

# **NATIONAL BUREAU OF STATISTICS**



## **DISSEMINATION AND PRICING POLICY**

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## **1.0 INTRODUCTION**

National Bureau of Statistics (NBS) is the authoritative source of official statistics in Tanzania and produces around 85 per cent of official statistics in Tanzania. All statistics published by NBS are official statistics, with the exception of certain pilot surveys, which upon the approval of the Director General can be published through reports, statistical news letter etc., provided that such pilot statistics are published on a one-off basis.

Official statistics are defined as statistics data produced, within the scope of the Statistical Programme of the National Statistical System (NSS) and of international organizations of which Tanzania is a member, in compliance with national and international technical standards and fulfill the NSS principles. Therefore Tanzania National Bureau Statistics is responsible for all official statistics which it produces directly or indirectly guided by the following NSS principles: technical independence, statistical confidentiality, impartiality and accessibility.

Official statistics are a common good to the society and must be available to everyone. Statistics must be presented in such a way that the main results can be understood without expert knowledge of statistics. NBS analyses must be accessible and understandable in order to enable users to obtain information on Tanzanian society. NBS must use its know-how to make the statistics coherent, understandable and accessible. The statistics that NBS produces and analyses should cover the needs of the general public, and also be extensive detailed enough to cover the business community and the public authorities' needs for statistics in regard to planning order.

Statistical data are a key asset in today's world, and to pivot to the conduct of research and analysis and contribute to decision-making processes and are therefore of interest to researchers, public and private decision-makers, politicians and economic agents.

The whole process of producing official statistics aims at fulfilling user needs for statistical data, based on their prior gauging and assessment. In this vein, the definition of information to be made available is the most critical and important component of statistical process as a whole. Data dissemination, which is a key stage of statistical

activity, is instrumental in implementing and highlighting strict compliance with the mission of statistical authorities. The NBS is committed to achieve excellence in the provision of timely, reliable and affordable official statistics for informed decision making in order to maximize the welfare of all Tanzanians. This can be achieved through the collection and analysis of censuses, surveys and the use of administrative data and timely dissemination of a range of statistical products and services to users.

### **1.1. NBS Core Values**

The NBS believes and subscribes to the following core values:

- Customer Focus - Give greater focus to customer demands since users of statistics require high quality statistics, which are relevant, accurate, timely, consistent, and accessible;
- Respect and Integrity - Consistently treat each individual stakeholder with a high level of respect and integrity;
- Transparency - Ensure openness in all its operations;
- Empowerment - Create equal opportunities for organizational and individual growth;
- Services excellence - Deliver its products and services in a right time
- Professionalism – Ensure that it employs rightful skills and attitude in the process of producing statistics;
- Confidentiality - Strictly maintain confidentiality of the information collected as stipulated in the Statistics Act, 2002; and
- Good Management and Teamwork.

NBS maintains good management and teamwork as one of the keys to success in achieving its vision and mission by using results oriented practices. The approach emphasizes the need to develop a clear set of objectives, strategies, targets, and performance criteria.

## **2.0. IMPORTANCE OF DISSEMINATION**

The NBS recognizes that timely dissemination of data to specialized users for research purposes and other decision makers is beneficial.

These benefits include:

- *Credibility and quality improvement.* Broader access to data enables replication of important statistics, further research and feedback to NBS which can help to improve the quality of data collection and statistical products.
- *Diversity of research work.* Data dissemination encourages diversity of analysis and opinion while promoting new studies.
- *Increased accountability.* The design of evidence-based policy and the monitoring of its impact often require more detailed analysis to complement the statistical products produced by the NBS.
- *Reduced duplication.* Non accessibility to data forces users to conduct their own surveys. Through timely dissemination, NBS will reduce the risk of duplicated activities and better allocation of resources for statistics.
- *Harmonization and comparability.* By reducing duplicated or competing data collection activities and allowing all users to access the same data, data dissemination by NBS contributes to the harmonization of concepts and methods.
- *Funding.* Better use of data generates better returns for survey sponsors. NBS recognizes that the Government and sponsor agencies will be more inclined to support surveys and censuses when such investments are fruitful.

This policy addresses the conditions, technical options and the manner in which the NBS disseminates anonymized data files to users for research purposes and identifies different levels of anonymization for different categories of data use.

## 2.1. Types of Data Files

Three types of Data files covered by this policy:

- **Public Use Files (PUFs):** These are data files that are disseminated for general public use outside NBS. They are highly anonymized by removing the names and addresses and by collapsing geographic and respondent characteristic details to ensure that identification of individuals is highly unlikely. These files are made available for downloading from the NBS website to individuals who identify themselves by name, provide their email addresses and agree to abide by the terms and conditions appropriate for a PUF (see Appendix A).
- **Licensed Files:** These files require a signed agreement between the NBS and major users, that permit them to access data files that are less highly anonymized and/or more sensitive than PUFs. For these files, all individual identifiers have been removed and some characteristic detail may be collapsed or removed. Licensing agreements are only entered into with bona fide users working for registered organizations. The primary and secondary researchers must be identified by name and a responsible officer of the organization must co-sign the license agreement (see Appendix B).
- **On-site Access Files:** The NBS may, in the fullness of time and based on special needs, permit users to work on-site within the NBS premises. This would provides access to sensitive data which can not be adequately anonymized for release outside of the NBS. All data removed from the NBS premises must be reviewed by a mandated officer of NBS to /or Director General ensure that confidentiality is not breached. Researchers will be asked to outline their research objectives (see Appendix C).

## 2.2. Classes of Anonymized Files

This policy recognizes that different products will have different characteristics and will be of varying use to the users depending on their research objectives. The nature of the

anonymized files produced depend on the needs identified by the user in their applications for access (see Appendix B and C).

There are three main types of anonymized files that may be produced under the terms of this policy. The major differences among these files are the levels of geographic and characteristic detail.

- Files that have less geographic detail and less characteristic detail (e.g., geography has been collapsed and variable detail has been reduced).
- Files that have less geographic detail and more variable detail.
- Files that have more or full geographic detail and more variable detail.

Files that have had both the variable detail and the geographic codes reduced are invaluable for students and professors in teaching and learning purposes so long as they are easily available to them. Such files can be made available as PUFs from the NBS web site.

Providing access to data files in which all of the survey variables are available along with detailed geographic identifiers increases the risk of identifying a respondent. Accordingly users requiring the maximum level of geographic detail may have to be prepared to work with less characteristic (variable) detail.

All files must be reviewed by the Data Release Committee prior to release.

### **3.0. USERS OF STATISTICS**

Users of statistics (or market) are either legal or private persons who need the statistics for making work-related decisions or have an interest in official statistics. Different users need different types of statistics. NBS offers a wide range of products and services, Statistics are provided on different data media on different areas.

Based on the customer's activity, relevance and relation (participation in the production process of statistics, taking statistics to the public, using it while making decisions that influence the society) NBS has divided its customers as follows:

- Local government and other government institutions - these are policy makers and researchers who are engaged in the development of local and national strategies



and programs, including the monitoring and evaluation of these programs under Mkukuta.

- Research and academic institutions, libraries-these include students and professors mainly engaged in educational activities.
- International and regional agencies involved in the conduct of special studies aimed at identifying development and support opportunities and the development programs and infrastructures within NBS.
- National and international research and academic institutes involved in social and economic research.
- Media
- Companies, associations, foundations, etc.
- Other users who are involved in conducting scientific research (to be approved on a case by case basis).

All the above mentioned groups are divided into users of free information and users of paid products and services.

### **3.1. Users of Free Information**

Users of free information use products and services free of charge, such as news releases, e-publications, statistical databases, websites and requests for information. Sales campaigns are not targeted to the users of free information — marketing messages reach them through various public relation activities (e.g. news releases, articles in newspapers, consultations in information centre or by information telephone).

### **3.2. Users of Paid Products and Services**

Users of paid products and services order statistical publications and information. The users who are ready to pay for products or services, are expect extra value.— in case of printed matter the analysis and qualitative information medium, or orders for information that is systematised data submission taking into account users' wishes.

#### **4.0. DISSEMINATION AND DISTRIBUTION OF OFFICIAL STATISTICS**

Dissemination of statistics is limited to making the statistics accessible for the public. Distribution of statistics means the inclusion of marketing activities in the process of statistics being passed on to the user.

NBS has a system of centralised dissemination and distribution of statistical information which is coordinated by the IT and Marketing Department. The principles of dissemination and distribution of statistics are governed by the **Statistics Act No.1, 2002**. The dissemination policy of official statistics should set out the rules laid down in the National Statistical System (NSS).

IMF Special Data Dissemination Standard (SDDS) requires announcing in advance the dissemination dates of statistics of some subject matter areas (national accounts, price indices, labour market, foreign trade, population, etc.) for at least three months. IMF Special Data Dissemination Standard is the reason why NBS disseminates the release calendar of news releases and of the database for the next year at 1<sup>st</sup> of October 2010 already. In this way the user is being informed when he/she can use statistics, i.e. it is possible to plan the work. Announcing the release dates in advance also ensures the equal treatment of users, guaranteeing them simultaneous access to official statistics.

#### **5.0. PRINCIPLES OF THE DISSEMINATION POLICY OF OFFICIAL STATISTICS**

- All users must have equal access to official statistics; this means that the dissemination dates of official statistics have to be announced in advance so that no user category can have access to the official statistics (results of official statistical surveys) before other users.
- Official statistics must be relevant for users; user friendly; comprehensive; and comply with requirements regarding legislation, confidentiality and quality.
- Official statistics are public goods whose productions are financed through the state budget. Users of statistical products only cover the direct expenses regarding their distribution.

- In news releases and statistical publications the data from the statistical database are used. It guarantees that the user finds identical data from all channels.
- Official statistics must be accurate, reliable, consistent and comparable in space and time.
- Distribution of official statistics must be impartial and transparent: this means that neither political comments nor comments of governmental authorities will be added to official statistics.
- Data security and privacy protection shall be safeguarded.
- The NBS will comment on misinterpretation and misuse of official statistics.

## **6.0. RELEASE OF OFFICIAL STATISTICS**

NBS makes official statistics available under the terms of the national and international, legal and ethical framework governing the production of statistics. NBS is solely responsible for deciding what, when and how statistics shall be released. The term "release" is used in relation to publishing new official statistics, while "publishing" is the publishing of supplementary products such as publications, statistical magazines, periodicals, etc. Before statistics can be released, they must be approved by the Director General. Statistics are released simultaneously for all users on the date specified in advance in the release calendar.

NBS follow these main principles on dissemination:

1. All publications are published on the website [www.nbs.go.tz](http://www.nbs.go.tz).
2. Statistics releases are announced in advance through the release calendar and made available to the outside world via the website.
3. All are official statistics are made available in Tanzania Integrated Statistical Database.
4. Information of general interest resulting from statistical operations contained in the "Production Programme for Official Statistics" is generally published.
5. The main indicators resulting from statistical activities to be disseminated are, in principle, included in the respective methodological document.
6. Statistical data are made available impartially and simultaneously to all users.

7. Statistical data are released autonomously and independent from any external interference.
8. The dissemination of official statistics is accompanied by the supporting metadata, as well as other information, on quality, in accordance with national and international criteria in order to facilitate proper interpretation by users.
9. Official statistical data released complies with the quality standards as defined for each statistical operation and included in the respective methodological document.
10. Statistical output is not disseminated, in part or wholly, if the quality levels set forth in the methodological document are not fulfilled. The decision against the dissemination of such results is made public as well as the reasons for.
11. Access to statistical data may be restricted when quality levels are deemed insufficient.
12. Should access to statistical data be restricted, users are notified through releases thereon. In exceptional cases, statistical data may be released only to specific user groups.
13. The dissemination schedule is established on the basis of purely technical criteria, by striking a balance between quality and timeliness.
14. Changes to the dissemination schedule, when deemed absolutely necessary, are publicly announced in advance, as soon as materially possible, being duly accounted for.
15. Errors when detected are recognized and documented, and the respective corrections/revisions are duly, rapidly and clearly disseminated to users.
16. 17. Statistical output may be made available as anonymized microdata for scientific purposes, to researchers at universities or other higher education institutions and renowned scientific research organizations, institutions or departments, under the section 20 of the Statistical Act, 2002.
17. Further dissemination of statistical data produced by NBS is free of charge, given that the source is identified and no restrictions are imposed on its access.

## 6.1. Release Time

Starting from October 1, 2010 official statistics will be accessible to users through website and the library, as news releases, and as e-publications one hour earlier at the new time of 13 p.m.

- Notifications about the dissemination of statistics are published in the release calendar, which is available on the website [http://www.nbs/project\\_calendar](http://www.nbs/project_calendar). At the beginning of October, the release times of the Statistical Database, news releases and publications will be announced in the release calendar. The release times for the next week set out in the release calendar will be confirmed a week before release. At the same time, the release dates of extraordinary news releases are announced.
- The release time of the extraordinary news releases published crisis communication (for example in case of misuse of the official statistics) or in case of special events (e.g. missions from other statistical organisations, etc.) will not be announced in advance in the release calendar and NBS might not publish such news releases at the traditional time at 13 p.m.
- The database will be updated at 13 pm. on the announced day.
- News releases will be issued at 13 pm. on the announced day.
- Electronic version of the publication will be made available on the announced day on the website at 13.pm.
- Printed publications will be published and kept at the Library at 13.pm.
- Changing of the release time will be allowed only in exceptional cases.
- If a change occurs in a release time, the relevant revised time will be displayed in the release calendar on the website. Users will be notified on the changes in the release times of news releases or publications.

## **7.0. MICRODATA**

NBS is responsible for disseminating micro data for research purposes. This applies to micro data from both sample surveys and register data. Researchers at recognised research units and authorised students, can access data for research purposes. The specific research work shall be documented in a project specification. The NBS will release data files to researchers for scientific research purposes when:

- The Director General is satisfied that all reasonable steps have been taken to prevent the identification of individual respondents.
- The release of the data will substantially enhance the analytical value of the data that have been collected.
- For all but purely public files, researchers disclose the nature and objectives of their intended research and will have signed an appropriate undertaking.

### **7.1. Accessibility to Official Statistics**

Wide and easy access to official statistical data is a standing priority of NBS, as well as the commitment to quality improvement of the service provided. In this vein, access to statistical data is made available using modern information and communication technology in order to meet user needs and permit easy access. The nature of the anonymized file will determine the manner in which it will be disseminated.

1. Official statistics are a public good and must meet user needs.
2. Access to statistical data is provided simultaneously to all users.
3. Access to official statistics is free of charge, except when additional data treatment is required.
4. Access to data is obtained via modern information and communication technologies, facilitating its using by experts and the society in general, without prejudice to ensure universal access.
5. Means of access to and dissemination of statistical data take into account the convenience of users and their needs.

In principle, no one has access to the statistics before they are released. This is one of the most important principles of NBS's dissemination policy, and is designed to ensure equal

treatment of the users. Line managers and other NBS employees involved in preparing and approving the release, can have access to the statistics prior to release. Other employees in NBS may be given such access for the purposes of their work but such statistics must not be made public, either directly or indirectly, before they are released through the website and other media after being approved by the Director General.

## **8.0. PROCEDURES AND RESPONSIBILITIES**

The **Survey Managers/Desk Officers** are responsible for:

- Identifying the needs of key stakeholders during preparation of the survey proposal, implementation plan and budget.
- Ensuring the creation of an anonymized file that meet the needs of the user community but in conformity with the Statistics Act.
- Identify any potential problem areas to be resolved and preparing a submission to the Data Release Committee.

### **8.1 Data Release Committee**

Will be chaired by the officer responsible for data dissemination and composed of a secretary (officer from IT and Marketing Department), managers (desk officers) of surveys for which requests are received, publicity officer and representatives of research community/institution.

The **Data Release Committee** will be responsible for:

- Reviewing all requests received in regard to the release of anonymized data files; using established criteria.
- Approving all files for release and providing guidance to the survey managers on how to improve the files before their released.
- Reviewing requests for access to licensed data files by researchers.
- Revising the guidelines that managers use to create anonymized data files.
- Overseeing the licensing process and resolving issues dealing with possible breaches.
- Responsible for developing the release calendar

The **Director General** will approve all releases of anonymized data files to users based on the advice and recommendation of the Data Release Committee.

**8.1.1. Sponsors and Government Stakeholders:** will be responsible for identifying their research needs and priorities to the survey managers prior to the design of the data files.

## **9.0. DISTRIBUTION**

In this document, the term “distribution” covers all the activities as a result of which customers receive the requested product or service from NBS. The system through which the product or service moves from NBS to the user is called the distribution channel.

### **9.1. Distribution Channels**

NBS has chosen the direct channel as the main distribution channel.

#### **9.1.1. E-mail and Telephone**

The purpose of mass-mailing via e-mail is to contact the target groups and introduce the product as well as to invite the potential customers to submit their orders. Either one or more publications are offered via mass-mailing, depending on the need. This has proved to be the most convenient and effective way of selling publications.

Direct marketing by mail is used if the addressees do not have electronic communication channels. However, contacting them is considered worth spending more time and financial resources on.

Small specific target groups are contacted by phone. As this procedure requires time and financial resources, choosing this method must be specifically justified. Its advantage, however, is that it offers immediate contact with the client.

#### **9.1.2. Information Line**

Via information line (+255 22 2122722/3/4) and Fax No +255 22 2130852. It is possible to submit orders and requests for information. The line is open Monday to Friday from 9:00 to 17:00. The advantage of this channel is the opportunity to get immediate consultation on how to get information as well as being able to talk to subject- matter experts.



### **9.1.3. Modern Library**

NBS library is located at the Headquarters Casino Building, Kivukoni Front, it has been set up to help the users of statistics. The library is open Monday to Friday from 9:00 to 16:00. The visitors are free to use the computer with Internet connection and CD-ROM drive.

In the library, it is possible to view all the publications that have been issued in the given year and also the most significant publications from previous years. The library is open to everyone who is interested in statistics.

Consultants are at the disposal of the visitors for:

- Helping them to find statistical material available on the shelves;
- Selling the publications of NBS;
- Providing information about the existence and availability of the statistics;
- Giving guidance on how to use the web site;
- Receiving orders for statistical information and requests for information.

The NBS library is modern and possesses Tanzania's largest collection of statistical publications issued in Tanzania as well as those published by international organisations and statistical offices of other countries. Publications can be used in the reading room of the library; collections are not lent out for reading at home.

### **9.1.4. NBS Bookshops**

This is also located at the NBS library, this is the place where only resellers of statistical products as well as major bookstore chains. Its function is to present the publications on the shelves and to sell them. The communication with the reseller is regulated by a cooperation agreement, which reflects, among other things, the way in which NBS receives payment for the publications and the pricing principles. The publications for sale and their prices are presented elsewhere in this document.

### **9.1.5. NBS Website**

The purpose of the web site [www.nbs.go.tz](http://www.nbs.go.tz) is to inform the public about the NBS, its activities and availability of official statistics, provide electronic products and services for a wide range of users. In addition to NBS statistics, the website also includes the statistics

of Tanzania Zanzibar. In the website there are other links to different databases like Tanzania Intergrated Statistics Database (TISD), Tanzania Social Economic Database (TSED), and Tanzania Metadata Toolkit as well as other statistical links.

#### **9.1.6. Tanzania Integrated Statistics Database (TISD)**

The purpose of the TISD is to provide all official statistics intended for dissemination, including regional statistics. So far raw data as well as tables are archived in different formats e.g. raw data in Spss, Stata and tables in Excel and PDF file format, these data are from different sources like census and surveys. The public databases are available on the web site [www.nbs.go.tz](http://www.nbs.go.tz). The database is available since 2003 and it is constantly being updated. In addition to fresh statistical information, it also contains data of the previous periods as far back as possible.

#### **9.1.7. TSED**

TSED([www.tsed.org](http://www.tsed.org)) is a comprehensive and up-to-date socio-economic database system that:

- Facilitates the systematization, storage and analysis of performance indicators in different thematic areas that are defined by the users.
- Allows for user-friendly analysis of data through tables, graphs, reports and maps options. The system allows the creation of global, regional, national and local maps, with upto 10 geographic levels.
- Allows the grouping of indicators in different frameworks, sectors and sub-sectors, by themes (poverty, disparities etc), by institutions, by sources, by international commitments and goals.
- Provides updated time-series as well as multiple estimates from various sources, disaggregated data down to village, by sex and urban/rural strata whenever these are available.
- Allows the creation, modification and merging of indicator databases without the need for specialized programs or technical support, the system contains a wizard that provides step by step orientation for these tasks

### **9.1.8. Country STAT**

CountrySTAT ([www.countrystat.org/tza](http://www.countrystat.org/tza)) is a statistical framework and applied information system for analysis and policy-making designed to organize, integrate and disseminate statistical data and metadata on food and agriculture originating from different sources. CountrySTAT gathers and harmonizes scattered institutional statistical information so that information tables become compatible with each other at the country level and with data at the international level. The main objectives are to facilitate decision-maker's access to information and to bind data sources that are currently spread in different institutions.

### **9.1.9. Tanzania Metadata Toolkit**

The NBS will also release its dissemination Microdata files on its Tanzania NADA (National Data Archive) server. The Tanzania NADA server is build with software and maintained according to international best practice and standards advocated by the International Household Survey Network (IHSN) in accordance with the Marrakesh Action Plan for Statistics (MAPS).

PUFs are made available by having users complete an online form in which they provide their contact information. Having contact information enables NBS to monitor the popularity of its products and enables contact with the users if there subsequent problems with the file or updates to the survey.

Files requiring the user to sign a license are made available after the user completes and returns an access form which they can obtain from the Tanzania NADA site. The NBS may choose to provide these users with on-line access from a secure server, secure FTP or CD-ROM. More than one version of the Tanzania NADA server may be used to serve different classes of users.

### **9.1.10. Events and Trade Fair**

The publications of NBS are presented and sold at events and trade fairs, both local and international, where it is possible to achieve direct contact with the potential users of statistics. Unlike the participation in trade fairs the main objective is not to sell publications; however, it is the second most important thing next to informing the targeted groups and enhancing co-operation.

### 9.1.11. Archiving

All official statistics that is datasets, reports and other publications are electronically archived by responsible staff in the IT and Marketing Department, NBS 's official documents such as NBS staff regulation, strategic and business plan are also submitted and archived.

## 10.0. DEFINITIONS

For the purposes of this policy, **Data** are defined as files of records pertaining to individual respondent units. Data files for dissemination purposes differ from those used within the NBS in that all direct and indirect identifiers have been removed through various anonymization procedures.

**Anonymization** refers to the process of removing direct and indirect identifiers from the survey files to conceal the characteristics and the identity of individual respondents.

**Direct identifiers** include such information as names, addresses or other direct personal identifiers which must be removed from all files made available to users.

**Indirect identifiers** refer to characteristics which are shared with several other respondents and when combined with other information, can compromise the identity of the respondent.

The procedures followed to remove indirect identifiers are outlined in the metadata documentation accompanying the data file. Indirect identifiers may be removed through the use of one or more of the following techniques:

- **Removing variables:** A variable that is regarded as being too sensitive to be released (e.g., ethnicity, religion, and HIV status) may or may not be relevant for policy analysis and can be removed from the file when not required.
- **Removing records:** Extreme values may be removed entirely from the file and the weighting factor adjusted accordingly. This approach is minimized as removal of a great number of records will distort the data.
- **Global recoding:** This involves the aggregation of the observed survey values in pre-defined classes in such a way that individual responses are not visible. This approach can be applied to continuous or discrete variables and to geographic codes.

- **Top and bottom coding:** For numeric or ordinal variables the highest and lowest values are often very rare and can reveal the identity of respondents. Top coding involves the creation of ‘catch-all’ categories such as “age greater than X” or “income greater than Y”. Bottom coding involves creating catch-all categories for small values.
- **Local suppression:** This is used when two variables taken together lead to identifying a unique person. For example, a 14 year old widow will likely be a unique situation at the village level. If, for instance, global recoding of geographic codes does not address this case, then suppressing ‘marital status’ for this individual would most likely eliminate this problem.

For the purposes of this policy, **dissemination** refers to the act of making data files and accompanying **metadata** available for **access and use**.

## **11.0 PRICING POLICY**

Official statistics are public goods and therefore free of charge. Price is charged for expenses related to data media and additional processing. Sale of products and services does not produce profit: the price covers the expenses.

It is the policy of the NBS to encourage broad use of its products by making them affordable for users. Accordingly, NBS attempts to ensure that the costs of creating anonymized data files are built-in to the survey budget. At the same time, NBS attempts to recover costs associated with the provisions of special services that benefit only a specific group.

As a general principle, NBS does not seek to recover any of the costs of data collected, products developed or standard services provided, as those costs are met from an allocation voted by Parliament and funds from the donors.

### **Exceptions are:**

- i. Where a cost not provided for in the core budget of NBS is incurred in servicing a user request, this cost will be passed on to the user.

- ii. To avoid misuse and waste, a nominal charge for data or products disseminated on compact disk, flash disk, or in paper format may be levied in accordance with Statistics Act No.1, 2002.
- iii. The first copy of all data sets supplied to the following departments, institutions and entities will be made available free of charge:
  - All departments of national government
  - All departments of provincial government
  - All local authorities
  - All constitutional institutions
  - All major public entities, as listed in schedule 2 of the Public Finance
  - All national public entities,
  - Any other body not-for-profit which, in the opinion of the Director General operates for the promotion of the public

### **11.1 Pricing Principles**

Products and services in pricing principles are divided into two:

- core information free of charge
- fee-charging products and services

Core information is free for all users. This includes news releases, electronic publications, database, website, information sheets and requests for information. The cost of these products and services will be fully covered from the state budget.

Fee-charging products and services include statistical publications (printed matter, CD-ROMs) and orders for information (incl. standard orders such as ordering of financial key ratios, foreign trade, industrial statistics and geo-referenced results of the Population and Housing Census). Pricing of products and services depend on the structure of expenses, demand for products and services and users' price sensitivity.

### **11.2 Structure of Expenses**

According to the pricing principle of the products made in the framework of official statistical program, the expenses do not include the work financed through the

institution's internal resources. Also, the cost of outsourced services (fees of co-authors, translations) are not taken into account in the calculation of the cost price.

Prices of the orders for information made in the framework of official statistical program do not include the expenses incurred in the acquisition of official statistics. The price depends on the time spent in the processing of the data but the calculation is based on the cost of a working hours.

One working hour costs *USD 30\$* or its equivalent in Tshs. The price of the standard order is made known to the user in advance since the volume of additional processing and the expected result will have to be determined.

#### Principles of discount

The following discounts apply upon subscription for statistical publications:

- 5% of the price for the buyers of 100 or more copies of pocket-sized reference books;
- 10% of the price for the buyers of 50 or more copies of statistical publications or CD-ROMs;
- 50% of the price for the buyers of old products subsequently to the entry of new similar products into the market.
- 15% of the price for the yearly order of quarterly bulletin;
- 30% of price for universities/research institutions which buying the raw data of 100MB

For bigger discounts, a case-by-case approach is applied, and the price offer has to be approved in advance by the head of Information Technology and Marketing Department.

The following **cost-recovery principles** apply to the dissemination of data files:

- Public use files posted in the Tanzania NADA data server for broad download will be available.
- Licensed data files will be made available to sponsors without charge provided that the cost of preparing the files is part of the survey budget;

- Line ministries are expected to ensure that the NBS has sufficient funding to support the preparation of files for their use;
- Users demanding special services are expected to negotiate a cost-recovery agreement with the NBS.
- Customer will pay a token amount of USD 5\$ or its equivalent in Tshs. per 1MB of the micro data.

### **11.3. Setting and Approval of Tariffs**

Tariffs will be revised on an annual basis, and will be subject to the approval of the Director General and the Ministry of Economic and Finance.

### **11.4. Access to Data, Products and Services**

All data, products and services made available via the NBS website will be accessible by users at no cost.

### **11.5. Services and Training**

Charges will be levied for specialized, individualized services.

- These charges will be calculated at the standard hourly rate, and revised annually.
- Requests for data, products and services, which can be met through extraction from standard products and data sets, will not attract any charge.
- The cost of initial training in the use of data and linked software is included in the nominal charge levied for acquisition of the data set.
- Additional training and support required will be charged for at the standard hourly rate, and revised annually.

### **11.6. Exemption from Specified Tariff**

Data, products and services normally attracting a price may be supplied without charge when this is authorized, in writing, by the Director General and/or his/her authorized nominee.

### **11.7. Copyright and Ownership**

The information products and services of NBS are protected in terms of the **Copyright and Neighboring Rights Act, 1999**



Where a copy of the information is made available to any third party outside the State, the third party must be made aware of the existence of State copyright and ownership of the information by the State.

The State (through NBS) retains the full ownership of its information, products and a service at all times – access to information does not give ownership of the information to the client. The use of any data is subject to acknowledgement of NBS as the supplier and owner of copyright.

### **11.8. Liability**

The following liability clause should accompany data, which emanates from NBS or any of the designated components including service providers responsible for the dissemination of data:

*“National Bureau of Statistics(NBS) will not be liable for any damages or losses, except to the extent that such losses or damages are attributable to a breach by NBS of its obligations stated under the Statistics or to the negligence or willful act or omissions of the NBS, its servants or agents, arising out of the supply of data and or digital products in terms of that agreement. The user indemnifies NBS against any claims of whatsoever nature (including legal costs) by third parties arising from the reformatting, restructuring, reprocessing and/or addition of the data, by the user”.*

### **11.9. Pricing of Publication**

**Pricing** depend on the size of the publication, quality of material used, colour, weight of the paper used and numbers of pages contained in that product plus cost of production then you mark up by required percentage to cover some cost and other operations as well, therefore, printing cost per unit depends on number of ordered quantities at that given time .NBS apportion cost of advertising and distribution so that its publications will be known and availed to their target markets.

### 11.10. Tariffs

<b>Printed reports (Printed in black and white only): Pages and paper weight</b>	<i>Tariff</i>
<i>Pocket book (1- 60 )</i>	<b>Tshs 4,000</b>
<i>A5 (101-200 )</i>	<b>Tshs 15,000</b>
<i>A4(201-300)</i>	<b>Tshs 18,500</b>
<i>A6</i>	<b>Tshs 25,000</b>
<b>Other products printed in full colour pages</b>	<i>Tariff</i>
<i>Pocket book (1- 60)</i>	<b>Tshs 5,000</b>
<i>A5 (101-200 )</i>	<b>Tshs 20,000</b>
<i>A4(201-300)g</i>	<b>Tshs 21,500</b>
<i>A6</i>	<b>Tshs 30,000</b>

**Price for Geographical Information System(GIS) Products**

	SOFT COPY (Tshs.)	HARD COPY	
		Size	Tshs
Each enumeration area map each	<b>6,250</b>		<b>5,000</b>
District map with enumeration area	<b>437,500</b>	A0	<b>62,500</b>
District map with village boundaries	<b>250,000</b>	A1	<b>50,000</b>
		A2	<b>37,500</b>
		A3	<b>25,000</b>
		A4	<b>12,500</b>
Ward boundaries map (one)	<b>25,000</b>	A1	<b>37,500</b>
		A4	<b>6,250</b>
District map with ward boundaries	<b>125,000</b>	A1	<b>37,500</b>
		A 2	<b>25,000</b>
		A3	<b>12,500</b>
		A4	<b>6,250</b>
Regional map with boundaries	<b>187,500</b>	A0	<b>75,000</b>
		A1	<b>50,000</b>
		A2	<b>50,000</b>
		A3	<b>37,500</b>
		A4	<b>12,500</b>
Tanzania Map with ward boundaries	<b>433,500</b>	A0	<b>75,000</b>
		A1	<b>62,500</b>
		A2	<b>37,500</b>
Tanzania map with District Boundaries	<b>62,500</b>	A0	<b>50,000</b>
		A1	<b>37,500</b>
		A2	<b>31,250</b>
		A3	<b>12,500</b>
Road networks and Drainage on any Map	<b>433,500</b>	A0	<b>75,000</b>
		A1	<b>62,500</b>
		A2	<b>37,500</b>

### **11.11 Data sets**

The first copy of any data sets supplied in terms of section 2 (iii) of the Pricing Policy:

**No charge**

Subsequent copies of data sets supplied to departments, institutions, and public entities specified in terms of section 2 (iii) of the Pricing Policy:

**No charge**

Data sets supplied to users not specified in terms of section (iii) Of the Pricing Policy:

**Tshs. 5000 per MB**

### **Data and products copied to compact or stiffy disk**

Data and products copied, on request, to CD, DVD or stiffy disk

**Tshs.5,000**

### **Standards, classifications and general reference works**

Classifications, metadata, annual reports, brochures, Catalogues, non-specialist reference compilations:

**Free**

### **User requests**

Standard user requests for data and information:

**Free**

Special requests, data runs, consultancies and research, training in addition to that provided with standard data sets:

**Tshs. per  
hour or part thereof**

### **Internet services**

Data, publications and services accessed via the web:

**Free**

### **Postage and courier**

Postage at prevailing rates

Courier services at prevailing rates

### **11.2. Mode of Payment**

- Cash are acceptable through our cash office, cheque and postal money Order are also acceptable.
- Customers abroad will receive an invoice and we will only send the data through mail/e-mail upon receiving money through our bank account.

### **11.3. Further Information**

For further information about access to data, please contact

The Director General,  
National Bureau of Statistics,  
Kivukoni Front,  
P.O.Box 796,  
Dar Es Salaam, Tanzania.

Tel: +255 22 2122722/3/4

Fax +255 22 2130852

E-mail dg@nbs.go.tz

## **Appendix A: Terms and Conditions of Use of Public Data Files**

The data and other materials provided by the Tanzania NBS will not be redistributed or sold to other individuals, institutions, or organizations without the written agreement of the Tanzania NBS.

The data will be used for statistical and scientific research purposes only. They will be used solely for reporting of aggregated information, and not for investigation of specific individuals or organizations.

No attempt will be made to re-identify respondents, and no use will be made of the identity of any person or establishment discovered inadvertently. Any such discovery would immediately be reported to the Tanzania NBS.

No attempt will be made to produce links among datasets provided by Tanzania NBS, or among data from the Tanzania NBS and other datasets that could identify individuals or organizations.

Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the Tanzania Data Archive will cite the source of data in accordance with the Citation Requirement provided with each dataset.

An electronic copy of all reports and publications based on the requested data will be sent to the Tanzania NBS.

The original collector of the data, the Tanzania NBS, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.

## **Appendix B: Form for access to licensed file from the Tanzania NBS.**

### **Application for Access to a Licensed Dataset**

Title and reference number of the dataset(s) you are requesting (use the exact title, year and reference number as listed in our survey catalogue):

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#### **Instructions**

This form is to be mailed, faxed or emailed (scan signed copy) to the NBS, with a cover letter printed on the sponsoring agency letterhead.

Mail to: [National Bureau of Statistics,P.O.Box 796,Dar Es Salaam,Tanzania]

Fax to: [+255 22 2130852]

E-mail scanned copy to: [dg@nbs.go.tz]

Access to licensed datasets is only granted when there is a legally registered sponsoring agency (government ministry, university, research centre, national or international organization, etc.).

Requests are reviewed by our data release committee. If approved, you will be provided with the data and documentation on CD-ROM/DVD or through secure FTP server.

Information you provide in this form will not be shared with others, unless a breach to the legal agreement is confirmed in which case the Tanzania NBS may inform partner statistical agencies in other countries.

#### **Terms**

In this agreement,

‘Primary Data Investigator’ refers to the investigator who serves as the main point of contact for all communications involving this agreement. The Primary Data Investigator assumes all responsibility for compliance with all terms of this Data Access Agreement by employees of the receiving organization. ‘Other Investigators’ refers to individuals other than the Principal Investigator, including research assistants, who will have access to the restricted data. ‘Receiving Organization’ refers to the organization / university / establishment which employ the Primary Data Investigator.

‘Representative of the Receiving Organization’ refers to an individual who has the authority to represent the Receiving Organization in agreements of this sort.

**Section A. Primary Data Investigator**

First name .....  
Last name .....  
Title .....  
Prof/ Dr/ Mr/ Mrs/ Ms .....  
Organization .....  
Position in organization .....  
Postal address .....  
Telephone (with country code).....  
Fax (with country code) .....  
E-mail .....

**Section B. Other Investigators**

Provide names, titles, and affiliations of any other members of the research team who will have access to the restricted data.

Name (last / first) Position Affiliation

**Section C. Receiving Organization**

Organization name .....  
Type of organization .....  
Line ministry / public administration .....  
University .....  
Research centre .....  
Private company .....  
International organization .....  
Non-governmental agency (national) .....  
Non-governmental agency (international) .....  
Other (specify) \_\_\_\_\_  
Organization website (URL) .....  
Postal address .....



**Section D. Representative of the Receiving Organization**

First name .....  
Last name .....  
Title .....  
Prof/ Dr/ Mr/ Mrs/ Ms .....  
Position in organization .....  
Postal Address .....  
Telephone (with country code) .....  
Fax (with country code) .....  
E-mail .....

**Section E. Description of Intended Use of the Data**

Please provide a description of your research project (research question, objectives, methods, expected outputs, partners). If information is insufficient, your request may be rejected or additional information will be requested. This information may be provided in an attached appendix to this request.

List of expected output(s) and dissemination policy

**Section F. Identification of data files and Variables Needed**

The NBS provides detailed metadata on its website, including a description of data files and variables for each dataset. Researchers who do not need access to the whole dataset may indicate which subset of variables or cases are of interest. As this reduces the disclosure risk, providing us with such information may increase the probability that the data will be provided.

This request is submitted to access:

The whole dataset (all files, all cases)

A subset of variables and/or cases as described below (note that variables such as the sample weighting coefficients and records identifiers will always be included in subsets).

## **Section G. Data Access Agreement**

The Primary Data Investigator, the Other Investigators, and the Representative of the Receiving Organization agree to comply with the following:

Access to the restricted data will be limited to the Primary Data Investigator and Other Investigators.

Copies of the restricted data or any data created on the basis of the original data will not be copied or made available to anyone other than those mentioned in this Data Access Agreement, unless formally authorized by the NBS

The data will only be processed for the stated statistical purpose. They will be used for solely for reporting of aggregated information, and not for investigation of specific individuals or organizations. Data will not in any way be used for any administrative, proprietary or law enforcement purposes.

The Primary Data Investigator undertakes that no attempt will be made to identify any individual person, family, business, enterprise or organization. If such a unique disclosure is made inadvertently, no use will be made of the identity of any person or establishment discovered and full details will be reported to the NBS. The identification will not be revealed to any other person not included in the Data Access Agreement.

The Primary Data Investigator will implement security measures to prevent unauthorized access to licensed data acquired from the NBS. The data must be destroyed upon the completion of this research, unless NBS obtains satisfactory guarantee that the data can be secured and provides written authorization to the Receiving Organization to retain them. Destruction of the data will be confirmed in writing by the Primary Data Investigator to the NBS.

Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the National Data Archive will cite the source of data in accordance with the citation requirement provided with the dataset.

An electronic copy of all reports and publications based on the requested data will be sent to the NBS.

The original collector of the data, the NBS, and the relevant funding agencies bear no responsibility for use of the data or for interpretations or inferences based upon such uses.

This agreement will come into force on the date that approval is given for access to the restricted dataset and remain in force until the end date of the project or an earlier date if the project is completed ahead of time.

If there are any changes to the project specification, security arrangements, personnel or organization detailed in this application form, it is the responsibility of the Primary Data Investigator to seek the agreement of the NBS to these changes. Where there is a change to the employer organization of the Primary Data Investigator this will involve a fresh application being made and termination of the original project.

Breaches of the agreement will be taken seriously and the NBS will take action against those responsible for the lapse if wilful or accidental. Failure to comply with the directions of the NBS will be deemed to be a major breach of the agreement and may involve recourse to legal proceedings. The NBS will maintain and share with partner data archives a register of those individuals and organizations which are responsible for breaching the terms of the Data Access Agreement and will impose sanctions on release of future data to these parties.

**Signatories**

The following signatories have read and agree with the Data Access Agreement as presented in Section G above:

**The Principal Data Investigator**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Representative of the Receiving Organization**