



LIBERIA INSTITUTE FOR STATISTICS AND GEO-INFORMATION SERVICES (LISGIS)



PROFILE

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By

**LISGIS' Statistics House
Capitol Hill- Liberia**

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1. BACKGROUND

The Liberia Institute for Statistics and Geo-Information Services (LISGIS) was established by an Act enacted by the National Transitional Legislative Assembly (NTLA) and approved by the Chairman of the National Transitional Government of Liberia (NTGL) on July 22, 2004. The Act is known as **“The Liberian Code of Laws Revised, As Amended, By Adding Thereto A New Chapter 50A.”**, and as indicated in **Section 50A.1** its short title is known and cited as the **“National Statistics and Geo-Information Act”**.

The Institute was created in July 2005 by spinning off of the Statistical Department of the Ministry of Planning and Economic Affairs. The staff and other resources of the Department including the Deputy Minister have duly been transferred to the LISGIS.

2. GOALS, OBJECTIVES, POWERS, FUNCTIONS AND RESPONSIBILITIES

Goals: The goals of LISGIS are to:

1. Establish, develop and maintain a holistic National Statistical and Spatial Data System (NSSDS) and an integrated National Statistical and Spatial Database (NSSD); and
2. Coordinate, monitor and supervise the NSSDS and NSSD to allow for the provision of holistic gender and geographic sensitive analysis for timely, relevant and acceptable standards of information to institutions of the Government, the business and the wider national and international communities.

Objectives: The objectives of LISGIS are to:

1. Serve as the prime, authoritative agency of Government responsible for collecting, managing, coordinating, supervising, evaluating, analyzing, disseminating and setting quality standards for statistical and associated geo-information for overall national socio-economic reconstruction and development; and
2. More specifically, formulate and implement national strategies, programs and policies for the development and management of a National Statistical and Geo-Information System and an integrated gender and environment sensitive National Statistical and Spatial Database in Liberia.

Powers of the President: In keeping with the provisions of this Act, the President shall exercise such powers as follow:

1. Appoint initially the Board of Directors and its Chairman, with the Board becoming self-appointing thereafter upon recommendation of the Director-General;
2. Appoint initially a qualified Director-General in keeping with Section 50A.2. Thereafter, the authority to make subsequent appointments shall vest in the Board;
3. Approve incentive for the members of the Board of Directors, which incentive shall be only a sitting fee that shall be no more than prevailing Government salary structure;

4. Approve regulations in respect of data collection, compilation and dissemination, upon recommendation of the Board; and
5. Receive and review annual and other reports from the Board of Directors.

Powers of LISGIS: In furtherance of its goals and objectives the Institute shall have the powers to:

1. Request, demand and collect from any Person(s), natural or legal Corporations, Business Houses, NGO's/INGO's, UN Agencies, EU, USAID, IMF, World Bank, etc., residing in the Republic, and from any Ministry, Bureau or Agency of the Government of the Republic, all information it may deem necessary to achieve its goals and objectives as set out in Sections 50A.5 and 50A.6 of the National Statistics and Geo-Information Act, and to effectively carry out its functions as outlined in Section 50A.8 of the National Statistics and Geo-Information Act; and in respect of any matter as set out in Annex 1 to this Act;
2. Process, analyze, store and disseminate the information obtained in item one above;
3. Seek financial and/or technical assistance from individuals, governments, the domestic and international communities and bi-lateral and multilateral institutions;
4. Maintain field offices and data collection capability in geographic administrations as justified by the volume of activities and with due regard to consideration of efficiency;
5. Develop the human resources needed to operate the National Statistical and Geo-Information System and the integrated National Statistical and Geo- Database;
6. Design, develop and review from time to time an appropriate Scheme of Service for all statisticians and geographers in the National Statistical System;
7. Collaborate and cooperate with sub-regional, regional and international producers and/or users of statistics;
8. Undertake and engage in any activities consistent with provisions of this Act and the laws of the Republic for the purpose of enhancing and promoting the goals and objectives of the Institute; and
9. Design and display a common seal, alter such seal at pleasure, and use it by causing it or a facsimile to be affixed or impressed or reproduced in any form or manner.

Functions and Responsibilities: LISGIS undertakes the following functions and responsibilities:

1. Advise on all initiatives to collect data at all levels (locality/Village/Town, Clan, Districts, County, Regional and national) in the context of an integrated National Statistical and Geo-Information System;
2. Review instruments for data collection developed for such initiatives including GIS data and maps, census and survey designs, questionnaires and concepts, definitions and nomenclatures to be used in conducting the said censuses and surveys, as well as the costs of such operations;

3. Establish and manage, in collaboration with respective ministries, a National Master Sample Frame consisting of population census, enumeration areas, listing of households and a register of enterprises, as a key instrument for coordination of the National Statistical and Geo-Information System;
4. Ensure that all surveys of enterprises and households and/or individuals will draw their respective sample from the National Master Sample Frame;
5. Compile, update and publish a rolling National Integrated Program of Sample Surveys of Households and a National Integrated Program of Sample Surveys of Enterprises to be conducted by various components of the National Statistical and Geo-Information System;
6. Conduct censuses and surveys;
7. Collect routine administrative statistics;
8. Collect, analyze and disseminate social, economic, environmental and national accounts statistics of internationally acceptable standard as and when required;
9. Create, establish and manage the integrated National Statistical and Geo- Database;
10. Organize, maintain and ensure free access to a central depository of data, statistical reports, spatial information products such as maps and geo-referenced list, publications and documents from both within and outside the country;
11. Publish as its regular output a Monthly Statistical Bulletin, a Quarterly Statistical Digest, an Annual Statistical Abstract, an Annual Economic Survey and an Annual Statement of National Accounts as sources of official statistics on Liberia;
12. Design the scope and content and organize the time schedule for the release of publications in item (11) above and as detailed in Annex Two of this Act;
13. Submit the Annual Economic Surveys to the Legislature at least a fortnight before presentation of the annual Budget of Government to provide background to the Budget for informed decision-making;
14. Undertake research on and develop techniques and methods for production of statistics and Geo-Information Services:
15. Establish a unified statistical service within the Government by facilitating and ensuring the creation of a statistical capacity in sector ministries, geographic administrations and other components of the National Statistical and Geo-Information System;
16. Promote the use of appropriate information and communication technology (ITC) in statistical data and Geo-Information Services production process, dissemination and utilization;

17. Promote the understanding and use of official statistics and Geo-Data through information, education and communication (IEC) strategies (such as workshops, seminars, symposia, print and electronic media, etc.) to ensure popular participation and national ownership;
18. Promote and encourage the use of common and new concepts, methodologies, definitions, procedures, nomenclatures and standards, including geographic considerations and gender and development, in the collection, analysis and dissemination of statistical information, in order to ensure integration of the National Statistical System as well as an integrated National Statistical Database;
19. Accredite all professional statisticians desirous of undertaking any statistical research in the country;
20. Enforce the Scheme of Service and monitor its implementation as provided for in Section 50A.7(6);
21. Support sectoral capacity to acquire, access, use and contribute to the National Statistical System and the integrated National Statistical Database;
22. Develop for approval by the Board a public access to information policy;
23. Notwithstanding legislation and regulations on national security, protect private citizens' right to privacy;
24. Data produced by LISGIS should be provided free of charge to the Government of Liberia and its development partners. Provisions for cost of data products will be established to ensure cost-recovery; and
25. Perform such other functions as may be prescribed by the Board.

3. GOVERNANCE AND ORGANISATION

Policies and Strategies: The formulation of policies and implementation strategies for the overall development, management and operation of the Institute as well as the exercise of, and responsibilities for, general supervision of the Institute are vested in a Board of Directors, which initially was appointed by the President.

The Board is constituted as follows:

1. **Composition:** The composition of the Board shall not exceed twenty-one (21) and no less than thirteen (13). Membership shall consist of a minimum of 30% and maximum of 38% representation by the Government of Liberia, maximum of 19% representation or at least one by international institutions, maximum 43% representation or at least six by the private sector and learned individuals, consisting of members representing the below listed institutions:
 - a. Ministry of Planning & Economic Affairs Chairman
 - b. Ministry of Finance Member
 - c. Ministry of Agriculture “

d. Ministry of Education	“
e. Ministry of Health & Social Welfare	“
f. Ministry of Internal Affairs	“
g. Ministry of Gender & Development	“
h. Ministry of Labour	“
i. University of Liberia	“
j. The Central Bank of Liberia	“
k. Liberia Bankers Association (LBA)	“
l. Liberia Business Association (LIBA)	“
m. Liberia Chamber of Commerce	“
n. Rubber Planters Association (RPA)	“
o. Timber Association of Liberia (TAL)	“
p. Liberia National Bar Association (LNBA)	“
q. United Nations Development Programme (UNDP)	“
r. United States Agency for International Development (USAID)	“
s. European Union (EU)	“
t. World Bank (WB)/International Monetary Fund (IMF)	“
u. Liberia Agency for Community Empowerment (LACE)	“

2. **Qualification:** The members of the Board shall be appointed exclusively from among persons who qualify for appointment by virtue of their professional knowledge, experience and interest in statistics and informatics or in such other matters of statistics as appointed initially by the President to establish the institution and thereafter by the Board to support and develop the institution, which support may be either in the form of access to resources or professional expertise.

Powers and Functions of the Board: Subject to the provisions of the Act the Board has the following powers and functions:

1. Formulate and monitor the policy framework and implementation strategies governing the operations and management of the Institute;
2. Monitor the development and functioning of the National Statistical and Geo-Information System and the National Statistical and Geo-Database, taking into account gender, geographic and environmental considerations, using basic human development indicators;
3. Approve the respective programs of activities of the Institute and other components of the National Statistical and Geo Information System;
4. Monitor and assess the performance of the Institute and other components of the National Statistical and Geo-Information System against pre-determined key performance indicators;
5. After initial appointment by the President to establish the Institution, nominate and approve the Director-General and the three Deputy Directors-General;
6. Define the duties and functions of the Deputy Directors-General;
7. Evaluate annually the performance of the Director-General and Deputy Directors-General;

8. Approve the Institute's Annual Budget;
9. Review and approve, from time to time, the Terms of Reference (TORs) and associated fees of national and international consultants/Technical Advisors required by the Institute;
10. Focus on the financial health of the Institute and strategic direction required for the sustainable growth of the Institute;
11. Be informed of the activities of the national statistical and information systems, and have the opportunity to object;
12. Determine, from time to time, the Institute's structure, staffing levels and terms and conditions of service;
13. Shall approve the number and types of budget positions, the conditions of employment and the salary scale for officers and staff, the modalities of employment by the Executive Director of officers and staff of the Institute, other than the Deputy Executive Director and Financial Director;
14. Submit to the President within ninety (90) days after the end of each Fiscal Year, a report on activities of the Institute and all the other components of the National Statistical and Geo-Information System in that Fiscal Year and their future plans;
15. Make such by-laws, rules and Regulations as may be necessary for itself and for the efficient operation of the Institute, provided that such by-laws, rules and Regulations are not inconsistent with Laws and Statutes of the Republic of Liberia; and
16. May co-opt any person to attend any of its meetings in the capacity of advisor or expert on any matter in relation to his or her expertise, for the effective operations of the Board.

4. TERMS OF REFERENCE OF SENIOR POSITIONS

Powers and Functions of the Director-General: The powers and functions of the Director-General are as follows:

1. Be the Chief Administrative and Executive Officer of LISGIS and shall be responsible for its overall day-to-day management;
2. Advise the Board on overall National Statistics and geo-information policy matters;
3. Formulate and recommend to the Board procedures, methods and regulations on the collection, analysis and dissemination of statistical and spatial data to be collected in the National Statistical and Geo-Information System;
4. Implement the work plans approved by the Board for the furtherance of the Institute's objectives;

5. Carry out censuses and surveys in accordance with the Oath of Confidentiality;
6. Ensure that statistics and geo-information produced reflect a gender and geographic perspective;
7. Approve for publication and dissemination statistical and spatial data produced by other agencies;
8. Protect members of staff of the Institute from undue interference and influence in the execution of their duties;
9. Administer the Scheme of Service for staff in the Institute and in other components of the National Statistical and Geo-Information System;
10. Develop and promote human resource development programs for the statistical and geo-information cadre in the country;
11. Appoint Statistical Managers at the level of Directors or equivalent upon the approval of the Board;
12. Recommend to the Board for appointment and promotion of staff up to the level of Assistant Director or its equivalent in the Institute, taking into consideration the need for national geographic balance;
13. If and when necessary, recommend to the Board for review and approval the Terms of Reference (TORs) and associated fees of national and international consultants/Technical Advisors required by the Institute;
14. Advise on appointments and promotions of professional staff up to the level of Deputy Director or its equivalent in other components of the National Statistical and Geo-Information System;
15. Consult and co-operate with agencies of the Government and other institutions constituting the National Statistical and Geo-Information System;
16. Review and submit to the Board his/her observations and recommendations on all proposals for each national statistical and spatial surveys to be conducted by any component of the National Statistical and Geo-Information System;
17. Promulgate guidelines indicating procedures regarding proposals submitted to the Director-General by the various components of the National Statistical and Geo- Information System as indicated in sub-section 18 herein above;
18. May appoint committees as may be expedient for the efficient and effective operation of the Institute;
19. Prepare and submit to the Board for its approval the Annual Budget of the Institute for each Fiscal Year;
20. May delegate from time to time any of the powers conferred upon him/her by this Act as may be required and appropriate for the efficient administration of the Institute; and

21. Perform such other functions as may be prescribed by the President and/or the Board of Directors.

Current Leadership

Dr T. Edward Liberty was appointed Director-General of the Institute by President Ellen Johnson-Sirleaf on June 21, 2007

Organization: The Liberia Institute of Statistics and Geo-Information Services consists of, but not limited to, the following departments:

- a. Department of Statistics and Data Processing
- b. Department of Information and Coordination
- c. Department of Administration
- d. Department of County Statistics and Information offices- **(Proposed)**

Department of Statistics and Data Processing: The Department of Statistics and Data Processing shall provide professional services in the following specialties, but not limited to: Censuses and surveys; Economic Statistics consisting of Industrial Statistics, Trade Statistics and National Accounts; Population/Social Statistics; and Research/Specialized Studies; Providing methodologies for Surveys and Censuses; Adopting new concept and establishing standards; Formulating and implementing a Scheme of Service for statisticians, geographers and other geo-professionals in Liberia. The Department of Statistics and Data Processing shall also undertake data processing activities for all other departments, and provide statistical analysis service to the Department of Information and Coordination.

Department of Information and Coordination: The functions of the Department of Information and Coordination include, but not be limited to, the exercise of oversight responsibility for: Acquisition of spatial data and production of spatial information products; Providing coordination between the Institute and the various components of the National Statistical and Information System, as well as among the various components themselves; Providing training and manpower development; Producing and disseminating publications/documentations and maps; and Providing analytical services. Primarily, this Department shall focus on generation, analysis, management and dissemination of spatial information and the building of capacity within the Institute and among partners to execute their respective roles.

Department of Administration: The functions of the Department of Administration include, but not limited to, the administration of the internal and external affairs of the Institute, including provision of administrative support in the running and day-to-day management, operation, logistics, promotion, personnel, legal services, registry and internal regulations.

Department of County Statistics and Information Offices- (Proposed)- The expected function of the proposed department is to coordinate, supervise and monitor, the activities in the county as well as the staff of the county statistical and information offices throughout the fifteen counties in Liberia. These offices are responsible for data collection and dissemination at the rural level.

**Draft Organizational Structure of
LIBERIA INSTITUTE OF STATISTICS & GEO INFORMATION SERVICES (LISGIS)**

