

## **Decree No. 2728**

Issued on February 28, 1980

### **Regulating the Central Administration for Statistics (CAS) and Determining the CAS Personnel, Employment Terms, Grades and Payrolls, Indemnities and Classification Terms**

The President of the Republic,

Pursuant to the Constitution,

Pursuant to the Draft Law enforced by Decree No. 1793 of 22/2/1979 (Establishment of the Central Administration for Statistics) notably Article 4 thereof,

Following the consultation of the State Consultative Council,

Following the approval of the Civil Service Council as per Resolution No. 704 issued on 11/12/1979,

Pursuant to the proposal of the President of the Council of Ministers,

Following the approval of the Council of Ministers in its meeting held on 29/12/1979,

Decrees as follows:

#### **Chapter I**

##### **Regulating the Central Administration for Statistics**

Article 1: The Central Administration for Statistics shall be composed of:

- The Administrative Department
- The Production Statistics Department

- The Household and Social Sector Statistics Department
- The Field Operations and Regional Statistics Department
- The IT Department
- The Coordination and National Accounts Department
- The Documentation, Publication & Printing Department

Article **2**: The Administrative Department shall fulfill the duties and powers assigned by laws and regulations to the administrative departments in public administrations.

Article **3**: The Administrative Department shall be composed of:

- The Administrative Section
- The Accounting Section
- The Equipments and Supplies Section

Article **4**: The Administrative Section shall be responsible for:

- Ensuring the circulation of mails, archives, and correspondence, as well as the distribution of intelligence, transportation, internal service and other CAS public services.
- Personal affairs of employees, contractual personnel, wage-earners and other personnel at the CAS.

Article **5**: The Accounting Section shall be responsible for:

- Preparing the draft budget and performing transactions related to the budget implementation and account keeping.

**Article 6:** The Equipments and Supplies Section shall be responsible for:

- Procuring the necessary technical and administrative equipments and supplies to the CAS, establishing the technical terms of reference pertaining thereto, and keeping the accounts of such equipments and supplies.
- Maintaining buildings and equipments.

**Article 7:** The Production Statistics Department shall be responsible for:

- Establishing the statistics related to natural resources and activity of economic sectors, namely agriculture, industry, energy, construction, transportation, tourism and other services, in addition to prices, domestic and foreign trade, in cooperation with the competent administrations.
- Creating and updating the database of production institutions and coordinating with the similar databases of public administrations, municipalities and other public institutions.
- Providing technical supervision on the statistical units of ministries and other public administrations concerned with the affairs of production institutions, such as the Ministry of Agriculture, the Ministry of Industry and Petroleum, the Ministry of Economy and Trade, the Ministry of Public Works and Transportation, the Ministry of Water and Electricity Resources, the Ministry of Post and Telecommunications, the Ministry of Tourism, etc; and enhancing the methods of establishing their work statistics and extracting their available statistical information.
- Preparing the periodic statistical investigations at production institutions, as well as extracting and analyzing their results.
- Establishing the preliminary accounts of the production sector in the frame of the public national accounts.

**Article 8:** The Production Statistics Department shall be composed of:

- The Section of Production Database
- The Section of Foreign Trade Statistics

- The Section of Prices and Internal Commerce Statistics
- The Working groups established as per a Resolution issued by the General Director pursuant to a proposal made by the Head of the Department, to conduct statistics and studies according to annual or multiannual action plans.

**Article 9:** The Section of Production Database shall be responsible for:

- Creating the database of production institutions according to the specifications of their economic activity geographical location and number of employees.
- Providing a specific serial number for each institution and seeking to unify such numbers with the various competent administrations and institutions.
- Establishing periodic statistics about the database movement.

**Article 10:** The Section of Foreign Trade Statistics shall be responsible for:

- Establishing the foreign trade statistics in cooperation with the General Customs Administration.
- Conducting studies related to foreign trade including a study on the prices of imported and exported goods.
- Preparing the preliminary tables of foreign exchange in the frame of the national accounts.

**Article 11:** The Section of Prices and Internal Commerce Statistics shall be responsible for:

- Collecting the wholesale prices of various goods and controlling the evolution of prices at the different marketing stages.
- Collecting the retail prices of food products, garments, house appliances, and the prices of services in various sectors on a regular and periodic basis.
- Calculating the standard wholesale and retail prices for each set of products according to their purpose of use, and the standard figures of the cost of living.

- Estimating and studying the domestic trade margins in the frame of the national accounts.

**Article 12:** The Household and Social Sector Statistics Department shall be responsible for:

- Establishing the statistics related to housing, health, education, labor force, income, household consumption, and the activity of cultural and social institutions, in cooperation with the competent administrations.

- Providing technical supervision on statistical units in the ministries and other public administrations and institutions concerned with social affairs, such as the Ministry of Housing and Cooperatives, the Ministry of Justice, the Ministry of National Education and Fine Arts, the Ministry of Public Health, the Ministry of Labor and Social Affairs, the National Social Security Fund, etc; and enhancing their methods of establishing work statistics and extracting their available statistical information.

- Preparing the periodic statistical investigations in households, social and cultural institutions, as well as extracting and analyzing their results.

- Preparing the preliminary accounts of the household sector and social institutions in the frame of the public national accounts.

**Article 13:** The Household and Social Sector Statistics Department shall be composed of:

- The Section of Housing Statistics

- The Section of Labor Statistics

- The Working groups established as per a Resolution issued by the General Director, pursuant to a proposal made by the Head of the Department, to conduct statistics and studies within the Department's powers and according to annual or multiannual action plans.

**Article 14:** The Section of Housing Statistics shall be responsible for:

- Conducting the periodic statistical investigations related to households and extracting the results thereof.
- Preparing a specific label for each building according to the geographical location, construction specifications and equipments.
- Establishing periodic statistics on housing and rents in cooperation with the competent authorities.

**Article 15:** The Section of Labor Statistics shall be responsible for:

- Preparing the statistical investigations among households to identify the employment and unemployment rates and the labor force distribution among professions and sectors, and analyzing the results thereof.
- Establishing periodic statistics on employment and unemployment in cooperation with the competent administrations.

**Article 16:** The Field Operations and Regional Statistics Department shall be responsible for:

- Conducting field work (i.e. gathering information from public administrations as well as from public and private institutions as required by the different units in the CAS, and all field work in regions).
- Executing on-field statistical investigations.
- Establishing regional statistics in cooperation with the regional authority.

**Article 17:** The Field Operations and Regional Statistics Department shall be composed of:

- A regional office in each governorate.
- Beirut Office.

Article **18**: The regional offices in governorates shall be responsible for:

- Gathering the information, required by the various departments in the CAS, from public administrations as well as from public and private institutions.
- Executing statistical investigations at the governorate level.
- Establishing regional statistics in cooperation with the local authorities in the governorate.

Article **19**: Beirut Office shall be responsible for:

- Gathering and centralizing all statistics received from the other regional offices in addition to the duties stipulated in the previous article with regard to Beirut City.

Article **20**: The IT Department shall be responsible for:

- Processing statistical information by means of the computer, devices, equipments and tools used by the department, and providing technical advice in organizing the operations to be automatically processed and in preparing classifications and codes.

Article **21**: The IT Department shall be composed of:

- The Analysis and Programming Section
- The IT Section

Article **22**: The Analysis and Programming Section shall be responsible for:

- Establishing general plans for the processing of statistical information.

- Determining a computer-based system for information processing, and organizing the library of programs, supporting programs and multi-purpose programs.
- Determining a method for filing recordings on magnetic memories.
- Determining and drafting programs, drawings of recordings and printed materials that should be extracted, and modifying such programs when needed.
- Auditing the tables extracted from the devices.

Article **23**: The IT Section shall be responsible for:

- Conducting all automated processing of statistical information by means of the computer, units, devices and equipments that support or prepare such operations.
- Establishing plans for the operations to be automatically processed and verifying the good implementation thereof.
- Keeping, numbering and indexing the contents and the sorting method of magnetic disks and tapes.
- Receiving and delivering all documents of the units for which the information is processed.

Article **24**: The IT Section shall be composed of:

- An Operator for the preparation of IT work and archives.
- An Operator for information conversion.
- A computer operator.

Article **25**: The Coordination and National Accounts Department shall be responsible for:

- Establishing the general frame and plans of national accounts.



- Centralizing the preliminary accounts established by the competent units, as well as the final account of the State budget, the budgets of public institutions and municipalities, and the account of financial operation or statistics established by Banque du Liban, coordinating them and establishing the final accounts.
- Establishing temporary estimative accounts and the expected accounts of the economic activity.
- Studying the general economic and social conditions and controlling the development thereof.
- Unifying and generalizing the statistical codes and terms used in the CAS units, public administrations, institutions and municipalities.
- Conducting and generalizing the necessary research to enhance statistical methods.

Article **26**: The Coordination and National Accounts Department shall be composed of working groups established as per a Resolution issued by the General Director pursuant to a proposal made by the Head of the Department. The working groups shall fulfill the duties of the Department according to annual or multiannual action plans.

Article **27**: The Documentation, Publication & Printing Department shall be responsible for:

- Centralizing and classifying all documents related to the economic and social activity of the country and the other countries, the scientific journals and research in the field of statistics, economics and sociology.
- Organizing and keeping the library.
- Conducting all drawings and establishing geographical maps.
- Printing forms and other documents related to the CAS work.
- Preparing, printing and distributing periodic publications.

Article **28**: The Documentation, Publication & Printing Department shall be composed of:

- The Documentation Section
- The Publication Section
- The Printing Section

Article **29**: The Documentation Section shall be responsible for:

- Centralizing and classifying all documents related to the economic and social activity of the country, neighboring countries and other countries, as well as the scientific journals and research in the field of statistics, economics, and sociology.
- Organizing and keeping the library.
- Providing the technical personnel at the CAS and other researchers outside the CAS, with publications, research and documents which they need at work and in their research.
- Providing the public with statistical information that is published or under publication.

Article **30**: The Publication Section shall be responsible for:

- Preparing, extracting and supervising the issuance of periodic publications.
- Distributing the publications issued by the CAS.
- Drawing socioeconomic charts and geographical maps, and conducting all other drawings.

Article **31**: The Printing Section shall be responsible for:

- Printing the statistical publications, forms and other documents deemed necessary for the CAS activity.

## **Chapter II**

### **Determining the Technical Positions and their Employment Terms**

Article **32**: The technical positions in the Central Administration for Statistics (CAS) shall be as follows:

- Statistician Head of Department: The Statistician Head of Department shall exercise the powers of the Head of Department on one of the technical departments.
- Senior Statistician or Statistician: The Senior Statistician or Statistician shall determine the methods, establish the necessary plans for statistical work and studies, control and supervise the execution, analyze the results and publish the summary thereof. Generally, the Senior Statistician or Statistician shall manage and be responsible for the results of statistical work under the supervision of the Head of the competent department.
- Senior Assistant Statistician or Assistant Statistician: shall establish the regular statistics, under the supervision of the Senior Statistician or Statistician, assist the statistician in conducting studies, and can also control investigators.
- Senior Investigator: shall control the work of field investigators, under the supervision of the Senior Statistician or Statistician, and conduct the investigations which require special expertise.
- Investigator: The Investigator shall gather information from the personal interviews or records on preset forms, and shall register such information again with codes; the Investigator shall also conduct regular calculations, and generally perform all statistical work that does not require high technical qualifications.
- Senior Specialist or Specialist in Economics, Sociology, Geography, Demography, or Business Administration: Such specialists shall, under the supervision of the Statistician Head of Department or Statistician (Senior Statistician or Statistician), each in his/her scope of competence, study the economic, social, or demographic facts, and publish the summary thereof; they shall also particularly contribute to establishing economic accounts and balance

of payments, establish the geographic, economic and human maps, and analyze the accounts of private institutions.

- Senior Statistical Mathematician or Statistical Mathematician: shall apply the technical statistical methods on sampling, calculate the margin of error resulting from the sample size, test the compliance of results with the reality, analyze the correlation among several variables, and generally assist the Statistician (Senior Statistician or Statistician) in conducting studies and analyses that require using the mathematical statistical methods.

- Senior Documenter or Documenter: shall centralize statistics, studies and other documents related to the socioeconomic life in Lebanon and other countries, and shall classify and label them according to the topic, and prepare indexes containing the summary of CAS documents.

- Assistant Documenter: shall assist the Documenter (Senior Documenter or Documenter) in documenting and ordering the library and archives.

- Senior Analyst or Analyst: shall establish the general plans for information processing, and determine the programs to be drafted and the method of filing recordings on magnetic memories as well as the drawings thereof and languages to be used in programming. The Senior Analyst or Analyst shall also participate in determining the computer-based information processing system and the modifications thereof.

- Head of Operator or Female Supervisor: shall supervise the Operator for which he/she is responsible, distribute works, control the good implementation, understand and respond to the messages given by the computer, follow up the implementation progress according to the existing plans, keep the implementation and production entries and extract from them bases to assess the required times, and report interruptions and contingent defects to the Head in charge.

- Analyst Programmer or Programmer: shall draft the necessary programs for the implementation of works according to the technical instructions and languages, verify the good implementation of such programs, participate in determining the drawings of recordings and filing programs, and shall audit the tables extracted from the devices.

- Computer Operator: shall operate the devices linked to the main unit, change the tapes or magnetic disks, keep on feeding the units with cards and printed materials, assist the Head of the Operator in keeping, ordering, and indexing the tapes, magnetic disks, printed materials, and cards, adjust the work plans and assess times.
- Female Infiltrator: shall transfer the information on cards or in the form of recordings, and audit such operations.
- Designer Drawer or Drawer: shall execute, under the supervision of the Statistician (Senior Statistician or Statistician) or Specialist (Senior Specialist or Specialist) in Geography or Analyst (Senior Analyst or Analyst), the necessary drawings for printed materials, plans, charts or geographical maps that specify the economic or social data, and other drawings.

**Article 33:** In addition to the general terms of employment, the candidates for any technical position in the CAS should be holders of degrees or should satisfy the conditions set forth next to each position, as follows:

1. Statistician: Degree from a Higher Institute of Statistics and Economics, which is officially recognized pursuant to the terms of Article 34 herein.

- or a License Degree in Economics, in addition to a Degree in Statistics that requires at least a three-year period of study and issued by an institute recognized by the Committee stipulated in Article 34 herein.

2. Specialist in Economics, Sociology, Geography, Demography, or Business Administration:

- License Degree in Economics, Sociology, Psychology, Geography, Demography, or Business Administration, obtained after the Lebanese Baccalaureate Certificate – Part II – or its equivalent.

3. Statistical Mathematician:

- License Degree in Mathematics – Specialization: Statistics – obtained after the Lebanese Baccalaureate Certificate – Part II – or its equivalent.

4. Documenter: University Degree in Documentation that requires at least a three-year period of study, and obtained after the Lebanese Baccalaureate Certificate – Part II – or its equivalent.

- or a License Degree in Economics, Sociology, Political Sciences, or Business Administration with a specialization in documentation for at least one year.

- or should have served as an Assistant Documenter for at least ten years.

5. Assistant Documenter: Technical Baccalaureate Certificate – Part II – in Documentation.

6. Assistant Statistician: - Should have successfully passed the training session, organized for two years by the Civil Service Council, in participation with the CAS, after passing the entry test to the session, provided that the candidate is holder of the Lebanese Baccalaureate Certificate – Part II – or its equivalent.

- or an officially recognized TS Degree in statistics including theoretical and practical studies in statistics for two years, obtained after the Lebanese Baccalaureate Certificate – Part II – or its equivalent.

7. Senior Assistant Statistician: should have served as Assistant Statistician for at least six years.

8. Investigator: Lebanese Baccalaureate Certificate – Part II – or its equivalent, and should have passed a training session organized, for at least six months, by the Civil Service Council in participation with the CAS.

9. Senior Investigator: should have served, for at least ten years, as investigator in the CAS or in the cancelled Central Directorate of Statistics.

10. Analyst: University Degree in Information Processing that requires at least four years of study following the Lebanese Baccalaureate Certificate – Part II – or its equivalent, provided that the University Degree is issued by an institute recognized by the Committee stipulated in Article 34 herein.

- or a University Degree in Information Processing that requires at least two years of study after obtaining a license degree in mathematics, business administration or an engineering diploma, provided that the University Degree is issued by an institute recognized by the Committee stipulated in Article 34 herein.

- or should meet the requirements to work as a Statistician in addition to a training, for at least six months, on the information processing methods at an institute or institution selected by the Committee stipulated in Article 34 herein.

11. Programmer: Degree in Information Processing, that requires at least two years of study following the Lebanese Baccalaureate Certificate – Part II – or its equivalent.

- or an officially recognized TS Degree in Information Processing, obtained after the Technical Baccalaureate Certificate – Part II (Computer Programming Branch), or should have worked as a computer planning specialist, for at least four years, at the cancelled Central Directorate of Statistics in the Ministry of Public Planning.

12. Analyst Programmer: should have served, for at least six years, as a programmer, or should have worked, for at least ten years, as a specialist in computer planning at the cancelled Central Directorate of Statistics in the Ministry of Public Planning.

13. Computer Operator: should have a Technical Baccalaureate Certificate – Part II (Computer Programming Branch) and should have passed a training session on operating computers, organized by the Civil Service Council in participation with the CAS.

14. Female Supervisor: should have served as an infiltrator for at least six years.

15. Head of Operator: should have served, for at least ten years, either as a supervisor or as a computer operator.

16. Female Infiltrator: should have passed the training session on infiltration devices, organized by the Civil Service Council in participation with the CAS, following a special test conducted for that purpose.

17. Drawer: Degree in drawing from an officially recognized institute.

18. Designer Drawer: should have served, for at least ten years, as a drawer in the CAS or in the cancelled Central Directorate of Statistics.

## **1. Statistician:**

- Degree from a Higher Institute of Statistics and Economics, which requires at least three years of study. An institute is considered as a Higher Institute of Statistics and Economics if it only admits students holding a university degree, which requires at least three years of study, following the Lebanese Baccalaureate Certificate – Part II or its equivalent;
- or a license degree in economics in addition to a degree in statistics requiring at least three years of study;
- or at least a Master's Degree or its equivalent in economics or sociology, in addition to a degree in statistics that requires at least two years of study;
- or the candidate should have worked as a specialist in economics, sociology, geography, demography, or business administration in the CAS for at least six years, and should have passed a training session on statistics, organized for at least six months by the National Institute of Management and Development at the Civil Service Council, in participation with the CAS. The candidate holding a degree in statistics, which requires at least one year of study, shall be exempted from the said training session.

## **8. Investigator:**

- Lebanese Baccalaureate Certificate – Part II – or its equivalent, and the candidate should have passed a training session of at least three months, organized by the National Institute of Management and Development in the Civil Service Council, in participation with the CAS.

## **10. Analyst:**

- Master's Degree or Computer Engineering Degree;
- or the requirements to work as a Statistician in addition to passing a training session on information processing methods, for at least six months, organized by the National Institute of Management and Development in the Civil Service Council, in participation with the CAS. The candidate holding an IT degree, which



requires at least one year of study, shall be exempted from the said training session.

### **11. Programmer:**

- License Degree in Information Technology (IT);
- or a TS Degree – Specialization: Management Information Technology, with at least three years of experience;
- or a University Degree in IT, which requires at least two years of study after the Lebanese Baccalaureate – Part II or its equivalent, with at least three years of experience.

### **12. Analyst Programmer:**

- License Degree in IT;
- or the candidate should have worked, for at least six years, as a programmer in the CAS.

### **16. Female Infiltrator:**

a- The denomination of “infiltrator”, in the personnel of the Presidency of the Council of Ministers – Central Administration for Statistics, shall be amended and replaced by “Data Entry Expert”.

b- The employment terms for the “Data Entry Expert” position, stipulated in the first paragraph above, shall be as follows:

- The candidate should have passed a computer training session organized by the National Institute of Management and Development at the Civil Service Council, in participation with the CAS, following a special test conducted for that purpose.

Article **34**:

**First-** In application of Article 33 herein, a Committee shall be formed as per a Resolution issued by the President of the Council of Ministers. The committee shall be chaired by the General Director of the CAS and shall be composed of the following members: a Statistician Head of Department or Senior Statistician, the Head of the Training Department (Course Manager) in the National Institute of Management and Development, in addition to three university professors specialized in statistics or in economics. The Committee shall be in charge of:

- a- Establishing a list of officially recognized institutes which prepare students for positions similar to the Senior Statistician or Statistician, as determined herein.
- b- Determining the conditions of implementation of Paragraph 2 related to the employment terms for the position of Statistician, as well as the conditions of implementation of the three paragraphs related to the employment terms for the position of Analyst, stipulated in Article 33 herein.

**Second-** To officially accept a degree in statistics, the Committee should verify that the institute issuing the degree accepts only students holding a license degree, and that the institute only gives the degree after at least three years of higher studies in theoretical statistics, probability, applied statistics, economics, econometrics and other necessary materials for statistical work at a general administration of statistics, such as private accounting, national accounting, demography, geography, and methods of monitoring socioeconomic conditions.

Article **35**: Statisticians shall be promoted to the rank of Senior Statistician; analysts shall be promoted to the rank of Senior Analyst; specialists in economics, sociology, geography, demography, business administration, or statistical mathematics shall be promoted to the rank of Senior Specialist; and Documenters shall be promoted to the rank of Senior Documenter according to the following conditions:

- They should have reached at least the second grade of their rank;
- they should have passed a special training session organized by the Civil Service Council in participation with the CAS;

- they should have submitted a research paper about a specific topic or statistical work or study which they conducted at work; and they should be holders of a PhD in their respective specializations.

Article **36**: A committee, chaired by the Director General of the CAS and composed of the heads of technical departments in the CAS, shall be responsible for evaluating the work of candidate employees for promotion pursuant to Article 35 herein.

Article **37**: The Statistician Head of Department shall be appointed and selected among the Senior Statisticians, and the Head of the IT Department may also be appointed among the Senior Analysts.

Article **38**: The Central Administration for Statistics (CAS) shall be chaired by a first-grade employee.

Article **39**: The Administrative Department shall be chaired by a second-grade employee, and each administrative section in the Department shall be chaired by a third-grade employee.

Article **40**: Each of the other technical departments shall be chaired by a Statistician Head of Department, and each section of the Technical Departments and each regional office of the Field Operations and Regional Statistics Department shall be chaired by a Senior Statistician or Statistician, except for the Documentation Section which may also be chaired by a Senior Documenter or Documenter, and the Printing Section which is chaired by an administrative head of section, in addition to the two sections of the IT Department which shall each be chaired by a Senior Analyst, Analyst, Senior Statistician or Statistician.

Article **41**: Each operator of the IT Section shall be chaired by a Head of Operator.

Article **42**: The female infiltrators, who have served for ten years or more, may be transferred to the position of investigators, writers or editors, provided that they pass a special test organized by the Civil Service Council for that purpose.

Article **43**: The CAS administrative employees shall be subject to the same employment terms applied in similar positions for the public administrative personnel.

Article **44**: The CAS personnel shall be determined pursuant to Table No. (1) annexed hereto.

### **Chapter III**

#### **Determining Employment Grades, Ranks, Payrolls and Special Indemnities**

Article **45**: The grades, ranks, and payrolls of the technical personnel in the CAS shall be determined pursuant to Table No. (2) annexed hereto. The ranks and payrolls, in force in the similar positions for the public administrative personnel, shall apply to the administrative personnel in the CAS.

Article **46**: The CAS Statisticians Heads of Departments, the Senior Statisticians and Statisticians, as well as the Senior Analysts and Analysts, who satisfy the special conditions stipulated herein, shall receive the special indemnity stipulated in Paragraph (1) of Article 22 of the Legislative Decree No. 112 of 12/6/1959. The period of service of the personnel who used to work at the cancelled Central Directorate of Statistics in the Ministry of Public Planning, and who satisfy the aforementioned conditions, shall be counted as actual services included in the calculation of the indemnity percentage.

The Statisticians, who do not satisfy the new special conditions stipulated herein, shall seek to receive the indemnity stipulated in Article 49 of the Law issued on 12/6/1962 regulating the Ministry of Public Planning.

Article **47**: The General Director of the CAS, who is appointed among the Statisticians Heads of Departments, Senior Statisticians, or Senior Analysts of the CAS, shall maintain the special indemnity he receives pursuant to the previous article herein.

Article **48**: The following grades of employees in the CAS permanent personnel shall receive a special indemnity amounting to twenty percent (20%) of the basic salary:

1. Senior Statistical Mathematicians and Statistical Mathematicians.
2. Senior Specialists and Specialists in Economics, Sociology, Geography, or Business Administration, holding a degree in statistics that requires at least two full years of study.
3. Senior Assistant Statisticians and Assistant Statisticians.

Article **49**: The CAS personnel, who do not receive a monthly lump sum for transportation, and who are required at work to go to the field to conduct statistical investigations, shall receive a transportation lump-sum indemnity for every effective day on the field. The indemnity amount shall be determined pursuant to a decree issued at the Council of Ministers upon the approval of the Civil Service Council. The competent Head of Department shall establish to each employee a monthly table of the due indemnities, which shall be paid upon the approval of the CAS Director General.

Article **50**: The Heads of Departments, Senior Statisticians, and Statisticians may receive a monthly transportation indemnity. The amount and payment terms of such indemnity shall be determined pursuant to a decree issued at the Council of Ministers upon the approval of the Civil Service Council.

Article **51**: The CAS shall be entitled, when the need arises, to resort to persons outside the CAS to conduct the different statistical tasks, on the field or at office. The necessary qualifications of such persons and their fees for each work unit, executed in a satisfactory way, shall be determined pursuant to a Resolution issued by the CAS General Director.

Article **52**: The CAS General Director shall be entitled to modify the working hours of the departments charged with studying and conducting the significant statistical investigations, in such a way as to make them work in the morning and in the afternoon, provided that the employees of such departments receive a proportional salary increase equivalent to the additional hours worked as overtime, and provided that such an increase does not extend 20% of the salary including the special indemnity stipulated in Articles 46 and 48 herein.

Article **53**: The personnel of the IT Department, operating devices, and their sequential supervisors, may receive production bonuses whose conditions and amount shall be determined pursuant to a Resolution issued by the General Director upon the proposal of the Head of the IT Department.

Article **54**: The Senior Investigators and Investigators, while conducting their work, and their sequential supervisors may receive a production bonus for works that can be measured by the number of forms or other executed units. The conditions for giving the bonus and the amount thereof shall be determined pursuant to a Resolution issued by the General Director, upon the proposal of the competent Head of Department.

## Chapter IV

### Classifying the Personnel of the Cancelled Central Directorate of Statistics

Article **55**: The Statisticians Heads of Departments in the cancelled Directorate of Statistics at the Ministry of Public Planning shall be classified under the position of Statistician Head of Department, without causing any adjustment in their salaries and without changing their seniority which makes them eligible to promotion. The classification and distribution to the new technical departments in the CAS shall be made pursuant to a decree issued upon the Prime Minister's proposal following the approval of the Civil Service Council.

Article **56**: The Statisticians Heads of Sections and the Statisticians in the cancelled Central Directorate of Statistics in the Ministry of Public Planning shall be classified under the position of Statistician with a grade equivalent to the one they currently have, without changing their seniority which makes them eligible to promotion. The classification shall be made pursuant to a decree issued upon the Prime Minister's proposal following the approval of the Civil Service Council.

Article **57**: The personnel of the cancelled Central Directorate of Statistics in the Ministry of Public Planning shall be classified under the positions set forth below next to their old positions, without causing any adjustment in their grade and salary and without changing their right to seniority which makes them eligible to promotion:

The classification shall be made pursuant to a decree issued upon the Prime Minister's proposal following the approval of the Civil Service Council:

#### Old Position

IT Planning Specialist

Investigator

Female Infiltrator and Codifier

#### New Position

Computer Operator

Investigator

Female Infiltrator

Article **58**: The personnel in the cancelled Central Directorate of Statistics in the Ministry of Public Planning, who are not mentioned in the previous articles herein, shall be classified under positions that are similar to their previous positions, without causing any adjustment in their grade, rank and salary, and without changing their seniority which makes them eligible to promotion.

The classification shall be made pursuant to a decree issued upon the Prime Minister's proposal following the approval of the Civil Service Council.

Article **59**: This Decree shall be published and notified where needed, and shall be immediately enforced upon its publication in the official gazette.

**Baabda, February 28, 1980**

**Signature: Elias Sarkis**

This Decree is published in the Official Gazette, Issue No. 13 of 27/3/1980.



**Table No. 1**

**Personnel of the Central Administration for Statistics (CAS)**

**General Directorate**

1- General Director

1- Editor or writer

1- Clerk

1- Janitor

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**4**

**Administrative Department**

1- Head of Department

3- Heads of Sectors

4- Editors or Writers

1- Accountant

2- Clerks

1- Janitor

4- Guards

4- Drivers

3- Servants and carriers

2- Intelligence Distributers

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## **Production Statistics Department**

- 1- Statistician Head of Department
- 2- Senior Statisticians
- 5- Statisticians
- 1- Senior Specialist in Economics
- 1- Specialist in Economics
- 1- Senior Specialist or Specialist in Business Administration
- 1- Senior Statistical Mathematician
- 1- Statistical Mathematician
- 5- Senior Investigators
- 5- Senior Assistant Statisticians
- 9- Assistant Statisticians
- 10- Investigators
- 1- Editor or writer
- 1- Clerk
- 1- Janitor

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## **Household and Social Sector Statistics Department**

- 1- Statistician Head of Department
- 2- Senior Statisticians
- 4- Statisticians

- 1- Senior Specialist or Specialist in Economics
- 2- Senior Specialists in Demography or Sociology
- 2- Specialists in Demography or Sociology
- 1- Senior Statistical Mathematician
- 1- Statistical Mathematician
- 4- Senior Investigators
- 4- Senior Assistant Statisticians
- 8- Assistant Statisticians
- 8- Investigators
- 1- Editor or writer
- 1- Clerk
- 1- Janitor

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### **Field Operations and Regional Statistics Department**

- 1- Statistician Head of Department
- 1- Senior Statistician
- 4- Statisticians
- 7- Senior Investigators
- 2- Senior Assistant Statisticians
- 4- Assistant Statisticians
- 16- Investigators
- 6- Editors or writers

6- Clerks

6- Janitors

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**53**

### **IT Department**

1- Statistician Head of Department

1- Senior Statistician or Statistician

1- Senior Analyst

2- Analysts

3- Heads of Operator

3- Analyst Programmers

5- Programmers

4- Computer Operators

2- Female Supervisors

1- Assistant Documenter

20- Female Infiltrators

1- Editor or writer

1- Clerk

1- Janitor

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**46**

## **Coordination and National Accounts Department**

- 1- Statistician Head of Department
- 2- Senior Statisticians
- 2- Statisticians
- 2- Senior Specialists in Economics
- 2- Specialists in Economics
- 1- Senior Specialist or Specialist in Business Administration
- 2- Statistical Mathematicians
- 1- Senior Statistical Mathematician
- 3- Senior Assistant Statisticians
- 5- Assistant Statisticians
- 1- Editor or writer
- 1- Clerk
- 1- Janitor

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**24**

## **Documentation, Publication & Printing Department**

- 1- Statistician Head of Department
- 1- Senior Statistician
- 1- Statistician
- 1- Senior Documenter
- 1- Documenter
- 1- Head of Section (Printing Section)

- 1- Senior Specialist or Specialist in Geography
- 1- Senior Assistant Statistician or Assistant Statistician
- 2- Assistant Documenters
- 1- Investigator
- 2- Drawers or Designer Drawers
- 2- Editors or writers
- 2- Clerks
- 1- Janitor

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**18**

**256      TOTAL**