

## Census Commissioned Output – Guidance Note

Please read the following guidance note before submitting your [commissioned table request form](#).

Links included in the notes provide access to some relevant sources for additional information.

Before submitting your commissioned table request form, you are advised to check that the information you need is not contained in either the standard results or any previously commissioned tables.

Using the table lookups you can identify tables of interest by entering topics of interest such as age and ethnic group. The relevant tables will be listed, along with information on the geography and table population for which the table is available.

### **2011 Census – Table Lookups**

[Standard Table Lookup](#)

[Commissioned Table Lookup](#)

### **2001 Census – Table Lookups**

[Standard Table Lookup](#)

[Commissioned Table Lookup](#)

### **Submitting a request for multiple tables**

Customers who require multiple tables are asked to provide the following information for each table as an attachment to be supplied at the same time as the [commissioned table request form](#).

#### **1. Table Description**

Some of the more detailed variables require additional specification to define preferences (i.e. a user who wishes a table to contain the ethnic group variable should define whether they wish the developer to use the 5 high level categories, the standard 16 categories or the most detailed 'write in' answers).

#### **2. Table Geography**

Select from the listing provided or, for non-standard geography or geography sub-set, please provide detail in the "Other" box of the exact details of the geography you require (e.g. all wards for Belfast Local Government District or Health and Social Care Trusts).

#### **3. Table Population**

Select from the listings provided or for non-standard population bases please complete the 'Other' box (e.g. full-time students, short-term migrants). Define age groups or gender breakdowns if required. Further information can be found in our [Definitions and Output Classifications document](#) which may be of assistance.

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### Timescale for response to initial request

Census Office will aim to respond to all requests for commissioned tables within 10 working days of receiving the request.

Production and supply of the commissioned table(s) will depend on a number of factors including:

- length of time required to finalise table specification with the requesting customer
- complexity of the request
- production of pre-planned outputs

### Prioritisation of requests

Should a large number of requests be received at the same time priority will be given to the requests based on the following criteria:

1. Where the request is from and what will it be used for – there is a scale of priority with the highest priority being given to requests from (or on behalf of) Government departments or agencies where the information will be used for the distribution of public funds, requests to recast information which has already been released will receive a low priority
2. When the request was received – requests prioritised by (1) will be further prioritised by date of receipt, with those that have been waiting the longest being given priority

Priorities are regularly monitored.

### Confidentiality Considerations

Please note all requests are subject to confidentiality considerations in accordance with the agreed statistical disclosure control methodology. We may be unable to fulfil your request if the information is disclosive.

### Copyright

Commissioned tables will be issued to the requesting customer under an [Open Government Licence \(OGL\)](#) by the provision of a link to the table on the [Northern Ireland Neighbourhood Information Service \(NINIS\) website](#).

### Table price list

The cost of the commissioned output reflects the amount of time taken to develop the table(s) together with the necessary statistical disclosure checks (pre and post production) and associated processes. The charges reflect the Full Economic Costs associated with the delivery of the service.

Four price bands have been identified to give customers a guide of how much their commissioned table will cost. However the Census Customer Services team will agree the final cost with the customer prior to any work commencing.

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Set out below are the four price bands:

Description	Cost
A table which takes under half a day to produce	Up to £100
A table which takes between half a day and a day and a half to produce	£100 – £300
A table which takes between a day and a half and two and a half days to produce	£300 – £500
A table which takes longer than two and a half days to produce	Price on application

If the customer requires delivery via a portable media (CD/DVD) an additional charge will be made to cover the costs of administration, production and dissemination via secure delivery. This additional charge will be discussed and agreed with the customer prior to any work commencing.

A definitive cost will not be provided until a final table specification has been agreed and any estimates provided by Census Customer Services on receipt of the request will be indicative only. However, NISRA will not produce any table (and incur costs) until the final specification and definitive cost has been agreed by the customer in writing.

Cancellation of the order at any time may render the customer liable for costs incurred to the time of cancellation.

### Payment

Once a commissioned table has been produced, a Conditions of Supply form stating the final agreed cost will be sent to the requesting customer, along with the finalised table specification, for agreement. Customers will be issued with an invoice for the work undertaken. Payment is required in advance of the dispatch of all commissioned tables.