# **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

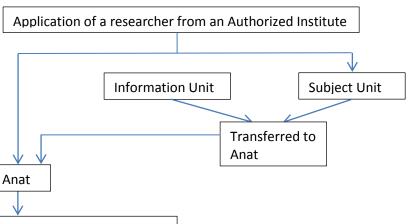


Request for recognition as an "Authorized Research Institute"

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



Anat: sends the researcher the following materials:

- Procedures for using research room
- Forms to be filled out
- Verbal explanation regarding filling out forms and description of approval process

Researcher: fills out the form: "request for conducting research" including information about the researcher, staff and stating the purpose of the research

Researcher: fills out the form "affiliation of an authorized institute" for him and for his staff

If the researcher is affiliated with the Academy, the researcher fills out an affiliation form ('I)

If the researcher belongs to a research institution or a government office- they fill out form 1'I:

Affiliation +purpose of research

Anat: makes sure to have the Gov. Statistician sign a document acknowledging the researcher as affiliated with the institution

Anat: passes the case to Brian. Including:

- 1. Request for conducting research
- 2. Form "affiliation with research institution" (form '1 or 1'1)
- 3. Signed letter from Gov. statistician (in case of from 1'ı)

Brian: Checks compliance with prerequisites- of researcher, staff and with research room procedures

Yoel: confirms the affiliation of the research purpose to ICBS and recommends which subject unit shall accompany/assist the researcher

Anat: Informs the researcher that a formal approval has been given and notifies them of which subject unit/s they will be working with

Anat: forwards a security authorization form to Moshe Edri with the information on the researcher and the staff

In cases where there is a request for administrative files there is a <u>technical</u> procedure for receiving an approval to access to the files:

A number of units are involved

One unit is involved

A meeting with the researcher and the ICBS contact- for coordinating expectations:

- Possibilities
- Definition of: purpose of research, research population, variables etc..
- Examining if the data needed are MUC files: Census- Social Insurance and Income Tax. academic degree recipients

Non MUC files: Social security, income tax, car accidents etc- the researcher is transferred to the institution who delivered the data in order to fill out the form:" request for data usage for research"

Researcher: fills out the form "request for authorization fo research purpose" according to guidelines

Researcher: transfers form to transfer of data between public bodies committee (Doron) via Anat or contact person

Tax Authority, Doron: gives the researcher an ICBS letter of commitment and a confidentiality statement to the Tax Authority that the researcher attaches to their request.

Doron: gives the researcher contact information of a contact person within the institute

Researcher: transfers their request to the new contact

Subject unit + researcher: file structureincluding definition of research population, variables etc. Distribution of responsibility between participants of the project (one or more unites)

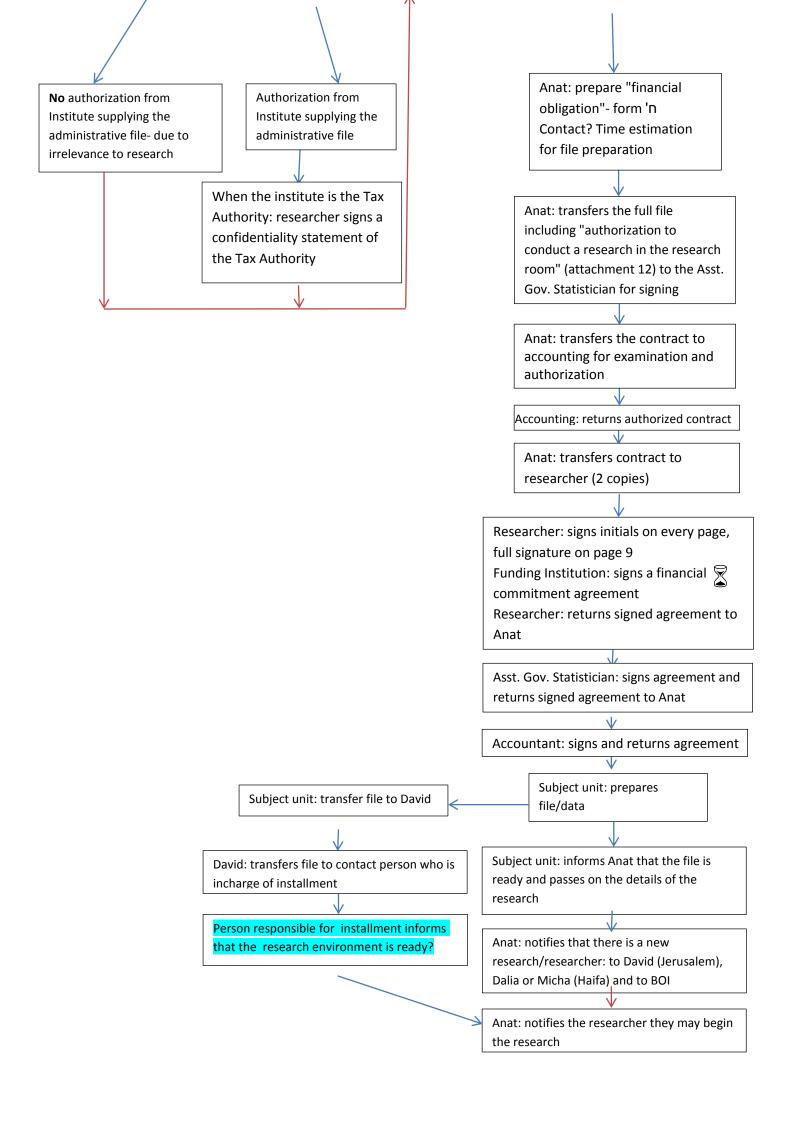
Sub. Unit and Researcher: approve the file structure

Contact person: transfers the file structure to the confidentiality committee

Confidentiality Committee: Declines

Confidentiality Committee: Approves

Contact person: transfers the price proposal to Anat for each subject unit involved. Including: name of person who prepared the file, job title (cost), no. of work days



## 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

## 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

#### Comments:

The computers don't have any software.

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

## 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

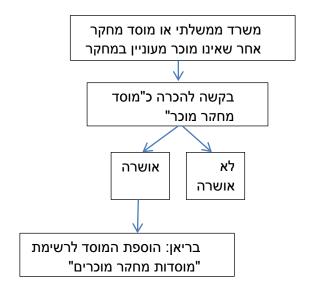
David: provides user name and password (check with David about the procedure of receiving outputs, dealing with malfunctions etc..)

# החוקר מגיע למישהו שהוא מכיר בלשכה:

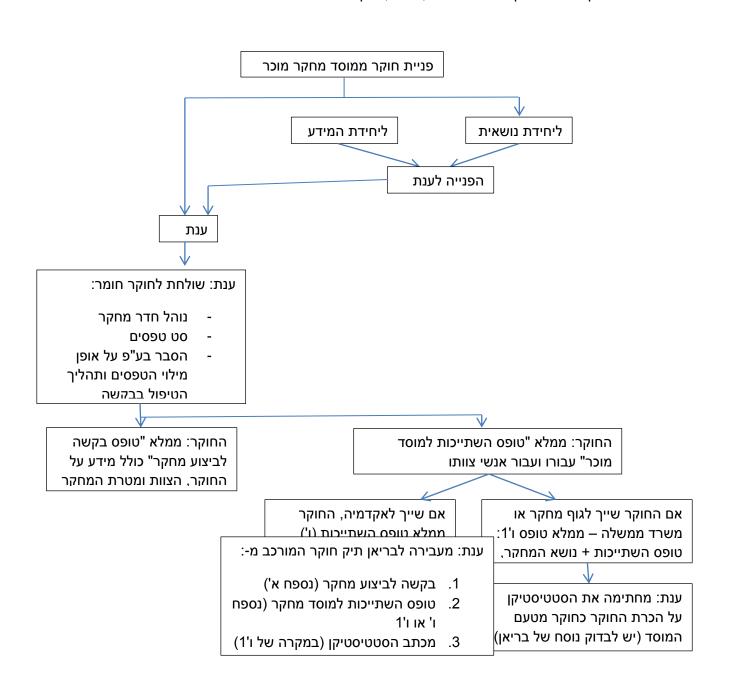
- יחידת המידע •
- היחידה הנושאית
- אגף קשרים בין לאומיים ותיאום סטטיסטי •
- החוקר מועבר לענת (אגף קשבל ותיאום סטטיסטי

משרד ממשלתי או מוסד מחקר אחר שאינו מוכר מעוניין במחקר

> בקשה להכרה כ"מוסד מחהר מוכר"

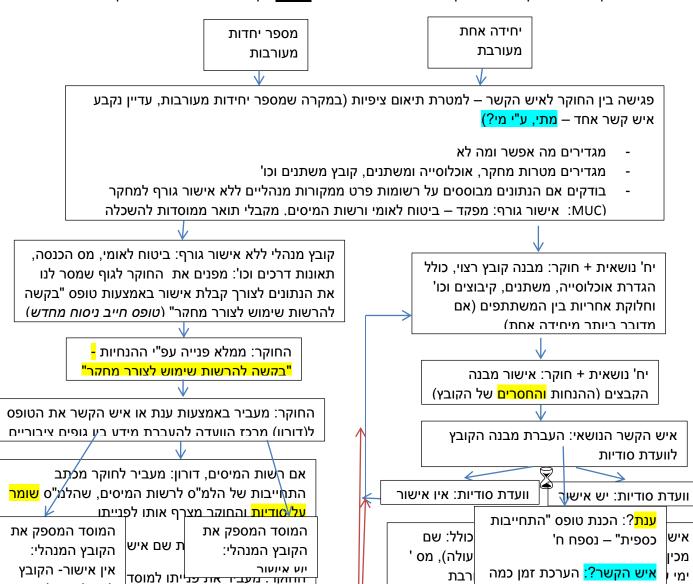


פניית חוקר - חדר מחקר פיסי: ירושלים, חיפה, בנק ישראל



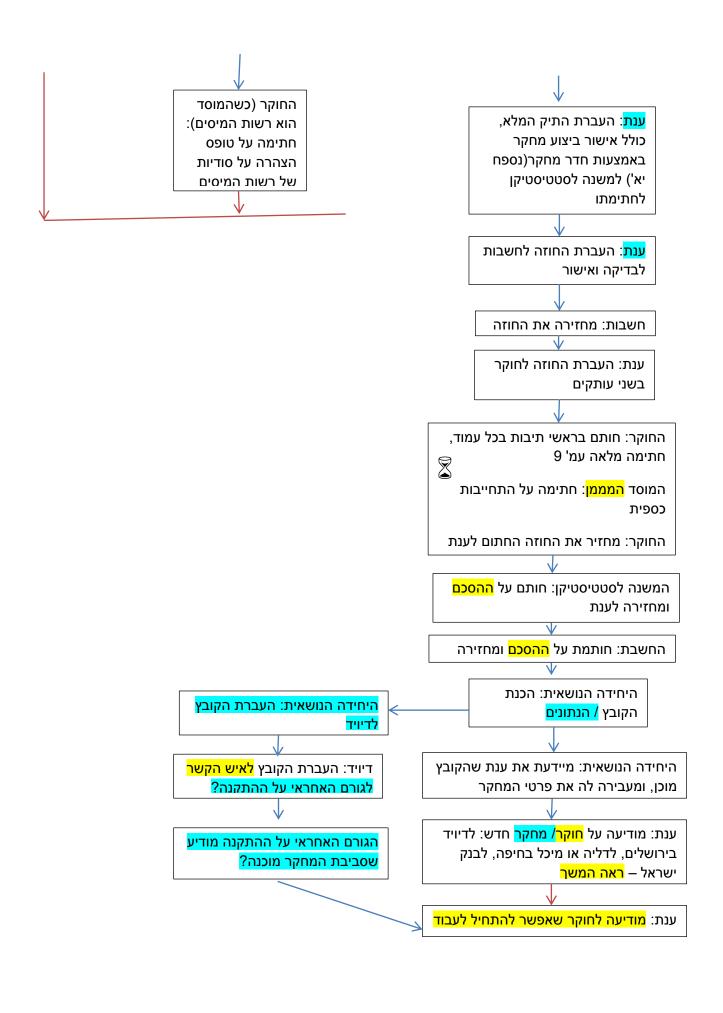


במקרים שיש צורך בשימוש בקבצים מנהליים: פרוצדורה <u>טכנית</u> לקבלת אישור עבודה על הקבצים:



זמן ייקח להכין את הנתונים

לא רלוונטי למחקר



## עבודת מחקר בחדר מחקר בירושלים

ענת: תאום זמן הגעה ראשוני

חוקר: משלוח טופס "מתנדב" ללמ"ס

חוקר: הגעה ראשונה לחדר מחקר ומסירת טופס מתנדב <mark>לענת</mark> <mark>בפועל</mark>

או ווידוא

## ענת+ <mark>חוקר</mark>: תדריך על השלבים הבאים

- תדריך אבטחת מידע חיים פלחצינסקי / תומר
  - קבלת כרטיס "מבקר קבוע" יקירה
- הכרות עם המחשב, עם העמדה ועם נוהלי עבודה
  - תהליך הוצאת פלט מחדר מחקר <mark>דיויד?</mark>
    - תהליך טיפול בתקלות <mark>דיויד?</mark>
      - קביעת שם וסיסמה <mark>דיויד</mark>? -

#### :הערות

על המחשבים לא מותקנים שום תוכנות ולא באותו הסטנדרט - זיכרון, עדכונים, חוזק, מחשב, וכו'

כרגע יש SAS בכל המחשבים ואיו דרישה אליו

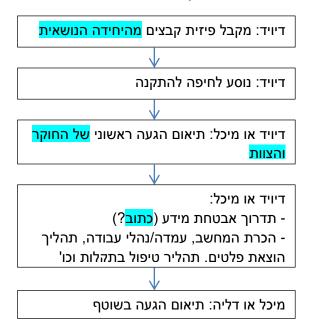
## הגעת <mark>החוקר</mark> והשותפים בצוות המחקר:

<mark>ענת</mark>: תיאום עם החוקר של זמני הגעה בהתאם לעומס ולזמינות המחשבים <mark>(כולל זמן</mark>

עם יקירה ועם א. מידע?)

ענת או דיויד: הודעה <mark>למריאן</mark>

## עבודה בחדר מחקר חיפה



עבודה בחדר מחקר בבנק ישראל – שימוש <mark>בסט טפסים ייעודיים</mark>:

חדר המחקר ממוקם בחדר סגור (ונעול) עם מצלמה. הכניסה למחשב באמצעות <mark>כרטיס בעל אמצעי</mark> <mark>זיהוי חכם</mark>. העבודה מתבצעת ברשת מרחוק והקבצים נשארים בלמ"ס.

> חיים פלחצינסקי / תומר: תיאום תדריך אבטחת מידע (<mark>התיאום + הביצוע בפועל</mark>?)

> > דיויד: פתיחת משתמש וסיסמה

(יש לבדוק עם דיויד מה הנול בבנק ישראל להוצאת פלטים, <mark>טיפול בתקלות ועוד</mark>)

חסר תיאור תהליכים - בנק ישראל