TWINNING CONTRACT

Support to the Statistics

Kosovo

MISSION REPORT

on

Assessment of current Statistical Business Register (SBR)
Component no 3.5.1a

Mission carried out by
Søren Netterstrøm, Statistics Denmark
2 – 6 June 2014

IPA 2012

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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 first mission to be devoted to the Statistical Business Register (SBR) within Component 3 of the project.

The concrete objectives of the mission were:

- Assessment of current status of SBR in Kosovo in order to identify the most fruitful areas of improvements. If possible also the improvements should be started in cooperation with the specialists from KAS

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. Assessment and results

An assessment of SBR was made in mission 3.1.1 (Overall assesment of .Business Statistics). The conclusions from that mission were confirmed and it was agreed that the goal is to build a Statistical Business Register in accordance with the recommendations from Eurostat.

3. Components of the SBR

In order to have a fully functional Statistical Business Register, the following components was identified

- A database model
- Procedures to automate the update with data from administrative sources and feedback from surveys
- An online application to browse an update the register
- Tools for creating survey frames
- Procedures for backup

The database model should contain the administrative units (Legal Unit and Local Legal Unit) and the statistical units (Enterprise, Enterprise Group and Local Unit), the attributes of the units and the links between the units.
The final model will also include various auxiliary tables like table of NACE code, but these are omitted from the first version in order to keep the overview of the model.

It was suggested and agreed not to include history in the model. This is not required from the Eurostat recommendations and adds another level of complexity to the model. As the resources available are limited it is not seen as feasible to implement this in the first version. However, the model is built in a way that will allow expanding it for history at a later stage.

History is kept for activity codes on request of KAS. Employment figures and turnover (and other financial data) will also include history and will allow for multiple sources to be used, both data from administrative sources (TAX, VAT) and survey data.

In order to regularly update the register with data from administrative sources (mainly KBRA and KTA) as set of procedures to automate this process is needed. This will ensure a smooth update of the register based

on consistent rules with a minimum of effort. However, it is recognised that it is not practical possible to set up rules for some of the most complex cases of update. Setting up rules in advance for such cases could be very time consuming (if possible at all). The solution is to filter out this (limited number of) cases for manual intervention. The rules may be refined if it turns out that a large number of identical cases can be identified that all can be handled with the same rules.

Apart from the update from administrative sources, procedures for handling feedback from surveys should be established.

An online application is needed to browse the register. It should allow for searching units meeting certain criteria. The application should also allow for update of single units. Finally it may contain special procedures to handle those transactions that have been filtered out for manual inspection, as some of them may require rather complex operations.

The tools for creating survey frames were briefly discussed. It seems that the tools available with Microsoft Excel may be sufficient to this end.

Procedures for backup (and other maintenance) should be discussed with the IT-department. The actual placement of the server should also be considered.

4. Resources

Resources available in KAS are very limited. Consequently, the project will be the responsibility of only 1 person, Muhammet Kastrati. Mr. Kastrati have good skills both in IT (and SQL) and in the methodology and practical issues of the business register. Where needed further training may be provided, most likely as part of upcoming missions.

It is always a risk to engage in a project of these size based on only 1 person. To minimise the risk a carefully documentation of the project is needed.

It is assumed that the IT-department will be responsible for setting up the database server, backup procedures and other maintenance task. This has to be verified.

4. Steps taken

During this mission a first draft of the database model was developed, see Annex 3.

Furthermore a method for planning procedures was demonstrated. It is shown in more detail in Annex 4.
It is recommended to follow this method both in order to insure a proper planning of the procedures before and to ensure a proper documentation of the rules that will be implemented.

5. NACE rev 2

During the mission it was confirmed that the conversion to NACE rev 2 has been completed by KAS for active enterprises and KBRA also soon will start with new registration based on NACE Rev.2 the last deadline of this is September 2014, but it is hoped to be before the September. Consequently there is no need for further support regarding this issue.
It was agreed that the new SBR will only contain activity codes related to NACE rev 2.

To assist conversion of surveys in the conversion, a special file will be saved giving both NACE rev 1 and NACE rev 2 for existing units.

6. The need of cooperation

The scope of this project is to build the framework required to hold a Statistical Business Register. However, this does not in itself improve the quality of the data in SBR. It is a prerequisite for the process of improving the quality by separating administrative and statistical data in an ordered way. To improve the quality of SBR a close cooperation with the statistical surveys that uses SBR to draw sample frames is needed. Procedures should be set up to ensure regular feedback from surveys regarding inactive units, wrong or changed activity codes and other issues that may be discovered during a survey.

7. Time plan and future missions

A time plan for the development of the new SBR was drafted during the mission. The time plan takes the limited resources into account.
According to the time plan, a new system can be delivered October 2015, close to the completion of the twinning project.
In the time plan a new mission plan for the component is also included. According to the overall project plan, another 4 mission has been anticipated. The next mission was devoted to setting up a data base model and other planning activities and the last three missions were devoted to NACE rev 2. Taken the actual situation into account a completely new plan was needed.
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.

Appendix 5 contains more details.

The next mission is agreed to take place from 5-8 August 2014.

For the next two month period the following activities was agreed

Follow-up actions

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

Annex 1. Terms of Reference

EU Twinning Project
KS12 IB ST 01
Support to Statistics

Terms of Reference:

Component 3:   Business Statistics
Activity 3.5.1a: Assessment of current Statistical Business Register (SBR)

Scheduling:
ToR –ready date: **19 May 2014**
Start / end of activity: **2-6 June 2014**
Reporting time: **13 June 2014**

Mandatory result of the component:

Mandatory Result	Intervention logic	Benchmarks	Sources of information	Assumptions
Mandatory Result 3.5.1a	**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: 3.5.1a activity
Assessment of current status of SBR in Kosovo in order to identify the most fruitful areas of improvements.
If possible also the improvements should be started in cooperation with the specialists from KAS

Expected output of activity 3.5.1a:
Mission report – describing the overall state of play regarding SBR in Kosovo. Including road map and implementation plan for further interventions designed to improve the quality and timeliness of the SBR. Suggestions for Terms of reference for other activities dealing with SBR.

KAS resources:
Mr. Ismajl Sahiti, Head of Division, ismail.sahiti@rks-gov.net

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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KAS Twinning team:
Project Leader Mr. Ilir T. Berisha, Director of Economic Statistics and National Accounts, Ilir.T.Berisha@rks-gov.net
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,
Ilir.T.Berisha@rks-gov.net

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

Annex 3. Database model

SBR – KOSOVO   Overview
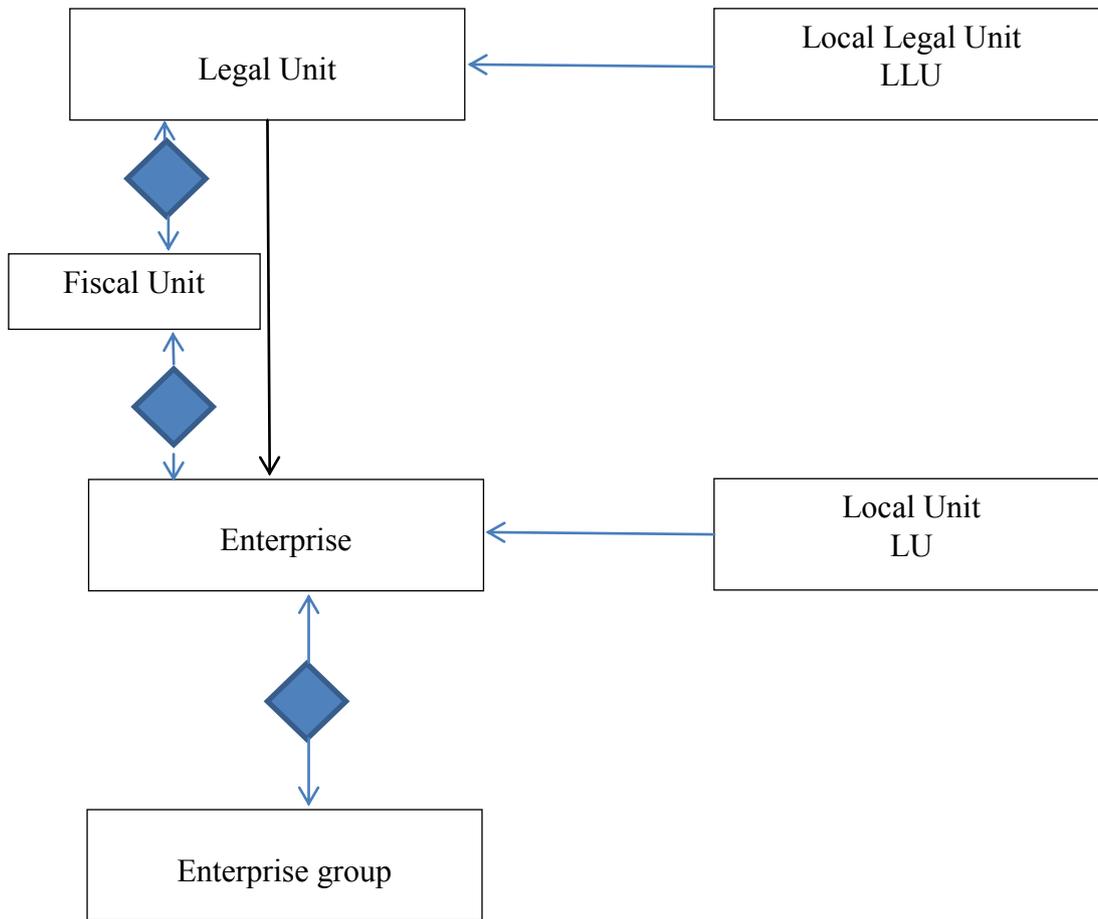
SBR – KOSOVO Details
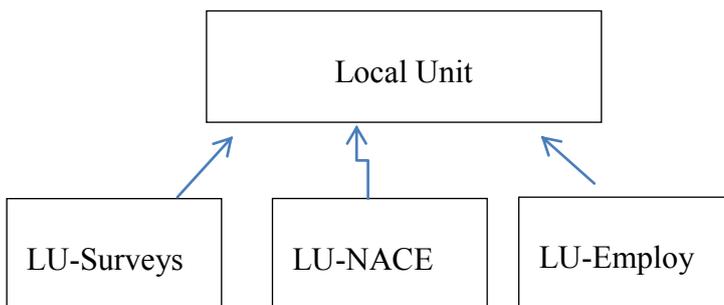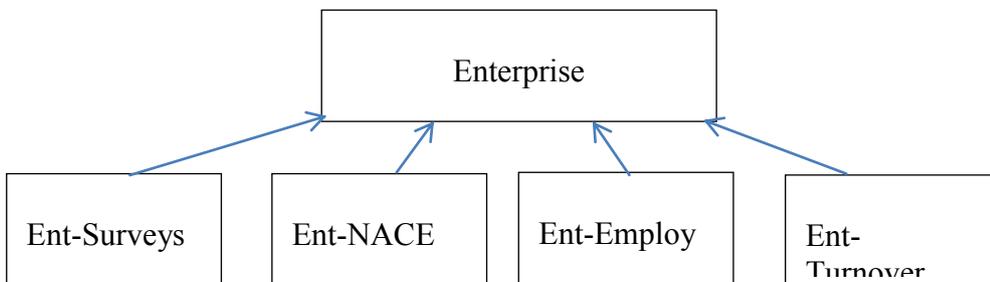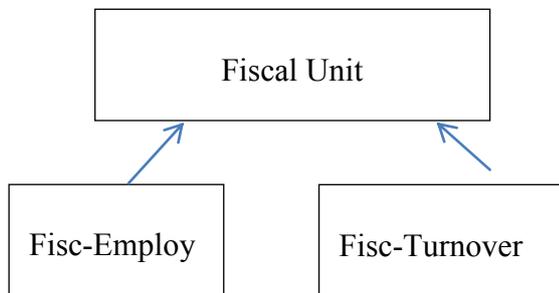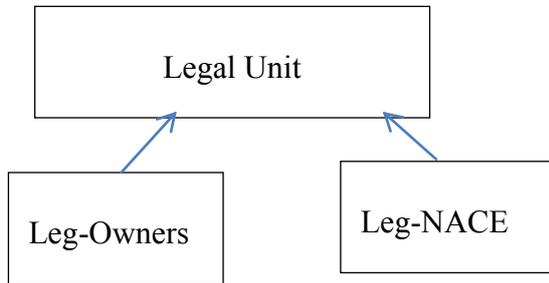
SBR-KOSOVO Attributes

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		

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	??????????

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, 0 if secondary	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	
NACEcode	NACE rev2	

Note: There may is a local unit for each activity that takes places, even if on the same adress.

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	

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

In order to update SBR with data from administrative a set of stored procedures needs to be developed.

Data from KBRA will be received as transactions that equals the forms that are used to request creation or changes of units in KBRA. These forms can be found on the website www.arbg.org .

If data from KBRA alternatively is obtained as a copy of KBRA, procedures to create such transactions will have to be developed.

A way to obtain Fiscal Numbers corresponding to BRnumbers needs to be established. One way would be to obtain a correspondence table from KBRA that would be used during the processing.

For each form, a procedure to handle this form is created. The procedure will update the Legal Unit and Local Legal Unit in SBR. It will also create a new transaction with the purpose of creating an Enterprise. The procedure for that would test if an enterprise should be established. If an enterprise is created, a new transaction dealing with creation of a Local Unit would then be generated.

In complex cases it may not be possible, or too complex, to set up rules If a unit should be created or if a change of NACE code (or any other variable) should be performed. In that case, the system will create an 'unfinished transaction'. These transactions will have to be handled manually, that is a person with relevant skills will examine both the legal unit (and the change that took place), any other Legal Unit connected, the Enterprise and Local Units as needed to determine the action to be taken. For the large part SBR, there is a very simply structure where on or more legal units forms an enterprise having one or more local units. In these cases transactions is expected to be easy to handle without intervention. The number of cases that result in unfinished transaction should be low, so that they can be handled in not more than 1 week after each update (if update is quarterly). If not, the system has to be reviewed in order to be able to handle more cases based on predefined rules.

The creation of these set of procedures is not a trivial task. It requires a good knowledge of both SBR and of the administrative sources.

It is suggested that in the planning phase, the procedures will be developed using a pseudo-language that is described below. This language helps to ensure that the logic of the rules is strict, but leaves the details of implementation to the next phase. The purpose is also that non-programmer would be able to read and understand the rules. Finally, it is easier and faster to find and correct problems at this stage. On the other side, the description is close to the final product, SQL-procedures, to ensure that the conversion to SQL-procedures will be smoothly.

The language is based on the idea of a very small number of fixed elements

IF …. THEN … ELSE …. ENDIF. The text in between will be in natural language.

STOP indicating that process is not carried out.

SELECT CASE .. THEN … CASE … THEN … CASE … THEN … END SELECT constructs could be used as needed.

Other elements may be added as needed. All such elements should be written with capital letters.

Procedure to handle creation of new Legal Unit (Form A0):

Create a new legal unit
        Obtain UID
        Fill in other data
        Set Creation date
        Set MAIN_UNIT = 0 (Not connected to an Enterprise yet)
Create entries in LEG-NACE
Create entries in LEG-OWNERS

IF BRNumber has a Fiscal Number (in corresponance table) THEN
        IF Fiscal Number does not exist in FiscalNumbers THEN
                create row in FiscalNumbers
        ENDIF
        Create link between LegalUnit and FiscalNumbers
        Create transaction CreateEnterpriseFromLegalUnit
        Note: Legal units without a fiscal number will not create an enterprise

ENDIF

Procedure to handle 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
                Create transaction CreateLocalUnitFromLegalUnit
        ELSE
                Create Unfinished Transaction CreateEnterpriseForComplex
        END IF
        STOP

ENDIF

---- Any other constraints may be put here
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 transaction CreateLocalUnitFromEnterprise

Note. The examples given here are does not claim to be the final version of the procedures, but are included here to give an example of the intended style and level of detail.

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

The time plan above should be seen as a first draft. It will be revised during each mission.
The mission plan indicates that there will be a mission every two month in order to ensure a constant progress in the work. The first of the mission is scheduled for August 5-8 (4 days). At the end of each mission the dates for next mission will be agreed between the consultant and KAS.
It is anticipated that most mission will be carried out by Søren Netterstrøm, but on some missions a second expert may be added as needed to ensure expertise on specific issues.