

REPUBLIC OF RWANDA



National Institute of Statistics of Rwanda

VISA INSTRUCTION MANUAL

Kigali - June, 2012

PREFACE

Besides its mandated role as the prime producer of official statistics in Rwanda, the National Institute of Statistics of Rwanda (NISR) is entrusted with the coordination responsibilities of the entire National Statistical System. This implies that NISR must keep track with any data collection endeavors undertaken in the country, with the aim of ensuring high quality statistics that will adequately serve their purposes.

In order to realize this aspect of coordination, all survey undertakers are requested to approach NISR two times: first in the design stage so as to get NISR approval on the proposed survey procedures and arrangement, second after preparation of the survey report to get the approval for publishing the results.

The purpose of this Manual is two folds:

To remind survey undertakers of the procedures they need to follow in order to acquire the visa to conduct a survey project,

To promote the awareness of survey managers as to the organic law No. 01/2005 that stipulates several penalties for whoever fails to abide by it.

NISR is pleased to respond to any enquiries you may have in this respect.

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I. PROCEDURES OF VISA APPLICATION TO CONDUCT ANY STATISTICAL ACTIVITY IN RWANDA

A “Visa” is a written authorization granted on request, by the National Institute of Statistics of Rwanda to anyone wishing to undertake a statistical survey, stating that the methods to be used are standards, and lead to the production of high quality statistical data.

I.1. Who should apply?

Researchers, private individuals, state departments and Public Institutions, Private Institutions, research centers, consulting firms, non-governmental organizations, either National or International, who need to conduct any statistical survey at national level or covering at least a whole province, must request a prior approval of the National Institute of Statistics of Rwanda to conduct such statistical data collection activity. Statistical activities must be carried out according to the standards and methodologies agreed upon with the National Institute of Statistics of Rwanda.

I.2. When to apply?

The application should be submitted at least six weeks before the statistical data collection activity starts. However, the researcher who apply should allow NISR extra time if his application is very complex, because it could be possible that the NISR needs to get clarifications and further information in order to properly process the application and if necessary a face to face meeting with the project manager.

In order to avoid any delay in application processing or the survey activities, the clients should be familiar with the Visa process, by knowing exactly what kind of documents and information to be submitted to the NISR, and schedule their survey’s activities accordingly.

I.3. Where to submit the application?

The application and required documents must be submitted to the National Institute of Statistics of Rwanda with a cover letter requesting visa approval.

I.4. Visa process

The Visa process usually includes three steps:

- Preparatory consultation
- Application processing
- Visa issuance or denial

The process is described below so that the potential clients can be familiar with it.

I.4.1. Preparatory Consultation

The preparatory consultation is the contact that takes place between clients and the NISR before submitting the request officially.

This dialogue helps clients refining survey objectives and determining the appropriate methodology to be followed.

1.4.2. Applications Processing

All the visa application are submitted to the Central secretariat of the NISR, and then forwarded to Statistical Methods, Research and Publication Unit (SMRP) Unit, the visa request is delivered to the responsible person who verifies that the required documents are attached and well designed.

If the application does not contain all the required documents to conduct a statistical survey, or if it is written unclearly, the responsible person will contact the client by phone in order to obtain the necessary information to process the request.

If the responsible person is unable to obtain this information within seven days, the application is refused.

During the application processing stage, the emphases will be made on the following points:

- Availability of required documents;
- Checking if the survey's objectives are Clearly defined;
- Checking if the designed methodology is standard and help to respond to the stated objectives;
- Checking If the survey budget is adequate, the questionnaire is relevant to survey objectives and the period of field work is acceptable.

At the end of the application review, a report is sent to the Director of the SMRP Unit who in turn informs the Director General of the NISR for the final decision n

1.5. Documents required for visa

More specially, the documents to be submitted to the NISR for visa request must clearly show:

The objectives of the survey

Survey Methodology indicating the following key points explained in details:

- Determining the sampling frame to be used for the sample selection
 - ★ The target population;
 - ★ The reference period
 - ★ Geographical coverage
- Sample Selection:
 - ★ The sample size and its calculations
 - ★ The sampling methods used
 - ★ Methods for weighs calculation (formulas)

Questionnaires, instruction manual for interviewers and supervisors.

- To reduce errors of observation, all questionnaires must be translated into Kinyarwanda, unless the investigation is of interest to foreigners.
- The training plan of interviewers and supervisors. Before starting the data collection, the training of enumerators must be done, in order to familiarize the interviewers on how to use the questionnaire and the instruction manual.
- Estimation and Analysis
 - ★ The researcher must also submit the plan of analysis (tabulation plan);
 - ★ It should show the formulas for calculating the precision of estimators (the calculation of sampling errors, the design effect)
- The calendar and the budget for the survey have to be specified.
- The curriculum vitae of the researcher must be attached on the documents to be submitted to NISR.

To ensure the quality of collected data, the NISR reserves the right to verify whether the methodology, proposed by the applicant and approved by NISR, is properly implemented, this may require visits by NISR staff to the field and/or data processing places.

I.6. Visa granting or denial.

After reviewing all submitted documents for visa request, the Director of SMRP will recommend to the Director General of NISR as to grant or deny the visa.

I.7. Publication of results

The publication of survey results shall require a prior approval of National Institute of Statistics of Rwanda. The researcher is obliged to submit the survey's report together with the raw data to NISR for publication approval. With reference to the law stated below, none is allowed to publish the survey's report without NISR approval. The submission of survey report and raw data should be done in a period not exceeding 30 working days after the analysis part is finished.

I.8. What to do and not to do during any statistical activity

In any statistical activity it is advised to use the probability sampling which is a method that utilizes different form of random selection, which can allow to set up some process or procedure that assures to different units within a population, to have equal probabilities of being chosen. The use of such methods can allow a statistical inference which is the process of drawing conclusions from data that are subject to random variation. More substantially, the terms statistical inference, statistical induction and inferential statistics are used to describe systems of procedures that can be used to draw conclusions from datasets arising from systems affected by random variation.

The NISR as a public institution having in its attributions the statistics activities has undertake different studies, from which it hold several sampling frames, that should be taken as a reference by any researcher wishing to conduct his research, for that they are all asked to request at NISR, the available sampling frame related to the research they need to undertake.

This would facilitate the researcher to use reliable sampling frame which will help him to access the reliable data and at the same time reducing the cost that would entail if the researcher

had undertake the research for the first time. Again it will avoid the contradictions that may arise between this and the investigation undertaken by NISR. On other hand for researchers undertaking statistical activities not covering at least whole province, the collected data must not be generalized for the whole country.

WARNING:

Individual researchers, governmental organizations and all research firms who conduct surveys without NISR authorization will be brought to justice according to the law no. 01/2005 shown below. Also will be dealt with the same way, those who do not ask NISR for approval before they publish the results of surveys, previously authorized by NISR for implementation.

II. ORGANIC LAW N° 01/2005 OF 14/02/2005 ON THE ORGANISATION OF STATISTICAL ACTIVITIES IN RWANDA

1. Articles related to the organization of statistical activities

This organic law N° 014/2005 of February 14th ,2005 clearly show the responsibility of NISR as a coordinating agency of all statistical activities in Rwanda, and the responsibility of anyone or institution who or which want to carry out any survey in Rwanda.

It also shows the penalties to be applied to any person or institution that will not follow the instructions of carrying out a survey in Rwanda.

Article 11:

The National Institute of Statistics of Rwanda is the national authority as regards statistics. It is the only competent institution empowered to officially provide all users with statistical data and information, whether those it published or those which have its visa. Data and information that are not yet officially published, shall not be provided to anybody without the National Institute of Statistics of Rwanda visa. However, the Institute may delegate part of its prerogatives on this matter to some services belonging to the national statistical system.

Article 14 :

With exception of the national surveys, the City of Kigali or at least the whole province, the statistical services of the public administration and those of the parastatals may, in their individual capacities, conduct statistical activities process, and analyse them in accordance to their needs. This shall be done in conformity with the norms and methodologies agreed upon between such organs and the National Institute of Statistics of Rwanda.

The publication of data collected in such a manner shall receive prior approval of the National Institute of Statistics of Rwanda. These services have the responsibility to provide the National Institute of Statistics of Rwanda publication of the annual statistical reports of those services, they shall possess. Before the annual statistical reports of such services are published, they shall possess the visa of the National Institute of Statistics of Rwanda.

Article 15:

Researchers, private individuals, State services and public enterprises, private institutions, non-governmental organisations whether national or international that want to conduct statistical surveys on a national scale or covering at least a whole province, and which fall beyond the usual activities of which they are permitted to conduct, they shall obtain the prior approval of the National Institute of Statistics of Rwanda, whether on the necessity of such surveys and on the methodologies that shall be used. The questionnaires that will be used in such surveys shall require the official visa of the Institute.

Article 17:

Nation wide surveys, City of Kigali or a whole province conducted by researchers, private individuals, State services and public enterprises, private institutions and non-governmental organisations whether national or international organisations, that were not provided in the national statistical program, shall require prior approval of the National Institute of Statistics of Rwanda with respect to the necessity of the study and to their methodologies that should be respected. The surveys are subject to authorisation at least two (2) months before they are conducted. If it goes beyond one month without response from the time of the request, it supposed that the National Institute of Statistics of Rwanda has accepted and they shall start the execution of their survey. If the Institute has accepted, the questionnaires shall carry the visa of the Institute.

Article 20:

All Institutions belonging to the national statistical system are required to provide the databases to the National Institute of Statistics of Rwanda and all individual information held by such institutions which shall be accessible at the Institute.

The institutions shall submit to the National Institute of Statistics of Rwanda as an institute responsible for collecting all the national statistical information, analysed reports of surveys conducted , as well as other statistical reports which are produced periodically.

The National Institute of Statistics of Rwanda shall use confidentially the collected information it as provided in the organic law.

2. Articles relatives to the penalties to be imposed to any researcher who will not respect the contents of the above articles

Article 27 :

Any person or institution who or which refuses to respond, or deliberately gives incomplete responses contrary to truth, or fails to respect the deadline for provision of information during compulsory surveys, shall be punished by an imprisonment not exceeding fifteen (15) days and a fine of ten thousand Rwandan francs (10,000 RWF) to two hundred thousand Rwandan

francs (200,000 RWF), or one of these penalties. The payment of fine or imprisonment does not exonerate to provide the requested information.

Article 28 :

Without prejudice to heavier penalties provided for in the penal code, any member of staff of the national statistical system or any other person who participates in the production of national statistics who reveals statistical confidentiality when he or she is not required to do so by law, whether during or after his or her work, shall be punished by one (1) to six (6) months of imprisonment and a fine of one hundred thousand Rwandan francs (100,000 Rwf) to one million Rwandan francs (1,000,000 Rwf), or one of these penalties.

Without prejudice to heavier penalties provided for by the Penal Code, the same punishments shall be sentenced to any staff of the national statistical system or any other person, who will deliberately falsify statistical data whether at the level of data collection, processing, analysing, publication or dissemination.

Article 29 :

Any organ, institution or person that will publish data or information drawn from national surveys at the national level, City of Kigali or covering at least one Province without authorization of the National Institute of Statistics of Rwanda, shall be punished by an imprisonment from one (1) month to three (3) months and a fine from two hundred thousand Rwandan francs (200.000 Rwf) to one million five hundred thousand Rwandan francs (1.500.000 Rwf) or of one of these only, without prejudice to other penalties provided for in the Penal Code.

Article 30 :

Any organ, institution or person, resident or non resident in Rwanda who conducts a survey or research with an aim of obtaining statistical data at the national level, City of Kigali or covering at least an entire Province, without prior authorisation from the National Institute for Statistics of Rwanda shall be punished by one (1) month to three (3) months of imprisonment and a fine of five hundred thousand Rwandan francs (500,000 Rwf) to two million and five hundred thousand Rwandan francs (2,500,000 Rwf), without prejudice to other measures provided for in the Penal Code.

The penalties mentioned in the preceding paragraph shall be doubled if the statistical data is published.

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