TWINNING CONTRACT

Support to the Statistics

Kosovo

MISSION REPORT

on

Design of Database System for the Statistical Business Register (SBR)
Component no 3.5.1b

Mission carried out by
Søren Netterstrøm, Statistics Denmark
5 – 8 August 2014

IPA 2012

Author's name, address, e-mail (keep the relevant information)

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List of Abbreviations

GSBPM	Generic Statistical Business Process Model
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
SIDA	Swedish International Development Cooperation Agency
SQL	Structured Query Language
STS	Short Term Statistics
TAX	Kosovo Tax Authorities
ToR	Terms of Reference
VAT	Value Added Tax

1. General comments

This mission report was prepared within the Twinning Project „Support to Statistics". It was the second mission to be devoted to the Statistical Business Register (SBR) within Component 3 of the project.

The purpose of this mission was to review work done by KAS since the first mission and to prepare KAS for the work to be carried out during the coming month.

The consultant 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.

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

2. Review of work done and preparation for next period.

KAS have prepared some procedures I pseudo-language, as described in the previous report. This was reviewed and commented by the consultant. Some minor changes have been made to the Database Model. Furthermore a number of issues that needed further clarification have been detected.
Before next mission, scheduled for September 22, describing (in pseudo language) the procedures for update from KBRA needs to be finalised as well as any revisions of the database model.

4. Activity codes

During the mission the rules for handling activity codes were discussed between the consultant and KAS. In KBRA a Legal Unit and a Local Legal Unit (Brach) may have several activity codes, 1 primary, 1 secondary and a number of other activity codes. These are based on self-declaration. KBRA claimed that TAX in some cases may check to validity of the codes, as some taxation may depend on the activity. It is not uncommon even for smaller businesses to declare 3 or more activities, the example being a gas station (47.30 Retail sale of automotive fuel in specialised stores) including a carwash (45.20 Maintenance and repair of motor vehicles), a shop selling soft drinks (47.11 Retail sale in non-specialised stores with food, beverages or tobacco predominating). Another example found is construction company with 59 employed persons listing 20 different activities (construction of building, demolishing, construction of roads, transport etc.).

The question is what to do with these activity codes.

The point of view from KAS was to assign all these codes to the Enterprise and Local Unit, to ensure that the unit would be considered for inclusion in any survey on one of the activities. For a large enterprise, it was argued, the size of a secondary (or other) activity may be many times larger than the total activity of a small enterprise.

The point of view of the consultant was that in general a statistical unit should have one and only one activity code assigned. Only where through surveys it can be determined that there is a substantial economic activity that should be assigned to a secondary activity code the unit should be assigned one or more secondary activity codes. This is also in concordance with the recommendation manual clearly stating that secondary (and auxiliary) activity cods are only for units being surveyed. In the view of the consultant only the primary activity code from KBRA should be used. For large (and medium sized) companies, the secondary activity should be assigned based on results from the surveys that these units are part of.

Attention is also drawn to the rule of continuity of activity codes, that is that constant changes of activity codes should be avoided.

This issue will be further discussed during the coming mission.

5. Preference of information obtained from statistical surveys.

For the Enterprise and Local Unit (the statistical units), the general principle is that information obtained through statistical surveys in general overrules information from administrative surveys. Rules must be established for when changes to administrative data (name, address, activity code …) should overrule information from statistical surveys. An example is the case where activity is obtained from a survey. Unless this information is more than 1 year old (or whatever is appropriate) an automatic update should not be carried out. There may be a distinction between units that is currently part of a survey and those units that is no longer part of a survey.

6. Meeting with KBRA

A meeting was held with KBAR to clarify a number of questions that was raised during the initial planning of SBR.

The meeting as successful in order to clarify all questions and KBRA was very cooperative.

The first issue raised was if data from KBRA should be obtained as a complete set of tables containing the current situation in the administrative register or if it would be possible and feasible to use a transaction approach.
The conclusion was that data should be delivered as a copy. If the transaction approach was taken, corrections would not be included as they are not recorded as transactions in the KBRA-system.
As a consequence, KAS needs to create a procedure that will produce transactions by comparing the data from KBRA with the data base, determining new units and changes to existing units.

After a clarification regarding how Local Legal Units (Branches) was recorded in KBRA the following base structure for the data was drawn up.

Table	ID	Comments
Legal Units	BR ID	Name, address .. Fiscal ID
Legal Units Owner	BR ID + Owner number	
Legal Units Activity	BR ID + Activity number	Include activity type (Primary, secondary, other)
Local Legal Unit	BR ID + Branch Number	Name, address
Local Legal Unit Activity	BR ID + Branch Number + Activity Number	Include activity type (Primary, secondary, other) ?

It was confirmed, that a Local Legal Unit has a Branch Number that in combination with BRID will for a unique identifier.
It has to be clarified if the same is true for owners. If not ID of owner may be used.
For Activity it may be useful, but not a requirement to have a unique ID.

Another issue solved was a question regarding Fiscal Number. All new Legal Units will be assigned a fiscal number (obtained from TAX) when they are born. The fiscal number will not change during the lifetime of

the Legal Unit. It could be considered only to include units that have a fiscal number in the SBR. Old units not having a fiscal number could be disregarded as they will not have any activity.

It was also clarified that in the case where a Legal Unit owned by a natural person has a new owner, a new Legal Unit is created but a reference to the old Legal Unit is maintained. This reference should be obtained, as from SBR point of view it should then be the same Enterprise (and Local Units).

7. Setting up SQL server

Before the next mission an empty SQL database server for SBR should be set up and SQL Server Management Studio should be available on the desktop of Muhamet Kastrati. The IT department should be contacted regarding this issue is good time before the next mission.
It is the intension, that the server should reside on a central server and that IT department should be responsible for backup-procedures and other regular maintenance. This should be agreed with the IT department.

8. Time plan and next mission

There was at this stage no reason for any changes to the time plan set up in the first mission. The consultant wants to stress however that the work on procedures and database model must be finalised before next mission and that this requires a substantial amount of work by KAS. This work should be giving a high priority and the resources assigned for the project should only be used for other projects on a very limited scale.

The next mission, to be carried out by Søren Netterstrøm and Steen Eiberg Jørgensen is scheduled to take place from 22-26 September 2014.

Follow-up actions

Action	Deadline	Responsible person
Description of missing procedures	22 September 2014	Muhamet Kastrati
Revision of DB model	22 September 2014	Muhamet Kastrati
Setting up SQL server and tools	22 September 2014	IT – department
Specify request for KBRA data	22 September 2014	Muhamet Kastrati
Procedure to create transactions	22 September 2014	Muhamet Kastrati

Annex 1. Terms of Reference

EU Twinning Project
KS12 IB ST 01
Support to Statistics

Terms of Reference:

Component 3:   Business Statistics
Activity 3.5.1b: Design of Database System for the Statistical Business Register (SBR)

Scheduling:
ToR –ready date: **22 July 2014**
Start / end of activity: **5-8 August 2014**
Reporting time: **15 August 2014**

Mandatory result of the component:

Mandatory Result	Intervention logic	Benchmarks	Sources of information	Assumptions
Mandatory Result 3.5.1	**Assesment of current Statistical Business Register (SBR)**	• Mission report stating the most prioritized action areas for improving the business register uploaded on project homepage • Roadmap for implementing information at the NACE Rev 2. Level in the register developed	• Twinning Quarterly reports • Mission reports	• Sufficient absorption capacity • Low turn-over of staff involved in implementation • Staff works on project related tasks in between missions • A detailed Terms of Reference is developed in a timely manner detailing tasks (input), expected output, participants of the activity and agenda

Subject / purpose of activity: 3.5.1b activity
Setting up a data base model and plan further activities

Expected output of activity 3.5.1b:
Mission report – describing the progress made since last mission.
A data base model set up and plan for coming missions described.

Suggestions for Terms of reference for other activities dealing with SBR.

KAS resources:
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Mr. Hysni Elshani, Head of sector, hysni.elshani@rks-gov.net
Mr. Muhamet Kastrati, Manager of database, muhamet.kastrati@rks-gov.net
Ms. Valdete Navakazi, high officer for STS, valdete.navakazi@rks-gov.net
Ms. Luljeta Krasniqi, high officer for SBS, luljeta.krasniqi@rks-gov.net
Ms. Nazmije Belegu, high officer for transport statistics, naska1@hotmail.com
Mr. Bekim Bojku, high officer for energy statistics, bekim.bojku@rks-gov.net
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RTA Counterpart Ms.Teuta Zyberi, International Relations Officer, teuta.zyberi@rks-gov.net

Member state resources:
Mr. Søren Netterstrøm, Business Statistics Expert, Statistics Denmark, sne@viv.dk

Twinning ressources:
Mr Per Knudsen, RTA, pkn@dst.dk
Ms Nora Zogaj, RTA Assistent, nzogaj@yahoo.com

Description of the background for the activity

The Strategic Development Plan for 2013 – 2017 states that "*A reliable business register is indispensable for all business related surveys. The present register should be improved with a better use of available administrative data*". The activities in the twinning project will therefore assist the KAS in improving the Statistical business register. To ensure that the activities in component 3.5 are aligned with the Strategic Development Plan, all activities in 3.5 are expected to be completed by March 2015.

The expected activities in the project fiche for 3.5 are defined as: "*Upgrade the Statistical Business Register to improve the accuracy of the population of business entities and establish a system for regular updating of the register.*"

In relation to the other activities in the twinning project the most important issues seems to ensure the quality of the statistical business register. One activity will be dedicated to an assessment of the situation and further missions will be dedicated to support the project.

Activities to be undertaken in preparation for the mission:
- Report. 3.1.1 Overall Assessment of Business Statistics and Prioritization of Actions (Ottosen & Netterstrøm)
- Report 3.2.1.3 Aligning SBS Questionnaires with needs for National Accounts (Balea)
- Report 3.3.2A Introduction of the Industrial Production Index in Kosovo – Introduction of EU Methodology and Requirements (Kristensen & Vind)

The expected activities are:

- A closer look into the potential administrative (and statistical) sources for SBR and potential. If possible meetings should be arranged with some of the major contributors (TAX).
- A discussion of the need for SBR, what is different to the Administrative Business Register
- Creation of a logical database model, what are the entities and attributes needed
- Discussion of the applications needed in order to use and update SBR
- Setting up a time table for the development of the system
- A look on the status regarding NACE rev 2.
- Development of detailed planed for actions on SBR by the twinning program for the rest of the two years project implementation

Expected output:

- Mission report – according to template
- Detailed plan for further activities to be completed regarding SBR in Kosovo by the twinning program

Annex 1. Program, - June 2014

Day	Place	Time	Event
1	KAS	09.00	KAS: Overview of SBR. What needs to be improved?
		10:30	Coffee break
		11:00	MS: SBR in Statistics Denmark
		12:00	Lunch break
		13:30-15:30	Planning the week. Hands on SBR
2	KAS	09:00-16:00	Hands on SBR
3	KAS	09:00-16:00	Hands on SBR
4	KAS	09:00-16:00	Hands on SBR
5	KAS	09:00	Report writing
		10:30	Coffee break
		10:00	Report writing
		12:00	Lunch break
		13:15	Debriefing: Expert, Component Leader, Project Leader, and RTA

Annex 2. Persons met

KAS resources:
Mr. Muhamet Kastrati, Manager of database, muhamet.kastrati@rks-gov.net
Ms. Saranda Berisha, new staff, saranda.h.berisha@rks-gov.net

KAS Twinning team:
Project Leader Mr. Ilir T. Berisha, Director of Economic Statistics and National Accounts,
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Member state resources:
Mr. Peter Ottosen, Business Statistics Expert, Statistics Denmark, pot@dst.dk
Mr. Søren Netterstrøm, , Business Statistics Expert, Statistics Denmark, sne@viv.dk

Twinning ressources:
Mr Per Knudsen, RTA, pkn@dst.dk
Ms Nora Zogaj, RTA Assistent, nzogaj@yahoo.com

Description of the background for the activity
This mission is based on the plan made by the MS expert and the expert from KAS during the last mission.

The report from the last mission stated:
As the time schedule for the development of SBR is tight it is important to ensure that there is a constant progress during the whole development process. To ensure this, it is suggested to have a mission every 2 month. Each mission will take a review on work done by KAS between missions and tackle any problems arisen. Furthermore the tasks to be completed in the coming two month period will be discussed and prepared including any training needed. Finally in during each mission the time schedule will be reviewed

Follow-up actions before this mission were agreed upon

Action	Deadline	Responsible person
Data base model further developed	4. August 2014	Muhammet Kastrati
First procedures for update from KBRA described in psedo-language	4. August 2014	Muhammet Kastrati

Activities to be undertaken in preparation for the mission:
- Report. 3.1.1 Overall Assessment of Business Statistics and Prioritization of Actions (Ottosen & Netterstrøm)
- Report 3.5.1a Assessment of current Statistical Business Register (SBR) (Netterstrøm)

The expected activities are:

- Setting up database model for SBR
- Revising time table for the development of the system

Expected output:

- Mission report – according to template
- Detailed plan for further activities to be completed regarding SBR in Kosovo by the twinning program

Annex 1. Program, - August 2014

Day	Place	Time	Event
1	KAS	09.00	KAS: Current status of the SBR
		10:30	Coffee break
		11:00	Planning the week. Hands on SBR
		12:00	Lunch break
		13:30-15:30	Hands on SBR
2	KAS	09:00-16:00	Hands on SBR
3	KAS	09:00-16:00	Hands on SBR
4	KAS	09:00	Report writing
		10:30	Coffee break
		10:00	Report writing
		12:00	Lunch break
		13:15	Debriefing: Expert, Component Leader, Project Leader (RTA on vacation)

Annex 3. Database model

SBR – KOSOVO   Overview
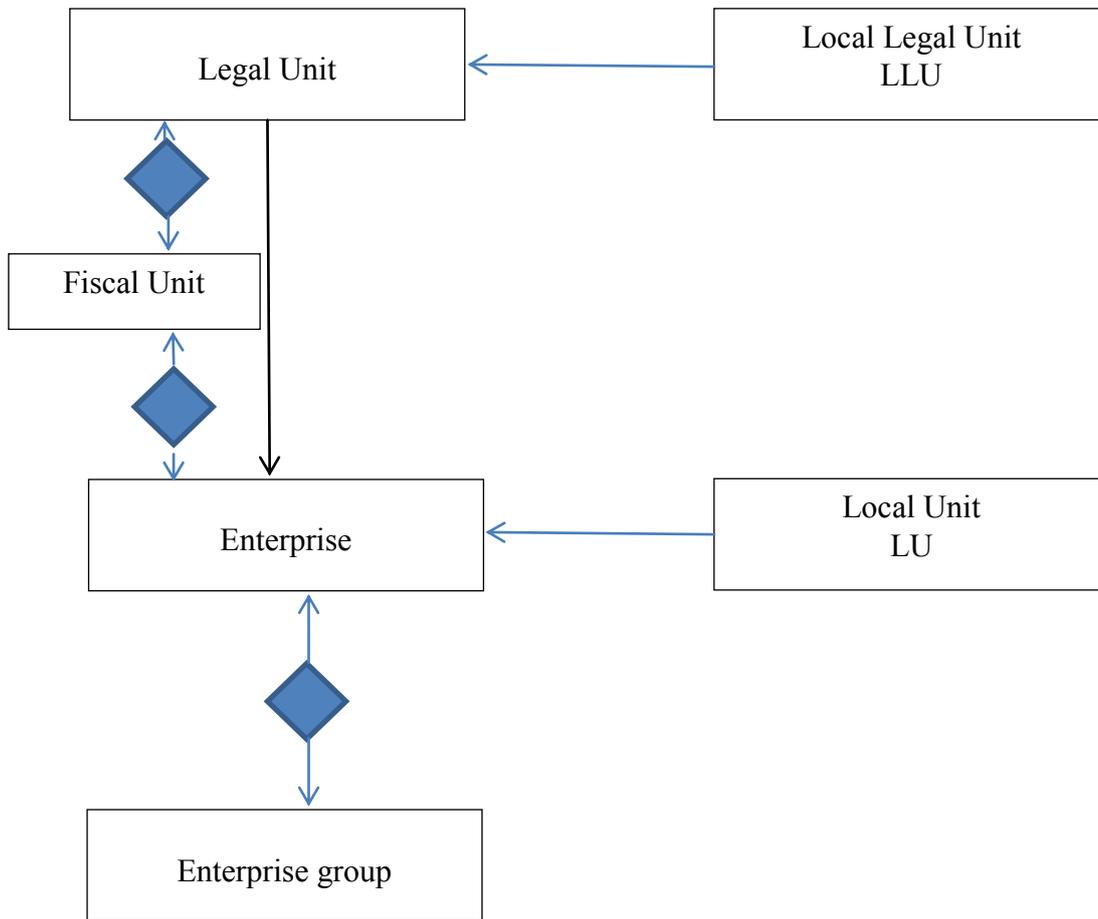
SBR – KOSOVO Details (revised August 2014)

```
┌─────────────────────┐              ┌─────────────────────┐
│     Legal Unit      │              │   Local Legal Unit  │
└─────────────────────┘              └─────────────────────┘
   ▲            ▲                              ▲
┌──────────┐ ┌──────────┐              ┌──────────────┐
│Leg-Owners│ │ Leg-NACE │              │   LLU-NACE   │
└──────────┘ └──────────┘              └──────────────┘
```

```
        ┌─────────────────────┐
        │     Fiscal Unit     │
        └─────────────────────┘
          ▲              ▲
   ┌────────────┐  ┌──────────────┐
   │ Fisc-Employ│  │Fisc-Turnover │
   └────────────┘  └──────────────┘
```

```
        ┌──────────────────────────────────┐
        │            Enterprise            │
        └──────────────────────────────────┘
     ▲         ▲            ▲            ▲
┌───────────┐┌──────────┐┌───────────┐┌──────────┐
│Ent-Surveys││ Ent-NACE ││Ent-Employ ││   Ent-   │
└───────────┘└──────────┘└───────────┘│ Turnover │
                                      └──────────┘
```

```
        ┌─────────────────────┐
        │     Local Unit      │
        └─────────────────────┘
      ▲           ▲           ▲
┌───────────┐┌──────────┐┌───────────┐
│ LU-Surveys││ LU-NACE  ││ LU-Employ │
└───────────┘└──────────┘└───────────┘
```
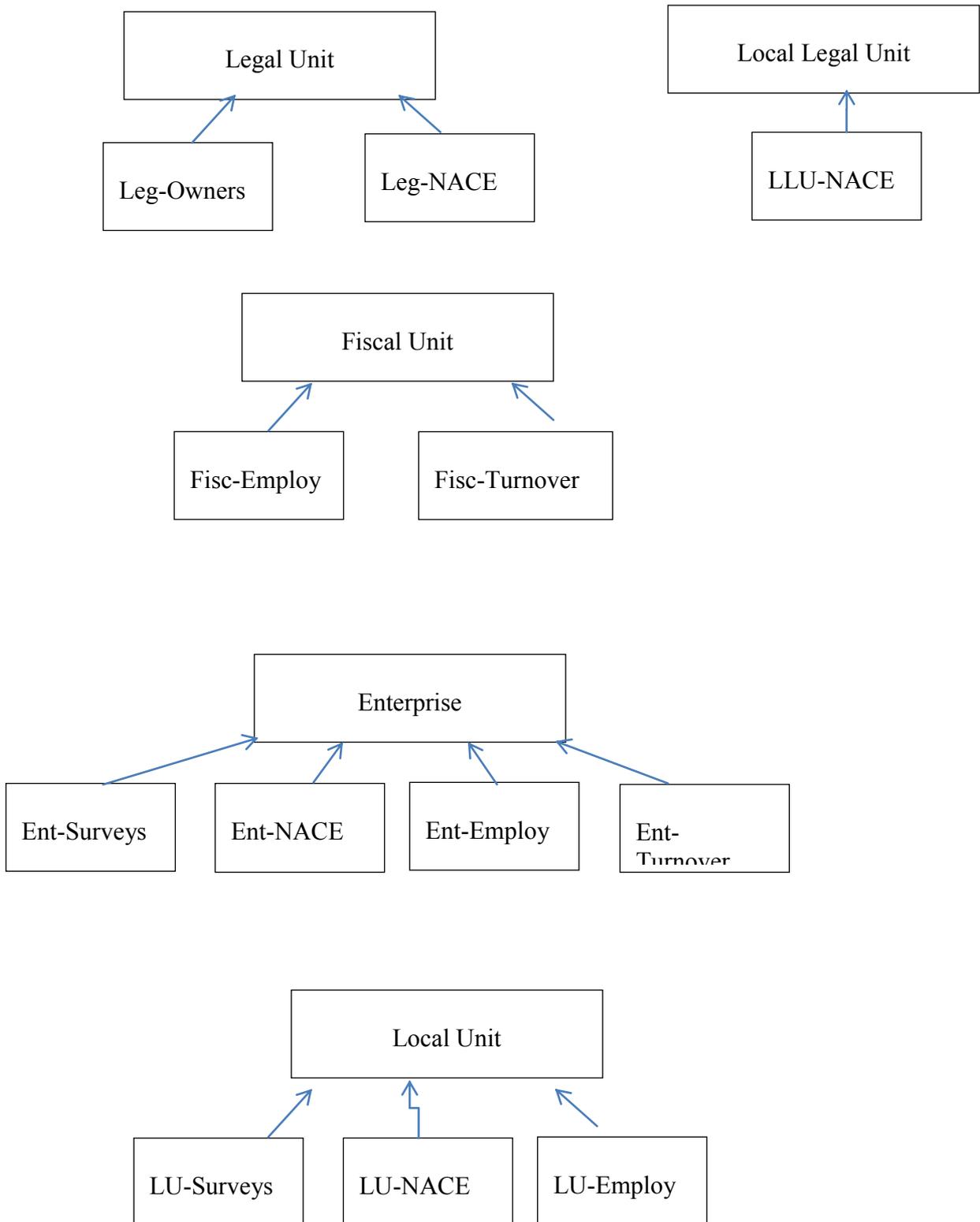
SBR-KOSOVO Attributes (revised August 2014)

Legal Unit

NAME	Explanation	Remarks
UID	Number taken from a sequence that identifies a row in the database.	Internal to the database, never displayed. Used for references only. Primary Key
BRnumber	ID in KBRA	Not null
Fk_FiscalUnit	UID of Fiscal Unit	May be null
Name	Name, From KBRA	
Municipality	Code, From KBRA	
Settlement	Code, From KBRA	
Street	Name of street, taken from KBRA	
House Number	From KBRA	
Telephone number	From KBRA	
Fax	From KBRA	
e-mail	From KBRA	
Web-address	From KBRA	
Date created	Date created in SBR	
Data updated	Date of last update in SBR	
Constitution date	From KBRA	
Cessation date	From KBRA	
Legal form	Coded, From KBRA	
FK_Enterprise	UID of Enterprise	May be null?
MainUnit	0 No enterprise associated 1 Base of Enterprise (Main unit) 2 Linked to Enterprise	
Language Preferred		
Succession of	UID of Legal unit that this unit succeeds	From KBRA take over
Succeeded by	UID of Legal unit that succeeds this unit	From KBRA take over

Legal Unit-Owners

FK-Legal Unit	UID of Legal Unit	
TypeOfOwner	Legal/Natural Person	
Resident/Non Resident		May be part of TypeOfOwner?
ID_of_Legal Unit		May Include Country Code
ID_of_Natural_Person		May include Country Code
Name	Name of Enterprise or Person	Full name for Persons
Share	% of ownership	
FK_resident owner	If Legal resident person	??????????
Valid from date		
Valid to date		

Note: all data taken from KBRA

Legal Unit-NACE

FK-Legal Unit	UID of Legal Unit	
Valid from date		Date when inserted in register
Valid to date		Date when terminated in register
NACEcode	NACE rev 2	From KBRA
Primary	1 of Primary, 2 if secondary, 3 if other	From KBRA

Local Legal Unit

UID	UID of Local Legal Unit	Se explanation for legal unit
ID Number	From KBRA	
FK-Legal Unit	UID of Legal Unit	
Name		
Municipality		
Settlement		
Street		
House Number		
Date created	Date created in SBR	
Data updated	Date of last update in SBR	
Constitution date	From KBRA	
Cessation date	From KBRA	

Local Legal Unit-NACE

FK-Legal Unit	UID of Legal Unit	
Valid from date		Date when inserted in register
Valid to date		Date when terminated in register
NACEcode	NACE rev 2	From KBRA
Primary	1 of Primary, 2 if secondary, 3 if other	From KBRA

Fiscal Unit

UID	UID of Local Legal Unit	Se explanation for legal unit
Fiscal Unit ID	From KBRA (TAX)	
Date created	Date created in SBR	
countNumber	Number of Legal Units using this Fiscal Number	

The only purpose of this table is to store the ID-number of a Fiscal Unit and be and anchor for data on employment and turnover obtained by fiscal Number
In most cases, a legal unit corresponds to one fiscal unit, however, a fiscal unit may have more than on fiscal unit and a fiscal unit may cover more than one legal unit.
An enterprise may correspond to one or more fiscal units or parts of a fiscal unit.

Fiscal Unit-Employment

FK-Fiscal Unit	UID of Fiscal Unit	
Source	Code for source	Source of data Fiscal, Tax ? ..
Period	YYYY or YYYYMM	Depending on source
Number of employed persons		

Fiscal Unit-Turnover

FK-Fiscal Unit	UID of Fiscal Unit	
Source	Code for source	Source of data Finacial statement, VAT …
Period	YYYY or YYYYMM	Depending on source
Turnover		

Fiscal Unit-Legal Unit

FK-Fiscal Unit	UID of Fiscal Unit	
Fk-Legal Unit	UID of Legal Unit	

Fiscal Unit-Enterprise

FK-Fiscal Unit	UID of Fiscal Unit	
Fk-Enterprise	UID of Enterprise	
Share of Employment	Part of Fiscal Unit Employment that is going to Enterprise	0-100
Share of Turnover	Part of Fiscal Unit Turnover that is going to Enterprise	0-100

Share is used when a fiscal unit is divided into several enterprises. Set to 100 in all other cases.

Enterprise

UID		Se explanation for legal unit
ID Number	Assigned by KAS (Automated)	
Name		
Municipality		
Settlement		
Street		
House Number		
Telephone number		
Fax		
e-mail		
Web-address		
Date created	Date created in SBR	
Data updated	Date of last update in SBR	
Constitution date	From KBRA	
Cessation date	From KBRA or statistical source	
Cessation Reason	Reason for Cession (KBRA, No Activity according to..	
Legal Form		
Institutional Sector		In most cases generated Assigned by National Account
Language Preferred		

Enterprise-NACE

Fk_Enterprise	UID of Enterprise	Se explanation for legal unit
Valid from date		Date when inserted in register
Valid to date		Date when terminated in register
NACEcode	NACE rev 2	From KBRA
Primary	1 of Primary, 0 if secondary	From KBRA
Source		

Enterprise-Survey

Fk_Enterprise	UID of Enterprise	
FK_Survey	UID of Survey	
Response	0 No response from unit 1 Unit has responded 2 Unit removed from survey???	

Survey

UID		Se explanation for legal unit
Code		
Name		
Period		

The table survey is used to assign a Code, a Name and the period of Surveys that has taken there survey frame from SBR.

Enterprise-Employment

FK-Enterprise	UID of Enterprise	
Source	Code for source	Source of data Fiscal, Tax ? .. Survey
Period	YYYY or YYYYMM	Depending on source
Number of employed persons		

Enterprise-Turnover

FK-Enterprise	UID of Enterprise	
Source	Code for source	Source of data Finacial statement, VAT … Survey
Period	YYYY or YYYYMM	Depending on source
Turnover		

Enterprise Group

UID		Se explanation for legal unit
ID Number	Assigned by KAS (Automated)	
Name		
TypeOf Group	All Resident, Truncated …	
Date created	Date created in SBR	
Data updated	Date of last update in SBR	
Cessation date		
NACE	2-digit NACE code	

EnterpriseGroup-Enterprise

Fk-Enterprise	UID of Enterprise	
Fk-EnterpriseGroup	UID of EnterpriseGroup	
Starting data	Start of relation	
Ending data	End of relation	

??? Is a UID needed in case an Enterprise is part of the group for more than 1 period???? Or Primary key may be FK_Enterprise, FK_EnterpriseGroup and Starting date.

Local Unit

UID		Se explanation for legal unit
Local Unit Number	Assigned by KAS (Automated)	
Name		
Municipality		
Settlement		
Street		
House Number		
Telephone number		Source ??
Fax		Source ??
e-mail		Source ??
Contact person		Source ??
Date created	Date created in SBR	
Data updated	Date of last update in SBR	
Constitution date	From KBRA	
Cessation date	From KBRA or statistical source	
BasicSource	From LegalUnit/LLU or Statistical Source	

LocalUnit-NACE

Fk.Local Unit	UID of Local Unit	
Valid from date		Date when inserted in register
Valid to date		Date when terminated in register
NACEcode	NACE rev 2	
Primary	1 of Primary, 0 if secondary	
Source		
Fk_LLU		??????????

Local Unit-Employment

Fk.Local Unit	UID of Local Unit	
Source	Code for source	Source of data Fiscal, Tax ? .. Survey
Period	YYYY or YYYYMM	Depending on source
Number of employed persons		

Annex 4. Procedures (august 2014)   23

PROCEDURES FOR CREATING NEW ADMINISTRATIVE UNITS

P1. Procedure to handle creation of new Legal Unit of LEType in (2, 4, 5, 6) (Form A0):

Note: Handles transaction from KBRA
Note: This procedure is in general the same for Form B, E and K11. However input format may differ.
Create a new legal unit
      Obtain UID
      Fill in other data
      Set DateCreated date=NOW
      Set DateUpdated=NULL
      Set CesationData=NULL
      Set MAIN_UNIT = 0 (Not connected to an Enterprise yet)
Create_Activitycode in LEG-NACE(1)
FOR EACH Secondary Activity
    Create_Activitycode in LEG-NACE(2)
 NEXT
FOR EACH Other Activity
    Create_Activitycode in LEG-NACE(3)
NEXT
FOR EACH Owner
     Create entry in LEG-OWNERS
NEXT

IF Legal Unit has a FiscalNumber THEN
      IF Fiscal Number does not exist in Fiscal_Units THEN
           create row in Fiscal_Units
      ENDIF
      Create link between LegalUnit and FiscalUnit
      IF Legal Unit is a Takeover (contains reference to old Legal Unit THEN
         Create Transaction TakeOverEnterprise (Old LegalUnit ID, New Legal Unit ID)
      ELSE
         Create transaction CreateEnterpriseFromLegalUnit
      END IF
      Note: Legal units without a fiscal number will not create an enterprise
ENDIF

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P1A: Subprocedure to Create_Entry in LEGAL-NACE (Type of Activity Code)

Note: It is assumed that NACE-codes are normalize (4 digits)

CREATE Legal Unit-NACE
      Obtain UID of Legal Unit
      Primary = Type of Activity Code
      ValidFromDate=NOW
      ValidToDate=NULL
      SET NACECode

P1B. Procedure to handle Legal Unit Owners (Form: A0, B, E, K11)

CREATE Legal Unit-Owners
      Obtain UID of Legal Unit
      Fill in other data
      Set ValidFromDate=NOW
      Set ValidToDate=NULL

 CASE LENGTH(ID)=8 and LEFT(ID,2) in ('70','80') THEN
   TypeOfOwner =Domestic LegalEntity
   Set OwnerName=LegalEntity Name, Adress
 CASE LENGTH(ID)=10 and LEFT(ID,2) in ('10','20') THEN
   TypeOfOwner = Domestic NaturalPerson
   Set Gender='M/F'
CASE ELSE
   DO NOTHING
END CASE

P2. Procedure to handle creation of new Local Legal Unit (Form: A0, B, E, K11)

Create a new Local Legal Unit
      Obtain UID of Local Legal Unit
      Fill in other data
      Set Creation date=NOW
      Set Updated date=NULL
      Set CessationDate=NULL
      Create link between Local Legal Unit and Legal Unit
      note: Local Legal units without a Legal Unit number will not create an Local LegalUnit
      Create Transaction CreateLocalUnitFromLegalLocalUnit

PROCEDURES FOR UPDATING ADMINISTRATIVE UNITS

P3. Legal Unit has new Name, Municipalty, Settlement, Street, House, Telephone, Fax, Email, Web, Language or LegalForm

> Set Updated date=NOW
> Update Fields
> IF Legal_Unit is MainUnit
>   Create Transactions UpdateContactInfoForEnterpriseFromLegalUnit
> END IF

P4. Legal Unit has new Activity_Codes

> FOR EACH Existing Activity Code in Legal Unit-NACE WHERE ValidToDate is Null
>   IF Activity Code Not in New Set of Activity_codes
>   Set ValidTo Date=NOW
>   END IF
> NEXT

> FOR EACH Activity Code in New Set of Activity_codes
>   IF Activity Code Not in Existing Activity Code in Legal Unit-NACE WHERE ValidToDate is Null
>   Create_Activitycode in LEG-NACE(Type) (Procedure 1A).
>   END IF
> NEXT

> Create Transaction UpdateActivityCodesForEnterpriseFromLegalUnit

P5. Legal Unit has terminated

> Set CessationDate=NOW (or date from KBRA?)
> Create Transaction UpdateEnterpriseForCessation
> Note. Enterprise may not be terminated if there are another legal unit connected that is active

P6. Change in Fiscal Unit for Legal Unit

```
IF Fiscal Number does not exist in Fiscal_Units THEN
        create row in Fiscal_Unit (Count_Number=0)
ENDIF
Create link between LegalUnit and FiscalUnit
 Count_Number=Count_Number+1
Create Link between Fiscal Unit and Enterprise

Delete link between Old Fical Unit and LegalUnit
CountNumber of OldFiscalUnit=  CountNumber of OldFiscalUnit-1
 IF  CountNumber of OldFiscalUnit=0 THEN
     Delete Link Between Old Fiscal Unit and Enterprise
     Delete Old Fiscal Unit
     STOP
 END IF
IF Any LegalUnit Linked to OldFiscalNumber is linked to the same Enterprise as this LegalUnit
  THEN
    STOP
END IF
Delete Link Between Old Fiscal Unit and Enterprise
```

P6. Local Legal Unit has new Name, Municipalty, Settlement, Street, House, Telephone, Fax, Email, Web, Language or LegalForm

    Set Updated date=NOW

    Update Fields

    IF there is a Local Unit based on this LLU, then

       Create Transaction UpdateLocalUnitFromLLU

    ENDIF

P7. Local Legal Unit has new Activity_Codes

Similar to P4

P8. Local Legal Unit has terminated

    Set CessationDate=NOW (or date from KBRA?)

     IF there is a Local Unit based on this LLU, then

     Create Transaction TerminateLocalUnitFromLLU

    ENDIF

PROCEDURES FOR CREATING ENTERPRISES

P10. Procedure to handle Transaction CreateEnterpriseFromLegalUnit

IF Fiscal Number of LegalUnit is connected with more than one Legal Unit THEN

    IF all Legal Units (except the new one) is connected to same Enterprise THEN

        Connect new unit to same enterprise

        Set MAINUNIT = 2 in Legal Unit

        Set FK_Enterprise in Legal Unit

        note the Link to Fiscal unit should be there already

        Create transaction CreateLocalUnitFromLegalUnit

    ELSE

        Create Unfinished Transaction CreateEnterpriseForComplex

    END IF

    STOP

ENDIF

Create Enterprise

    Obtain UID and EnterpriseID

    Fill in other data from Legal Unit

    Set Creation date

    Set MAIN_UNIT = 1 in Legal Unit

    Set FK_Enterprise in Legal Unit

    Create FISCAL_UNIT Enterprise Link (shares = 100 %)

    Create transaction CreateLocalUnitFromEnterprise

P11. Procedure to handle Transaction TakeOverEnterprise

IF Fiscal Number of LegalUnit is connected with more than one Legal Unit THEN

    IF all Legal Units (except the new one) is connected to same Enterprise THEN

        Connect new unit to same enterprise

        Set MAINUNIT = 2 in Legal Unit

        Set FK_Enterprise in Legal Unit

        Create transaction CreateLocalUnitFromLegalUnit

        Check for Termination of Enterprise connected to Old Legal Unit (Pxx)

    ELSE

        Create Unfinished Transaction CreateEnterpriseForComplex

    END IF

    STOP

ENDIF

Update Enterprise of Old Legal Unit with Data from New Legal Unit (including Activitycodes)

Create FISCAL_UNIT Enterprise Link (shares = 100 %)

Create transaction CreateLocalUnitFromEnterprise (will check if already there)

Annex 5. Time plan including mission plan

Time plan and mission plan for development of SBR

JUNE 2014	DB-model revision	Plan update procedures	
JULY	DB-model revision	Plan update procedures	
AUG	DB-model revision	Plan update procedures	Mission to review work
SEP	DB-model revision	Plan update procedures	
OCT	Create database (Empty)	Create SQL Procedures	Mission to finalize DB-model and planning Prepare for next actions
NOV		Create SQL Procedures	
DEC	First test load of SBR from KBRA	Plan handling of unfinished transactions	Mission to review SQL procedures and prepare for next actions
JAN 2015		Plan handling of unfinished transactions	
FEB	Planning of Windows application	Create SQL procedures	Mission to review planning and load and prepare next actions
MAR	Planning of Windows application	Test procedures for unfinished transactions	
APR	Develop Windows application		Mission to review unfinished transactions and prepare next actions
MAY	Develop Windows application		
JUNE			Mission to review Windows application and prepare next actions
JULY		Establish procedures for Loading KAS data (from old business register)	
AUG	Load DB with KBRA and KAS data		Mission to review procedures and prepare next actions Presenting SBR for the users Establish rules for feedback
SEP	Testing	Rules for feedback from surveys established	
OCT	System goes in production		Final Mission