



## Economics and Statistics Office (ESO)

### Publication Scheme 2017

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

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#### **1. About the Publication Scheme**

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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 above-mentioned seven (7) categories;
- proactively publish or otherwise make routinely available information held by the office that falls within the above-mentioned categories;
- 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**

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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 that 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 Sections 8 and 17 of the Statistics Law (2016 Revision).
- Other records containing exempt matter unless in a redacted<sup>1</sup> 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 (2016 Revision) ;
- constitutes an actionable breach of confidence, for example an opinion, advice or recommendations prepared for another party;
- 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 recommendation 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.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive’s *Redaction Standard*.

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 (2016 Revision) 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 and the Freedom of Information (2015 Revision) does not apply to any such individual data”.

A copy of the Statistics Law (2016 Revisions) is available from the ESO website:  
[http://www.eso.ky/UserFiles/page\\_docs/files/uploads/statistics\\_law\\_2016\\_revision.pdf](http://www.eso.ky/UserFiles/page_docs/files/uploads/statistics_law_2016_revision.pdf)

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

### **3. Methods of access**

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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](http://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](mailto:foi.eso@gov.ky) or [infostats@gov.ky](mailto: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](mailto:foi.eso@gov.ky) or [infostats@gov.ky](mailto: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](mailto:foi.eso@gov.ky),
- Andrelene Royal at [Andrelene.Royal@gov.ky](mailto:Andrelene.Royal@gov.ky) or 244-4602
- Selburn Christian at [Selburn.Christian@gov.ky](mailto:Selburn.Christian@gov.ky) or 244-4676

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**

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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](http://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. This includes:

Cayman Islands Compendium of Statistics	US\$60.00 or CI\$50.00
2010 Cayman Islands Census	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 Survey Report (LFS)	US\$30.00 or CI\$25.00
Consumer Price Index (CPI)	US\$30.00 or CI\$25.00
Foreign Trade Statistics Quarterly Bulletin or Annual 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**

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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, Andrelene Royal or Sadio Harris 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 <https://www.eso.ky/freedomofinformationfoi.html>

## **6. Complaints**

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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, Andrelene Royal (345)244-4602 or email [foi.eso@gov.ky](mailto:foi.eso@gov.ky) or Selburn Christian (345)244-4676 and we will try to resolve your complaint as quickly as possible. Further information about our complaints procedures can be obtained from <https://www.eso.ky/freedomofinformationfoi.html> (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:

Office of the Ombudsman,  
Telephone: 345-946-6283  
Email: [Information Manager](mailto:Information Manager)  
Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)  
Website: [www.ombudsman.ky](http://www.ombudsman.ky)  
Physical Address: 3<sup>rd</sup> Floor, Elizabethan Square  
George Town, Cayman Islands  
Mailing Address: P.O. Box 2252  
Grand Cayman KY1-1107  
Cayman Islands  
Hours: Monday to Friday, 9:00am - 5:00pm

## **7. Categories of information**

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- About Us
- Strategic Management

- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

## **ABOUT US**

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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 Finance and Economic Development

### **Chief Officer:**

Mr Kenneth Jefferson, JP, Ministry of Finance and Economic Development, 3<sup>rd</sup> 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](mailto:Maria.Zingapan@gov.ky)

Adolphus Laidlow, Deputy Director

Tel:(345) 244-1618, Email: [Adolphus.Laidlow@gov.ky](mailto:Adolphus.Laidlow@gov.ky)

Ralston Henry, Senior Economist – Economics Unit

Tel:(345) 244-4632, Email: [Ralston.Henry@gov.ky](mailto:Ralston.Henry@gov.ky)

Julietta Beaupierre, Senior Statistician Balance of Payments Unit

Tel:(345) 244-4600, Email: [Julietta.Beaupierre@gov.ky](mailto:Julietta.Beaupierre@gov.ky)

Selburn Christian, Senior Statistician System of National Accounts Unit

Tel:(345) 244-4676, Email: [Selburn.Christian@gov.ky](mailto:Selburn.Christian@gov.ky)

Andrelene Royal, Senior Statistician Social Statistics Unit

Tel:(345) 244-4602, Email: [Andrelene.Royal@gov.ky](mailto:Andrelene.Royal@gov.ky)

### **Information Manager:**

Information Manager: Andrelene Royal

Email address: [Andrelene.Royal@gov.ky](mailto:Andrelene.Royal@gov.ky) or [foi.eso@gov.ky](mailto:foi.eso@gov.ky)

Telephone number: (345) 244-4602

Information Manager Designate: Selburn Christian

Email address: [Selburn.Christian@gov.ky](mailto:Selburn.Christian@gov.ky) or [foi.eso@gov.ky](mailto:foi.eso@gov.ky)

Telephone Number: (345) 244-4676

Office of the Ombudsman website [www.ombudsman.ky](http://www.ombudsman.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 issues to sustain economic growth and stability of the Islands.
- b. Conducts population and housing census and socio-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](mailto:foi.eso@gov.ky) or [infostats@gov.ky](mailto:infostats@gov.ky)

**Website address:** <http://www.eso.ky>

### **Location and hours**

Economics & Statistics Office  
3rd Floor, Government Office Administration Building  
Elgin Avenue, George Town

**Office 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. Conduct the Census of Population and Housing approximately every 10 years;
- d. Conduct and publish the results of the following surveys:
  - *Labour Force (April and October)*
  - *Consumer Price Index* (quarterly);
  - *National Accounts* (annual);
  - *Balance of Payments and International Investment Position* (annual);
  - *Household Budget Survey (every 5 years or as resources permit);*
  - Special surveys
- e. Publish statistical series, which include the annual *Compendium of Statistics* and the *Annual Foreign Trade Statistics Report*;
- f. Update the *Household Register* and *Business Register* as needed;
- g. Conduct other household and business surveys to provide the data requirements of statistical publications or socio-economic reports and studies for Government;
- h. Provide technical assistance on economic and statistical matters to other Government Departments and Agencies, as resources permit;
- i. Promote the wider use of statistics in the local community, and facilitate greater community participation in data collection and dissemination;
- j. Provide official statistics to regional and international agencies on economic and statistical matters related to the Cayman Islands; and
- k. 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
<p>National Statistical Coordination Committee (NSCC)</p> <ul style="list-style-type: none"> <li>▪ Department of Education</li> <li>▪ Department of Environment</li> <li>▪ Department of Environmental Health</li> <li>▪ Cayman Islands Monetary Authority</li> <li>▪ General Registry</li> <li>▪ Information and Communication Technology Authority</li> <li>▪ Immigration Department</li> <li>▪ Health Services Authority</li> <li>▪ Lands and Survey Department</li> <li>▪ Planning Department</li> <li>▪ Treasury Department</li> <li>▪ Department of Tourism</li> <li>▪ Statistical units of Ministries and other departments</li> </ul> <p>Where possible, key users of statistics in the private sector may also be invited, such as business associations and schools.</p>	<p>Variable</p>	<p><u>Terms of Reference</u></p> <p><a href="http://www.eso.ky/UserFiles/page_docs/files/uploads/ci_national_statistical_coordination_com-1.pdf">http://www.eso.ky/UserFiles/page_docs/files/uploads/ci_national_statistical_coordination_com-1.pdf</a></p> <p><i>Meeting Notes can be requested or accessed</i></p> <p><u>by telephone :</u> Tel: (345) - 949-0940</p> <p><u>by mail :</u> Economics &amp; Statistics Office Government Office Administration Building P.O. Box 127, KY1-9000 Grand Cayman, Cayman Islands</p> <p><u>or by visiting the office:</u> Economics &amp; Statistics Office 3rd Floor, Government Office Administration Building, Elgin Avenue, George Town, Grand Cayman, Cayman Islands</p>
<p><i>Census Advisory Committee (2008– 2010)</i></p> <p>Members:</p> <ul style="list-style-type: none"> <li>▪ Robert Lewis, Department of Planning</li> <li>▪ Ernie Scott, Sister Islands District Commissioner</li> <li>▪ Deanna Lookloy, Department of Children &amp; Family Services</li> </ul>	<p><i>Meetings were not open to the public and ceased in 2011 with the completion of census enumeration activity.</i></p>	<p><a href="http://www.eso.ky/UserFiles/File/Advisory%20Links(4">http://www.eso.ky/UserFiles/File/Advisory%20Links(4</a></p> <p><i>Minutes can be requested or accessed</i></p> <p><u>by telephone :</u> Tel: (345) - 949-0940</p> <p><u>by mail :</u> Economics &amp; Statistics Office Government Office Administration</p>

<ul style="list-style-type: none"> <li>▪ Jennifer Smith, Department of Employment Relations</li> <li>▪ Dolores Thompson, Department of Education</li> <li>▪ Sonia Campbell</li> <li>▪ Tammy Ebanks-Bishop, Ministry of District Administration, Works and Gender Affairs</li> <li>▪ Wil Pineau, Chamber of Commerce</li> <li>▪ Elizabeth Talbert, Economics and Statistics Office</li> <li>▪ Maria Zingapan, Economics and Statistics Office</li> <li>▪ Kenneth Ebanks, Ministry of Financial Services, Tourism and Development</li> </ul>		<p>Building  P.O. Box 127, KY1-9000  Grand Cayman, Cayman Islands</p> <p><i>or by visiting the office:</i>  Economics &amp; Statistics Office  3rd Floor, Government Office  Administration Building,  Elgin Avenue, George Town, Grand  Cayman, Cayman Islands</p>
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## **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 <https://www.eso.ky/esohistory.html>

## **Job Vacancies**

<https://www.eso.ky/jobs.html>

## **ESO & the Community**

ESO has outreach activities in the community such as among students. Please visit <https://www.eso.ky/esothecommunity.html> 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**

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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, reliable, timely and user-friendly statistics and economic analysis.

Our general strategies for implementing our mission include:

- Adhering to legal mandates, primarily the Statistics Law (2016 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](http://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 2015-2018 is available on our website: [www.eso.ky](http://www.eso.ky).

## **Governance**



Public Service Management Law (2013 Revision)



Personnel Regulations (2013 Revision)



Public Service Code of Conduct



The Freedom of Information Law (2015 Revision)



Statistics Law (2016 Revision)



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**



ESO Strategic Plan 2015-2018



Ministry of Finance, Tourism & Development (Public Finance) Awards Criteria- Deputy Governor's Award "Most" Theme



ESO Continuity Plan, June 2016



Cayman Islands Government Email Policy



ESO Succession Plan September 2011

## **FINANCE & ADMINISTRATION**

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ESO Policies and Procedures May 2012



Financial Regulations (2012 Revision)

## **POLICIES & PROCEDURES**

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### **Administrative Policies and Procedures**



ESO Customer Feedback and Complaints Procedure



ESO Open Door Policy



Guidelines for the Selection of Census Enumerators and Field Supervisors



HR Policies and Procedures



ESO Policies and Procedures May 2012

### **Manuals:**



1999 Census Field Manual



2010 Population and Housing Census: Census Information PowerPoint



2010 Population and Housing Census Enumerator's Manual



Labour Force Survey Fall 2016 Field Manual



2008 Consumer Price Index Basket



2009 Labour Force Survey and Pilot Census Interview Field Manual



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



International Standard Classification of Occupation 2008

## International Manuals, Principles, Methodologies & Classification



International Standard of Industrial Classification Rev.4



International Standard Classification of Education



Balance of Payments Manual 6<sup>th</sup> Edition



System of National Accounts 1993

## Decisions & Recommendations

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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

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- [FOI disclosure log](#)
- Business Register – Not covered by FOI Law and disclosure is barred under S.8 (2) and S.(17) of the Statistics Law (2016 Revision)
- Household Register – Not covered by FOI Law and disclosure is barred under S.8 (2) and S. (17) of the Statistics Law (2016 Revision)
- Enumeration Area Maps
- Organizational Chart

## OUR SERVICES

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### 1) Census & Surveys

- Census (every 10 years)
- Labour Force Survey (twice a year)
- Business surveys (one a year)
- Household expenditure surveys (every 5 years)
- Consumer Price Index Survey (quarterly)
- Other special surveys

2) Official Publications:

- Consumer Price Index Report
- Labour Force Survey Report
- Annual Foreign Trade Statistics Report
- Quarterly Trade Bulletin
- Compendium of Statistics
- 1999 and 2010 Census Reports
- System of National Accounts
- Balance of Payments and International Investment Position Report
- Annual & Quarterly Economic Reports
- Special reports

3) Compilation of Administrative Data from Government and Other Sources

- Trade
- Education
- Monetary
- Fiscal
- Others

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

5) Technical Assistance to Agencies