



International Association for Official Statistics

Executive Committee Code of Conduct

March 2024

The March 2024 version of the code of conduct was developed by members of the 2023-2025 EXCO and endorsed by the IAOS EXCO on 27 March 2024 (CET).

Introduction

You are or will be a member of the Executive Committee (EXCO) of the International Association for Official Statistics (IAOS), elected by the IAOS members, or co-opted by the Executive Committee. As such you are an officer of the International Association for Official Statistics (IAOS). Your election is based on your merits in the statistics profession and/or contributions to the statistical community. Serving as an officer of the International Association for Official Statistics comes with responsibilities. We need to ensure that you are aware of these responsibilities and respect the rules that come with it.

This Code of Conduct describes the formalities and responsibilities of your function and aims to create awareness what good governance means, following the ISI Statutes and bylaws, IAOS Statutes and Dutch Law.

The International Statistical Institute (ISI) is registered in the Netherlands and so is a legal entity subject to Dutch Law (“Vereniging”: an Association). The ISI Executive Committee is the formal Board of the ISI and has the formal overall end-responsibility for all (legal) consequences of (all) decisions within the ISI and its sections (also known as Associations), including the IAOS, together called the “ISI Family”.

This Code of Conduct follows from the implementation of the Act on Management and Supervision of Legal Entities (“Wet Bestuur en Toezicht Rechtspersonen”, referred hereinafter as the MSLE Act) which entered into force in the Netherlands, where the International Statistical Institute (ISI) is registered, on 1 July 2021. The aim of this Act is to clarify the regulations for the management and supervision of legal entities, such as associations (among others), to make decision making more transparent and set the boundaries to prevent mismanagement and misconduct by officers.

By signing this Code of Conduct, you agree that you will fully comply with the principles and responsibilities set out in this document. Failure to follow the Code of Conduct could result in termination of membership of the IAOS EXCO, as per ISI Statutes 3.4.

1. What is the International Association for Official Statistics (IAOS)?

The International Statistical Institute (ISI) is a formal association (“formele vereniging”) registered in the Netherlands, at the Chamber of Commerce, number 40408414. The International Association for Official Statistics is a section (also known as Association) of the ISI, in accordance with ISI Statute 7.

The objective of the International Association for Official Statistics is stipulated in the Statutes of the IAOS and is formulated as: *“to promote the understanding and advancement of official statistics and related subjects and to foster the development of effective and efficient official statistical services through international contacts among individuals and organizations, including users of official statistics as well as research institutes”* (IAOS Statutes 2.1).

The Association shall try to achieve this objective, in accordance with the ISI statutes and ISI formulated strategy, by

- a) *organizing meetings, seminars, conferences, and related activities independently or in collaboration with other organizations.*
- b) *collaborating with international, national, regional and other organizations and institutions having objectives consistent with those of the Association, including official statistical offices, and other ISI Associations.*
- c) *publishing periodicals, pamphlets, books, information circulars, etc. independently or in cooperation with other organizations; and*
- d) *undertaking or participating in cooperative activities with other likeminded organisations and take all other necessary action for the advancement of the objectives of the Association* (IAOS Statutes 2.2).

The highest authority of the IAOS following from the IAOS Statutes is the IAOS General Assembly. (IAOS Statutes 5.1) This is comprised of the individual members of the IAOS, together with one (1) designated member from each institution that is a corporate member. (IAOS Statutes 3.1). Institutional members may be educational and scientific institutions, government and non-profit organisations, business enterprises, etc (IAOS Statutes 3.1 part (b)).

However, as set out below in Article 4, as a section of the ISI, the IAOS is also subject to the statutes of the ISI.

2. Terminology

Term	Explanation
Code of Conduct	The guidelines which set out how members of the IAOS Executive Committee (herein referred to as the EXCO) should behave as an IAOS Officer.
EXCO	IAOS Executive Committee. Consists of elected and co-opted Executive Committee members, along with the Ex-Officio Member (ISI Director) and Special Invitees. All of these members are officers of the International Association for Official Statistics within the ISI legal structure and entrusted with the management of the Association as laid down in article 6 of the IAOS Statutes.
IAOS Statutes	The statutes state what rules and procedures apply to IAOS and state why the IAOS is set up, how it operates and who is responsible for what. In the 2024 Code of Conduct, all references to the IAOS Statutes are to the IAOS Statutes as of 2013 and amended in 2020, https://iaos-isi.org/statutes/
Individual Member	Persons who have joined in an individual capacity and not acting as a representative of an Institutional Member or any other legal entity or organization
Institutional Member	Organisations, including educational and scientific institutions, government and non-profit organizations, business enterprises, etc, which have paid the relevant membership fees. Institutional members are entitled to designate a representative who may attend meetings of the Association and participate in the Association's scientific programme of meetings with the same privileges as the individual members. However, representatives, who are not individual members in their own right are NOT eligible to be members of the EXCO
ISI Association	As specified in ISI Statute 7, an ISI Association may be established by the ISI General Assembly to promote the mission and objectives of the ISI in particular areas of specialization or in particular geographical regions. An Association shall have: its own members, its own organizational structure, Statutes and By-laws.
ISI Section	As only the ISI is registered under Dutch law, and so is the only legal body, for legal purposes, the Associations of the ISI (as set out in ISI Statute 7) are referred to as Sections of the ISI.
ISI Statutes and Bylaws	Refers to the ISI Statutes and Bylaws as of 2011 https://www.isi-web.org/isi-statutes and https://www.isi-web.org/laws-international-statistical-institute
MSLE	Act on Management and Supervision of Legal Entities (“Wet Bestuur en Toezicht Rechtspersonen”, which entered into force in the Netherlands, where the International Statistical Institute (ISI) is registered, on 1 July 2021

3. The Executive Committee

The IAOS Executive Committee (EXCO) consists of elected and co-opted Executive Committee members, along with the Ex-Officio Member (ISI Director) and Special Invitees. (Persons invited to participate in the EXCO at the request of the President), All of these members are officers of the International Association for Official Statistics within the ISI legal structure and entrusted with the management of the Association as laid down in article 6 of the IAOS Statutes.

Types of Members of the Executive Committee

Elected Members

Members of the IAOS Executive Committee are elected, via the processes set down in article 7 of the IAOS Statutes.

Every two years the Executive Committee shall appoint a Nominating Committee. The task of this committee is to make nominations for the post of the IAOS President Elect and the four IAOS Executive Committee members (IAOS Statutes 7.1).

All Elected members have full voting rights in all decisions.

Co-opted Members

As per IAOS Statutes 6.3 and 6.6, the Executive Committee may also co-opt up to three further members to serve until the next election.

Co-opted members have the same voting rights as Elected members.

Ex-Officio Member

The ISI Director is an ex-officio member of the IAOS Executive Committee.

As such, the ISI Director can propose items for the IAOS agenda, as well as clarify or comment on matters for decision, but does not have formal voting rights.

Special Invitees

In addition, the IAOS President can include Special Invitees, with specific responsibilities (e.g., Editor in Chief of the Scientific Journal of the IAOS (SJIAOS)) to participate in IAOS Executive Committee meetings.

Special Invitees can comment on matters for decision, but do not have formal voting rights

Membership of the IAOS

All elected, co-opted and special invitees of the EXCO must be individual members of the International Association for Official Statistics.

Scope of Work of the EXCO

The scope of work of the IAOS Executive Committee includes the following:

- Proper management of the affairs of the Association in accordance with
 - ISI statutes and bylaws
 - IAOS statutes
 - Dutch law
 - Guidelines of the IAOS General Assembly
- Make and execute joint decisions on IAOS policy and programmes, including
 - IAOS strategic plan
 - IAOS Annual Budget including the setting of membership fees
 - Plans and strategic decisions regarding IAOS conferences, and participation in the biennial WSC
 - Appointment of the SJIAOS Editor in Chief
 - Endorsement of recommendations for the annual Young Statistician Prize
 - Proposals for the establishment and if necessary, dissolution of IAOS Standing Committees
- Strategic support for
 - the SJIAOS Editor in Chief (Editorial issues are the responsibility of the SJIAOS Editor in Chief, and the SJIAOS Advisory Board)

- the Young Statisticians Prize (YSP) competition (Management of the competition, including judging of entries etc is the responsibility of the Executive Committee member charged with responsibility for the YSP competition and their independent judging panel)
- the IAOS conference Programme Chair (who along with their programme committee has responsibility for the conference programme)
- special interest groups operating under the umbrella of the IAOS (such as SCORUS, Krakow Group, etcetera)

4. Adherence of IAOS to ISI statutes and Bylaws

As a section of the ISI, the IAOS is subject to the ISI Statutes. This means that (not limited to):

- a) As per ISI Statutes Article 7 (d), the IAOS shall not undertake any action that contravenes the objectives and interests of the ISI.
- b) The President of the IAOS is an ex-officio member of the ISI Council (ISI Statutes Article 7(b)).
- c) The Director of the ISI is an ex-officio member of the IAOS Executive Committee.
- d) As per ISI Bylaw 3, the following applies to the IAOS.
 - i. The IAOS' mission and objectives must be in harmony with those of the ISI.
 - ii. The IAOS' statement of objectives, its rules of admission to and termination from membership, its By-laws, and amendments to the foregoing, shall be subject to approval by the ISI Council.
 - iii. The IAOS shall timely provide all necessary input for the annual report of IAOS' activities and finances to the ISI Permanent Office.
 - iv. In addition to having its own programmes and conferences, the IAOS shall participate in the scientific work of the ISI. In particular, the IAOS shall be requested to assign one representative to the Scientific Programme Committee of the World Statistics Congress.
 - v. The IAOS shall be supported as much as practically possible by the ISI Permanent Office.
 - vi. In case the activities of the IAOS should seriously contravene the objectives or statutes of the ISI
 - a. the ISI Council, at the instigation of the ISI President as chair of the ISI Council, will discuss the matter with the IAOS Executive Committee.
 - b. If the matter has not been resolved, the ISI Council will propose to the ISI General Assembly to discuss the matter and how to resolve. The IAOS shall be given an opportunity to appeal to the ISI General Assembly by providing information.
 - c. The ISI General Assembly shall make the final decision on the resolution of the problem.

5. Role of the ISI Permanent Office

The day-to-day management of the ISI is done by the ISI Permanent Office in The Hague, under the directions of the ISI Director. The Director is appointed by and reports to the ISI Executive Committee. As such, the Director is authorized to represent the ISI Executive Committee, acting as the ISI executive board ("Raad van Bestuur") of the ISI, in accordance with Dutch law and to perform all legal acts in any area for which the ISI Executive Committee is authorized. This authorization is registered at the Chamber of Commerce so that third parties can verify that the Director is entitled to act on behalf of the ISI Executive Committee.

As the IAOS is a section of the ISI, the ISI Director is authorised to represent the IAOS Executive Committee and to perform all formal and legal acts in those areas where the IAOS Executive Committee is authorised according to ISI Statutes and Bylaws and IAOS Statutes.

The Permanent Office's function is (but not limited to), to manage the finance and membership administration for ISI including the Associations, reporting for ISI including the Associations, the secretariat of ISI Executive Committee and ISI Council, the organization of the World Statistics Congress, support of all ISI Committees, membership elections, the ISI website, ISI social media, mailings, support of elections, legal and institutional matters, etcetera.

The Director provides strategic advice to the President, as well as general advice and guidance to the Association. In these roles, the Director serves in a liaison capacity between the Association and

- (1) the ISI Officers and the Permanent Office of the ISI, and
- (2) the Organizing Committees for the biennial sessions of the ISI and for other joint meetings with the ISI or its Associations.

A quick overview of ISI staff and responsibilities can be found here: The ISI Permanent Office | ISI <https://www.isi-web.org/organisation-and-governance>.

6. Key principles and joint responsibilities of the IAOS Executive Committee

According to Dutch Law, (including the MSLE Act) you as an IAOS Executive Committee member should be well aware of the joint responsibilities of the IAOS Executive Committee and you will commit to the principles of transparency, good governance and democratic decision-making.

Principles of Decision Making:

- a) **ISI Values:** Decision making should be consistent with the ISI values <https://www.isi-web.org/our-values>
- b) **IAOS' Interest and Integrity:** All decisions must be in the interest of the IAOS. IAOS Executive Committee members will put the interests of the IAOS first. In situations that are important to the IAOS, Executive Members will not act on the basis of personal preference or personal and/or financial interest, but only on the basis of what is good for IAOS.
- c) **Democratic principle:** IAOS Executive Committee members will jointly make all decisions.
- d) **Risk management:** the IAOS Executive Committee looks at the short- and long-term position of the Association and from that perspective pursues an active policy to manage risks. The IAOS' Strategic plans and priorities define the short- and long-term policies of the Association.
- e) **Pecuniary Responsibility and Effectiveness:** the IAOS Executive Committee will consciously deal with the expenditure of International Association for Official Statistics money and will use it appropriately to help realise the short- and long-term objectives of the IAOS.
- f) **Transparency:** The IAOS Executive Committee will communicate all their formal decisions within the IAOS Communities in a transparent way, in accordance with the MSLE Act. Such decisions will be made according to the decision-making procedure in annex 1, and will be documented in the minutes, which will be available to all members.

As an IAOS Executive Committee member, you have the following responsibilities:

- g) **ISI Values:** You will follow the ISI values in decision making.
- h) **IAOS' Interest and Integrity:** You will put the interests of the IAOS first. In situations that are important to the IAOS, you do not act based on personal preference or personal and/or financial interest, but only on the basis of what is good for IAOS.
- i) **Confidentiality:** IAOS Executive members are bound to respect the confidentiality of matters that are brought to or discussed by the committee and all internal matters of the ISI. All EXCO members (elected, co-opted and invited) are required to sign the Confidentiality Agreement set out in Annex 2.
- j) **Collegiality:** You will timely inform the other members on any upcoming important issues.
- k) **Remuneration and reimbursement:** IAOS Executive Committee members do not receive remuneration or a fee for their contribution to the work of the Association. Only expenses made in the interest of International Association for Official Statistics will be reimbursed subject to prior approval of the IAOS Executive Committee.
- l) **Data protection and privacy:** As an IAOS Executive Committee member you will take notice of the ISI Privacy Policy on the ISI website, which reflects the responsibilities of the ISI organization to act in compliance with the European General Data Protection Regulation (GDPR) and you as a member will ensure to act in accordance with the ISI Privacy Policy.

7. Financial procedures

- a) You as an IAOS Executive Committee member are informed about the financial status of the organization through the financial accounts and annual report of the previous year.
- b) An external auditor is appointed by the ISI to examine the annual financial report and issue a statement.

- c) The ISI finance manager informs the Associations' President and Treasurer about the financial result as soon as this becomes available, based on the input from the IAOS Treasurer and the financial administration.
- d) The IAOS Executive Committee presents the annual activity report and the finance report to the members at the General Assembly.
- e) The IAOS President sends the budget for year x+1 to the ISI Permanent Office, after the IAOS Executive Committee has formally agreed.
- f) The ISI Director and the ISI Finance Manager are authorized to conduct the administration, produce reports, make payments on behalf of the IAOS and give instructions to the bank. The IAOS President will co-sign all instructions and contracts.
- g) Payments on behalf of the IAOS require the explicit approval of the President and the President-Elect before the ISI Permanent Office proceeds to settlement.
- h) All payments require dual authorization by the ISI Finance Manager and ISI Director.
- i) For purchases/investments above EUR 1.000,00 two quotes are required. The IAOS Executive Committee will approve before purchase. Expense reimbursements do not require two quotes.

Annex 1 - Decision making procedure by the IAOS Executive Committee

- a) Decisions by the IAOS Executive Committee are taken where possible by consensus and where needed by majority of votes. The number of votes cast will be recorded in the minutes. Votes against or abstentions shall be accompanied by an explanation, and this shall be recorded in the minutes.
- b) Each elected or co-opted member of the IAOS Executive Committee member has one vote. (As per Article 3, Ex-Officio members and Special Invitees can provide comments, but do not have formal voting rights.)
- c) A decision will be made by simple majority.
- d) In case of a tie, the IAOS President shall have the casting vote.
- e) In the absence of one or several IAOS Executive Committee members, the other members are charged with the management of the IAOS.
- f) The quorum for any meeting of the IAOS Executive Committee is a minimum of six (6) members, of which at least 50% of the members must be elected, in addition to the IAOS President or the IAOS President-Elect.
- g) If an IAOS Executive Committee member cannot attend (temporary absence), the member will report their absence to the Secretary or the President of the meeting, this absence will be recorded in minutes of the meeting.
- h) If an IAOS Executive Committee member is permanently unable to undertake their duties, a substitute officer shall be appointed on the nomination of the President and with the approval of the IAOS Executive Committee,
- i) If an IAOS Executive Committee member has a personal or financial interest in the topic, he/she must make a Conflict-of-Interest statement. He/she may give a presentation but will refrain from participating in the discussion and from voting. The conflict-of-interest statement(s) will be recorded in the minutes. The minutes will also record the name(s) of any member(s) not eligible to participate in the discussion and voting.
- j) If the majority of IAOS members have a conflict of interest and the quorum for valid decision making according to subclause f) of this Annex 1. is not reached, the proposed decision must be deferred to the IAOS General Assembly.
- k) Key decisions will be shared with IAOS members.

Annex 2 - ISI and/or ISI Association Officials Confidentiality Agreement

You have been elected as an official of the ISI and/or an ISI Association from 2023 – 2025. Under Dutch Law and the European General Data Protection Regulation (GDPR), <https://www.eugdpr.org/>, the ISI is obliged to implement the best possible safeguards for guaranteeing the protection of the privacy and rights of the data subjects who have entrusted their personal data to the ISI. We therefore need to ensure that you know and respect the rules for data confidentiality and privacy protection.

From 2023 – 2025, in your role as Executive Committee member of the **International Association for Official Statistics**, you are being provided with personal and confidential information regarding ISI and/or **International Association for Official Statistics** members.

To ensure you are aware of your obligations in relation to confidential information, we request you to read the following so that you clearly understand your responsibilities and sign this Agreement. Without your explicit approval and signature, we are not allowed to provide you with access to any confidential information.

By signing this agreement, you explicitly consent to the following:

I have understood my responsibilities to maintain confidentiality and agree to the following:

1. I will maintain the privacy and confidentiality of all accessible data and understand that unauthorised disclosure of confidential information is a serious offence and an invasion of privacy and will result in disciplinary actions including, but not limited to, my volunteering role with ISI being terminated with immediate effect, plus civil and/or criminal actions being taken against me.
2. I may receive files, sent in encrypted mode, with membership, financial or other confidential information, only for my agreed duties for which I am explicitly authorised.
3. I understand that where I have been given access to, or received, confidential information, I am under a duty of confidence and would be liable for any inappropriate breach of confidence in terms of disclosure to third parties (including other officers who do not have access to the same data).
4. On no occasion will I use this data for my personal interest or advantage, or for any business purposes.
5. I will take all necessary measures, including sound protection, regular updating of my passwords and up-to-date internet security, and antivirus software on my computer(s) and mobile devices.
6. I will never leave confidential information or its carriers unattended if accessible to third parties.
7. I will not disclose confidential information to anyone, including to people making inquiries, nor disclose / discuss information by any means, including through social media.
8. If I am convinced there is a legal basis obliging me to disclose confidential information, I will consult prior with the ISI Director.
9. All confidential information will be kept secure while in my custody and I will retain no copies or notes containing confidential information on completion of the agreed duties.
10. I will destroy all files containing confidential information received from, or on behalf of, ISI or the Association immediately after the end of my term as officer.
11. I confirm to notify the ISI Director immediately should I become aware of an actual security incident or leak of confidential information, or any incident or circumstance which could potentially result in a breach or leak, whether this be on my part or on the part of another person. This implies inter alia the immediate reporting of any loss of a carrier with confidential information, such as printed materials, usb sticks, laptop, or carriers that could be used to access confidential information. The ISI protocol applicable in case of Security Incidents and Data Leaks shall be followed.
12. I am aware that my computer(s), devices and files could be subject to a formal inspection from the Data Protection Authority in case of a data leak or breach of confidentiality.
13. If in doubt about any aspect of handling confidential or personal information, I will check with the ISI Director.

Name
Affiliation
Function
Period

Signed,

Place:

dd-mm-yyyy:

Signature

Name of the Officer