

Office of Rail Regulation statement of release practices and publication strategy

Objective

“Statistical reports should be released into the public domain in an orderly manner that promotes public confidence and gives equal access to all, subject to relevant legislation”.

Code of Practice for Official Statistics, January 2009.

ORR has outlined below the arrangements we have put in place for our official statistics to adhere to the January 2009 version of Code of Practice for Official Statistics with regards to release practices.

Release of statistical reports

All ORR published statistics are published as soon as they are available following the relevant quality assurance. All data are published on a consistent basis in terms of frequency of their reporting so there is the minimum time lapse between receipt of data and publication.

The frequency of reporting is discussed on a regular basis with users through our quarterly stakeholder forum and this level of user engagement has led to changes in the frequency of releases to suit user requirements.

Statistical reports are made available free of charge on the ORR website from 09:30 on the relevant publication day in pdf and excel formats. Other formats are available on request and will be considered by the ORR External Communications team.

A direct link to recently released official statistics is available on the ORR homepage and easily identifiable, under the ‘News and Media’ and ‘Publication and statistics’ section. These provide a rolling feed of published data.

Pre-release access

ORR adheres to the rules and principles of pre-release access; a list of those with pre-release access is available on the ORR website http://www.rail-reg.gov.uk/upload/pdf/nrt-pre-rel_access_list_190609.pdf.

All pre-release access documents are sent out 24 hours prior to publication and security marked with the following:

PROTECTED STATISTICS - DO NOT PASS ON TO PEOPLE NOT ON THE ORR PRE-RELEASE LIST

Access terms are also outlined in the pre-release e-mail:

Pre-release access terms

These are official statistics to which you have privileged access in advance of release. Please prevent inappropriate use by treating this information as restricted since this document is intended for people only on ORR's pre-release access list. If you do forward this document to people not on the pre-release list you will be removed immediately. If you feel a colleague will provide added expertise to this document prior to official publication you must get authorisation from ORR rail statistics team. If you no longer require pre-release access please notify the ORR stats team and you will be removed from the list.

For further details, see ORR statement on pre-release.

External security markings

Quality assurance is provided by one expert, external to ORR. Contractors, consultants, researchers and other third party individuals who have access to sensitive data are required to sign a declaration of confidentiality.

For further details, see ORR statement on confidentiality.

Internal security markings

All ORR sensitive data is security marked. ORR statistics have been labelled at *Protect* level by ORR's information management team who are responsible for information security.

For further details, see ORR statement on confidentiality.

Publication schedule

All ORR official statistics are included in a publication schedule, which is freely available on the ORR website <http://www.rail-reg.gov.uk/server/show/nav.1862>.

The publication schedule lists all release dates for a minimum of the next twelve months. If there is any delay to a publication, the Head of Profession will issue a delay note which is displayed on the ORR website with explanatory notes explaining the reason for the delay.

Delays will only occur due to technical or statistical reasons and will not be influenced by non-statistical reasons. The Head of Profession will have the final say on whether a date should be changed and to provide wording for the explanation.

The publication schedule contains hyperlinks to the relevant ORR web page hosting the official statistic following its publication.

Publication hub

Links to all ORR official statistics are available on the UK National Statistics Publication Hub.

Publication time

All ORR official statistics are released at 09:30. Generally ORR publishes data on a Thursday but some publications are released between Tuesday and Friday, still allowing 24 hour pre-release access on a working day.

In the event of a press briefing being required, ORR will hold the press briefing to coincide with the publication time or be hold it following release.

Responsible statistician

The name and contact details for the responsible statistician and the Head of Profession are included in the introductory notes for each ORR official statistic.

Methodological changes

The ORR website contains a 'User engagement' section which will include research and consultation documents. This area of the website will be used to

inform users of any methodological changes in advance of publication and to seek responses from users of statistics to any proposals.

Any changes to methodology contained in ORR official statistics will also be explained fully in the methodology and notes that accompany all ORR official statistics.

Impartiality

All ORR official statistics are released free from government or rail industry pressure. ORR provides only factual commentary to complement the user's understanding of the data within the official statistics release. The Head of Profession will be required to inform the National Statistician if they judge impartiality has been compromised.

Any commentary or statement regarding the data is issued separate from the official statistics document.

Revisions of data

All versions of ORR releases are updated to include any revisions to the data. Any revised data are flagged with an accompanying revision note provided to explain the reasons for the change.