. KASHILILA  
*Creak of the National Assembly*