0. Prerequisites	
0.1 Legal environment	**0.1.1 Responsibility for collecting, processing, and disseminating statistics** **National Statistics Office of Georgia** According to article 7 of the "Georgian Law on Official Statistics" (*Law)*, the National Statistics Office of Georgia (NS0) is responsible for the collection, processing and dissemination of statistical data. According to the *Law*, other state bodies (organizations), may perform activities in the field of official statistics in accordance with international standards and methodologies. The NSO ensures the coordination of works in the field of official statistics, issues recommendations on statistical standards and methodologies, performs the exchange of statistical information between administrative bodies and supports the implementation of approved standards and methodologies. **Population** Legal relations pertaining to population census activities are governed on the basis of the Law of Georgia on Official Statistics, adopted on December 11, 2009. **0.1.2 Data sharing and coordination among data producing agencies** Live birth, death, are compiled on the basis of the administrative records of the Civil Registry Agency and migration balance based on state border crossing statistics received from Ministry of Internal Affairs **0.1.3 Confidentiality of individual reporters' data** **National Statistics Office of Georgia** According to the *Law*, article 28 "Statistical Data Confidentiality": 1. Data acquired for statistical purposes are confidential, if they enable to identify respondent. 2. The dissemination of confidential statistical data or their use for non-statistical purposes is prohibited unless the cases stated by the Georgian legislation. **0.1.4 Ensuring statistical reporting** **National Statistics Office of Georgia** According to the *Law*, article 25 "Obligation to Provide Statistical and Other Information": 1. To ensure the implementation of its duties, the NSO is eligible to request statistical and other information (including confidential) from administrative bodies and other legal and natural persons. 2. Administrative bodies are obliged to provide the NSO with information on natural and legal bodies of private law which is available for them. **Population** The Civil Registry Agency (live birth, deaths) and Ministry of Internal Affairs (migration balance) shall provide complete and accurate data, within the laid down deadlines.
0.2 Resources	**0.2.1 Staff, facilities, computing resources, and financing** 6 full staff and 3 on contractual basis.

	0.2.2 Ensuring efficient use of resources **National Statistics Office of Georgia** In order to ensure the efficient use of resources the following measures are undertaken: 1. The thorough planning of statistical works (on multi-annual, annual and quarterly basis) that ensure the production and dissemination of reliable and relevant statistical information; 2. The permanent monitoring of the appropriate use of resources according their destination. Special attention is granted to the improvement of the staff performances, especially its qualification and abilities.
0.3 Relevance	**0.3.1 Monitoring user requirements** **National Statistics Office of Georgia** In order to assure the production and dissemination of relevant statistics in the process of elaboration of draft annual program of statistical works, the interested public and other institutions are consulted.
0.4 Quality management	**0.4.1 Quality policy** **National Statistics Office of Georgia** Quality awareness is evidenced by references to quality in the *Law* according which the production of statistical information is based on the principles of impartiality, statistical deontology. **0.4.2 Quality monitoring** **National Statistics Office of Georgia** A range of measures to ensure the high quality of works at each stage of information flow are undertaken. The primary and processed data are carefully checked for their internal, temporal consistency, as well as cross-checked with available data from other statistical and administrative sources of information. In order to ensure the high quality of primary data, frequently there are meetings. **0.4.3 Quality planning** **National Statistics Office of Georgia** Quality policy is based on the provisions of national and EU legislation, Strategy of NSO, European Statistics Code of Practice, user needs and expectations. It defines overall intentions and directions of institution related to quality.
1. Integrity	
1.1 Professionalism	**1.1.1 Impartiality of statistics** **National Statistics Office of Georgia** According to the *Law*, article 4 the basic principles of state statistics are: professional

	independence, objectivity, reliability, data confidentiality, effectiveness. The NSO is concerned to honor its independence and objectivity by The Law and regulation pursuing the objectivity of tools used, such as survey methods, statistical classifications, definitions of indicators, etc., as well as the objectivity of releasing and providing statistical data and information. **1.1.2 Selection of sources, methodology, and modes of dissemination** **National Statistics Office of Georgia** Bodies of the NSO and other statistical establishments shall obtain statistical information by means of statistical observations (current statistical reports and specially arranged statistical observations). Objects of statistical observations shall be Georgian residents as well as non-residents being on the territory of Georgia within the observation program limits. A type of the statistical observation, a circle of the observation objects, the regularity, the form and term of data presentation are defined in accordance with the observation objectives and shall, together with appropriate methodological institutions, be approved by the NSO. Producing the statistics and disseminating the information derived as a result of producing the statistics shall be in compliance with the international standards and practice. **1.1.3 Commenting on erroneous interpretation and misuse of statistics** **National Statistics Office of Georgia** The NSO has full authority to comment on erroneous interpretation and misuse of statistics. This rarely occurs due to the provision of press briefings/conferences where NSO. Staff can provide information on methodologies, interpretation of statistics and respond to general questions.
1.2 Transparency	**1.2.1 Disclosure of terms and conditions for statistical collection, processing, and dissemination** **National Statistics Office of Georgia** Disclosure of terms and conditions for statistical collection, processing and dissemination is guaranteed by the state statistical program each year adopted by the president of Georgia. In state statistical program each data produced by the NSO has its short description, periodicity and timelines. The law on statistics is publicly available on NSO's website www.geostat.ge (in English on web page http://geostat.ge/cms/site_images/law_eng.pdf), also on the web of the Ministry of Justice of Georgia: www.justice.gov.ge **1.2.2 Internal governmental access to statistics prior to release** **National Statistics Office of Georgia** There are no privileges for accession on statistical data in Georgia. Statistical data are equally available to all users from the web: www.geostat.ge, also from publications of the NSO. **1.2.3 Attribution of statistical products**

	National Statistics Office of Georgia There is no ministerial comment on the occasion of statistical releases. **1.2.4 Advance notice of major changes in methodology, source data, and statistical techniques.** **National Statistics Office of Georgia** Methodology (for data collection, processing and analysis) and questionnaires of the NSO are adopted by the Statistical Board of the NSO which consists of 8 members (including its Chairman – an Executive Director of the NSO). For any changes in methodology, data source or questionnaire content or its design there is a need of changes in the resolution of the Statistical Board.
1.3 Ethical standards	**1.3.1 Guidelines for staff behavior** **National Statistics Office of Georgia** the internal regulations of the NSO define the staff behavior.
2. Methodology	
2.1 Concepts and definitions	**2.1.1 Concepts and definitions** Analytical framework – the methodology of population, fertility and mortality statistics in Georgia follows the respective UN recommendations. In statistics of birth, deaths and migration, used for the population data, time reference is the date on which the event occurred and place of registration is permanent residence of specified person. Population data are calculated for 1st January.
2.2 Scope	**2.2.1 Scope** **Scope of the data** Geographical coverage: Data cover all territory of Georgia (see also exceptions to coverage 2.2.1.2). **Exceptions to coverage** Geographical coverage: Data do not cover Occupied territories - Abkhazian Autonomous Republic and Tskhinvali Region (former South Ossetian Autonomous Region)
2.3 Classification / sectorization	**2.3.1 Classification / sectorization** Classifications: Classification of administrative-territorial units of Georgia, and ICD-10.
3. Accuracy and reliability	

3.1 Source data	**3.1.1 Source data collection programs** Civil Registry Agency, which is under the Ministry of Justice of Georgia, covers all persons who are registered by their present residence or notify that the respective agency of changes of residence as well as vital events (births, deaths, marriages, divorces). Ministry of Internal Affairs is responsible for statistics on state border crossing Population Census: The most recent census was carried out in January 2002. **3.1.2 Source data definitions, scope, classifications, valuation, and time of recording** Generally, existing data sources are consistent with the definitions, time of recording required for the elaboration of qualitative population statistics. But, there are difficulties regarding the estimation of international migration, especially abroad.
3.2 Assessment of source data	**3.2.1 Source data assessment** Source data are assessed for their accuracy on a routine basis.
3.3 Statistical techniques	**3.3.1 Source data statistical techniques** Number of population is calculated annually, starting from the last available census results (2002), each year adding births, subtracting deaths data (provided by Civil Registry Agency) and using annual migration balance (provided by Ministry of Internal Affiars)
3.4 Data validation	**3.4.1 Validation of intermediate results** The data are compared and analyzed on internal, temporal consistency and with other data sources. **3.4.3 Assessment of discrepancies and other problems in statistical outputs** When the results of the census of population are available the current population statistics data are carefully analyzed with the census data.
3.5 Revision studies	**3.5.1 Revision studies and analyses** When a census is completed, data on the number of population and its structure are revised till the previous census.
4. Serviceability	
4.1 Periodicity and timeliness	**4.1.1 Periodicity** Annual. **4.1.2 Timeliness** 5 months after the end of the reporting year.

4.2 Consistency	**4.2.1 Internal consistency**
	More detailed data by gender, age and other breakdowns are available on the website.
	4.2.2 Temporal consistency
	Information for the whole country is presented in long time series, and for the administrative-territorial units it is also available in long time series on the website.
4.3 Revision	**4.3.1 Revision schedule**
	Data are preliminary when first released. Revisions are made after the next census final results are available.
	4.3.2 Identification of preliminary and/or revised data
	Revisions are identified in footnotes.
5. Accessibility	
5.1 Data	**5.1.1 Statistical presentation**
	Number of population is calculated annually, starting from the last available census results (2002), each year adding births, subtracting deaths data and using annual migration balance Population data are calculated for 1st January.
	5.1.2 Dissemination media and format
	Hard copy - Other
	Statistical Yearbook, *Demographic Abstract*
	Electronic - On-line bulletin or data
	Quarterly Bulletin: • http://geostat.ge/index.php?action=wnews_archive&qy=0&lang=eng; • http://geostat.ge/index.php?action=page&p_id=152&lang=eng
	5.1.3 Advance release calendar
	An advance release calendar showing approximate release dates for the coming four months is disseminated on the NSO website with following link:http://geostat.ge/index.php?action=page&p_id=23&lang=eng
	5.1.4 Simultaneous release

	Statistical data are simultaneously released to users of statistical information through the release of the NSO publications and through posting statistical data on the NSO website www.geostat.ge. **5.1.5 Dissemination on request** Special requests on hard copy and electronic form may be obtained from the NSO.
5.2 Metadata	**5.2.1 Dissemination of documentation on concepts, scope, classifications, basis of recording, data sources, and statistical techniques** Methodology on population is provided in the *Statistical Yearbook of Georgia*produced by the NSO. Available at: www.geostat.ge **5.2.2 Disseminated level of detail** The publications include tables with detailed information (by age groups, urban/rural area).