



## TWINNING CONTRACT

JO 21 ENI ST 01 22

# Strengthening the capacity of Jordan's Department of Statistics in terms of compilation, analysis and reporting of statistical data in line with International and European best practices

## MISSION REPORT

on

### Component 1

## Roadmap for the development of an integrated administrative data system in Jordan with pilots on Statistical Business registers (SBR) and population statistics

### Activity: 1.4.6:

Security policy and data confidentiality

Mission carried out by  
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## Strengthening the capacity of Jordan's Department of Statistics

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## Strengthening the capacity of Jordan's Department of Statistics

### **List of Abbreviations**

- BC – Beneficiary Country
- DoS – Department of Statistics
- MS – Member State
- PL – Project Leader
- RTA – Resident Twinning Advisor
- STE – Short-term Expert
- ISMS – Information Security Management System
- GDPR - General Data Protection Regulation

## 1. General comments

This mission report was prepared within the Twinning Project "Strengthening the capacity of Jordan's Department of Statistics in terms of compilation, analysis and reporting of statistical data in line with International and European best practices". The current Mission is carried out as part of component 1 Administrative data. The actions planned for this activity were carried out as scheduled.

The purposes of the mission were:

- Best practices for Security policies in MS – Logical and operational security
- Practical implementation of:
  - The security standard ISO 27001
  - General Data Protection Regulation (GDPR)
- Organization and responsibilities in relation to Security;
- How to ensure managerial awareness and support in the NSI;
- Ensuring operational security and minimizing the risk from an IT perspective;
- Monitoring Information Security

The consultants would like to express their sincere thanks to all officials and individuals met for the kind support and valuable information which they received during the stay in Jordan and which highly facilitated their work. The views and observations stated in this report are those of the consultants and do not necessarily correspond to the views of the EU, Statistics Lithuania or The Italian National Institute of Statistics.

## 2. Assessment and results

According with the ToR mentioned above, first of all a common understanding of principles and practical implementation of the following (i) the security standard ISO/IEC 27001:2022 and (ii) General Data Protection Regulation (GDPR) were given by the experts (see slides). During the presentation the Lithuanian and Italian point of views were given.

Where applicable, the difference between the EU and Jordanian approaches were underlined (e.g. GDPR and Jordanian Personal Data Protection Law n. 24/2023).

After a deep and participated debate with the DoS Personnel, we released the security policy for DoS (attached), a high level document requested at least by the standard ISO/IEC 27001:2022.

## 3. Conclusions and recommendations

According with the continuous improvement principle, some recommendations are given.

- According with Personal Data Protection Law n. 24/2023 (art. 11) it should be nominated the **Data Protection Officer (DPO)**
- The task of DPO are defined by law (art. 11 B) of Law n. 24/2023):
  - *Monitoring the procedures put in place by the Controller related to Data protection and documenting their compliance with the provisions of this law and related legislations;*

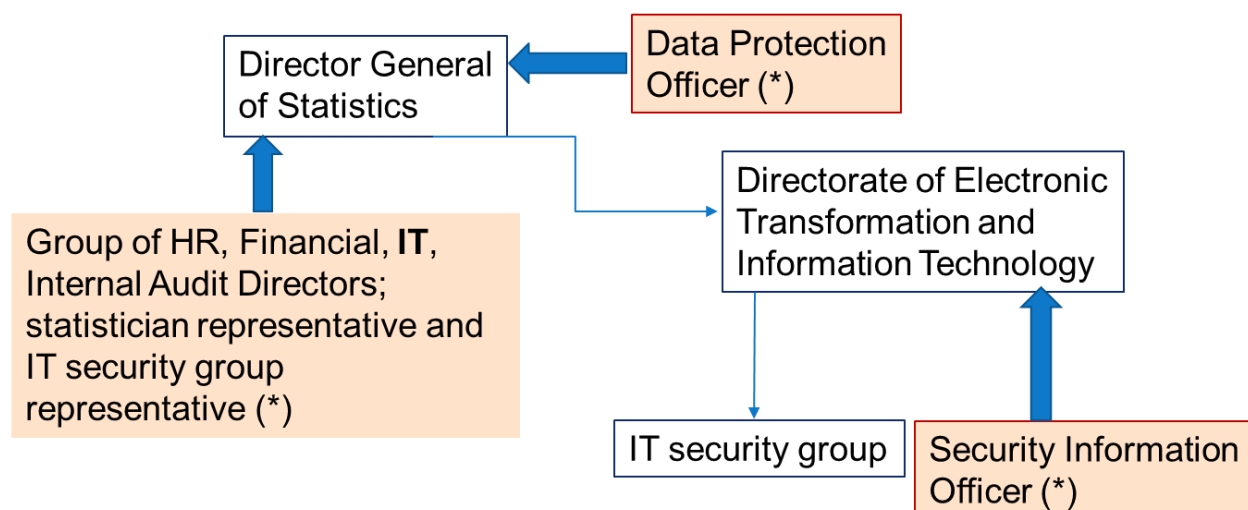
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- *Ensuring the execution of periodic assessments and reviews of database systems, data processing systems, and systems for maintaining the security, safety, and protection of data, and documenting the assessment results and issuing necessary recommendations for data protection, and monitoring the implementation of these recommendations;*
  - *Acting as a direct liaison with The Unit and other security and judicial authorities regarding compliance with the provisions of this law;*
  - *Developing internal instructions for receiving and studying complaints, Data access requests, requests for correction, erasure, hiding, or transfer of Data, and ensuring that such access is provided to the Data Subject in accordance with the provisions of the law;*
  - *Enabling the Data Subject to exercise their rights as provided in this law;*
  - *Organizing necessary training programs for the staff of the Controller and Processors to equip them to handle Data in line with the requirements of this law and the regulations and instructions issued accordingly;*
  - *Any other tasks or responsibilities assigned to the Data Protection Officer in accordance with the provisions of this law and the regulations and instructions issued pursuant to it.*
- According with the standard ISO/IEC27001:2022 it should be nominated the **Information Security Officer**
  - To monitor the implementation of Information Security Management System (ISMS) and establish the DoS internal audit program, it should be created a group of **internal audit** (DoS employees who can check the right implementation of ISMS)
  - To define the best measures to mitigate eventual damages, **a risk assessment** process should be put in place (among others, could be used penetration test as a tool to evaluate the strengthens of systems; the ENISA tool to evaluate risks on personal data (<https://www.enisa.europa.eu/tools>) and more in general any risk management framework)
  - To better **detail policies and procedures** on particular aspects (see paragraph 7 of policy) a **new mission** on security should be required
  - To better assign roles and responsibilities it is showed below a possible organizational structure to manage ICT security<sup>1</sup>

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<sup>1</sup> In orange, in the figure, the group and roles should be nominated

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*Actions needed for moving forward as well as for preparing the next mission –add rows as needed.*

Action	Deadline	Responsible person
Write down policies and procedures for the following:		
Access control – physical, digital (hardware and software) and organizational.	To be decided by DoS	DoS
Statistical confidentiality (public)	To be decided by DoS	DoS
Confidentiality classification of information	To be decided by DoS	DoS
Physical and environmental safety	To be decided by DoS	DoS
Continuity and Backups	To be decided by DoS	DoS
Transfer of information	To be decided by DoS	DoS
Malware protection	To be decided by DoS	DoS
Event or incident management	To be decided by DoS	DoS
Cryptographic controls	To be decided by DoS	DoS
Communications security	To be decided by DoS	DoS
Privacy and protection of personal data (public)	To be decided by DoS	DoS
Safe development	To be decided by DoS	DoS
Software management	To be decided by DoS	DoS
Amendment control and change management	To be decided by DoS	DoS
Relations with suppliers	To be decided by DoS	DoS
Acceptable use of assets	To be decided by DoS	DoS
Use of removable data devices	To be decided by DoS	DoS
Clean desk and screen	To be decided by DoS	DoS
Mobile devices and teleworking	To be decided by DoS	DoS
Project management	To be decided by DoS	DoS
Acceptable use of communication and collaboration platforms	To be decided by DoS	DoS

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Action	Deadline	Responsible person
Write down procedures for the following:		
Risk and opportunity management	To be decided by DoS	DoS
Capacity management	To be decided by DoS	DoS
Continuity management	To be decided by DoS	DoS
Non-compliances and corrective actions	To be decided by DoS	DoS
Documentary control	To be decided by DoS	DoS
Internal Audits	To be decided by DoS	DoS
Operations	To be decided by DoS	DoS
Management Review	To be decided by DoS	DoS
Procedure for disposal and reuse of data media and equipment	To be decided by DoS	DoS



## Annex 1. Terms of Reference

### Terms of Reference

#### EU Twinning Project JO 21 ENI ST 01 22

##### Component 1:

Roadmap for the development of an integrated administrative data system in Jordan with pilots on Statistical Business registers (SBR) and population statistics

##### Activity 1.4.6:

Security policy and data confidentiality

*Dates: 08 – 11 January 2024*

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Annex A. Activity track for the IT strategy

Annex B: Mission report from Activity 1.4.2 on Information security

Annex C: Conclusion and recommendation from the Twinning activity on Information security (Pdf)

## Strengthening the capacity of Jordan's Department of Statistics

## List of abbreviations

BC	Beneficiary Country
DoS	Department of Statistics
ESS	European Statistical System
MS	Member State
RTA	Resident Twinning Advisor
STE	Short Term Expert
ToR	Term of References

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## **0. Objective and Mandatory Results for the component**

### **Objective**

*To prepare a roadmap for the development of an integrated administrative data system for Jordan, and conduct pilot projects on creating an SBR and strengthening population statistics.*

As the development of a fully integrated administrative data system is a long-term project. The main focus of the Twinning project will be on specific pilot projects where the use of administrative records can address key challenges currently faced by the DoS. These pilot projects will constitute the first steps in rolling out a roadmap for the Jordanian statistical system by providing a template for expanding the use of administrative data across the wider statistical system over time. Specifically, the pilots for the Twinning project will focus on the development of a statistical business register (SBR) and improving the quality of population statistics.

In addition to improving population estimates, administrative data can also contribute to refining the scope of the 2025 General Population and Housing Census (COP) questionnaire, thereby freeing up resources in the DoS.

However, in order to integrate new administrative data sources the necessary technical infrastructure and security needs to be enhanced in order to better facilitate data transfers on an ongoing basis as well as ensure trust from data providers from partner institutions. Additionally, the internal data flow within the DoS will be reviewed, and recommendations will be made, as appropriate.

Recently the [Jordan Economic Modernization Vision 2030](#) was launched and “[Smart Jordan](#)” was identified as one of the eight Growth Drivers to implement the Economic Modernization Vision. The ‘Smart Jordan Driver’ includes seven sectors where data is one of them. This indicates the national interest to ensure constant and reliable data sources, and robust statistical systems that contribute to timely and informed policy making. It is expected that one of the measures that will be taken is to transform Jordan's Department of Statistics (DoS) into an interactive National Statistical Center (NSC).

Component 1 is sub-divided in five sub-components each with a Mandatory Results (MR) with indicators of achievements associated with the sub-component. This current mission is related MR 1.4.

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## **Mandatory results and indicators for achievement for each sub-component**

**Table 1: Mandatory results and indicators for achievement (IA) for each sub-components within Component 1: an integrated administrative data system for Jordan.**

<b>MR from the Twinning Fiche</b>	<b>Indicator</b>
<b>MR 1.1:</b> Compile an inventory of administrative data on business and households and an indicative roadmap for inclusion in an integrated system	<p><b>Indicator 1.1.A:</b> Inventory of administrative data variables and detailed supporting metadata prepared</p> <p><b>Indicator 1.1.B:</b> Tentative roadmap prepared for inclusion of data in integrated system</p>
<b>MR 1.2:</b> Pilot project to develop strategy for integrating administrative data sources for the purposes of creating an SBR	<p><b>Indicator 1.2.A:</b> Administrative data sources identified and assessed and plan developed for integrating these with Census of Establishments (CoE) information in an SBR</p> <p><b>Indicator 1.2.B:</b> Documentation prepared on database structures and compliance with statistical standards, classifications (e.g. ISIC, Rev 4) etc. and use of common identifiers etc.</p> <p><b>Indicator 1.2.C:</b> Explore how SBS can benefit other statistical domains in the DoS</p>
<b>MR 1.3:</b> Undertake pilot project on how administrative records can be used to strengthen population statistics and inform framing of the 2025 CoP questionnaire	<p><b>Indicator 1.3.A:</b> Inventory of data sources prepared and assessed and action plan for incorporation in DoS statistics developed</p> <p><b>Indicator 1.3.B:</b> Methodology developed for incorporating administrative data</p> <p><b>Indicator 1.3.C:</b> Documentation prepared on statistical standards, classifications, identifiers, mapping etc.</p> <p><b>Indicator 1.3.D:</b> Review of how administrative data can assist in developing the COP 2025 questionnaires</p>
<b>MR 1.4:</b> Develop strategy for ensuring flows of data between the DoS and counterpart institutions are established on an ongoing basis for pilot projects above	<p><b>Indicator 1.4.A:</b> Review of technical infrastructure for data transfers and action plan prepared based on 1.1 and 1.2 above</p> <p><b>Indicator 1.4.B:</b> MoUs agreed between DoS and partner institutions</p> <p><b>Indicator 1.4.C:</b> Agreement on statistical standards, classifications, identifiers etc. between DoS and partner institutions</p> <p><b>Indicator 1.4.D:</b> Review of data flows within the DoS</p>
<b>MR 1.5:</b> Implement training programmes and develop training materials both within DoS and with partner institutions on the use of administrative records for statistical purposes, based on pilot projects above	<p><b>Indicator 1.5.A:</b> Detailed documentation on statistical standards, classifications, identifiers etc. developed.</p> <p><b>Indicator 1.5.B:</b> Comprehensive training programs and workshops provided for DoS staff and partner institutions</p> <p><b>Indicator 1.5.C:</b> DoS leadership role in ensuring proper statistical standards applied across the Jordanian statistical system reinforced.</p>

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## 2. Purpose of the activity

The purpose of this activity is:

- Best practices for Security policies in MS – Logical and operational security
- Practical implementation of:
  - The security standard ISO 27001
  - General Data Protection Regulation (GDPR)
- Organization and responsibilities in relation to Security;
- How to ensure managerial awareness and support in the NSI;
- Ensuring operational security and minimizing the risk from and IT perspective;
- Monitoring Information Security

## 3. Expected output of the activity

- Activity report;
- An updated information security policy outlined;
- Organization, roles and monitoring information security outlined;

## 4. Participants

### ***MS Short Term Experts (STE's)***

- **Ms. Cecilia Colasanti**, Director of Information Technologies and former Data Protection Officer DPO (IT)
- **Mr. Vadimas Ivanovas**, Head of State Data Governance Information System Division (LT)

### ***DoS experts – Tentative list***

- **Ms. Ahlam Al-Rosan**, Director of Electronic Transformation and Information Technology
- **Mr. Hussam Abu Shukur**, Head of Electronic Dissemination
- **Mr. Mohammad Sakhrieh**, Network Engineer
- **Mr. Mohammad Shatnawi**, Programmer
- **Mr. Yasir Nasrallah**, Head of Technical Support Division;
- **Mr. Ayman Elholoul**, Developer

### ***Twinning team***

- **Eng. Mohammad Khalaf**, Director of Sustainable Development Unit, Department of Statistics (DoS), Jordan (RTA Counterpart)
- **Dr. Charlotte Nielsen** (RTA)
- **Ms. Zaina Amireh** (Language Assistant)
- **Ms. Thekra Altorah** (RTA Assistant)

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## 5. Resources

Translation and interpretation will be provided throughout the activity. Translation will be provided as sequential translation. Therefore, please keep frequent pauses when presenting and talking allowing our project translator to provide as accurate a translation as possible.

All material will be provided in both English and Arabic before, under and after the Mission. However, this means that any background material and presentation should be mailed to RTA ([cln@dst.dk](mailto:cln@dst.dk)) no later than a week before the mission takes place.

The venue will be the Meeting room at DoS.

## 6. Background information

### *IT strategy*

In the beginning of 2023 DoS outlined a new IT strategy. The overall strategy focuses on supporting:

- Delivering new and better statistics benefitting the development of the Jordanian Society by providing data for the public as well as decision makers
- Ensuring flows of data between the DoS and counterpart institutions
- Easy and safe access to data for producer and user of statistics
- Supporting strong protection of information security

The IT strategy containing a number of important digitization strategic elements, these are:

- Infrastructure;
- Dataflow;
- Data management;
- Dissemination;
- Information security;
- Improve IT capacity for the 2025;
- Data science;

### ***Observations and recommendation given at the first IT security mission in February 2023:***

In February 2023, MS experts from Denmark and Lithuania carried out an initial IT security mission on IT security was addressed. The full mission report is provided in Annex B and conclusions can be found in Annex C.

## 7. Overall agenda

### Day 1 (09:30 – 15:00):

- **BC:** Welcome and agreement of expected output for the Mission
- **BC:** Introduction by BC
- **MS:** General introduction to the security standard ISO 27001 and General Data Protection Regulation (GDPR) – Italy
- **MS:** Practical implementation of information security - Lithuania and Italy
- **MS:** Ensuring operational security and minimizing the risk from an IT perspective - Lithuania and Italy

### Day 2 (09:30 – 15:00):

- **MS:** Summing up day 1
- **MS:** Organization and responsibilities in relation to Security - Lithuania and Italy
- **MS:** How to ensure managerial awareness and support in the NSI - Lithuania and Italy
- **MS:** Monitoring Information Security - Lithuania and Italy
- **BC and MS:** Peer-to-peer activity on drafting a security policy in DoS - part 1
  - Objectives
  - Scope of the policy
  - Organization and responsibilities
  - Security awareness
  - Data confidentiality policy
  - Risk assessment and classification

- **Day 3 (09:30 – 15:00):**

- **MS:** Summing up day 2
- **BC and MS:** Peer-to-peer activity on drafting a security policy in DoS - part 2

### Day 4:

- **BC and MS:** Follow up on previous days and conclusion
- **BC and MS:** Presentation of achievement and recommendation for the higher management
- **BC and MS:** Evaluation