

INTERNATIONAL RELATIONS AND STATISTICAL COORDINATION DEPARTMENT

- Receiving requests from researchers (either directly or through the subject unit/dissemination unit)
- Checking authorization of the institute the researcher is affiliated with in order to work in the research room
- If the researcher is not from an Academic institute but rather from an institute that was already authorized/recognized by the Government Statistician, there must be a document from the head of the research institute that the researcher is authorized to carry out the specific research by the research institute. The Gov. Statistician signs a letter that approves the researcher for the specific research.
- Sending the procedure for the research room, forms and explanation of process
- Checking forms that have been filled out by the researcher
- Sending checked forms to Legal Advisor, Deputy Gov. Statistician
- If there is more than one subject unit that is involved, there is a meeting with all the appropriate subject units and with the head of the confidentiality committee (in order to define the researcher's needs and what ICBS will be able to give over to him). In this meeting the contact person in the ICBS chosen
- Checking the request form for variables together with the subject unit
- If the researcher needs to reach out to other institutions (other than ICBS), the INT. relations unit passes on contact information and forms for the other institution (this includes time spent on contacting other institutions). In certain cases, ICBS provides the an undertaking for the institution
- If the research would like to bring in an outside dataset, Int. relations gives the research the appropriate request form
- Checking if all approvals are in order
- Calculating cost of work- after the researcher fills out and has all of the form approved, we receive the estimated number of days of work and the names of the people who worked on the project in ICBS- than we calculate the cost of the working days according to the people who worked on the project.
- Preparing a financial undertaking for the researcher and for the research institute- this form includes the cost of using the research rooms and the cost of the preparation of the research files.
- Preparing documents and forms of the research and passing them on to the Deputy Gov. Statistician for signing
- Passing all of the documents to the Legal Department who prepare an agreement of usage
- Passing on the contract and supporting documents to accounting for approval
- Sending a security form (criminal background check) to the researcher and the filled form to security for approval
- Sending all final documents to all researchers for signing and later on making sure all appropriate signatures are in place
- Passing on the final contract to the Deputy Gov. Statistician for signing
- Passing on the final contract to the accounting for signing
- Reports back to the subject unit and notifies them they can begin preparing the file
- Signing each researcher, assistant and fellows on a volunteering forms and on a confidentiality declaration and passing on these documents to HR in order to put them into our HR system, provide insurance
- BOI- coordinating a meeting with data security manager
- Reporting to David that the file is ready in order for him to create a user name and password
- Notifying the researcher that he/she may come to the research room and coordinating time slot in research room
- Upon first arrival, coordinating meeting for identity card
- Coordinating research room time slots and coordinating between all affiliated departments
- General- staying in touch with the researchers in order to notify them what stage they are in the process
- If there is a change in the research, starting the process from the beginning

SUBJECT UNIT DEPARTMENTS
<ul style="list-style-type: none"> • Preparing the data • Prof. consultation/Advising: <ul style="list-style-type: none"> - before - during & after (including support) • Checking output • Guiding • Transferring to confidentiality committee • Dealing with forms • Coordination between units • Providing time estimation • Preparing Meta-Data documentation • Assisting preparation for request to external providers
IT
<ul style="list-style-type: none"> • Creating new users • Creating new user groups • Creating a directory for groups • Creating user access to directories • Creating files for researchers (for certain subject units) • Transferring files from subject unit to research rooms • Transfer of output files • Training and supporting researcher in research room • Training and supporting other research rooms- Haifa and Tel Aviv • Troubleshooting • Backups (research rooms) • Conversion of data types • Updates- licenses, programs and maintenance • BOI- daily system checkups • Supporting subject units in data preparation
ACCOUNTING
<ul style="list-style-type: none"> • Checking pricing before sending it to the researcher • Signing the contract with researcher • Sending the bill to the researcher • Opening accounts for each research institution (if there is no existing account) • Making sure fees are paid
HR
<ul style="list-style-type: none"> • Registering researchers as "volunteer" employees of ICBS in order to access research room • Involvement in confidentiality statement (together with Anat Katz Avram from International Relations and Statistical Coordination Department)
DISSEMINATION UNIT
<ul style="list-style-type: none"> • Receive initial request (not necessarily) and pass on to Anat Katz Avram or to Subject Unit • Research room is located in the library that is under the responsibility of the Dissemination Unit • Dissemination of PUF files • Responsible for logistical assistance for researchers who do research in the Tel Aviv research rooms • The head of the subject unit appoints a contact person within the subject unit • The head of the subject unit approves the pricing • Filling out and preparing forms (form A) • Approves un-confidential data brought into ICBS

GOVERNMENT STATISTICIAN
<ul style="list-style-type: none"> • Provides authorization for new institutions • Authorizes researchers associated with research institutions for every new research/project • Recommends which subject unit will accompany the researcher
DEPUTY GOVERNMENT STATISTICIAN
<ul style="list-style-type: none"> • Approves if projects are of interest/relevance to ICBS • Approves request (project) before legal authorization • Approves each researcher as a volunteer employee
LEGAL ADVISER
<ul style="list-style-type: none"> • Verifies that the researchers are affiliated with an authorized research institute and that those who require the Gov. Statistician approval have received it • Verifies source of funding and making sure that the source of funding does not create a conflict of interest • Prepares the research contract • Verifies the status of new research assistants or research colleagues • Approves all requests to bring in outside programs and legality status of datasets which are in the possession of the researcher
SECURITY OFFICER
<ul style="list-style-type: none"> • Background check for researchers • Provides identity card for researchers
DATA SECURITY MANAGER
<ul style="list-style-type: none"> • Defines data security requirements • Data security briefing for every new researcher (incl. Bank of Israel)
CONFIDENTIALITY COMMITTEE
<ul style="list-style-type: none"> • The confidentiality committee will classify the research dataset as a PUF or MUC or only fitting for the research room • Regarding research room datasets- verifies that the variables being requested are consistent with the research proposal (need to know) • In the event that the researcher has asked to use administrated data, rechecking and making sure that all the permissions have been given by the sources of the administrative data • Preparations before committee meeting for each project: Head of committee- Checking all application documentation and approvals Members of the committee- review all documentation and approvals before meeting • Discuss the concept of the project • If there are problems, contacting subject unit • Provide an approval letter at the end of the process
COMMITTEE FOR TRANSFER OF DATA BETWEEN PUBLIC BODIES
<ul style="list-style-type: none"> • If a researcher requires data from a government source (that is in ICBS) the researcher coordinates with the coordinator of the committee to make a request to the outside source for use of the data • The committee will deal with any problems that arise in the course of receiving the approval of the outside source • If a researcher requires data that does not exist in ICBS, this committee, at the request of the subject unit, will request data from the appropriate source in accordance with the privacy and the statistics ordinance