

**WORKFLOW TRANSLATED INTO ENGLISH BY RTAA TAMAR RAND -
For original Hebrew version please consult the end of this document**

The researcher turns to someone he knows in ICBS:

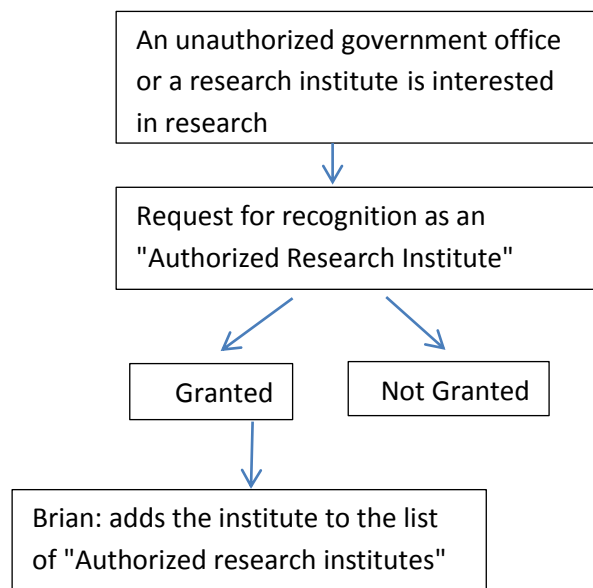
- Information unit
- Subject Unit
- International Relations and Statistical Coordination
- The researcher is transferred to Anat (from Int. Relations and Statistical Coordination)

An unauthorized government
office or a research institute is
interested in research

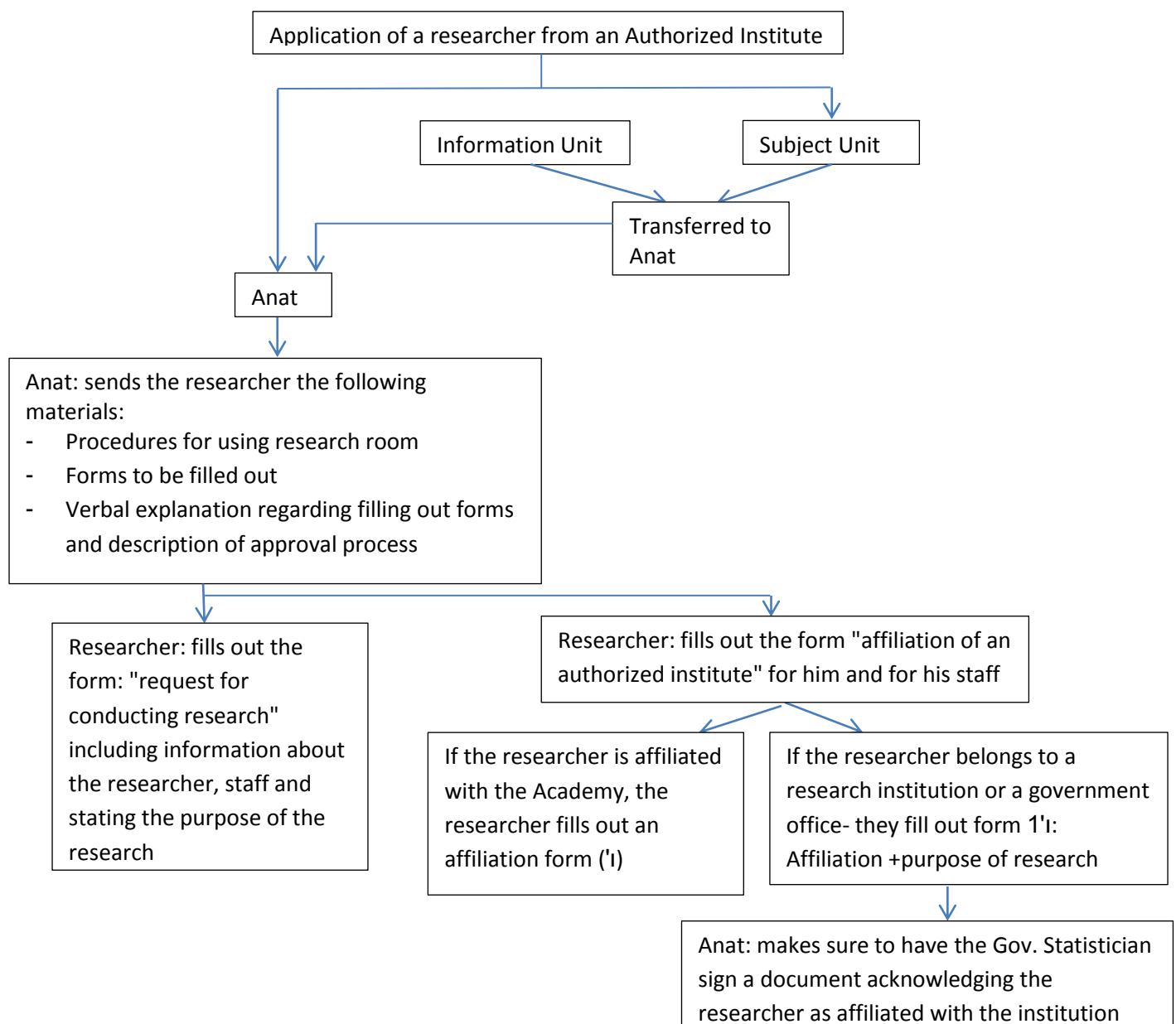


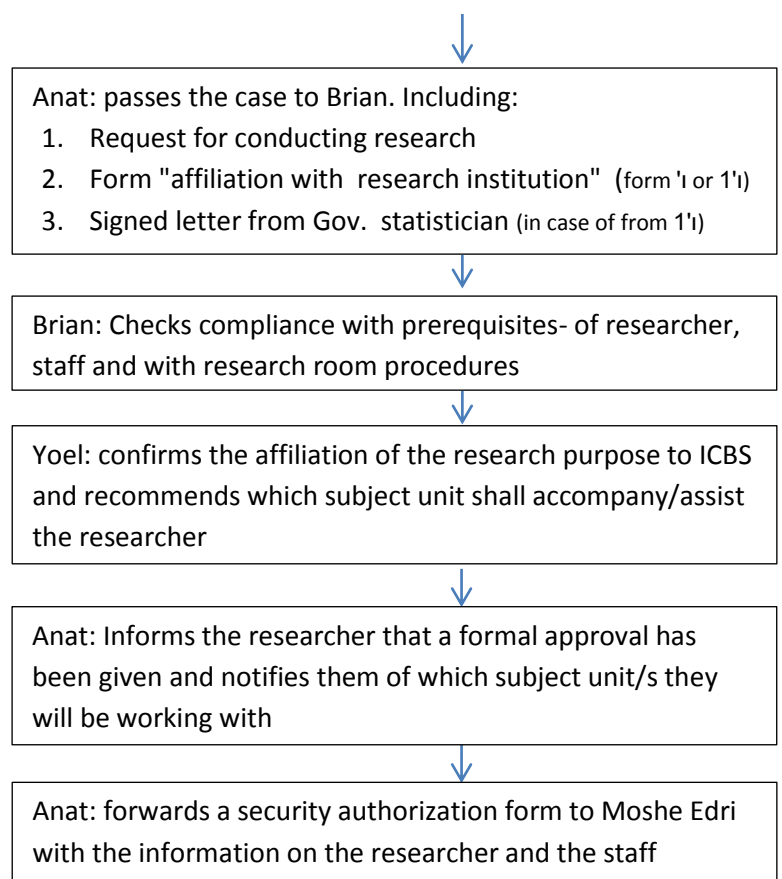
Request for recognition as an
"Authorized Research Institute"

Authorization process for unrecognized institutes in order to conduct research using ICBS data:

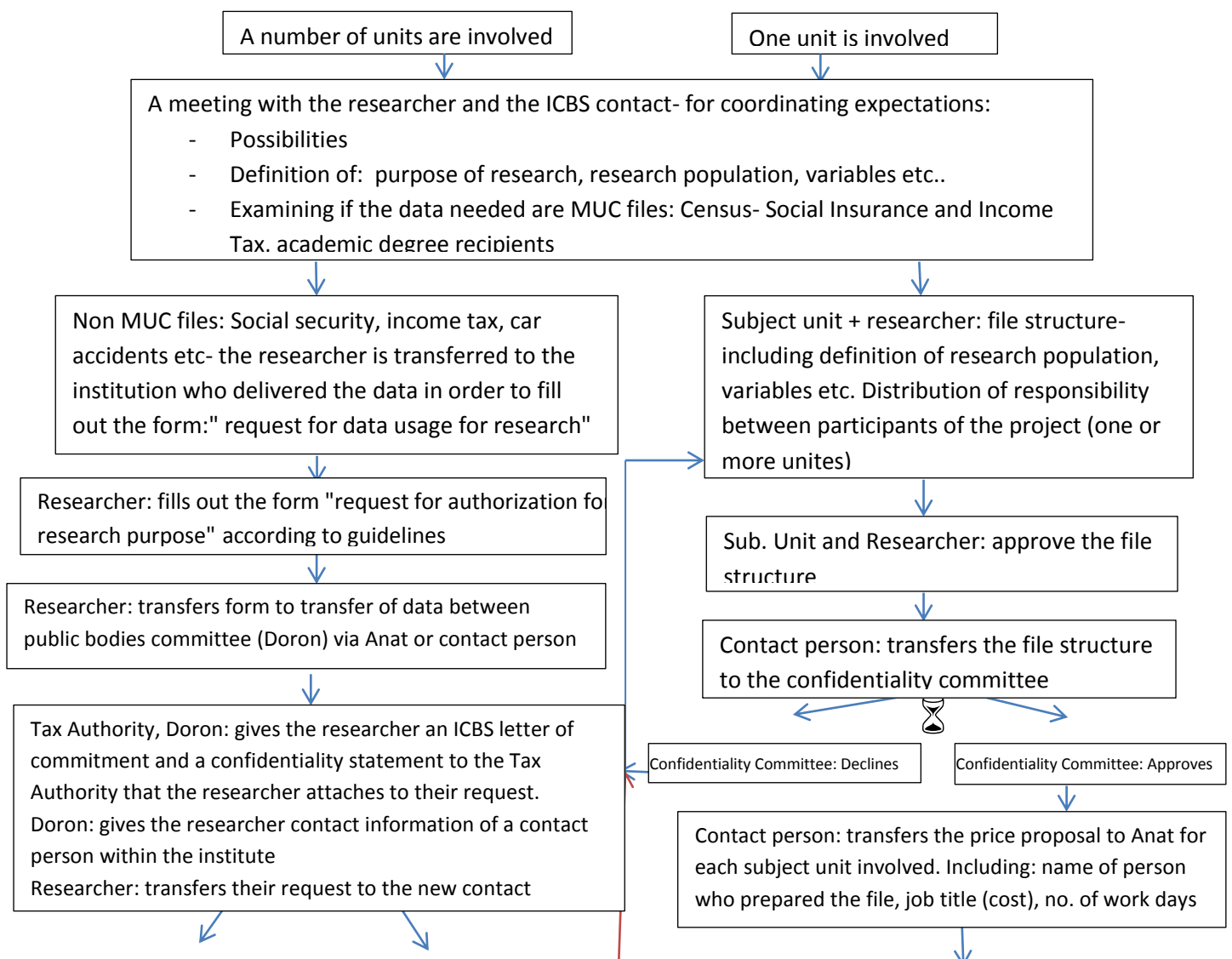


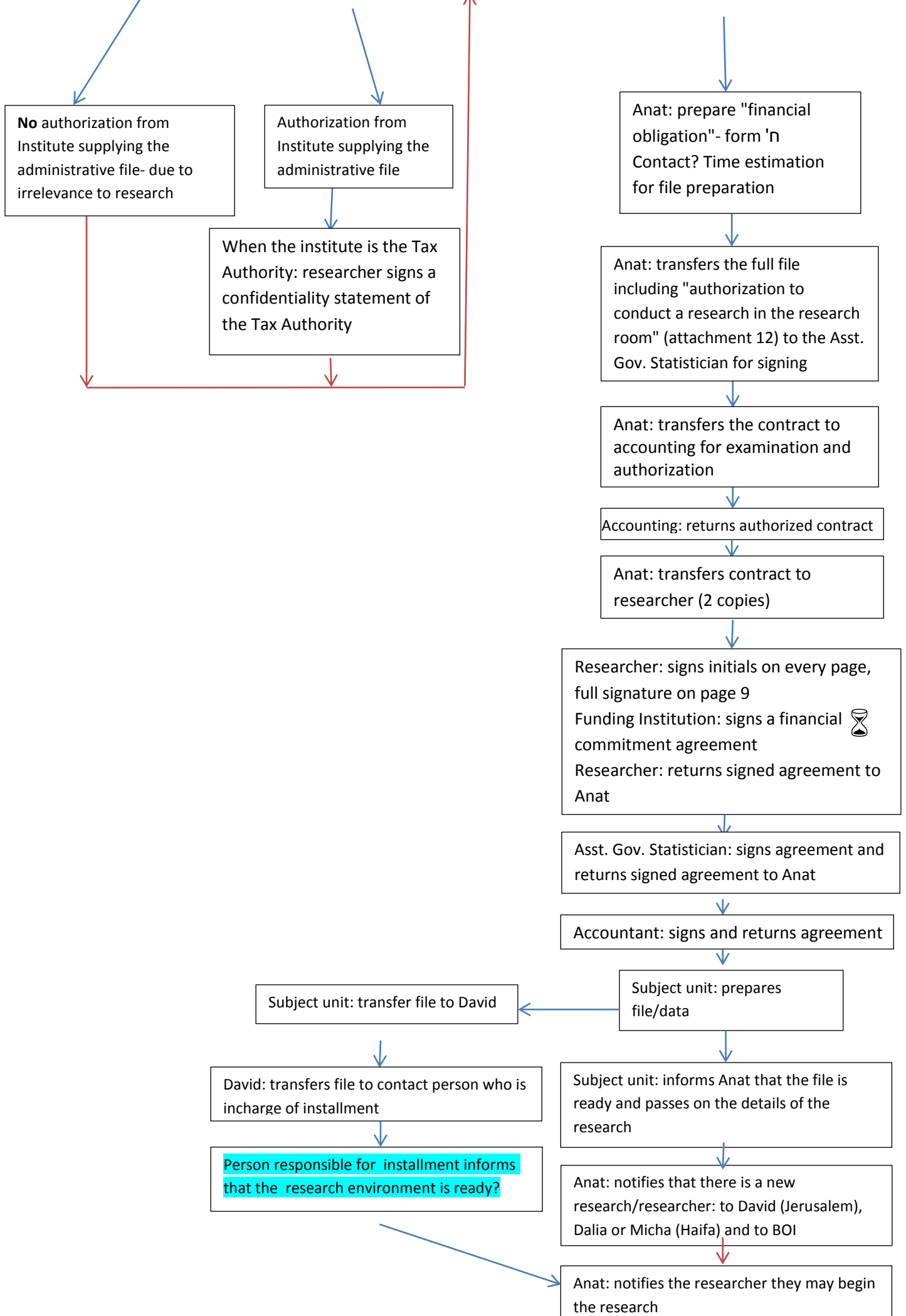
The researcher requests time slots in a research room: Jerusalem, Haifa or the Bank of Israel





In cases where there is a request for administrative files there is a **technical** procedure for receiving an approval to access to the files:





Conducting research in the Jerusalem research Room

Anat: coordinating primary arrival time
Researcher: sends in "volunteering" form to ICBS



Researcher: arrival to research room and handing in the volunteering form to Anat either in person



Anat & Researcher: briefings on the next stages:

- Briefing on information security- with Haim Palchzinsky or Tomer
- Receiving permanent visitor card- Yakira
- Introduction to computer, work station and work procedures- David
- Introduction to the process of receiving outputs from research room- David
- Process of handling malfunctions- David
- Setting up user name and password- David

Comments:

The computers don't have any software.

There is currently SAS on all computers but it has low demand

Researcher and staff arrive:

Anat: coordinates time of arrival according to availability of the computers (includes briefings with security and information security)
Anat or David: notify Brian

Conducting research in the Haifa research room

David: receives files from the Subject Unit



David: Goes to Haifa in order to install the files



David or Michal: coordinate arrival of researcher and staff



David or Michal:

- Briefing on Information security
- Introduction to computer, work station and work procedures
- Introduction to the process of receiving outputs from research room
- Process of handling malfunctions
- Setting up user name and password



Michal or Dalia: Coordinate time slots for research rooms

Conducting research in the Bank of Israel research room

The research room is located in a closed and locked room with a camera. You may log on the computer using a "smart" identity card. The work is carried out using a remote access system and the files are located in ICBS.

Haim Palchzinsky/Tomer: coordination and the actual briefing on information security



David: provides user name and password
(check with David about the procedure of receiving outputs, dealing with malfunctions etc..)