Economics and Statistics Office (ESO)

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
   - About Us
   - Strategic Management
   - Finance & Administration
   - Policies and Procedures – How we Make Decisions
   - Decisions and Recommendations
   - Lists and Registers
   - Our Services

---

1. About the Publication Scheme

The Economics & Statistics Office (ESO) is covered by the Freedom of Information Law and has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information, which is readily available to the public. The list is divided into seven (7) different categories of information to help you find the documents you are looking for.

This publication scheme commits the ESO to making information available to the public as part of its normal business activities.

The ESO will:

- specify the information held by the office, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available information held by the office that falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public; and
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The ESO will generally not publish:

- information in draft form;
- information that is not held by the ESO, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information or commercially sensitive information.
- Questionnaires and information identifiable to any individual or business in accordance with S.8 (2) and S.(17) of the Statistics Law (1996 Revision) as amended by the Statistics (Amendment) Law 2010. The Freedom of Information Law 2007 as under S.3 (7) of FOI does not abrogate the confidentiality clauses of the Statistics Law and this information is therefore not available under FOI
- Other records containing exempt matter unless in a redacted[1] form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible. However, ESO records are exempt from disclosure in the following instance where such disclosure:

- is not in accordance with the Statistics Law (1996 Revision) as amended by the Statistics (Amendment) Law 2010;
- constitutes an actionable breach of confidence, for example an opinion, advice or recommendations prepared for another party;

1 A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

- is premature and could reasonably be expected to or have substantial adverse effect on the Caymanian economy or the Government's ability to manage the economy;
- is an opinion, report, advice or recommendations prepared for Cabinet;
- prejudice, or would be likely to prejudice, the effective conduct of public affairs;
- reveal trade secrets, information of commercial value and interests prejudiced or diminished by disclosure; and
- unreasonable exposure of personal information, whether living or dead.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Part III of the FOI Law lists the exemptions to the general right of access to records. These records will only be withheld where the FOI Law expressly permits it.

Information provided to the Economics and Statistics Office is protected by section 8(1A) of the Statistics Law (1996 Revision) as amended by the Statistics (Amendment) Law 2010 which provides that, "individual data collected by the Economics and Statistics Office for statistical compilation, whether they refer to legal or natural persons, are strictly confidential and shall be used exclusively for statistical purposes".

PDF.pdf Statistics Law (1996 Revision)

PDF.pdf Statistics (Amendment) Law 2010

If you wish to complain about any information, which has been withheld, please refer to Section 6: Complaints.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Online

Many of our documents are published electronically on www.eso.ky and can be downloaded in PDF or Excel format. Where information is available online, a link within Section 7: Categories of information will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at http://www.eso.ky/. If you are still having trouble locating information listed under our scheme, please contact: foi.eso@gov.ky or infostats@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.eso@gov.ky or infostats@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 949-0940 to request information.

Fax

Documents listed in the publication scheme can also be requested by facsimile. The fax number is (345) 949-8782 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Attn: Information Manager
Economics & Statistics Office
P.O. Box 127, Government Office Accommodation Building
KY1-9000, Grand Cayman, Cayman Islands

In your request, please provide your name address telephone number; and full details of the information or documents you would like to receive.

For faster processing, please also include any applicable fee. (See Section 4: Fees and charges for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in Section 7: Categories of information, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact either of the following:

- The Information Manager at foi.eso@gov.ky,
- Julietta.Beaupierre@gov.ky
- Shanna.Saunders@gov.ky

The ESO will adhere to its obligations under Section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the ESO is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The ESO strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information published online, downloaded through a website, or sent to you by email is provided free of charge. Please visit our website: www.eso.ky to determine whether the information sought is online.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

The ESO offers some publications for sale. This includes:

Cayman Islands Compendium of Statistics	US$60.00 or CI$50.00
1999 Cayman Islands Census	US$60.00 or CI$ 50.00
Annual Economic Report (AER)	US$ 60.00 or CI$ 50.00
Quarterly Economic Report (QER)	US$30.00 or CI$25.00
Labour Force Report (LFS)	US$30.00 or CI$25.00
Consumer Price Index (CPI)	US$30.00 or CI$25.00
Overseas Trade Report	US$30.00 or CI$25.00

These publications are charged at the cover price, and actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of $1.00 per page (black and white; any size) and $1.50 per page (colour; any size).

Computer discs will be charged at a rate of $2.00 per disc.

Postage costs

The ESO will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within Section 7: Categories of information.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the ESO has received your payment.

5. Requests for information outside the Publication Scheme

Statistical data and economic information produced by the ESO may be obtained without making a request under the FOI Law. Please contact the Information Manager, Julietta Beaupierre or Shanna Saunders-Best to determine whether an FOI request needs to be submitted for the information sought.

However, if you are making an FOI request, it must be done in writing (letter, email, and facsimile). This request will be considered in accordance with the provisions of the FOI Law.

Further details are provided at
http://www.eso.ky/pages.php?page=freedomofinformationfoi

6. Complaints

The ESO aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Information Manager, Julietta.Beaupierre@gov.ky (345)-244-1621 or email foi.eso@gov.ky or Shanna.Saunders@gov.ky and we will try to resolve your complaint as quickly as possible. Further information about our complaints procedures can be obtained from http://www.eso.ky/freedom of information (Making an FOI Appeal)

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response:

Information Commissioner's Office,

Telephone:	345-747-5402
Fax:	345-949-2026
Email:	appeals@ico.gov.ky
Email:	info@infocomm.ky
Website:	www.infocomm.ky
Physical Address:	Elizabethan Square 2nd Floor, Building C, George Town, Cayman Islands
Mailing Address:	P.O. Box 1375 Grand Cayman KY1-1108 Cayman Islands
Hours:	Monday to Friday, 9:30am - 4:00pm

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

The Cayman Islands' Economics and Statistics Office (ESO) provides basic information on the country's people and economy, and is the official national statistics office.

Name of public authority:
Economics and Statistics Office (ESO)

Ministry:
Ministry of Financial Services, Tourism and Development (Public Finance)

Chief Officer:
Mrs Sonia McLaughlin, Ministry of Financial Services, Tourism and Development, 3rd Floor Government Office Accommodation Building, Grand Cayman, Cayman Islands

Director and Unit Heads:

Maria Zingapan, Director
Tel: (345) 244-1614, Email: Maria.Zingapan@gov.ky

Elizabeth Talbert, Deputy Director
Tel:(345) 244-1621, Email: Elizabeth.Talbert@gov.ky

Adolphus Laidlow, Senior Economist – Economics Unit
Tel:(345) 244-1618, Email: Adolphus.Laidlow@gov.ky

Yvonne Newland, Senior Statistician System of National Accounts Unit
Tel:(345) 244-1618, Email: Yvonne.Newland@gov.ky

Julietta Beaupierre, Senior Statistician Balance of Payments Unit
Tel:(345) 244-1618, Email: Julietta.Beaupierre@gov.ky

Crispin Boney, Senior Statistician Social Statistics Unit
Tel:(345) 244-3502, Email: Crispin.Boney@gov.ky

Information Manager:

Information Manager: Julietta Beaupierre
Email address: Julietta.Beaupierre@gov.ky or foi.eso@gov.ky Telephone number: (345) 244-3500

Information Manager Designate: Shanna. Saunders-Best
Email address: Shanna.Saunders@gov.ky or foi.eso@gov.ky Telephone Number: (345) 244-1621

Freedom of Information Office website www.foi.gov.ky

Organisation and functions

The Cayman Islands' Economics and Statistics Office (ESO) provides basic information on the country's people and economy. The ESO:

a. Monitors the economy, conducts economic research and advises Government on a range of economic issues to sustain growth and economic stability of the Islands.
b. Conducts and analyzes social and economic surveys and compiles and publishes statistical data on the Cayman Islands, and provides other government departments with technical advice on data collection and dissemination, and survey design and methodology.

Mailing address:
Economics & Statistics Office
Government Office Administration Building
P.O.Box 127, KY1-9000,
Grand Cayman, Cayman Islands

Telephone number: (345) - 949-0940
Fax Number: (345) – 949-8782

Email address: foi.eso@gov.ky or infostats@gov.ky

Website address: http://www.eso.ky

Location and hours
Economics & Statistics Office
3rd Floor, Government Office Administration Building
Shedden Road, George Town

Opening Hours: Monday – Friday 8:30 am – 5:00 pm

What We Do:

a. Conduct macro-economic analysis and research;

b. Monitor the economy and produce quarterly and annual economic reports;

c. Provide secretariat and technical support services to the Public Sector Investment Programme (PSIP) when convened by the Financial Secretary;

d. Conduct the Census of Population and Housing approximately every 10 years;

e. Publish statistical series, which include the annual Compendium of Statistics and the Annual Overseas Trade Report;

f. Update the Household Register and Business Register as needed.

g. Conduct and publish the results of Labour Force Surveys.

h. Conduct and publish the results of quarterly Consumer Price Index surveys.

i. Develop and implement a macroeconomic compilation program consisting of a System of National Accounts and Balance of Payments systems as resources permit.

j. Conduct other household and business surveys to provide the data requirements of statistical publications or socio-economic reports and studies for Government.

k. Provide technical assistance on economic and statistical matters to other Government Departments and Agencies, as resources permit.

l. Promote the wider use of statistics in the local community, and facilitate greater community participation in data collection and dissemination.

m. Provide technical assistance to regional and international agencies on economic and statistical matters related to the Cayman Islands.

n. Promote and implement the adoption of international standards in the compilation of national statistics, and the participation of the Cayman Islands in relevant initiatives related thereto.

ESO Boards and Committees

Name	Meetings	Minutes
Census Advisory Committee (2008– 2010) Members: ▪ Robert Lewis, Department of Planning ▪ Ernie Scott, Sister Islands District Commissioner ▪ Deanna Lookloy, Department of Children & Family Services ▪ Jennifer Smith, Department of Employment Relations ▪ Dolores Thompson, Department of Education ▪ Sonia Campbell ▪ Tammy Ebanks-Bishop, Ministry of District Administration, Works and Gender Affairs ▪ Wil Pineau, Chamber of Commerce ▪ Elizabeth Talbert, Economics and Statistics Office ▪ Maria Zingapan, Economics and Statistics Office ▪ Kenneth Ebanks, Ministry of Financial Services, Tourism and Development	Meetings were not open to the public and ceased in 2011 with the completion of census enumeration activity.	http://www.eso.ky/UserFiles/File/Advisory%20Links(4 Minutes can be requested or accessed by telephone : Tel: (345) - 949-0940 by mail : Economics & Statistics Office Government Office Administration Building P.O. Box 127, KY1-9000 Grand Cayman, Cayman Islands or by visiting the office: Economics & Statistics Office 3rd Floor, Government Office Administration Building, Shedden Road, George Town, Grand Cayman, Cayman Islands
Public Sector Investment Committee - not convened by the Financial Secretary	Expected to be convened in 2012	As determined by PSIC Guidebook

History

The history of ESO started with the very first official statistics on the Cayman Islands which is the 1802 census conducted by Edward Corbet, a staff aide to the Governor of Jamaica, Lieutenant General George Nugent. For more on ESO's history, please visit http://www.eso.ky/pages.php?page=esohistory.

Job Vacancies

http://www.eso.ky/pages.php?page=jobvacancies

ESO & the Community

ESO has outreach activities in the community such as among students. Please visit http://www.eso.ky/pages.php?page=esothecommunity for additional information on ESO & the Community.

Frequently asked questions

This is a list of frequently asked questions related to ESO's statistical reports, such as definitions of gross domestic product; labor force; consumer price index; census, etc. Please visit http://www.eso.ky/faq.html for additional frequently asked questions.

STRATEGIC MANAGEMENT

The Cayman Islands' Economics and Statistics Office (ESO) provides basic information on the country's people and economy, and is the official national statistics office.

Vision. We envision the Cayman Islands to be on par with other countries having official statistics and economic monitoring systems that are responsive to local needs and compliant with international standards. The latter primarily refer to those of the United Nations (UN) Statistical Commission and the International Monetary Fund's General Data Dissemination System.

Mission. ESO's mission is to facilitate decision-making in the public and private sectors by providing relevant, credible, timely and user-friendly statistics and economic analysis.

Our general strategies for implementing our mission includes:

- Adhering to legal mandates, primarily the Statistics Law (1996 Revision);
- Developing new statistics based on local needs and according to international standards;
- Building internal human and statistical resources;
- Promoting community ownership through outreach programs and wider public access to information such as through our website www.eso.ky;

- Coordinating with local producers of statistics in promoting the development of a national statistical system underpinned by good statistical practices; and
- Networking with regional and international statistical bodies and economic organizations.

The complete version of ESO's Strategic Plan for 2007-2011 is available on our website: www.eso.ky.

Governance

Public Service Management Law (2007 Revision)

Financial Regulations (2008 Revision)

Personnel Regulations (2011 Revision)

Public Service Code of Conduct

The Freedom of Information Law, 2007

Statistics Law (1996 Revision)

Statistics (Amendment) Law 2010

The Statistics (System of National Accounts and Balance of Payments) Regulations 2010

The Census (Cayman Islands) Order 2010

The Census (Cayman Islands) Regulation 2010

National Archive and Public Records Law (2010 Revision)

Evidence Law (2011 Revision)

UN Fundamental Principles of Official Statistics

Cayman Islands Census Order 1999

Electronic Transactions Law (2003 Revision)

Corporate management

PDF.pdf ESO Strategic Plan 2007-2011

PDF.PDF Cayman Islands Annual HR Report 2009/2010

Adobe PDF ESO Continuity Plan, July 2011

Adobe PDF Cayman Islands Government Email Policy

POLICIES & PROCEDURES

Administrative Policies and Procedures

PDF.pdf ESO Customer Feedback and Complaints Procedure

Adobe PDF ESO Open Door Policy

Adobe PDF Guidelines for the Selection of Census Enumerators and Field Supervisors

Adobe PDF HR Policies and Procedures

Manuals:

PDF.pdf 1999 Census Field Manual

Powerpoint.ppt 2010 Population and Housing Census: Census Information PowerPoint

PDF.pdf 2010 Population and Housing Census Enumerator's Manual

PDF.pdf Balance of Payments Brochure

PDF.pdf System of National Accounts Brochure

2008 Consumer Price Index Basket Report

2008 Consumer Price Index Report

2009 Labour Force Survey and Pilot Census Interview Field Manual

Cayman Islands Classification of Individual Consumption According to Purpose (COICOP)

Decisions & Recommendations

Opinions, advice or recommendations prepared for the Cabinet or a committee thereof is exempt from disclosure under Section 19.1 of the FOI Law.

LISTS & REGISTERS

- FOI disclosure log http://www.eso.ky/pages.php?page=freedomofinformationfoi
- Business Register – Not covered by FOI Law and disclosure is barred under S.8 (2) and S.(17) of the Statistics Law (1996 Revision) as amended by the Statistics Amendment Law 2010
- Household Register – Not covered by FOI Law and disclosure is barred under S.8 (2) and S. (17) of the Statistics Law (1996 Revision) as amended by the Statistics Amendment Law 2010

- Organizational Chart http://www.eso.ky/organizational-chart.html

OUR SERVICES

1) Official Publications:
   - Consumer Price Index
     http://www.eso.ky/pages.php?page=consumerpriceindex
   - Labour Force Survey
     http://www.eso.ky/pages.php?page=labourforcesurveys
   - Overseas Trade
     http://www.eso.ky/pages.php?page=2010populationandhousingcensus.eso.ky/pages.php?page=overseastradereport
   - Compendium of Statistics
     http://www.eso.ky/pages1.php?page=introductionexplanatorynotes
   - Census
     http://www.eso.ky/pages.php?page=2010populationandhousingcensus
   - Population & Vital Statistics
     http://www.eso.ky/pages1.php?page=populationandvitalstatistics
   - National Accounts
     http://www.eso.ky/pages.php?page=annualnationalaccountssurvey
   - Balance of Payments
     http://www.eso.ky/pages.php?page=balanceofpayments
   - Annual & Quarterly Economic Reports
     http://www.eso.ky/pages.php?page=quarterlyandannualeconomicreports
   - Special reports
     http://www.eso.ky

2) Studies, Advice & Recommendations for Cabinet – Exempt S. 19 (1) FOI Law

3) Technical Assistance to Agencies

4) Other Socio-Economic Surveys and Statistics
   - Survey of Living Conditions and Household Budget Survey
     http://www.eso.ky/pages.php?page=surveyoflivingconditionshouseholdbudgetsurvey
   - Immigration Data
     http://www.eso.ky/pages.php?page=immigrationdata
   - Statistical Principle & Methodologies
     http://www.eso.ky/pages.php?page=statisticalprinciplesclassificationsandmethodologies