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# DATA DISSEMINATION AND ACCESS POLICY

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## Preface

The Statistical Data Dissemination and Access Policy is a critical framework designed to guide the Statistical Data Dissemination and Access of statistical data from Ethiopian Statistical Service (ESS). In alignment with the vision of becoming "*globally competent and the center of excellence for reliable official statistical data*," this policy underscores Ethiopian Statistical Service's commitment to fostering evidence-based decision-making, promoting transparency, and enhancing public trust in official statistics.

ESS mission – "*By proving and implementing an integrated statistical system; in a manner that follows transparency and professional ethics, using standard methodology and modern technology; generating, analyzing and disseminating reliable official statistical data to data users in a timely and appropriate manner*" - serves as the foundation for this policy. Recognizing the growing demand for accurate, accessible, and timely data, this document outlines the principles, standards, and mechanisms necessary to ensure that statistical information meets the needs of policymakers, researchers, businesses, and the general public.

Ethiopia's development aspirations, as articulated in national and international agendas: the Ten-Year Development Plan (2021–2030) and the Sustainable Development Goals (SDGs), require robust statistical systems that uphold integrity, inclusivity, and innovation. This policy, therefore, emphasizes the importance of data accessibility, interoperability, and ethical use while safeguarding confidentiality and adhering to international best practices.

By implementing this policy, the Ethiopian statistical system will strengthen its capacity to provide credible data that supports socio-economic planning, monitors progress, and fosters accountability. We extend our gratitude to all stakeholders for their contributions in shaping this policy and their continued collaboration in advancing Ethiopia's statistical landscape.

Together, we can ensure that reliable statistical data serves as a cornerstone for sustainable development and prosperity for all Ethiopians.



## **ESS Mission**



“By providing and implementing an integrated statistical system; in a manner that follows transparency and professional ethics, using standard methodology and modern technology; generating, analyzing and disseminating reliable official statistical data to data users in a timely and appropriate manner.”

## **ESS Vision**



“To be globally competitive and credible center of excellence for official statistics.”

## **ESS Values**



“Our institution values transparency, reliability, accountability, participation, confidentiality, coordination, professional ethics and independence, collaboration and partnership, accessibility, humility, and teamwork to foster trust, integrity, and collective success in all we do.”

## **Institutional Philosophy**

**By using scientific methods; we strive to provide quality data for better decision making.**

- ✓ Enhancing institutional implementation capacity and ensuring effective use of resources;
- ✓ Increasing the availability of demographic and social statistics data;
- ✓ Increasing the availability of economic statistics;
- ✓ Statistical methodology, research and system development;
- ✓ Development and utilization of statistical digitization and geo-spatial data.

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## **Acronyms and Definitions**

### **Acronyms**

DOIs - Digital Object Identifiers

ESS; Ethiopia Statistics Service

FPOS: Fundamental Principles of Official Statistics

GIS: Geographic Information Systems

IMF: International Monetary Fund's

IMIS: Integrated Management Information System

ISBN: International Standard Book Number

ISO: International Organization for Standardization

ISSN: International Standard Serial Numbers

NGO: Non-government Organizations

NSS: National Statistics System

PDF: Portable Document Format

PUFs: Public Use File

SDDS: Special Data Dissemination Standard

UN: United Nations

## Definitions

In this directive unless the context otherwise requires:

1. **‘Administrative Record’** shall mean the statistical data collected and compiled from records that are by-products of the day-to-day administrative exercises of government and non-government agencies;
2. **‘A Form for Requesting Access to the Raw Data’** This is a form to be filled out by those who request for accessing the raw data and it indicates the type, reason for requesting and procedures for utilizing the raw data; and the rights and obligations of the users in utilizing the raw data; and
3. **‘Census’** shall mean a complete enumeration of units in a well-defined territory at specified time which includes: population, housing, agriculture, industry, trade, and other similar sectors;
4. **‘Country Level Raw Data’** shall mean raw data collected from Urban and/or Rural areas at country level;
5. **‘Kebele’** is the lowest administrative hierarchy with-in a Wereda/District in the country.
6. **‘Raw Data’** shall mean data collected directly from households, establishments, or other statistical units through surveys or censuses, in their original form, prior to cleaning, validation, anonymization, aggregation, or statistical analysis, and recorded at the enumeration area or other administrative levels (Kebele, Woreda, Zone, Region or Country level), whether coded or uncoded.
7. **‘Sample Survey’** shall mean a method of data collection in which a representative portion of the population, household, dwelling, holding, or establishment, market, etc., selected from the total units. Then, data pertaining to social, housing, agriculture, industry, trade, household budget and prices, ...etc. are collected, compiled, processed, evaluated and the resulting data are published and disseminated;
8. **‘The Production Cost’** shall mean the capital budget allotted to collect and process the data for a specific census or survey;
9. **‘The Lowest Reporting Level’** refers to the most detailed administrative unit at which data from a study is processed and the results are released. For **Censuses**, such as population and housing censuses, data can be published at Kebele, Woreda, Zone, or

Region Levels of the country depending on the scope and purpose of the analysis. In the case of **Sample Surveys**, the lowest reporting level is determined by the smallest administrative unit for which statistically reliable results can be produced, which may be above the Kebele or Wereda Levels, may also on Urban, Rural Areas due to sample size and survey design considerations.

## **Part I: Statistical Data Dissemination**

### **1. Introduction**

Ethiopia Statistics Service (ESS) is a government organization Policy formulation and critical decision making also require good statistics at the formulation and monitoring of the implementation of the policy. To achieve this, the National Statistical System (NSS) needs to be strengthened and be responsive to supply data adequately and timely. Its mandate is to collect, process, compile, analyse, publish, disseminate and archive Official Statistics derived from Censuses, Surveys and use of Administrative Data. In relation to this policy, ESS's mandate is to provide public institutions, businesses and researchers, individuals, international organizations, non-government organization, university students and public at large with reliable and objective information on the social, demographic, economic, environmental situation, geo-spatial data, big data and trends in the country. The information produced by ESS is intended to satisfy the diverse information requirements of all categories of users locally and externally.

Official Statistics are public goods and shall be made available to everyone. Statistics shall be presented in a way that they can be understood by the different users, even those without any expert statistics knowledge. The statistics and analysis shall be accessible and understandable to enable use of information with ease. As much as possible, published statistics shall cover very wide areas, in order to address information needs of the diverse users.

This policy document addresses issues of when, to whom, and in what form ESS disseminates statistical releases and allows access to data. Furthermore, it also provides users with guidance on acceptable usage of accessed data and further defines the nature of data files that will be released, the intended use of these files together with environment under which the files shall be released.

Through implementation of this policy, ESS will ensure that when disseminating and/or allowing access to data, statistical releases will be in formats that are harmonious with user needs by using up-to-date technologies.

## **2. Problem Statement / Rationale of the Policy**

The Ethiopian Statistical Service (ESS), mandated to produce and disseminate official statistics, recognizes the need to modernize and streamline its data dissemination processes. The current dissemination practices have lacked a unified framework that ensures standardized access protocols, consistent formatting, appropriate technological integration, and clear guidelines for data usage. These gaps make it difficult the full utilization of statistical outputs by government bodies, researchers, businesses, civil society organizations, and the general public.

Moreover, the growing diversity of data users: ranging from experts to laypersons, demands dissemination approaches that are both technically advanced and intuitively accessible. In the absence of a clear policy, there is also a risk of data misuse, confidentiality incidents, and inefficiencies in delivery.

This Statistical Data Dissemination and Access Policy is, therefore, vital to establish a coherent, transparent, and legally sound framework that governs how ESS disseminates statistical data and allows access to it. It aims to align with national open data initiatives, integrate modern dissemination technologies, and uphold the principles of data quality, accessibility, and confidentiality, thereby ultimately enhancing the credibility, relevance, and impact of official statistics in Ethiopia.

## **3. Policy Statement**

ESS is committed to providing data, official statistics and other statistical information products relating to Ethiopia, that have been compiled and processed using acceptable standards to all users in accessible formats and in a timely manner in accordance with applicable laws, policies and guidelines currently in operation for statistical data dissemination processes.

Thus, this policy focuses on acceptable methods, procedures and principles for governing the dissemination of our official statistical products generated and services provided by our organization, ensuring equal and efficient access for all users. It reflects our dedication to providing high-quality, user-friendly data while safeguarding confidentiality and data integrity. This document is divided into two parts i.e., Statistical Data Dissemination and Data Access Sections.

## **4. Objectives**

### **4.1 General Objective**

The main objective of this data dissemination and access policy is to ensure timely and quality data provision to diverse data users.

### **4.2 Specific Objective**

The specific objective of this policy is to ensure the achievement of the main objective through:

- Providing a framework for releasing data and statistics to a broader range of users in compliance with national statistics law, regulations and other relevant legal provision;
- Strengthening the dissemination of statistics in line with the fundamental principles of statistics;
- Strengthening the nationwide dissemination of statistics in alignment with the fundamental principles of official statistics;
- Ensuring the definition of formats in which data can be disseminated in line with the latest technologies;
- Ensuring definition of the nature of data files that will be released, the intended use of these files and conditions under which the files shall be released;
- Providing the guidelines on the permitted usage of ESS data.

## **5. Scope of the Policy**

This policy details out the procedures for accessing statistical products and outputs, as well as the principles governing the dissemination and distribution of official statistics. It is expected that the policy will guide on how ESS manages statistical data and the available dissemination mechanisms. The policy covers the following major areas:

- a. **Microdata and its outputs:** These are socio and economic data which is generated through surveys and censuses at the unit level mainly from the households, establishments, market prices, and individual level of observations.
- b. **Macrodata and its outputs:** These include all available information collected and aggregated from households, firms/institutions.
- c. **Administrative data:** This includes data collected by public institutions in the course of rendering service to the public.
- d. **GIS products:** This includes ATLAS and other statistical outputs derived from or utilizing GIS data visualizations and related information.

## 6. Principles of Dissemination and Distribution of Official Statistics

The dissemination policy of ESS is framed in accordance with the provisions of the Proclamation No. 1263/2021 (which covers the ESS's roles, responsibilities and duties), the United Nation's fundamental principles of official statistics, manuals of the International Monetary Fund's (IMF), Special Data Dissemination Standard (SDDS) and the African Charter on Statistics. This dissemination policy, therefore, subscribes to international principles. This policy will be implemented under the following principles:

- Official statistics shall be relevant and accurate.
- Statistics is updated and published frequently on time.
- Statistics are easily accessible to users and in the standard format that meet users' requirement.
- Dissemination of statistics should be comparable using common standards, definitions, classifications and methodologies.
- Statistics should be consistent and coherent.
- Coordination of National Statistical System - NSS should be strengthened.
- All users are treated equally.

Official statistics shall be accurate, reliable, consistent and comparable in space and time. Distribution of official statistics shall be impartial and transparent. The objectives of dissemination and related communication activities shall be to maximize the use of statistical information and the delivery of the statistics mandate by:

- Responding to user needs when developing and disseminating information;

- Increasing access to information by disseminating as widely as possible.
- Providing maximum access to information of broad interest, free of charge, while recovering the costs of providing selected information.

## **7. Types of ESS Statistical Survey and Census Reports**

The ESS produces a variety of survey and census reports to provide reliable and timely statistical information for planning, research, policy-making, and public knowledge. These reports are derived from data collected at the unit level, including households, establishments, individuals, and markets within the enumeration areas. ESS ensures that all reports adhere to international standards for quality, confidentiality, and methodological rigor. The main types of reports are as follows:

### **7.1 Household Surveys and Censuses**

- Focus on the social, economic, and demographic characteristics of the population.
- Provide key indicators such as income, expenditure, employment and unemployment, labor force, health, education, and living standard conditions and welfare.

Mainly: *Household Income and Expenditure Survey (HIES), Labor Force Survey, Urban Employment and Unemployment Survey, Demographic and Health Survey (DHS), Population and Housing Census, Migration Survey, Time Use Survey.*

### **7.2 Establishment / Enterprise Surveys and Censuses**

- Collect data on businesses, industries, and institutions to inform economic planning and policy.
- Cover indicators mainly as employment, production, revenue, investment, and other operational characteristics.

Mainly: *Large, Medium and Small Manufacturing Industries Survey, Establishment Census, Construction Survey, Import and Export Trade Statistics.*

### **7.3 Market Price Surveys**

- Monitor prices, supply, and demand trends to support economic analysis and policy decisions.
- Include data on consumer prices, retail price, agricultural product markets, and trade flows.

Mainly: *Consumer Price Index (CPI) Survey, Retail Price, and Agricultural Product Market Price Survey.*

## **7.5 Specialized / Thematic Surveys**

- Conducted to address specific sectors, emerging policy issues, or particular research needs.
- Provide focused analysis on areas such as gender, migration, technology, or environment.

Mainly: *Gender Statistics Survey, ICT Usage Survey.*

## **7.6 Integrated / Combined Surveys**

- Some reports integrate survey data to produce comprehensive statistical products for policymaking and research.
- Ensure consistency across multiple datasets and provide a holistic view of social and economic conditions.

Mainly: *Integrated Household Socio-Economic Survey.*

### **Policy Note:**

Different users of statistics require these survey and census reports, as well as the associated datasets, for various purposes, including planning, research, policy formulation, monitoring and evaluation, and general information needs. Access to these reports and datasets is governed by the ESS Data Access Policy to ensure appropriate use while protecting confidentiality and data quality.

## **8. Users of Statistics**

ESS shall offer a wide range of statistical products and services and shall promote effective use of statistics for informed decision-making. The users of the statistics produced by the organisation includes:

- a) Government Organizations,
- b) Public Institutions,
- c) Regional Development Agencies,
- d) International Organizations,
- e) Non-government Organizations (NGO)
- f) Trade/Business/Private Organisations/Associations,
- g) University/Academicians/Researchers,
- h) Individual/General Public at large,
- i) Medias and etc.

Users of statistical information have diverse needs and utilize statistics for multiple purposes, including planning and programme development, operational and policy decision-making, research, business and commercial activities, public information, and educational use.

**For instance**, various organizations have submitted official requests for **life expectancy statistics at national and regional levels, disaggregated by sex**, to support **judicial decision-making**. Similarly, **population growth rates** are requested to assess demographic trends, monitor changes in population dynamics over time, and inform **evidence-based policy formulation and resource allocation**, while **population projections** are requested to support **long-term planning**, including infrastructure development, service delivery, and other development decisions at **national and sub-national levels**. In addition, **market price statistics** are frequently requested to **assess inflation and cost-of-living trends, support market regulation, contract adjustments, compensation claims, and evidence-based economic and legal decisions**.

Data users shall have the option to access statistical information through the ESS official website, or through official dissemination outlets - the **authorized channels** used by ESS to **release and share statistical information** - including services provided by the Statistical Data Dissemination and Access Unit. Users may also obtain physical copies at minimal printing cost. In addition, ESS may issue a limited number of complementary copies to selected stakeholders.

In addition, users may submit **custom** statistical data requests through **official letters** to ESS, in accordance with established procedures. Such requests may be addressed by the relevant units based on data availability, confidentiality requirements, and applicability of our data access policy.

## **9. Distribution Mechanisms**

The underlying reason for dissemination of official statistics shall be to assure access for optimum use in decisions making. Dissemination shall be in such a way that statistics results are simultaneously accessible to users. To make that possible, all users or interested parties shall be notified at the same time on the availability to access the information through Official Website.

Therefore, the main channel for disseminating statistical results will be the ESS official website. Additionally, ESS statistical information will be distributed through various media, including the following:

- a. **Website:** ESS's Official Website: <https://ess.gov.et/>
- b. **Data Portal** – StatBank: <https://ess.gov.et/data-portals/>, Multisectoral Integrated Management Information System (IMIS): <https://imisethiopia.gov.et/>, African Information Highway open data portal: <https://ethiopia.opendataforafrica.org/vyilnfpf/>, Digital Repository: <https://drs.ess.gov.et/home>, and so on.
- c. **Publications** - ESS shall produce some of statistical information in publications, professional journals, magazines, newspapers and news releases. These shall be disseminated to targeted users through courier systems, book fairs, trade fairs and exhibitions or as stock in the ESS library.
- d. **Seminars, Workshops and Launch Forums** – ESS shall disseminate some of statistical information through seminars, workshops and organized launches of surveys and census reports.
- e. **Digital Library** – The ESS Library will store publications as reference materials for researchers and the general public.
- f. **E-mail and Telephone** - The purpose of mass-mailing via e-mail is to contact the target groups and introduce the product as well as to invite the potential customers to submit their orders.

**Note:** No statistical survey dataset shall be disseminated prior to the dissemination of an associated statistical survey report.

## **10. Release of Official Statistics**

ESS shall make official statistics available under the terms of the National Statistics System (NSS) and International Monetary Fund (IMF) framework guiding production and dissemination of data. The Director General shall approve release of all official statistics before dissemination and ensure simultaneous release to all users according to the Statistics Release Calendar, which will be provided to users and updated as needed.

## **11. Release Time**

The dissemination schedule for statistical releases shall be published in the Statistics Release Calendar, available on the official website. Official statistics shall be made accessible to users on the scheduled dates through the following channels:

- News releases
- E-publications
- Brochures
- Posters

News releases shall be issued as close as possible to the announced date. Electronic versions of publications shall be published on the website on the scheduled release day. Printed publications shall be distributed to relevant stakeholders and made available in the Data Dissemination Centre upon printing.

In the event of a change in the release schedule, the updated release time shall be promptly reflected in the Release Calendar on the website. Subscribers shall also be notified of such changes.

The ESS shall release documented microdata files according to the following timelines:

- Monthly Data: Data should be disseminated as soon as results are officially published, following the established release calendar, to ensure consistent timeliness and predictability.
- National Survey Data: Within two months after the results are published.
- Census Data: Within six months of the final results release.

## **12. Key Elements and Presentation Formats for Statistical Releases**

Presentations of Statistical Data Releases are crucial for communicating complex information in a clear, concise, and accessible manner. These presentations often follow specific formats and types based on current technologies to ensure the data is effectively communicated to various users. Therefore, here are the key elements and types of formats commonly used in ESS Statistical Data Release.

## 12.1. Key Elements of Statistical Releases

### 1. Reports:

- **Key Findings Reports:** concise summaries highlighting the most important results from a larger statistical publication or survey.
- **Statistical Reports:** Detailed documents that include comprehensive analyses, explanations, and interpretations of data.
- **In-Depth Analysis Reports:** examines data to identify trends, patterns, and relationships, providing evidence-based insights and conclusions. ESS has experience conducting such analyses, leveraging the expertise of academicians, sector specialists, and ESS experts.

### 2. Tables:

- **Standard Tables:** Predefined tables with specific variables and categories.
- **Custom Tables:** User-defined tables allowing selection of variables and categories as needed.

### 3. Graphs and Charts:

- **Bar Charts:** Useful for comparing quantities across different categories.
- **Line Graphs:** Ideal for showing trends over time.
- **Pie Charts:** Good for displaying proportional data.
- **Histograms:** Effective for showing frequency distributions.
- **Scatter Plots:** Used to identify relationships between two or more variables.

### 4. Dashboards:

- Interactive platforms that allow users to explore data through various visualizations.
- Often include real-time data updates and customizable views.

### 5. Infographics:

- Visual representations combining graphics and text to explain complex data quickly and clearly.
- Suitable for broad audiences, including the general public.

### 6. Maps:

- **Thematic Maps:** Show spatial distributions and patterns (e.g., **Choropleth Map** – that uses **shading, coloring, or patterns** to represent **data values** across predefined areas (like regions, districts, or countries), and allows users to **visually compare values spatially**.

**Example:**

- A map of Ethiopia showing population density by region, where darker colors represent higher density and lighter colors represent lower density.
- **Geospatial Analysis:** Integrate data with geographic information systems (GIS).
7. **Machine-Readable Datasets:** Structured digital files (e.g., CSV, JSON, APIs, Excel, etc.) designed for automated processing by software without manual intervention. These formats enable efficient data analysis, sharing, and integration across systems, unlike static formats like PDFs or images that require human interpretation.

## 12.2. Types of Presentation Formats

1. **Printed Documents:**

- Traditional format for detailed reports and official publications.
- Suitable for archival and formal presentations.

2. **PDFs:**

- Portable and widely accessible format for distributing reports and documents.
- Ensures consistent formatting across different devices.

3. **Web Pages:**

- HTML-based presentations on websites.
- Allows for interactive elements and ease of access.

4. **Data Portals:**

- Online platforms providing access to datasets and analytical tools.
- Often include download options and interactive features.

## 13. Statistical Publication Identifiers

All ESS statistical publications shall be assigned an **International Standard Book Number (ISBN)** in compliance with **ISO 2108** to ensure unambiguous identification, traceability, and to control its preservation in official statistical repositories: highly essential for metadata management in official statistics.

Where applicable, **International Standard Serial Numbers (ISSN)** shall be used for serial statistical publications (*Periodic Statistical Reports, Annual Statistical Compilations and Recurring Statistical Digests, etc.*) to distinguish them from monographic works or published

as a complete unit (not serially). This enables standardized cataloging and facilitates its indexing in official statistical repositories.

For digital statistical products, **Digital Object Identifiers (DOIs)** should supplement ISBN/ISSN assignments to ensure persistent access and citations enable verification.

#### **14. Release of Microdata Files**

This policy aims to support the needs of specialized data users by providing anonymized microdata files to be used strictly for research/statistical purposes. The output from such research forms the basis for decision-making about policies and programmes. The release of the data for research purposes substantially enhances the analytic value of the data that have been collected through various censuses and surveys conducted by the Organisation.

#### **15. Anonymisation of Microdata Files**

Direct and indirect identifiers shall be removed from files prior to dissemination through various anonymisation procedures. Two main types of anonymized files will be produced under the terms of this policy. The major differences among these files are the levels of geographic and characteristic detail.

- **Public Use Files (PUFs):** Microdata files are disseminated by ESS for general public use. These files shall be made available for downloading, from the ESS Official Website, to individuals who identify themselves by name, provide their email addresses and agree to abide by the set terms and conditions defined by ESS. Such data files shall be made available to users free of charge.
- **Licensed files:** To permit users to access data files that are less highly anonymized and/or more sensitive than PUFs, the users shall have a signed agreement with ESS. For these files, all individual identifiers shall be removed and some characteristic detail may be collapsed or removed. Licensing agreements shall only be entered into with users working for registered organizations. The primary and secondary researchers shall be identified by name and the institution. Such files shall be available on charge basis, as per the production cost sharing policy of ESS.

## **16. Promotion of Statistical Dissemination**

In order to enhance usability, accessibility, recognition, and direct engagement with users of official statistics, ESS shall use the following promotional methods:

- Press releases and conferences
- Workshops and meetings with stakeholders
- Lectures for students
- Special publications on important events
- Promotional brochures
- References on the internet
- Participation in conferences and international fairs
- Cooperation with other institutions
- Social media campaigns
- Webinars and online training sessions
- Collaboration with media outlets
- Community outreach programs

## Part II: Statistical Data Access

### 2.1. Raw Data Access

Ensuring easy and wide access to statistical data is a core priority of the ESS. To meet the diverse needs of users, ESS shall provide access to statistical data through modern technological platforms, enabling efficient, equitable, and user-friendly access.

In recognition of the importance of timely dissemination and access to statistical data, ESS shall provide access to survey datasets within two months after the **official release of survey results** and census datasets within six months after the **official release of census results**, following completion of data validation, anonymization, and documentation processes. These timelines ensure data quality, confidentiality protection, and compliance with internationally recognized statistical data dissemination standards.

To further safeguard data quality and analytical consistency, survey and census datasets shall be released in phases. An initial release shall accompany the **key findings report**, highlighting the most important results, followed by the **basic report** presenting full summary tables of all standard variables, and **detailed indicators report** in subsequent releases with additional indicators. This phased approach is essential to ensure data quality, confidentiality, analytical consistency, and timely access to key statistics, according to international best practices.

In line with this approach, ESS shall provide different modes of access to survey and census datasets based on the level of data sensitivity, as follows:

**Open Access Data (Public Use):** These files can be accessed freely through the website once the user has registered online and agreed to the terms and conditions outlined in the registration form. The data available for download on the ESS website will be provided at no charge.

**Licensed Files:** This requires an agreement between users/sponsors/stakeholders and ESS, granting permission to access detailed data as specified in the agreement. A sponsor is any party who contributes directly either technically, materially or financially towards a data production process. The files may be transferred to user's online methods or through other transfer media.

**On-Site Access Files:** ESS shall, in some cases, permit users to work on-site within the ESS premises to access sensitive data which could not be adequately anonymised for release outside of the organisation. All data to be removed from the ESS premises shall be reviewed by an officer of ESS to ensure that confidentiality is not breached. When requesting for this data, researchers shall be asked to outline their research objectives, for permission to be accorded.

## **2.2. Confidentiality of Information**

All statistical information is collected in accordance with the Statistics Act, which emphasizes the aggregation of published data. Therefore, all statistical data shall be anonymized before being shared with users to protect data providers. Similarly, all tables, reports, and other extracts of publications shall be prepared in a manner that ensures the confidentiality of data providers is maintained before dissemination.

## **2.3. Production Cost Sharing**

While ESS encourages broad use of its products by all stakeholders, it is important to point out that production of statistical data and information is costly. ESS shall, therefore, charge fees on some statistical products and services with a view to subsidizing the cost of collecting, preparing and packaging data as per the amount of charged for accessing raw data of specific survey or census data shall be on the basis of decision made on by the **Minister** responsible for financing or planning, or by the **designated entity** for this purpose. For an organization/person requesting raw data access at National, Regional, Zonal, Wereda and Kebele level, the total fee for more than one lower reporting level or selected variables shall be obtained by multiplying the amount to be charged for one reporting level with that of the total reporting levels requested.

## **2.4. Terms and Conditions Governing use of Public Data**

The following are the terms and conditions governing the use of public data:

- Data and other information materials provided by ESS shall not be redistributed or sold to other individuals, institutions, or organisation.
- Data shall be used for statistical and research purposes only and not for investigation of specific individuals or organizations or any other purpose.

- Any publications, books, articles, conference papers, theses, dissertations, reports, or other products that employ data obtained from the ESS Data Archives shall be duly acknowledged and properly cited.
- Researchers and students from universities or higher educational institutions who access raw data free of charge are obliged to submit a copy of their report, publication, or any product that analyses the data derived from the source to ESS for proper tracking and reference.
- No attempt shall be made to produce links among datasets provided by ESS, or among data from the ESS and other datasets with a view to identifying individuals or organizations.
- Requests for micro-data shall be serviced upon completion of and submission of the Application Form, shown in Annex 2, for accessing microdata.
- Users are expected to adhere to the rules and instructions provided by ESS, which may be updated from time to time.
- The organization/person requesting access to the raw data should not summarize and produce any information below the intended reporting level other than indicated in the survey design.

## **2.5. Metadata Dissemination**

Statistical metadata provides descriptions and documentation for statistical data, including data files and variables for each dataset to provide context and improve data usability. It facilitates the sharing, querying, and understanding of statistical data throughout its lifecycle.

Metadata dissemination shall be in line with the Fundamental Principles of Official Statistics which are relevant to data management. These principles include:

- To retain trust in official statistics, the ESS needs to decide according to strictly professional considerations, including scientific principles and professional ethics, on the methods and procedures for the collection, processing, storage and presentation of statistical data.
- To facilitate a correct interpretation of the data, the ESS is to present information according to scientific standards on the sources, methods and procedures of the statistics

- Data for statistical purposes may be drawn from all types of sources, be they statistical surveys or administrative records. ESS is to choose the source with regard to quality, timeliness, costs and the burden on respondents.
- By adhering to internationally recognized statistical standards, national agencies ensure greater coherence, comparability, and efficiency in official data production across all levels.
- ESS shall be providing detailed metadata on its website, including a description of data files and variables for each dataset.

## 2.6. Archiving of the Statistics Products

All statistical products which are eligible for archiving shall be digitally archived. This process aims to safeguard those statistical products for long-term use, preventing physical deterioration and ensuring future accessibility. The followings are the major statistical products that are typically preserved for archiving:

- **Statistical Reports:** Comprehensive reports detailing statistical analyses and findings.
- **Data Tables:** Aggregated or disaggregated tables presenting statistical results.
- **Technical Documents:** Research papers explaining the methodology, processes, and results of statistical studies.
- **Raw Data Files:** Original data collected directly from surveys or censuses in their initial form, prior to any processing, cleaning, validation, anonymization, or aggregation and are not typically suitable for direct analysis or public access.
- **Microdata Files:** Processed and anonymized datasets containing detailed observations at the individual unit level (such as households, establishments, or persons), structured and documented for statistical analysis. Microdata files are derived from raw data and are made available for analytical use in accordance with data access and confidentiality policies - cleaned, structured, and analysis-ready unit-level data.
- **Macrodata Files:** Aggregated datasets that summarize data at a higher level, such as national or regional statistics

- **Master Files:** Original and comprehensive datasets that serve as the source for other data products.
- **Survey Instruments:** Questionnaires, Manuals, Code Book and surveys tools used to collect data and analysis.
- **Data Dictionaries:** Documentation that describes the variables, formats, and structure of datasets.
- **Metadata:** Information that provides context and details about the datasets, including methodologies, sources, and data definitions
- **Analysis Scripts:** Code and scripts used for data processing and analysis.
- **Data Visualizations:** Charts, graphs, and maps created from statistical data.
- **Research Data:** Detailed datasets from studies and experiments.
- **Statistical Models:** Models and methodologies used to analyze data.
- **Archived Web Content:** Web-based statistical content, such as online dashboards or interactive data tools.

Preserving these products ensures that statistical data and analyses remain available for future reference, replication, and continued research. In addition, the historical archived data might be used for trend analysis or historical research.

## 2.7. Copyright and Citation Requirements

All products of ESS are objects of copyright and protected by Copyright Act. All the publications shall include the copyright mark © which informs the users of official statistics that they can make copies for their own use but must not use them for business purposes. Users must acknowledge ESS as the source when utilizing any of our statistical products in publicly.

## 2.8. Disclaimer

ESS shall not be liable to users of its data and information, or any other party, for any loss or damages, whether direct or consequential, including but not limited to loss of time, money, or goodwill, resulting from the use, operation, or modification of the data.

## **2.9. Revision of the policy**

This policy shall be revised on a five-year basis to be able to align it with NSDS development process. However, if need arises the Director General of ESS in consultations with head of Council of Ministries shall authorize its revision. Changes necessitating revision shall include changes in technology, statutory regulations and any other reasons as may be determined from time to time.

## **2.10. Effective Date and Implementation**

This policy shall become effective upon approval and will be implemented in accordance with the National Strategy for the Development of Statistics (NSDS). The Ethiopian Statistical Service (ESS) and relevant government institutions (RGIs) will conduct regular monitoring to assess user needs and enhance the accessibility of statistical products.

## References:

1. Ethiopia Statistics service (ESS). (2024). Policy on Dissemination and Access of Official Statistics. Retrieved from [www.ess.gov.et](http://www.ess.gov.et).
2. Ethiopian Statistical Service. (2024). Guidelines for Data Dissemination, Microdata Access, and User Obligations. July 2024 Edition.
3. Statistics Botswana. (2023). Microdata Access Policy. Retrieved from [www.statsbots.org.bw](http://www.statsbots.org.bw).
4. International Monetary Fund (IMF). (2022). IMF Data Access Policy and Guidelines. Retrieved from [www.imf.org](http://www.imf.org).
5. **EUROPEAN STATISTICAL SYSTEM.** *Metadata and Dissemination Standards: Publication Identifiers.* ESS Standard 1.11. Luxembourg: Publications Office of the European Union, 2023. URL: <https://ec.europa.eu/eurostat/web/ess/ess-standards>

## **Annex 1: Glossary of Technical Terms**

### **Microdata**

For the purposes of this policy, microdata is defined as files of records from household and establishment surveys and censuses pertaining to individual respondent units such as household, individual, establishment, agricultural holding, etc.

### **Macrodata**

**Macro-data** refers to comprehensive information collected and aggregated from various sources, including households, firms, and institutions. These datasets are consolidated to provide higher-level summaries, such as national or regional statistics, enabling broad economic and social analysis.

### **Metadata**

A description of the data for the users to understand the data in detail. This includes, among others, description of the source, compilation, methodology, time of dissemination, institution and persons responsible for the compilation.

### **Anonymization**

“Anonymization” refers to the process of removing direct and indirect identifiers from the survey file to conceal the characteristics and identity of individual respondents. Anonymized Microdata Files These are microdata files that have been anonymized for dissemination purposes.

### **Degree of Anonymization**

The degree of anonymization refers to the extent and manner in which the respondent’s characteristics and geographic detail in the survey have been suppressed in order to ensure respondent confidentiality.

### **Direct Identifiers**

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

### **Indirect Identifiers**

These refer to characteristics which are shared with several other respondents and, when combined with other information, can lead to compromising the identity of the respondent.

### **Census**

A Census is a survey conducted on the full set of observation units or objects belonging to a given population or universe. It is the complete enumeration of a population or groups at a point in time with respect to well-defined characteristics.

### **Survey**

Survey is a scientific statistical collection of data on individuals, households, establishments or other organizational units where only a sample of units in the population is enumerated.

### **Dissemination**

Dissemination refers to the act of making microdata files, with supporting metadata, available for access and use

### **Official Statistics**

National Statistical Data compiled and produced by ESS based on the scope of UN-fundamental principles of official statistics.

## Annex 2: Application Form for Raw Data Access Request



### ETHIOPIAN STATISTICAL SERVICE FORM FOR REQUESTING ACCESS TO RAW DATA

1. Name of organization/person requesting the raw data:

-----

2. Requesting Organization/Person: -

- Governmental Office
- Research Institution
- Higher Education Institution
- Researcher
- University Student
- An Org. who contributed for the specific survey/census
- Private /Consultant Organization
- NGO
- International /Foreign Organization
- Other /specify/ -----

3. Year of undertaking and the name of the Census of Sample survey from which the raw data are being requested:

-----  
-----

If the requested data be related to a particular domain, please specify the relevant indicators or

**variables:** -----  
-----

4. The raw data is requested at: -

- Country level
- Regional level
- Zonal level
- Wereda level
- Kebele level
- Other /specify/ -----

5. For what purpose do you need the raw data? / Please describe in short, your proposal/

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**Only Office Use:**

6. Comments, the name and the signature of the head of the department from which access to raw data is requested:

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

7. Authorized person; Please make access to raw data:

Free of Charge

With Charge

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

8. Executive Officer II, Strategic Affairs: If it's with charge, specify the total budget allocated for the Census/Survey and the amount to be paid, in Birr, as per the raw data access policy.

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

9. CEO, Statistical Data Dissemination and Access: If it's with charge, approve that the total amount to be paid, in Birr, has been completed. \_\_\_\_\_

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

## 10. Obligations of Organization/Person requesting to access the Raw Data

- 10.1 The organization/person requesting to access raw data shall not transfer the raw data it obtained with or without charge to third party;
- 10.2 The organization/person requesting to access raw data shall not use the data it obtained with possible identification of individual return or part there of;
- 10.3 The researchers and students of higher educational institutions, who are allowed to have access to raw data without charge are obliged to give the copy of their report presenting the analysis of the data;
- 10.4 If the raw data is requested for a research purpose in fulfilling an academic requirement, a final and approved research proposal needs to be submitted to Ethiopian Statistical Service through ESSarchive@ess.gov.et.
- 10.5 Any publication from the data shall acknowledge the contribution of the Ethiopian Statistical Service.
- 10.6 The organization/person requesting to access raw data shall not process the data below the lowest reporting level;
- 10.7 **Declaration of Compliance:** I, the undersigned organization/person, hereby agree to fully comply with the rules and regulations stipulated under Articles 10.1 to 10.6. Failure to adhere to these obligations shall render the undersigned liable to the applicable penalties as set forth under the relevant provisions of the Civil Code issued in 1960, the Criminal Code of 2005, as well as the Establishment Proclamation of the Ethiopian Statistical Services - namely, Proclamation No. 1263/2021, which defines the powers and duties of executive organs of the Federal Democratic Republic of Ethiopia, and Proclamation No. 442/2005, particularly Article 16 and its subsequent provisions.

### 11. Witness Names and Signatures:

- 11.1 \_\_\_\_\_
- 11.2 \_\_\_\_\_
- 11.3 \_\_\_\_\_

12. Name of the requesting Organization/Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Annex 3: DIRECTIVE ISSUES TO ESTABLISH PROCEDURES  
FOR ACCESSING RAW DATA TO USERS**