

## Uzbekistan

### Metadata

#### Qualitative composition of personnel and indicators of vocational training

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## 0. Prerequisites

### 0.1 Legal environment

#### 0.1.1 Responsibility for collecting, processing, and disseminating statistics

##### **The State Committee of the Republic of Uzbekistan on Statistics**

The State Committee of the Republic of Uzbekistan on Statistics acts independently in accordance with the Law of the Republic of Uzbekistan “On Official Statistics” adopted on August 11, 2021.

The purpose of the Law is to regulate relations in the field of official statistics. This Law applies to producers and users of official statistics, respondents and suppliers of administrative data, as well as relations arising between them related to the production, dissemination and coordination of official statistics.

On September 2, 2017, the “Regulation on the State Committee of the Republic of Uzbekistan on Statistics” was approved, which defines the mandate, functions and structure of the State Committee of the Republic of Uzbekistan on Statistics, which is the main body responsible for coordination, monitoring and supervision of the National Statistical System, as well as for collecting, processing, analysis and dissemination of data. Its functions include providing a unified statistical methodology that meets international standards.

In accordance with article 14 of the Law, state statistics bodies have the right:

- receive from state and economic management bodies, citizens' self-government bodies, banks and other organizations forms of statistical observation and use statistical observation data for statistical purposes;
- to carry out statistical observations of the activities of statistical units and use the obtained primary data for statistical purposes;
- to reward respondents - individuals for participating in statistical observations;
- to request and receive from state and economic management bodies, as well as from other organizations, information necessary for the implementation of statistical programs;
- involve on a contractual basis individuals and legal entities to collect statistical data necessary for the production of official statistics, in accordance with the law;
- use and introduce into the national statistical system modern methods and tools for collecting, processing, summarizing, analyzing, disseminating and storing statistical data;
- in case of revealing violations related to the presentation of statistical data, give instructions on their elimination and make appropriate corrections to the statistical data;
- within the limits of their powers, apply to officials who have violated the procedure for

submitting statistical reports, measures of administrative penalties in accordance with the law.

According to Presidential Order №O-5054 dated September 12, 2017, economic and financial data in the country must comply with the requirements of the Enhanced General Data Dissemination System (e-GDDS) of the International Monetary Fund and be coordinated within the framework of this system.

### **0.1.2 Data sharing and coordination among data producing agencies**

#### **The State Committee of the Republic of Uzbekistan on Statistics**

According to article 11 of the Law on Official Statistics, producers of official statistics are guided by internationally recommended definitions, classifications and methodology when producing statistics.

The authorized state body, within the framework of statistical programs, coordinates the activities of other producers of official statistics.

Producers of official statistics coordinate the methodology for producing statistics within their mandate.

If a discrepancy with international recommendations is revealed in the statistical methodologies of other producers of official statistics, the authorized state body, based on the results of the audit of statistical methodologies, has the right to make them mandatory submissions.

Other producers of official statistics that are part of the national statistical system create subdivisions responsible for generating statistical data and ensuring information exchange with the authorized state body.

Producers of official statistics and suppliers of administrative data submit to the authorized state body the statistical and (or) administrative data they have at their disposal free of charge in the manner and terms established by statistical programs.

According to Article 10 of the Law “On Official Statistics”, the Statistical Council is a collegial advisory body on the development, functioning and coordination of official statistics under the authorized state body.

The composition of the Statistical Council is formed from representatives of government bodies, research organizations, non-governmental non-profit organizations, as well as national experts in statistics.

### **0.1.3 Confidentiality of individual reporters' data**

#### **The State Committee of the Republic of Uzbekistan on Statistics**

According to Article 27 of the Law “On Official Statistics”, individual data held by the producers of official statistics are used exclusively for statistical purposes to compile aggregate statistical data. Individual data cannot be used by state bodies, citizens' self-government bodies and other organizations, including international ones, for the purposes of investigation, control, litigation, administrative decisions or for other purposes concerning individuals and legal entities or households.

According to the Regulation on the State Committee of the Republic of Uzbekistan on Statistics, the State Committee on Statistics has the right to conduct statistical observations of the activities of legal entities and individuals, including individual entrepreneurs, and use the data obtained for statistical purposes, also ensures the confidentiality of the statistical data obtained, the protection of statistical data, containing state secrets.

The State Committee on Statistics employees must comply with the code of ethics, including the principle of confidentiality, not disclose any information provided to them in the performance of their duties.

They are informed of the responsibilities at the time of appointment. Each employee of the State Committee on Statistics is obliged to sign an agreement that obliges him not to disclose such data.

#### **0.1.4 Provision of statistical reporting**

##### **The State Committee of the Republic of Uzbekistan on Statistics**

According to Article 14 of the Law “On Official Statistics”, state statistics bodies have the right to receive forms of statistical observation from bodies of state and economic management, self-government bodies of citizens, banks and other organizations. In accordance with Article 215 of the Code of the Republic of Uzbekistan “On Administrative Liability”, violation by officials of the procedure for submitting statistical reports, expressed in failure to submit reports and other data necessary for conducting statistical observations, distortion of reporting data or violation of the deadlines for submitting reports entails the imposition of a fine from seven to ten basic calculated values.

According to Article 16 of the Law “On Official Statistics”, when conducting statistical observations in accordance with statistical programs, respondents are obliged to provide producers of official statistics with reliable and complete data free of charge in the manner and terms established by the producer of official statistics.

## **0.2 Resources**

### **0.2.1 Staff, facilities, computing resources, and financing**

16 people work in the Department of Demography and Labor Statistics. The department consists of 3 divisions.

The formation of the indicator in the Central Office is dealt with by 2 employees and by 1 each – in the relevant divisions of statistics of the territorial Departments of statistics.

All employees have higher education in the economic sphere and at least 1 time every 2 years undergo training at the Institute for Professional Skills Upgrading and Statistical Research under the State Committee of the Republic of Uzbekistan on Statistics.

Each workplace is provided with a personal computer, the software is regularly updated.

The provided financial resources are sufficient for carrying out the works stipulated by the statistical program.

## **1.Integrity**

### **1.1 Professionalism**

#### **1.1.1 Impartiality of statistics**

##### **The State Committee of the Republic of Uzbekistan on Statistics**

According to Article 6 of the Law “On Official Statistics”, the main principles of official

statistics are impartiality and objectivity.

According to Article 13 of the Law “On Official Statistics”, state bodies, other organizations and their officials are not entitled to interfere with the activities of state statistics bodies carried out in accordance with this Law.

Territorial departments of statistics, departments of statistics of districts (cities) are independent from local government bodies and are directly subordinate to the authorized government body.

In the production of this statistical information, government intervention is not allowed, and professional independence is fully ensured.

When selecting the employees and appointing them to senior positions, their experience and professionalism in the field of statistics are taken into account. Improvement of the qualification of the department’s employees is ensured through participation in training courses organized by the Institute for Professional Skills Upgrading and Statistical Research under the State Committee of the Republic of Uzbekistan on Statistics, as well as in training courses, training seminars organized by international organizations. Employees of the department give lectures at training courses organized by the Institute for Professional Skills Upgrading and Statistical Research. The placement of scientific articles of the department’s employees in the mass media has been organized.

### **1.1.2 Selection of sources, methodology, and modes of dissemination**

#### **The State Committee of the Republic of Uzbekistan on Statistics**

According to Article 33 of the Law “On Official Statistics”:

Producers of official statistics assess the quality of official statistics on an ongoing basis. To ensure quality assurance, official statistics are produced and disseminated on the basis of general principles and methods concerning coverage, definitions, statistical units and classifications of official statistics.

In order to improve the quality of official statistics, producers of official statistics have the right to analyze and edit data, combine data from various sources, link and compare data for statistical purposes, and use statistical methods to evaluate them.

Producers of Official Statistics document the sources and methods used in the production process as well as the resulting datasets. Users of official statistics are informed about the sources and methods of producing statistics and about the quality of official statistics through metadata.

### **1.1.3 Commenting on erroneous interpretation and misuse of statistics**

#### **The State Committee of the Republic of Uzbekistan on Statistics**

The Regulation on the State Committee of the Republic of Uzbekistan on Statistics (clause 15) determines that The State Committee on Statistics has the right to consider and provide clarifications on cases of misuse and interpretation of statistical information and statistical data.

That is, The State Committee on Statistics may comment on misinterpretation and misuse of statistical data.

## 1.2 Transparency

### 1.2.1 Disclosure of terms and conditions for statistical collection, processing, and dissemination

#### **The State Committee of the Republic of Uzbekistan on Statistics**

According to Article 6 of the Law “On Official Statistics”, the main principles of official statistics are clarity and transparency. The conditions for the collection, processing and dissemination of statistical data are included in the legislative acts of the Republic of Uzbekistan concerning statistics. These laws are posted on websites and are thus available to the public. The Law “On Official Statistics” and the statistical program, which clearly defines the terms for the development and dissemination of statistical data, are posted on the official website of the Committee ([www.stat.uz](http://www.stat.uz)). The law is available in the bulletin of the Oliy Majlis, the database of regulatory legal acts (norm), as well as in the database of the Ministry of Justice located at [www.lex.uz](http://www.lex.uz). Statistical reporting forms submitted by respondents to generate statistical data are published in advance for users on the Committee's official website.

### 1.2.2 Internal governmental access to statistics prior to release

#### **The State Committee of the Republic of Uzbekistan on Statistics**

The government does not have access to the statistics produced by The State Committee on Statistics prior to their publication. State statistical bodies are independent in the dissemination of statistical data. Interference by state bodies is not allowed (Article 13 of the Law “On Official Statistics”). Only the Chairman of the Committee, his deputies and responsible employees have access to statistical data prior to their publication.

### 1.2.3 Attribution of statistical products

#### **The State Committee of the Republic of Uzbekistan on Statistics**

The logo and footnotes clearly identify that the information published for the public in print statistical publications, information bulletins and in mass media is produced by the State Committee on Statistics.

### 1.2.4 Advance notice of major changes in methodology, source data, and statistical techniques

#### **The State Committee of the Republic of Uzbekistan on Statistics**

The State Committee on Statistics notifies the public in advance about the transition to a new methodology and significant changes in existing methods and approaches. The State Committee on Statistics posts on its official website the relevant methodological guidelines explaining what changes users should expect. The expected changes are communicated to the public in articles, news and press conferences.

## 1.3. Ethical standards

### 1.3.1 Guideline for staff behavior

#### **The State Committee of the Republic of Uzbekistan on Statistics**

The Rules of Conduct for The State Committee on Statistics employees were approved. They are required to comply with a code of ethics, including the principle of confidentiality, and must not disclose any information provided to them in the performance of their assigned duties. They are informed of these obligations upon appointment. An employee of The State Committee on Statistics is obliged to conclude an agreement containing an obligation not to disclose individual data.

## 2. Methodology

### 2.1 Concepts and definitions

#### 2.1.1 Concepts and definitions

The concepts and definitions for the qualitative composition of personnel and vocational training are based on international standards and the experience of the CIS countries.

The qualitative composition of the personnel is fixed for a specific date (end of the year). Both those who actually work and those who are temporarily absent from work are taken into account.

The qualitative composition of the personnel is classified according to the categories of personnel.

Managerial personnel - employees performing the regulatory functions, personnel management, development and adoption of necessary decisions, planning, control and regulation of the processes of organization's activities, preparation of information for making appropriate decisions, is divided into senior officers and specialists of managerial personnel.

Technical personnel - personnel whose functions include the performance of works for technical servicing and the provision of production and technological processes of the activities of managerial personnel (performance of printing, duplicating and archival works, librarianship, delivery of documents, computer hardware servicing, the performance of clerical, secretarial and other works).

Service personnel - personnel whose functions include the technical and housekeeping service of buildings and territories, their security, transport services for managerial personnel, as well as other works for the servicing of managerial and production personnel of the organization, including the social and domestic services.

Production personnel - employees of an organization, an enterprise directly involved in the production process of the main products (services), as well as of the related products (services), established by the production program.

The qualitative composition of the personnel is also characterized according to ages. The quantity of employees for the end of the year is broken down by age groups according to the number of their current age for the end of the reporting year.

The average age of all employees of an enterprise (organization) is determined by summing up the products of average ages in each age group by the number of employees in this group and dividing the resulting amount by the total quantity of employees.

The educational composition of the personnel is characterized by a breakdown of the quantity of employees for the end of the year according to the level of received education.

Data on vocational training are given about employees who have employment history record books at a certain enterprise (organization) for the end of the year, who have studied educational programs for upgrading the qualification, retraining, on-the-job-training or vocational training during the year, including among women and youth.

Data on employees who have undergone training at their own expense in computer training courses, foreign languages and others; on employees who study or graduated in the reporting year from institutions of higher, secondary specialized and vocational and technical education; passed the educational training programs in organizations (lectures, seminars, instructional advice, trainings, etc.) are not reflected.

## **2.2 Scope**

### **2.2.1 Scope**

#### **2.2.1.1 Scope of the data**

The geographical coverage of the data includes the Republic of Karakalpakstan, 12 regions and Tashkent city, as well as cities and districts;

coverage by types of economic activity;

professional coverage: all professions;

thematic coverage: the quantity of employees of legal entities and their separate subdivisions by regions, gender, urban and rural areas.

#### **2.2.1.2 Exceptions to coverage**

There are no exceptions.

#### **2.2.1.3 Unrecorded activity**

Self-employment is not taken into account.

## **2.3 Classification/sectorization**

### **2.3.1 Classification/sectorization**

Breakdown by regions of the Republic of Uzbekistan, districts and cities.

The breakdown by types of activity is carried out in accordance with the Classifier of kinds of Economic Activity of the Republic of Uzbekistan (OKED rev.2), the equivalent of the Classification of Economic Activity in the European Community (NACE- rev.2).

The main accounting unit is an institutional unit.

## **2.4 Basis for recording**

### **2.4.1 Valuation**

The qualitative composition of the personnel is characterized by categories of personnel, age and

educational level.

Data on vocational training are given about employees who have studied the educational programs for raising the qualification, retraining, retraining, on-the-job-training or vocational training during the year.

#### **2.4.2 Recording basis**

The data are formed on the basis of statistical reporting forms submitted to the state statistics bodies by legal entities with an annual periodicity.

#### **2.4.3 Grossing/netting procedures**

The qualitative composition of personnel over the Republic of Uzbekistan and the indicators of vocational training are determined once a year.

### **3. Accuracy and reliability**

#### **3.1 Source data**

##### **3.1.1 Source data collection programs**

The information base for the formation of indicators on the qualitative composition of the personnel of legal entities is the primary data of the statistical reporting forms: 1-mehnat shakli (annual), 1-nnt shakli, 1-kb shakli, 1-fx shakli, 1-kom (kvartira) shakli.

The source of data on vocational training of employees is Form 1-mehnat shakli (annual).

##### **3.1.2 Source data definitions, scope, sectorization, classifications, valuation, and time of recording**

The qualitative composition of the personnel includes the categories of personnel, age and gender level, educational level and is given for the end of the reporting year.

Professional training includes the study of educational programmes for raising the qualification, retraining, on-the-job-training or vocational training, indicators are reflected for the reporting year.

The statistical coverage of the data includes the Republic of Karakalpakstan, 12 regions and Tashkent city, as well as cities and districts, coverage by types of economic activity, urban and rural areas, gender.

##### **3.1.3 Source data timeliness**

The data collection program is regulated by the statistical program.

On the basis of the obtained data, information is formed annually in the context of regions and types of economic activity within the timeframes specified in the statistical program.

The information is prepared annually in May.

## **3.2 Assessment of source data**

### **3.2.1 Source data assessment**

The received initial data are analyzed for the completeness of coverage, they undergo the mandatory control and verification in the territorial departments of statistics and in the State Committee on Statistics. When detecting the errors, the information is necessarily specified and the correction of data is made.

## **3.3 Statistical techniques**

### **3.3.1 Source data statistical techniques**

The applied statistical methods are based on statistical procedures allowing to minimize the processing errors.

Data compilation procedures allow to minimize the data processing errors, such as errors in coding and editing the data and in compilation of tables.

### **3.3.2 Other statistical procedures**

There are no.

## **3.4 Data validation**

### **3.4.1 Validation of intermediate results**

Analysis of possible discrepancies in the main preliminary data is carried out, and the data are corrected for eliminating the discrepancies.

### **3.4.2 Assessment of intermediate data**

The regular evaluation and collation of intermediate and output statistical data is carried out. In case of availability of discrepancies, measures are taken to eliminate them.

### **3.4.3 Assessment of discrepancies and other problems in statistical outputs**

In case of detecting the discrepancies in the previously published data, changes are made during subsequent publications.

## **3.5 Revision studies**

### **3.5.1 Revision studies and analyses**

Statistical discrepancies and other potential indicators of the availability of problems in the output statistical data are studied.

Collation of the summary data with the previous period is carried out.

In case of detecting the discrepancies in previously published data, changes are made to these data during subsequent publications.

## 4. Serviceability

### 4.1 Periodicity and timeliness

#### 4.1.1 Periodicity

The periodicity complies with generally accepted data dissemination standards. The formation of indicators for the personnel composition and vocational training is carried out annually after the reporting year.

#### 4.1.2 Timeliness

The production of statistical data on personnel composition and vocational training based on the statistical program is carried out annually. Annual data are available in May month of the next year following the reporting year.

### 4.2 Consistency

#### 4.2.1 Internal consistency

Statistical data are characterized by internal consistency, comparable over time.

#### 4.2.2 Temporal consistency

Comparable time series of data are available over a sufficient period of time. The dynamics of indicators of the personnel composition and vocational training has been formed since 2006. Until 2016, the distribution was carried out in the structure of the national OKONKh classifier, since 2016 – in the structure of Classifier of types of economic activity (OKED-2).

#### 4.2.3 Intersectoral and cross-domain consistency

There is no.

### 4.3 Revision

#### 4.3.1 Revision and/or update schedule

The time frames for the formation of the final data are determined in the statistical program. The statistical program is posted on the official ([www.stat.uz](http://www.stat.uz)) website of the Committee, as well as on the official ([www.lex.uz](http://www.lex.uz)) website of the Ministry of Justice.

#### 4.3.2 Identification of preliminary and/or revised/updated data

The final data are formed annually in the month of May after the reporting year.

#### 4.3.3 Dissemination of revision studies and analyses

In case of specification of previously published data, the specified data are provided in

subsequent publications. Revised (final) data on the personnel composition of employees are provided in publications.

## 5. Accessibility

### 5.1 Data

#### 5.1.1 Statistical presentation

The form of data presentation meets the needs of users (tables, time series, diagrams, etc.). Statistical publications in the form of tables provide the information on the qualitative composition of personnel over the republic, regions, gender, and provide the brief methodological explanations.

The time frames for the publication of statistical data are reflected in the statistical program, annually approved by the Cabinet of Ministers of the Republic of Uzbekistan.

#### 5.1.2 Dissemination media and format

##### 5.1.2.1 Hard copy - New release

Statistical data on the personnel composition are disseminated in a printed form through the publications of the State Committee on Statistics:

- «Labour and Employment in Uzbekistan»
- «Uzbekistan in Figures»
- «Living standard»
- «Women and Men of the Republic of Uzbekistan», etc.

In addition, statistical data on personnel composition and vocational training are provided to users upon requests.

##### 5.1.2.2 Hard copy - Monthly bulletin

There are no.

##### 5.1.2.3 Hard copy - Quarterly bulletin

There are no.

##### 5.1.2.4 Hard copy - Annually bulletin

There are no.

##### 5.1.2.5 Hard copy - Other

Tables upon special requests from state bodies and other users.

##### 5.1.2.6 Electronic - On-line bulletin or data

There are no.

### **5.1.3 Advance release calendar**

Indicators on the qualitative composition of personnel are published in accordance with the time frames established in the statistical program.

### **5.1.4 Simultaneous release**

There is no.

### **5.1.5 Dissemination on request**

In accordance with the Law of the Republic of Uzbekistan «On Official Statistics», the Provision «On the State Committee of the Republic of Uzbekistan on Statistics» and other regulatory documents, statistical information is provided to users upon their request in accordance with the established procedure. Dissemination of statistical information is carried out upon request of legal or physical entities in the form of printed or electronic tables, in the form of statistical collections, bulletins, timely information, as well as of agreements on the exchange of information between the parties.

## **5.2 Metadata**

### **5.2.1 Dissemination of documentation on concepts, scope, classifications, basis of recording, data sources, and statistical techniques**

Provided for in the clarifications to the “1-mehnat shakli (annual) («Report on labour»)” form. The data on the concepts are reflected in the disseminated statistical collections in the form of methodological explanations for the main indicators.

## **5.3 Assistance to users**

### **5.3.1 Dissemination of information on contact points**

On the website of the State Committee of the Republic of Uzbekistan on Statistics (<http://stat.uz>).

## **9. Plans**

### **9.1 Recent**

#### **9.1.1 Plans for improvement - Recent improvements**

The form of statistical reporting of labour in the sectoral forms of statistical reporting was improved, indicators for the age and level of education of employees were introduced in accordance with the current legislation.

## **9.2 General**

### **9.2.1 Plans for improvement - Short-term**

Reflection in statistical reports of indicators of the qualitative composition of personnel by educational level in the context of age categories, also by gender.

### **9.2.2 Plans for improvement - Medium-term**

Further improvement of works on the exchange of data on the quantity of employees, their qualitative composition between the State Committee on Statistics and the Ministry of Employment and Labour Relations through special software.

## **9.3 Financial**

### **9.3.1 Plans for improvement - TA/financing needs - Short-term**

Financing is ensured within the framework of the statistical program.

### **9.3.2 Plans for improvement - TA/financing needs - Medium-term**

Financing is ensured within the framework of the statistical program.

## Contact Person(s):

Prefix/First Name/Last Name:	Yuldoshev Zoyir
Title:	Head of Department
Division:	Department of Demography and Labour Statistics
Agency:	The State Committee of the Republic of Uzbekistan on Statistics
Address:	Mustakillik Avenue 63
City/State:	Tashkent city
Country:	Uzbekistan
Postal Code:	100170
Phone: Country Code /Number	998 71 2028065
Fax: Country Code/Number	
Email:	Sh.Abraev@stat.uz