Application form for research entities AND INDIVIDUALS REQUESTING ACCESS TO MICRODATA

This application form is intended for entities and individual researchers wishing to be recognised as research entities in order to access microdata made available by the Bangladesh Bureau of Statistics.

**As a first step, please complete and send this form electronically (in WORD) with the three requested annexes (A1, A2 and A3, see last page of the form) to**

**1. Mr. Kabir Uddin Ahmed, Director, Computer Wing, BBS**

 **Email:** **kabir.ddd@gmail.com**

**2. Mr. Md. Karamat Ali, Senior System Analyst, Computer Wing, BBS**

 **Email:** **mdkali0501@gmail.com**

**Please do not sign the form at this stage.**

The information provided in the application form will be examined by the Bangladesh Bureau of Statistics, which will take the decision whether to grant ‘research entity/individual’ status and thereafter grant access to microdata.

For research entities:

The following criteria will be taken into account when deciding on the status of the entity:

1. the purpose of the entity;
2. the established record or reputation of the entity as a body producing quality research and making it publicly available;
3. the internal organisational arrangements for research, including the fact that the research entity is independent, autonomous in formulating scientific conclusions and separated from policy areas of the body to which it belongs;
4. the safeguards in place to ensure security of the data.

For individual researchers:

1. to be a member of an approved research entity
2. to present a research plan based on the requested data.

Applicants will be notified by email of the outcome of the assessment and about the next steps to complete the recognition procedure.

# 1. Identification of the entity

**1.1** General information

Official full name (in Bangla) of the entity (for university departments, please indicate the name of the department):

 Click or tap here to enter text.

Official full name (in English) of the entity (for university departments, please indicate the name of the department):

Short name — acronym: Click or tap here to enter text.

Postal address: Click or tap here to enter text.

Web address: Click or tap here to enter text.

Country: Click or tap here to enter text.

Contact mail address: Click or tap here to enter text.

**1.2** Legal status:

[ ]  University or higher education establishment

[ ]  Research organisation

[ ]  Governmental organisation

[ ]  International organisation

[ ]  Public commercial organisation

[ ]  Private commercial organisation, including consultancy

Please indicate the type of organisation (e.g. limited company, partnership, private enterprise): Click or tap here to enter text.

[ ]  Private organisation, non-profit

[ ]  Other, please specify: Click or tap here to enter text.

**1.3** Duly designated representative of the research entity:

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Address: Click or tap here to enter text.

Country:Click or tap here to enter text.

# 2. Purpose of the entity

**2.1** Main purpose and activity of the entity:

Click or tap here to enter text.

**2.2** Please describe how research activities are organised in the entity (only if research is not its main purpose).

Click or tap here to enter text.

# 3. Research activities in the entity

**3.1** Please provide evidence of high-quality research involving advanced statistical methods by direct links to relevant publications issued by the research entity and/or major research projects in which the research entity has been involved. The research should have been done by or involving employees of the research entity. Results should be publicly available, preferably in (peer reviewed) scientific journals.

Click or tap here to enter text.

**3.2** Please describe the entity’s policy on dissemination of research results.

Click or tap here to enter text.

# 4. Safeguards in place

**4.1 Please describe your entity’s compliance with the following requirements for the safekeeping of scientific use microdata files:**

* Data storage on server or stand-alone machines managed by the IT system administration of the entity;
* Data access only from clients or stand-alone machines managed by the IT system administration of the entity, with appropriate end-point security measures in place (e.g. physical security measures, virus/malware protection, permissions, authentication and authorization controls);
* Access allowed only from the premises of the research entity;
* Access to data restricted to the researchers named in the research proposal;
* Data export/copy in any form is forbidden. In particular to cloud systems, external storage services/devices (e.g. USB, external hard disks) or mobile devices;
* Secure disposal of data upon research project completion.

Click or tap here to enter text.

# 5. PLANNED RESEARCH

**5.1.** Please briefly describe the planned research proposal, if any (project for which access to confidential data for scientific purposes will be requested).

Click or tap here to enter text.

*I hereby certify that the information given in this questionnaire is complete, accurate and correct and that any change(s) will be reported immediately to Eurostat. I understand that Eurostat is authorised to check the accuracy of the information given in this questionnaire at any time. I understand that Eurostat may require more information, if necessary.*

*I confirm that my organisation submits this request in order to be recognised by Eurostat as a research entity. That recognition will allow my organisation to submit a research proposal on whose basis access may or may not be given to confidential data for scientific purposes. I am aware that in case my organisation is recognized as research entity, the name of my organisation will be published on Eurostat website.*

*Furthermore, I commit myself to taking and maintaining all necessary measures in compliance with the above requirements.*

At: (please state location) Click or tap here to enter text.

Date: Click or tap to enter a date.

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Signature:

# Annexes to be provided with the application form:

**A1.** Legal act creating the entity and/or Articles of incorporation

**A2.** Organisation chart

*\* For applications on behalf of departments - please provide two organigrams: (1) the organigram showing the position of the department in the structure of the entire organisation and (2) the organigram of the department, including sub-divisions.*

**A3.** Mission statement (or other declaration of purpose) of the organisation – it must include reference to research;

*\* For applications on behalf of departments – please provide the mission statement of the department (not the mission statement of the entire organisation).*