

**TWINNING CONTRACT**  
**Support to the Statistics**

**Kosovo**



**MISSION REPORT**

**on**

**Overall Assessment of Business Statistics and  
Prioritization of Actions**

**Component no 3.1.1**

Mission carried out by  
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Statistics Denmark

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*IPA 2012*

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**List of Abbreviations**

KAS	Kosovo Agency for Statistics
KBRA	Kosovo Business Registration Agency
NACE	Statistical Classification of Economic Activities, latest version revision 2
SBR	Statistical Business Register
SBS	Structural Business Statistics
STS	Short Term Statistics
TAX	Kosovo Tax Authorities
ToR	Terms of Reference
VAT	Value Added Tax

## **Executive Summary**

In general, the consultants find that KAS has a relatively good foundation for business statistics in terms of good administrative registers covering the business community and good relationship and cooperation with the relevant authorities.

A basic but working register of legal units are in place and SBS has been collected and published since 2006.

The main STS (Retail Trade, Industrial Production and Construction) are collected but not yet published. Support for the data processing and publication of results are needed.

Some statistics within transport, tourism, and energy are published but not exhaustive in comparison with EU requirements.

The main issues regarding statistics are timeliness, quality and exhaustiveness of the statistics and the statistical programme itself.

The main obstacles for development are the limited human resources. Business statistics are covered by eight people altogether and SBR alone is covered by one person that also acts as the IT-supporter/developer.

The mission was the first of two missions with the objective to assess business statistics in KAS and to produce a road map for the development of business statistics. This mission focused on the assessment and will be followed by a mission where a road map will be drawn up. The next mission will in agreement with KAS be shortened to two days and joined with a mission to start planning for the SBR development.

## 1. General comments

This mission report was prepared within the Twinning Project „Support to Statistics”. It was the first mission to be devoted to Assessment of Business Statistics within Component Business Statistics of the project. The mission was aimed at defining a strategic plan forming the base of the further implementation of the project in this statistical area.

The concrete objectives of the mission were:

- An assessment of current status of Business Statistics in Kosovo in order to identify the most fruitful areas of improvements
- To create road map and implementation plan for further interventions designed to improve the quality and timeliness of business statistics

The consultants would like to express their thanks to all officials and individuals met for the kind support and valuable information which they received during the stay in Kosovo, and which highly facilitated the work of the consultants.

**The views and observations stated in this report are those of the consultants and do not necessarily correspond to the views of EU, KAS or Statistics Denmark.**

## 2. Assessment and results

### *General issues*

#### **Overall principles**

The experts have given recommendation on the progress of work within the duration of the Twinning project taking into account their perception of the capability of absorption within KAS. Primarily due to a small number of staff and a significant overlap of staff between statistics as well as the very limited IT resources (1 person that are also sole responsible for SBR), the experts recommends a strong coordination of development of the business statistics and strict prioritizing, especially regarding IT demanding tasks.

The tasks to be prioritized should be the ones giving the largest benefit. In terms of timeliness and quality it is the opinion of the experts that improvement of SBR benefits most statistics and should be of high priority.

That in turn means that in many cases gaps between EU-regulations and the current situation in KAS cannot be closed during this Twinning project but a plan to do so should be outlined. This goes not as much to gaps in methodology and definitions but more to gaps in the number of indicators produced.

#### **Data collection**

Data collection is primarily done as face-to-face interviews either by the seven regional offices of KAS or a private company hired for data collection. The private company is engaged for three years at a time and takes care of all outsourced data collection from KAS. Training of the interviewers is done by KAS.

**Resources**

KAS has very limited human resources – especially IT resources. This puts strong restraints on speed of development since the IT resources will be a bottle neck. Strong coordination between development projects is a must to achieve progress.

Due to the shortage of IT resources alternative approaches to work around the problem should be examined. It should be considered whether increasing IT qualifications of other parts of staff for them to be able to by themselves to solve more IT related tasks related to data processing and publication freeing the IT resources for more complicated tasks.

In some cases existing staff will be faced with new types of tasks that will require additional training or a change in the organization of business statistics to utilize existing qualifications.

***Structural Business Statistics (SBS)*****Current situation**

SBS has been conducted since 2006 with reference year 2005. The sample frame is based on SBR. The sample is now taken to cover 80% of the turnover for each activity code according to Eurostat recommendations. Sample size is 3.300 units.

The survey covers annex 1 to 4 of the EU regulation.

The response rate is 60 - 80%

Data from 2012 was ready for publication in December 2013.

**Target**

The most important issue is to have data ready for National Account at a much earlier stage.

The methods for sampling, imputation and estimation may need to be revised.

A major reason for the late availability of data is that the sample from SBR was delayed. This issue has to be addressed by SBR and some improvement should be obtained for 2013. After collection is completed, data are verified; missing data are obtained from larger units (+200 employees) or imputed. This takes 2 months. The project should look into these matters in order to find ways to further improve the timeliness.

The questionnaire and the methods for estimation should be examined and revised if needed.

A long term development plan for future improvements must be developed.

**Long term development**

The procedures for validation and imputation are mostly manual. It should be considered to automate these processes. However this will require IT resources that presently is a very scarce resource.

***Statistical Business Register (SBR)*****Current situation**

KAS currently has a Business Register based on information from the Kosovo Business Registration Agency (KBRA), Tax administration and data obtained through surveys (SBS).

The register has only one unit type (Legal unit) where data from the three sources are combined. Local units are not covered.

Data from KBRA includes identification number, name address and other contact information, type of ownership and activity code.

Data from TAX includes fiscal identification number, VAT paid, two other types of tax and employment and salaries paid by month. Turnover is calculated.

Data is received each quarter. Data are not always delivered as fast as KAS would like, and data from TAX may be delivered in different formats from time to time.

It takes up to 30 days to process the data obtained and create a new version of the Business Register.

The conversion to NACE Rev. 2 is well under way. 60% of the units has already been transformed either automatic (where NACE Rev.1 corresponds to only 1 NACE Rev 2.) or using data from SBS 2012. A survey to cover the remaining units has been done and results are expected to be implemented by April 1<sup>st</sup>.

Any remainder as well as new units not yet coded with NACE rev. 2 will be handled through an automated procedure using a correspondence table with probability. There may be a need to take a further look into how this will be coordinated with KBRA. The times for conversion of units in the Business register should be coordinated with the time when KBRA starts using NACE rev 2. This is expected to happen in June. September 1<sup>st</sup> is the deadline set in the law.

There is a strong need for further qualifications of IT staff in SBR. The Twinning project examines the possibilities of supporting KAS with training in IT development.

## **Target**

At the end of a project a true Statistical Business Register (SBR) should be in place and the procedures for updating the register should be automated, both for data obtained from KOBRA and TAX and for regular feedback from surveys.

There should be an application allowing users to browse the register to obtain information on a specific unit (based on its id-number).

SBR should contain 4 unit types:

- Legal unit, containing the information from KBRA
- Enterprise based on the information from KBRA, but where information obtained through statistical surveys (activity code, address etc.) will take precedence. It will also contain information on whether the unit is considered active, dormant or terminated from a statistical point of view mostly based on TAX data.
- Legal Local Unit containing information on local units obtained from KBRA
- Local Unit based on the information obtained from KBRA, but where information obtained thru statistical surveys (activity code, address etc.) will take precedence

The data on VAT, turnover and employment obtained from TAX are kept in separate table(s) containing information about time period, source, type of indicator and the actual value. The table is linked to the enterprise table.

It should be noted, that the model will not include historical data (apart from the TAX data as mentioned above). A copy of the register will be made after each update (quarterly) in case there should be a need to obtain historic information.

Finally there should be standard procedures to produce survey frames and survey samples.

Taking the resources available for this task into consideration, the above seems to be a very ambitious plan.

### **Tasks**

The data available from TAX and KBRA should be closely examined and new agreements on data delivery including time, content and format of delivery should be reached.

Special attention should be given to data on local units from KBRA, as these data has not been utilised before.

Based on this analysis of the sources a detailed data model can be established including any variables that may be calculated (i.e. status of activity).

The next task is to implement the Legal Unit and Enterprise and the table for TAX data. Rules for updating these unit types must be established. The Legal Unit is always updated to reflect the content of KBRA. However, Enterprises may not be automatically updated in cases where they have been updated using data from statistical sources. Such cases may involve the need for some kind of manual intervention.

Next come implementation of the data base with an initial load of data (from KBRA and TAX) to Legal Unit and Enterprise. The Enterprise may take data from the existing Business Register where there are data from a statistical source.

Development of a standard procedure to update the register with data from KBRA and TAX will be needed.

At this stage, the new Business Register may be used for drawing survey frames and survey samples.

Development of procedures to handle feedback from surveys is necessary as the register is used in surveys.

Next step is to implement Local Legal Unit and Local Unit. The steps are similar to the steps described above for Legal Unit and Enterprise.

Development of an application to browse the database is needed for any member of staff in KAS to look-up a specific enterprise. The development of such an application may need support from central IT.

The last thing to development is standard procedures to create survey frames and survey samples.

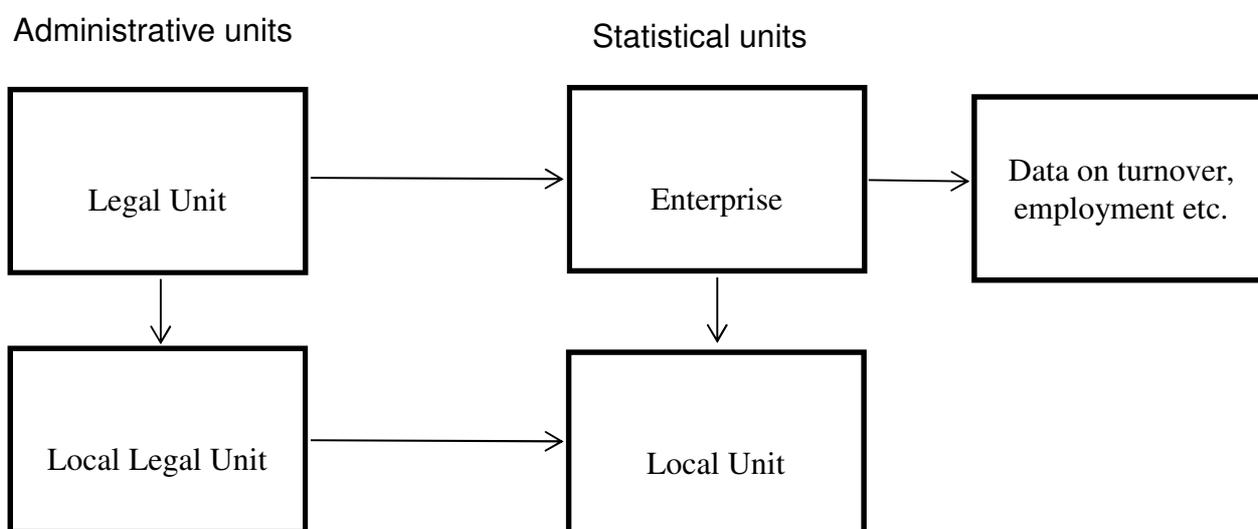
### Long term development

The SBR as outlined above may be considered a very basic model. However, it can and should be further developed. This includes but is not limited to keeping track of historic data, options for online editing of statistical units and further integration with survey data.

New data sources may be discovered that will add important information to the units registered. The coverage may be expanded to include agriculture or other sectors not currently covered.

What actually should be done depends on the needs and priorities of KAS and the availability of resources.

### SBR data model



### *Retail Trade, Industrial Production and Construction*

#### Current situation

The overall situation for the three statistics on Retail Trade, Industrial Production and Construction is very similar and is described together. If special circumstances relates to a specific statistics, it will explicitly be mentioned.

Data is collected quarterly at enterprise (legal unit) level for all three statistics.

Data collection for Retail Trade started in 2013. The sample in 2013 was 580 enterprises from a frame of 16,000. The response rate was approximately 70-80 per cent in the first three quarters of 2013. Currently (February 2014) data collection for fourth quarter is being performed.

Data collection for Industrial Production and Construction were both started in 2011 as pilots. In 2012 the sample criteria was a cut-off at €50,000 (the VAT registration threshold – in comparison the average monthly salary in public sector is less than €500).

The sample size for Industrial Production was 380 enterprises in 2013 with a response rate of approx. 60 percent. The sample size for Construction is 280 enterprises with a response rate of 45-50 percent.

For all statistics the sample criteria from 2013 is that 80 percent of turnover is covered within each relevant NACE rev.1 group.

The reasons for non-response are according to KAS recorded on the questionnaires but no analysis has been done on the data. It is the impression by KAS staff that a significant reason is due to problems in finding enterprises at the address. Addresses are updated from the SBR before each collection. There is not data flow back to SBR.

Data collection for Retail Trade is done by an external company engaged to do a number of data collections. Industrial Production and Construction are collected by the seven regional offices of KAS.

Collection starts 15 days after the end of reference period which is the deadline for enterprises for Tax reports. Data collection takes around one month.

Data are transferred to KAS and validated by comparing data with previous data and data from the Tax authority in a semi-manual procedure where records with differences are selected in the database and then processed manually. In case of differences with tax data the company is contacted.

The sample for 2013 is in all cases selected to cover 80 percent of turnover in all relevant NACE rev. 1 groups at four-digit level. NACE rev. 2 has not been introduced Yet but is expected to be used in the 2014 data collection. Also in 2013 companies were asked about both NACE rev.1 and rev.2 although sampling was done at NACE rev.1.

No data processing has been done for any of the statistics and no results have been published.

The number of persons involved in the Retail Trade, Industrial Production and Construction is low and overlapping high requiring a strong coordination of the Twinning support in order not to block the development of each other.

### **Target**

The objective is to publish Retail Trade, Industrial Production and Construction indices before the end of the Twinning project.

The Industrial Production and Construction is of higher urgency than Retail Trade due to a KAS commitment to publish in the first quarter of 2014. KAS requested a mission on this end February or beginning of March.

### **Tasks**

If possible, a priority should be given to provide support to KAS to make a publication on The Industrial Production and Construction indices.

It will be necessary to evaluate of the current data collection methodology and questionnaire with a view to EU-regulations.

Furthermore it is important to develop sample updates, additional validation, data processing (indices), analysis and publication where Twinning experts should provide practical support

to KAS. Especially methodology concerning non-response, the shift from NACE rev.1 to rev. 2 and the productions of indices is in demand.

It will be the recommendation that adjustments in the current methodology and collection will take into account the available resources and prioritize changes that compromise long term development and coherence.

A long term development plan for the statistics will be prepared in order for KAS to fulfil the requirements of the EU-legislation.

### **Long term development**

In the long term reuse of administrative data if and when available, complete compliance with EU-regulation, monthly data collection and web-based data collection should be implemented.

### ***Transport and telecommunication***

#### **Current situation**

Railway transport and transport by air are published based on reports from the railway operator and the airport, respectively. Only one company acts in each of the sectors and information is received timely and is by all accounts in accordance with the aquis.

Furthermore a good working relationship exists between the companies and KAS and changes in data needs will most likely be honoured.

There is no inland waterway or harbours in Kosovo.

Statistics on goods on road is not produced. KAS is not currently using the motor vehicle register that should serve as the frame for statistics on road transport. Aggregate data is foreseen to be delivered from the motor vehicle register within a few months.

Statistics on the transport of persons on roads is not produced.

The resources available for transport statistics are very limited and an introduction of two major surveys as goods on roads and persons on road at one time is not feasible.

Basic information of the supply of telecommunication based on data from the larger of two telecommunication service providers is published. There is a large gap in the current data and the EU-regulation.

#### **Target**

An outline for a survey on national road transport with goods and a survey for transport of persons as well as plans for implementation

Development plan for the telecommunication statistics that will lead to surveys to fulfil EU-regulations

#### **Tasks**

In order to facilitate a discussion and planning of a survey on goods transport on road, KAS should establish contact with the government authority responsible for the motor vehicle

register with the purpose of making an agreement on regular access to the motor vehicle register and information on the content of the register. A regular delivery should be initiated as soon as possible.

Methodology for a survey on transport of persons will be presented.

### **Long term development**

In the long term a regular survey on goods transport on road needs to be established according to EU-regulations.

Establishment of statistics on person transport should be decided upon.

Telecommunication statistics or statistics on Information Communication Technology (ICT) will be developed in accordance with EU-regulation.

### ***Energy statistics***

#### **Current situation**

KAS is collecting data from the Kosovo energy company (KEK) and the energy distributor (KEDS) and get data from the customs on the import and export of energy.

Energy balances are produced by the Ministry of Economic Development who also surveys energy consumption. From 2015 KAS takes over the production of energy balances including the surveys on energy consumption.

#### **Target**

The goal is to establish the new surveys and energy balances. It is not yet clear whether support is needed to implement the new surveys and balances.

In the Twinning project there is not foreseen any actions regarding energy statistics. If it turns out that support is needed, the Twinning project should look into the possibility to provide this support.

#### **Tasks**

Establish the new surveys based on EU regulations.

### ***Hotels and tourism***

#### **Current situation**

Hotels are surveyed by quarterly questionnaires. The sample covers approximately 100 hotel representing 85 percent the capacity. The frame for data collection is based on a register of hotel maintained by the Ministry of Trade and Industry containing 170 hotels. Data collection is done by the regional offices of KAS.

Statistics is published 2½ month after the reference period.

No other tourism statistics are produced.

The Ministry of Trade and Industry is starting a project to develop an application for the hotels to report data for the classification of hotels. KAS has provided input as to their requirements for information. In case the application when implemented collects the necessary information it might replace the survey as data source for statistics on hotels.

### **Target**

The current data collection should be assessed in view of EU-regulation to suggest any improvements.

Furthermore additional surveys to cover other parts of tourism must be outlined and an implementation plan scheduled.

### **Tasks**

An assessment of the survey on hotels and the potential data collection through the application developed by the Ministry and Trade and Industry will be made and recommendations on improvement given.

An outline for a survey on other tourism statistics will be produced and an implementation plan scheduled.

### **Long term development**

Introduction of the full set of tourism surveys in accordance with EU-regulations taking into account the scarce resources that are available to KAS

### 3. Conclusions and recommendations

In general, the consultants find that KAS has a relatively good foundation for business statistics in terms of good administrative registers covering the business community and good relationship and cooperation with the relevant authorities.

A basic but working register of legal units are in place and SBS has been collected and processed since 2006. The main STS are collected but not yet published.

The main issues regarding statistics are timeliness, quality and exhaustiveness of the statistics and the statistical programme itself.

The main obstacles for development are the limited human resources. Business statistics are covered by eight people altogether.

SBR alone is covered by one person that also acts as the IT-supporter/developer and together with another person acts as support for the whole business statistics.

Based on these overall findings, it is the recommendations of the consultants that

- IT qualifications in the division is increased
- In order to develop a new SBR good knowledge of T-SQL is required
- For analysing data better knowledge of Excel, SPSS and STATA may be needed
- Development that requires advanced IT qualification should be strictly prioritised
- Improvements in the SBR will benefit timeliness and quality in all business statistics and advanced IT resources should in the short term primarily be used for that
- The development of SBS should focus on exhaustiveness and statistical methodology as well as mapping gaps between the current situation and EU-legislation in order to produce a long term development plan that will bring KAS to full compliance with EU-regulations
- The development of the three main STS indicators should first of all focus on publication based on existing data and then exhaustiveness and statistical methodology as well as mapping gaps between the current situation and EU-legislation
- The remaining statistics should focus on methodology in the existing surveys; on gaps in comparison with EU-legislation in order to develop a long term plan; to plan and develop any missing surveys to be implemented by KAS at an appropriate time

Action	Deadline	Responsible person
Examine possibility of a quick mission on publishing results for Industrial Production and Construction	February 17 <sup>th</sup>	Deputy Project leader supported by Peter Ottosen
Consider the specific point of a road map	Mid April	KAS, consultants (Ottosen and Netterstrøm)
Examine possibilities of supporting upgrading IT qualifications	End March	Deputy Project leader and RTA
Translation of methodology chapter of SBS publication into English	In good time before the first SBS mission	RTA and RTA assistant

## Annex 1. Terms of Reference



### EU Twinning Project

KS12 IB ST 01

Support to Statistics

Terms of Reference:

### Component 3: Business Statistics

#### Activity 3.1.1: Overall Assessment of Business Statistics and Prioritization of Actions

#### Scheduling:

ToR –ready date: 17 January 2014

Start / end of activity: 3-7 February 2014

Reporting time: 13 February 2014

#### Mandatory result of the component:

Mandatory Result	Intervention logic	Benchmarks	Sources of information	Assumptions
Mandatory Result 3.1.1	Overall Assessment of Business Statistics and prioritization of Actions	<ul style="list-style-type: none"> <li>Mission reports describing the status of Business Statistics in Kosovo uploaded on project homepage</li> <li>Road map / implementation plan for further interventions designed to improve the quality and timeliness of business statistics developed</li> </ul>	<ul style="list-style-type: none"> <li>Twinning Quarterly reports</li> <li>Mission reports</li> <li>Roadmap</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient absorption capacity</li> <li>Low turn-over of staff involved in implementation</li> <li>Staff works on project related tasks in between missions</li> <li>A detailed Terms of Reference is developed in a timely manner detailing tasks (input), expected output, participants of the activity and agenda</li> </ul>

#### Subject / purpose of activity: 3.1.1 activity

Assessment of current status of Business Statistics in Kosovo in order to identify the most fruitful areas of improvements.

#### Expected output of activity 3.1.1:

Mission report – describing the overall situation of Business Statistics in Kosovo. Including road map and implementation plan for further interventions designed to improve the quality and timeliness of business statistics. Suggestions for Terms of reference for other activities in Component 3.

**KAS resources:**

Mr. Ismajl Sahiti, Head of Division, [ismail.sahiti@rks-gov.net](mailto:ismail.sahiti@rks-gov.net)

Mr. Hysni Elshani, Haed of sector, [hysni.elshani@rks-gov.net](mailto:hysni.elshani@rks-gov.net)

Mr. Muhamet Kastrati, Manager of database, [muhamet.kastrati@rks-gov.net](mailto:muhamet.kastrati@rks-gov.net)

Ms. Valdete Navakazi, high officer for STS, [valdete.navakazi@rks-gov.net](mailto:valdete.navakazi@rks-gov.net)

Ms. Luljeta Krasniqi, high officer for SBS, [luljeta.krasniqi@rks-gov.net](mailto:luljeta.krasniqi@rks-gov.net)

Ms. Nazmije Belegu, high officer for transport statistics, [naska1@hotmail.com](mailto:naska1@hotmail.com)

Mr. Bekim Bojku, high officer for energy statistics, [bekim.bojku@rks-gov.net](mailto:bekim.bojku@rks-gov.net)

Ms. Sulltane Gashi, high officer for tourism statistics, [sulltanegashi@hotmail.com](mailto:sulltanegashi@hotmail.com)

**KAS Twinning team:**

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RTA Counterpart Ms.Teuta Zyberi, International Relations Officer, [teuta.zyberi@rks-gov.net](mailto:teuta.zyberi@rks-gov.net)

**Member state resources:**

Mr. Peter Ottosen, Business Statistics Expert, Statistics Denmark, [pot@dst.dk](mailto:pot@dst.dk)

Mr. Søren Netterstrøm, , Business Statistics Expert, Statistics Denmark, [sne@viv.dk](mailto:sne@viv.dk)

**Twinning ressources:**

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Ms Nora Zogaj, RTA Assistent, [nzogaj@yahoo.com](mailto:nzogaj@yahoo.com)

**Description of the background for the activity**

Structural Business Statistics (annual structural statistics of non-agricultural enterprises) have been compiled by KAS since 2005. The annual survey is based on the SBS regulation. The activity classification is still NACE Rev.1 and a change to NACE Rev.2 has not yet taken place. Most variables of Annex 1 of the SBS regulation and nearly all relevant economic activities are included in the survey. Exceptions include Financial Intermediaries, Education and Health. The sampling frame for Structural Business Statistics is the Statistical Business Register which is, as previously mentioned, not satisfactory yet. In general, only companies with turnovers of more than 50,000 € are interviewed (in branches where no company has more than 50,000 € smaller ones are included in the sample). The response rate is rather low and went down in the course of the years. An improvement of the quality of the statistics with regard to the accuracy and timeliness is urgently required. KAS intends to present the data of SBS in the mid-term within 12 months after the reference period.

**Activities to be undertaken in preparation for the mission:**

KAS must supply relevant background information to the MS experts:

List of documents – Can be attached to the TOR in email, referred to webpage or included as ANNEX

- Adapted Global Assessment report (AGA)
- Program of official statistics 2013 -2017
- Strategic Development Plan 2009- 2013

Arrange necessary meetings with external stakeholders:

List of meetings with stakeholders external to KAS- can be included in the program for mission

**The expected activities are:**

- Development of detailed plan for actions by the twinning program -

**Expected output:**

- Mission report – according to template
- Detailed plan for further activities to be completed in component 2 by the twinning program

**Program, - February 2014**

Day	Place	Time	Event
<b>1</b>		08:30	RTA meet experts at Hotel Sirius
	KAS	09:00	Introductory remarks to this part of component 3
		09:15	KAS: Overview of the complete system of Business Statistics in Kosovo with focus on those parts of the system where improvements are asked for
		10:30	Coffee break
		11:00	MS: EU regulations on Business Statistics
		12:00	Lunch break
		13:15	MS: Business Statistics in Denmark – the organisation of the work and the data sources
		14:30	Coffee break
		15:00	Workshop: Comparison of data sources and methodologies in KAS and MS
		16:30	Preliminary conclusions. Program for day 2 and 3 to be agreed upon
<b>2</b>	KAS	09:00-16:00	Workshop continued (Program to be completed)
<b>3</b>	KAS	09:00-16:00	Workshop continued (Program to be completed)
<b>4</b>	KAS	09:00	Ad-hoc and hands-on meetings: Wrapping up
		10:30	Coffee break
		10:45	Workshop: Agreement on recommendations and time plan
		12:00	Lunch
		15:00	Debriefing with BC Project Leader: Recommendations, time plan and implied work program for BC
<b>5</b>	KAS	09:00	Report writing
		10:30	Coffee break
		10:00	Report writing
		12:00	Lunch break
		13:15	Debriefing: Experts, Component Leader and RTA

## **Annex 2. Persons met**

### KAS:

Mr. Ilir T. Berisha, Director of Economic Statistics and National Accounts, Project Leader

Mr. Ismajl Sahiti, Head of Division

Mr. Hysni Elshani, Haed of sector

Mr. Muhamet Kastrati, Manager of database

Ms. Valdete Navakazi, high officer for STS

Ms. Luljeta Krasniqi, high officer for SBS

Ms. Nazmije Belegu, high officer for transport statistics

Mr. Bekim Bojku, high officer for energy statistics

Ms. Sulltane Gashi, high officer for tourism statistics

Ms. Teuta Zyberi, International Relations Officer, RTA Counterpart

### RTA Team:

Per Knudsen, RTA

Nora Zogaj, RTA Assistant

Valdet Hadri, Interpreter

### Annex 3. Questionnaires

## Construction

II TREGUES KRYESORË EKONOMIK			
Kodi	Treguesi	Nj.M.	Vlera në euro TM1-2013
ATN120	Total turnover	Euro	
ATN110	Construction volume for the quarter from wich:	Euro	
ATN1151	New construction	Euro	
ATN1152	Reconstruction	Euro	
ATN 240	Purchases		
ATN210	Monthly average for the quarter employess	Numër	
ATN211	Employess with monthly average salary for quarter	Numër	
ATN220	Total number of working hours for the quarter	Numër	
ATN230	Wages and salaries (gross)	Euro	
Stocks(price of cost)		Në fillim të tremujorit(01.01.2013)	Në fund të tremujorit(31.03.2013)
ATN 250	<i>Stocks(Total)</i>		
ATN 2501	Raw material		
ATN 2502	Half a production		
ATN 2503	Final production		

## Industrial Production

II TREGUES KRYESORË EKONOMIK			
Kodi	Treguesi	Nj.M.	Vlera në euro
<b>TM1-2013</b>			
ATN110	Production only from industrial activities	Euro	
ATN120	Total turnover	Euro	
ATN 1121	Domestic turnover	Euro	
ATN 1122	Export	Euro	
ATN 240	Purchases	Euro	
ATN 210	Monthly average for the quarter employess	Numër	
ATN 211	Employess with monthly average salary for quarter	Numër	
ATN 220	Total number of working hours for the quarter	Numër	
ATN 230	Wages and salaries(gross)	Euro	
<b>Stocks(price of cost)</b>		Në fillim të tremujorit (01.01.2013)	Në fund të tremujorit (31.03.2013)
ATN 250	<i>Stocks(Total)</i>		
ATN 2501	Raw material		
ATN 2502	Half a production		
ATN 2503	Final production		

## Retail Trade

II TREGUES KRYESORË EKONOMIK			
Kodi	Treguesi	Nj.M.	Vlera në euro
TM1-2013			
ATN 120	Turnover from all activities -	Euro	-
ATN 110	Turnover from trade activitie	Euro	-
ATN 1121	Domestic turnover	Euro	
ATN 1122	Export	Euro	
ATN 240	Purchases in total	Euro	-
ATN 2401	Goods for resale	Euro	
ATN 2402	Other purchases		-
ATN 210	Monthly average for the quarter employess	Numër	
ATN 211	Employess with monthly average salary for quarter	Numër	-
ATN 220	Total number of working hours for the quarter	Numër	
ATN 230	Wages and salaries(gross)	Euro	
Stocks(price of cost)		Në fillim të tremujorit (01.01.2013)	Në fund të tremujorit (31.03.2013)
ATN 250	<i>Stocks(Total)</i>		
ATN 2501	Goods for resale		



**Republika e Kosovës**  
**Republika Kosova - Republic of Kosovo**  
*Qeveria - Vlada - Government*  
 Zyra e Kryeministrit -Ured Premijera -Office of the Prime Minister  
 Agjencia e Statistikave të Kosovës - Agencija za Statistiku Kosova - Kosovo Agency of Statistic



Dear Sir / Madam

Kosovo Agency of Statistics (KAS) conducts Structural survey throughout Kosovo to collect economic data. Your Company has been selected to be surveyed.  
 This survey is based on Law of official Statistics, Law No.04/L-36, under which you should fill the required information in the questionnaire. Refusal or failure of information sanctioned under section (purview) 21 and 47.  
 The data are confidential in character and are only grouped without touching your interests. Also in no case they can be used for purposes of tax control, fiscal, etc. of economic repression.  
**Thank you for your cooperation.**

For any ambiguities in the questionnaire, you can read the manual to complete the questionnaire on our website.  
[www.esk.rks-gov.net](http://www.esk.rks-gov.net) or contact us at these phone numbers:  
 Tel: (038) 200-31133, 200-31-118

**Responds ;**

Mr/Mrs. \_\_\_\_\_  
 Tel. \_\_\_\_\_  
 e-mail \_\_\_\_\_

1. Indicator of answer  
 1. Answered 2. Refused 3. Not contacted  
 3a. Not founded for any reason

2. Datum of completed questionnaire

□□□□□□□□  
 d d m m y y

**Statistical questionnaire on Business – SBS-2012**

**I. Identification of business**

1.1 .Fisc.number.             Id.bizn.number

1.2 Name of business : \_\_\_\_\_

1.2.1 Municipality/Place : \_\_\_\_\_

1.2.2. Street and building no; \_\_\_\_\_

1.3 Activity code NACE Rev. 1: primary     secondary

1.3a Activity code NACE Rev. 2 : primary     secondary

1.4. Description of economic activity

Primary \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Secondary : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1.5 Legal form :

1. Individual business	6. Foreign company	<input type="checkbox"/>
2. General partnership	7. Socially owned enterprises	
3. Limited partnership,	8. Public enterprise	
4. Limited Liabilities companies.	9. Agricultural cooperatives	
5. Joint stock companies	10. Enterprise under KPA Jurisdiction	

1.6. Ownership of enterprises

1. Kosovo enterprises social owned  
 2. Kosovo enterprise privately owned  
 3. Kosovo privately in cooperation with foreign where Kosovar has more than 50%  
 4. Foreign enterprises  
 5. Foreign owned enterprises in cooperation with local where foreigner has more than 50 %

1.7. If the enterprise is foreign specify the state of direct investor \_\_\_\_\_

1.8 Units / Number of local units :.....

**Notice: The data below pertain only for 2012**

**I. General**

100	How many month did your business work during 2012		
101	Do you have a financial statement (circle)	Yes	No
	<i>(If: Yes – please attach it to this questionnaire)</i>	1	2

1a. In which of sales revenues (turnover) classify your enterprise	
1. Small business ( from 0 to 50.000 €	_____
2. Medium business (from 51.000 up to 150.000 €	_____
3. Large business (over 151.000 € )	_____
2.a – Use of the internet by your business	Yes/No

		Total	Of these women
<b>II. Employment</b>			
<b>200</b>	Employed –persons employed (Total 201+202)		
<b>201</b>	<b>Self-employed at the end of the year (201a+201b)</b>		
	201a Owners and partners working		
	202a Number of unpaid family members		
<b>202</b>	<b>Paid employees at the end of the year (202a+202b)</b>		
	202a Number of full time employees		
	202b Number of part-time employees		
<b>203</b>	Number of hours worked ( in total for year)		

*If owners, co-owners and other of family members wage claim only for the purposes calculating social insurance they will be treated as **Self employed and Not paid employees.***

**III Personnel costs**

000, €

<b>300</b>	Wages and salaries (Total)	
	301 Wages and salaries (gross yearly)	
	302 Pension fund ( paid by owner)	
<b>I</b>	303 Health and social insurance	
<b>V</b>	304 Payments for agency workers	

**IV. Turnover**

000,€

400	Turnover total (excluding VAT if the business is the collector of VAT)	
	401 Turnover from produced goods - total of 4010 (details on the table IV-A)	
	402 Turnover from the trade - total of 4020 (details on tab IV-A)	
	403 Turnover from the services provided – total of 4030 (details on tab. IV-A)	
	404 Turnover from subcontracting work (mainly for construction-read guide)	

V. Purchases		000,€
<b>500</b>	<b>Purchases of goods and services (501+502) (Total)</b>	
501	Goods bought for resale <i>without further processing</i>	
502	Total expenses bought as :	
	<b>I. Materials and services ( 50201 + ..... +50227)</b>	
50201	Cereals and crops –wheat, tobacco ,alcoholic beverages	
50202	Fruits and vegetables	
50203	Animal products –Animal(Cattle),poultry(chicken), eggs, meat, canned meat, other meat products, fish, canned fish, milk, cheese, bread, tobacco, other food products)	
50204	Flour, cereals transformed and starch products - bread	
50205	Cotton fibers ,wool ,flax and etc of this nature viscose	
50206	Cotton textiles and clothes, woolen clothes and other textile products	
50207	Leather clothing, shoes and other leather products	
50208	Wood ( Forest products)	
50209	Coal and crude oil	
50210	Iron and non-ferrous metals	
50211	Other extractive industries – stone, sand, asphalt etc.	
50212	Metallurgy (foundry)	
50213	Wood products (furniture and various furniture)	
50214	Paper, books, newspaper, tapes, videotapes, DVD	
50215	Chemical products, granules of plastic, pesticides ,artificial fertilizers	
50216	Color, lacquer, printing color mastics etc.	
50217	Pharmaceuticals, soap and detergents, perfumes etc.	
50218	Rubber and plastic products	
50219	Glass, glass products , ceramic etc	
50220	Bricks, cement, tiles and other products of construction material	
50221	Iron pipes, steel pipes, aluminum products, other metal products	
50222	Generator (with value less than 500 euro), other metal products	
50223	Machinery, turbines, pumps, valve tap, other machinery (with value less than 500 euro).	
50224	Electric motor , different electric equipment, TV, radio, video recorder, medical instruments , clock etc.	
50225	Computers and software	
50226	Vehicle parts , train parts , wagons and other of their parts (investments )	
50227	Furniture , sports equipment other industrial products	
	<b>II. Supplies and other services (50228 +.....+50247)</b>	
50228	Electric energy	
50229	Natural gas – (for heating )	
50230	Hot water and steam – ( for heating)	
50231	Water	
50232	Fuels (diesel and other fuels)	
50233	Services for installation and repair in buildings	
50234	Maintenance and repair of machinery and equipment (including computers )	

50235	Hotel and restaurant services	
50236	Transport expenses (business trips) - Airplane ticket, train, bus, taxi etc.	
50237	Personal per diem ,training, development & research	
50238	Expenses for post and telecommunication	
50239	Small and other equipment	
50240	Expenses from bank services	
50241	Prime paid of insurance (vehicles ,wealth)	
50242	Rent for machines ,buildings and vehicles	
50243	Other business activities (lawyers ,accounting ,distribution, consalting , projections, software program, announcements , industrial cleaning )	
50244	Bank interest paid	
50245	Expenses of depreciation	
50246	Donations	
50247	Payments to subcontractors ( for construction)	
50248	Other specify ( ..... ) ..... )	

<b>VI. Taxes paid</b>		<b>000, €</b>
600	Taxes paid (Total)	
601	Presumptive tax	
602	Incoming tax	
603	Profit tax	
604	Municipal tax	
605	Taxes on licensing	
606	Taxes on registration of the vehicles	
607	Taxes on the property business object in the name of the enterprise	
608	Other taxes (specify) .....	

<b>VII. Stocks (price of cost)</b>		<b>In the beginning of year (01/01/2012)</b>	<b>In the end of the year (31/12/2012)</b>
<b>700</b>	<b><u>Stocks (Total)</u></b>		
701	Goods for resale		
702	Raw material		
703	Half a production		
704	Final production		
705	Repro material		
706	Fuel		
707	Small equipment		

**VIII. Investments** (no value if written at the purchases – table V)) How many euro you paid in 2012 for each category ? - €

	Total A=B+F+I	Value of New Investment				Value of Used investment			Value of great repairs investment	
		Total B=C+D+E	Purchases from Import C	Local Purchases D	Manufac-turing E	Total F=G+H	Purchases from Import G	Local Purchases H	Total I=J	Of which own Manufacturing J
<b>800. Total investment</b> <b>(801.+...+804)</b>										
<b>801. Intangible Assets (a+...+d)</b>										
801a – Mineral research										
801b – Computer software										
801c - Patents, Trademarks and similar										
801d – Other (specify)										
<b>802. Tangible assets (a+...+g)</b>										
802a- On land, plots , terrain										
<b>802b- For building</b>										
<b>(802b.1+.....+802b.3)</b>										
802b.1 - Flats										
802b.2 – Non-residential buildings										
802b.3 – Engineering works										
802c- Buildings and installations in general										
802d – Technical installations, machinery, equipment, tools										
802e - Vehicles										
802f – Office equipment										
802g – Computer equipment										
<b>803- Investment in environmental protection</b>										
<b>804 – Other specify</b>										

**IX . LIST OF INDUSTRIAL PRODUCTS**

List all industrial products that your company has produced during the year as for the main activity and for the secondary NACE -1: 10 – 37 (if there is more use ore copy table)

Ord. No.	Code of product (1)	Name of product (2)	Measure unit (3)	Quantity		Sale in value without VAT Euro (7)	Participation in total of sale % (8)
				Production (4)	Sale (5)		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>Total</b>							

**Attention:**

1. Total sales value is equal to the total industrial branches in Table IV. (Indicator 401)
2. To respect the unit of measurement listed in the list of products with associated guidance
3. Product names are written clearly

**IX A. Capacity utilization**

What is the rate of capacity utilization and production equipment - in percentage %  
If it is below 70% indicate three (3) reasons:

1. ....
2. ....
3. ....

**X. CONSTRUCTION ACTIVITY FOR CONSTRUCTION ENTERPRISES**

NACE- 45

For KAS 1. Yes 2.NO 3.R |

<b>1001</b>	Total volume of construction carried out during the year, in thousands of Euro _____					
<b>1002</b>	Detail the volume of construction by type of facility::					
	<b>Facility type</b>	<b>Total</b>			<b>New facility</b>	<b>Reconstruction</b>
		Number	Surface m <sup>2</sup>	Value Euro	Value Euro	Value Euro
	<b>TOTAL (I+II)</b>	x	x			
	<b>I. BUILDING (1+2)</b>					
	1. Residence building					
	2. Non resid. building (a+b+c+d)					
	a. Hotels					
	b. Business building					
	c. Industrial building					
	d. Other building					
	<b>II. ENGINEERING BUILDING (1+2+3+4+5)</b>					
	1. Transport infrastructure					
	a. Road and highway					
	2. Power line, communication, water supply and lighting					
	3. Construction river (irrigation channel, etc.)					
	4. Industrial complex construction yards					
	5. Other works. specify : _____					
	_____					



**XII. TRADE**

For KAS 1. Yes 2. NO 3. R

<b>1201</b>	<b>XII.1 Trade area</b>	
	Form of trading	Number
	1 - Shop	Surf. in m <sup>2</sup>
	2 - Kiosk	
	3 - Warehouse	
	4 - Sales at places such as cars, litter etc	
	5 - Point of sale of fuel	
	6 - Other specify _____	

## IV-A Turnover by activity

€

4010	Turnover of goods produced (40101 to 40122)		
	40101	Agriculture	
	40102	Forestry	
	40103	Fishing	
	40104	Mining and extraction of stone	
	40105	Manufacture of food products, beverages and tobacco	
	40106	Manufacture of textiles and textile products	
	40107	Manufacture of leather and leather products	
	40108	Manufacture of wood and wood products (except furniture)	
	40109	Manufacture of paper and paper products: publishing and printing	
	40110	Coal industry, oil refinery products	
	40111	Chemical industry, chemical products and synthetic yarns.	
	40112	Manufacture of rubber and plastic products	
	40113	Manufacture of non-metallic mineral products	
	40114	Manufacture of basic metals and metal products factory	
	40115	Manufacture of machinery and equipment p.c.	
	40116	Manufacture of electrical and optical equipment	
	40117	Manufacturing of transport vehicle	
	40118	Other processing industry.	
	40119	Other processing industry.	
	40120	Gas, steam and hot water heating	
	40121	Water supply	
	40122	Construction	
4020	Turnover of trade (40201+40202+40203)		
	40201	Trade and repair of vehicles, motorcycles, retail trade of oils and lubricants	
	40202	Wholesale	
	40203	Retail trade	
4030	Turnover from services rendered (40301 to 40308)		
	40301	Hotel and restaurant services	
	40302	Passenger and freight transport	
	40303	Post and telecommunications	
	40304	Rental of buildings and equipment	
	40305	Other business activities (law, accounting, distribution, consulting, design, projections, research and development, computer activities, announcements, cleaning, etc.)	
	40306	Education services	
	40307	Health and social work	
	40308	Other services specify (.....)	

**Remark – comment**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Surveyor ( \_\_\_\_\_ ) Tel. \_\_\_\_\_  
(Name and Lastname)  
( \_\_\_\_\_ )  
( e - mail )

Supervisor ( \_\_\_\_\_ ) Tel. \_\_\_\_\_  
(Name and Lastname)  
( \_\_\_\_\_ )  
( e - mail )