

Central Agency for Public Mobilization & Statistics

CAPMAS

According to the presidential decree no. 2915 of 1964. Central Agency for Public Mobilization and Statistics, is considered the official source for providing all the state bodies, organizations universities, research, research centers and international organizations with the data, statistics and reports that help in planning, development and evaluation processes as well as the preparation of studies, policy formulation and decision making.

CAPMAS, with its human capabilities, technical expertise and advanced equipments, is considered one of the most important agencies in the state in a time in which data and information are the most important factors for achieving any success or development within all fields and activities of the state.

CAPMAS is composed of the following sectors :

I. Demographic Statistical & Censuses Sector

This sector is responsible for :

1. Preparation of the annual plan for business, statistical activities of the sector according to the stages of the time schedual.
2. Planning, preparation and supervision of the implementation of population and economic censuses.
3. To lay the foundations necessary for the sampling design and preparation guides and classifications.
4. Issued statistics, which covers all of the following activities :
A – Vital statistics / Labor Statistics/Environment Statistics/Services Statistics.
B- Research fertility and population estimates/ Studies and Social researches /household research.
5. To carry out training statistical system for employees inside or outside CAPMAS.
6. Coordination with CAPMAS sectors in determining the requirements of the annual plan and all statistical activities and participate in responsibility for implementation the plan in accordance with the stages of work and terms of reference for the sector through the (design of the questionnaires/ data collection/ electronic preparation/ office editor/ technical revision/ publishing).
7. Review and approve the questionnaires design for the periodic statistics and developing them in accordance with the requirements to serve the new improvement and development of statistics.
8. Preparing technical reports and administrative (monthly / annually) to contribute to the development and improvement work in the sector and monitor achievements

The sector includes:

1. Central Administration of Census.
2. Central Administration of Demographic Statistics & Services.
3. Central Administration of Demographic & Social Studies & Researches.
4. Central Administration of Statistical Training.
5. General Administration of Technical Affairs & Follow – Up.

II. Economic & Mobilizing Statistics Sector

This Sector is responsible for:

1. Preparation of the annual plan for business, Statistical & mobilization activities of the sector according to the stages of the time schedule.
2. To issue statistics covering all economic activities.
3. Preparation of economic & mobilization studies.
4. Coordination with CAPMAS sectors in determining the requirements of the annual plan and all statistical activities and participate in the responsibility for implementing the plan in accordance with the stages of work and terms of reference for the sector through the (design of the

questionnaires/ data collection/ electronic preparation/ office editor/ technical revision/ publishing).

5. Review and approve the design of questionnaires for the periodic statistics and developing them in accordance with new requirements, which serve the improvement and development of statistics.
6. Regulate the activities of general mobilization committees of government bodies and the public sector and the governorates, organizations and companies.
7. Survey of human and material resources of the organs of government and public sector and the governorates, organizations and companies to meet the demands and needs of the armed forces from the civil sector of the reality of general mobilization plans.
8. Issuing orders for general mobilization, which would put into effect a general mobilization.
9. Survey data of various state resources (human/financial/productivity ...etc) and track the status of mobilization plans of the ministries and agencies, governorates and companies, which included the use of this data at the time of crises and disasters.
10. Coordination with all state agencies involved in the management of crises and disasters in the provision of data and information needed to manage such crises.
11. Preparing technical reports and administrative (monthly/annually) to contribute to the development and improvement work in the sector and monitor its achievements.

The sector includes:

1. Central Administration of Economic & Mobilizing Studies .
2. Central Administration of Economic & Financial Statistics.
3. Central Administration of Trade & Public Utilities Statistics.
4. General Administration of Technical Affairs & Follow-up.

III- IT Sector:

This sector is responsible for :

1. Designing complete information systems and establishing statistical and geographic databases .
2. Drawing plans of establishing data storehouses for collecting and linking statistical database.
3. Executing statistical processes and the required preparation, auditing, coding and logging.
4. Studying and planning treatment and extraction of tabulation in fields of human resources, commercial services, transportation and storage.
5. Planning technical support works for computers and sites maintenance and networks department.
6. Setting the general plan related to training and development plan provided including various fields of information technology.

The sector includes:

1. Central Administration of Computer.
2. Central Administration of Information Systems.
3. Central Administration of Technical Support and Development.
4. General Administration of Training on Information Technology .
5. General Administration of Technical and planning Affairs .

IV- General Secretariat Sector:

This sector is responsible for :

- 1.Planning policy of CAPMAS organizational and occupational plan and also labor force plan.
2. Planning policy and work plan related to workers affairs in CAPMAS including studying available occupations and taking procedures of workers appointment in CAPMAS and exchanging the financial maturities and all matters concerning service affairs..
- 3 . Preparing and executing administrative training plan for workers in CAPMAS .
4. Studying and preparing draft of CAPMAS budget with its different sections distributed by items and kinds.
5. Forming financial committees concerned with purchasing devices, requirements and stationary as well as printing requirements and computers.
- 6.Holding committees of repairing cars, purchasing spare parts, and putting budget of expenditures and contracts.
- 7-Printing and photocopying all books and bulletins issued by CAPMAS in Department of Publications and photocopying in CAPMAS.
- 8- Executing Programs of appearance of workers care in and entertaining fields.
- 9- Preserving the general appearance of CAPMAS building and gardens and setting maintenance programs.
- 10- Executing all project related to engineering works, electric powers and networks.

The Sector Includes:

- 1-Cental Administration of Human Resources Development.
- 2- Central Administration of Financial and Administrative Affairs.
- 3- Central Administration of Engineering and Maintenance Affairs.
- 4- General Administration of Technical and Follow-up Affairs.
- 5-General Administration of Financial and Administrative Inspection.
- 6- Accounts Administration.

V-Regional Branches Sector

The sector is responsible for:

- 1- Planning for taking procedures of regional statistics and mobilizing re-researches required for every economic region in the state according to approved programs.
- 2-Preparing statistical & mobilizing data at level governorates in- clouded competence of every economic region according to CAPMAS statistical and mobilizing work programs.
- 3-Executing field processes of all kinds of censuses according to the pre-pared plan.
- 4-Providing all data and information related to economic regions for all local and national authorities and researchers in regions.
- 5- Representing CAPMAS in meetings, committees & conferences held in- side and outside A.R.E in its field of specialization.
- 6- Executing different communications of facilitating tasks and achieving aims assigned to regional statistics sector.
- 7- Coordination between the regional branches and other sectors of CAPMAS to follow up and implementation of filed research and mobilization plans received from the Governorates.
- 8- The sector follow up and review the population books and the most important activities of population in Governorates on an annual basis in coordination with population statistics and censuses Sector.

9-The implementation of annual work plan to collect data for all publications and implementation of the planned researches by statistical offices and at the level of Delegations at level of the Republic.

The Sector Includes:

- 1-Central Administration of Following Regional Statistics.
- 2- Central Administration of Public Mobilization and Statistic Affairs of Greater Cairo Region.
- 3- Central Administration of Public Mobilization and Statistic Affairs of Lower Egypt Region.
- 4- Central Administration of Public Mobilization and Statistic Affairs of Suez Canal Region.
- 5- Central Administration of public Mobilization and Statistic Affairs of Upper Egypt Region.
- 6- Administration of Technical, Administrative & Follow – up Affairs.

VI. Central Administration for CAPMAS President Office Affairs

Is the connecting link between CAPMAS presidency and its units and also CAPMAS local & international organizations & Bodies it is competent to do the following:

- 1- Issuing the Annual Year book (in Arabic & English) and Egypt in figures Statistical Abstract.
- 2- Study all technical reports coming from CAPMAS different departments and from outside CAPMAS and express technical opinion regarding such.
- 3- Coordinate between CAPMAS and local & International organizations regarding agreements contract and projects execution.
- 4- Prepare and execute all local and international conferences and seminars held in CAPMAS.
- 5-Receive requests of obtaining data and bulletins from different authorities and satisfy these requests in coordination with CAPMAS different departments and National Information Center (NIC).
- 6-Follow execution of projects financed locally or from international organizations and coordinate among CAPMAS different units in this field.
- 7-Follow execution of all CAPMAS activities according to decided plans and prepare reports of periodical following for determining achievements and deviations from plan for avoiding reasons thereof.
- 8-Prepare missions plan and take procedures of executing such whether internal or external.
- 9-Facilitating task of researchers and different authorities in obtaining statistical data and information from different authorities – and also approve making statistical field Researchers and different authorities.
- 10-For achieving the highest degree of data quality and accuracy data of different researchers and censuses made by CAPMAS are assessed & assured as of preparation stage until preparing data for publication.

The Central Administration for CAPMAS President Office Affairs:

- 1-General Administration of Data Quality Assessment & Assurance.
- 2-General Department of Citizen Service.
- 3-General Cooperation of International Cooperation.
- 4-General Department of Technical Affairs.
- 5-General Administration of Coordination & Secretariat.
- 6-General Administration of General Relations Including A General Library. Contains The Latest Publications and Statistical Bulletins.
- 7-General Security Administration.
- 8-General Administration for Follow up.

Consultative Committee for Statistical Planning & Co-ordination

The committee is concerned in the technical study for statistical programs and censuses which are decided to conduct and to co-ordinate the implementation of these programs to prevent the duplication and to unify the results and data.

The committee gives the advice to the President of the Central Agency for Public Mobilization and Statistics (CAPMAS) on issues presented as well as discuss the co-ordination between ministries and data producers for no data duplication.

Each of the mentioned sectors in CAPMAS have the responsibility of executing the duties entrusted to it according to the general plan of CAPMAS in coordination with the Consultative Committee for Statistical Planning & Co-ordination which represents various agencies of the state. By the head of CAPMAS President. These sectors are to coordinate and integrate with each other to cover all the economic and social activities in terms of researches, studies and statistical publications, taking under its consideration new developments so as its products would serve their purposes as sought by researchers, planners and decision maker.

VII – Services produced by CAPMAS.

CAPMAS is concerned with providing many other services utilizing its human and material resources through its different units. The following are some of them:

GIS Center

This center is responsible for :

- 1-Establishing 1:5000 scale digital infrastructure maps for all governorates of Egypt by required codes.
- 2-Participating in censuses, surveys, and researches conducted by CAPMAS through providing required maps and GIS.
- 3-Establishing statistical GIS to link up the data of the different censuses and statistics administrative divisions maps.
- 4-Building regional geographical information database in all GIS branches in governorates to help data users.
- 5-Establishing GIS applications with system delivering key to requesting agencies.
- 6-Providing technical consultations and support to governmental bodies and private sector regards building their GIS units.

Documentation and Micro film Center:

The center carries out the works of recording documents on micro film and micro fish and photocopies architectural drawings and maps. It prepares , upon request , comprehensive studies for setting up documentation and micro film center & offers the services and consultations in this field to all state's sectors.

National Information Center (NIC):

CAPMAS has utilized its available technological ,scientific and human capabilities in addition to the huge volume and quality of information in different of knowledge of fields to establish the National Information Center aiming at :

- 1-Providing the required data and statistical information in different economic , social and demographic fields to ministries , concerned authorities, investors, businessmen researchers and others
- 2-Preparing and providing unpublished data and information according to the needs of data users.

Egypt – INTRANET

CAPMAS has developed a system called Egypt – Intranet. It was loaded with the various data bases available at CAPMAS covering all economic, social, demographic and other fields. Data are updated continuously.

- Data are accessible by users inside Egypt around the clock.
- The outputs of Egypt – Intranet system are in the form of:
Printed Reports – Magnetic Tapes – Graphs – Tables.

INFORMATION SECURITY

The article no.(6) of the presidential decree no.(2915) of 1964 concerning establishing the Central Agency for Public Mobilization and Statistics (CAPMAS) states that CAPMAS undertake the conduct of the state's required statistics and censuses, disseminate their results and determine the authorities and agencies to conduct statistics and censuses through achieving the full co-ordination between the statistical agencies and the statistical processes.

Article no.(10) of this decree states that it is prohibited for any authority, ministry, agency or any person in the government, public or business private sector to disseminate any publication, data or results by any publishing mean or any mass media except through CAPMAS's statistics. It is prohibited to disseminate the statistics are excluded from CAPMAS programs without CAPMAS approval.

The article no. (1) of law no. (35) of 1960 concerning statistics and census states that the conduct of statistics and censuses required by the state is based on the resolution of technical authority (CAPMAS) which undertakes determining the activities have to be conducted, their timeliness and methods and disseminating their results, as well as determining the authorities or agencies to conduct these statistics and censuses through achieving the full co-ordination between the statistical agencies.

Also CAPMAS President decrees no. 33,231 of 1968 stated that it is prohibited for any authority in the governmental, public or private sector to conduct any statistics censuses, questionnaires except through a written approval from CAPMAS.

Since 1964, CAPMAS successfully undertake this important role through exchanging data and information to all the state's agencies whether in the governmental, the private sector or the researchers from the registered data as well as taking the required procedures – after the necessary studying – the approval conducting the field surveys by researchers (authorities or persons) and issuing CAPMAS president decrees required to conduct the different field surveys and disseminating these decrees in the official gazette.

CAPMAS undertakes the implementation of these competences through the close cooperation with the concerned authorities in the state based on the above mentioned republication laws and resolutions issued in this respect.