

TWINNING CONTRACT

BA 12 IB ST 01

Support to the State and Entity Statistical Institutions, phase VI



MISSION REPORT

on

Activity 2.1.1

**Assessment and status check since last Twinning project.
Updating of the 5-years development plan. Quality of the SBR**

Mission carried out by
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10-14 Nov 2014

Version: Final

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List of Abbreviations

BHAS	Agency for Statistics of Bosnia and Herzegovina
BiH	Bosnia and Herzegovina
CBBH	Central Bank of Bosnia and Herzegovina
DB	District of Brčko
DST	Statistics Denmark
EC	European Commission
EU	European Union
FBiH	Federation of Bosnia and Herzegovina
FIS	Institute for Statistics of Federation of Bosnia and Herzegovina
ITA	Indirect Tax Authority
KAU	Kind of activity unit
LeLU	Legal Local Unit
LKAU	Local kind of activity unit
LU	Local unit
MS	EU Member State
NA	National Accounts
RS	Republika Srpska
RSIS	Institute for Statistics of Republika Srpska
SBR	Statistical Business Register
SBS	Structural Business Statistics
SRS	Single Registration System, control and data collection of social contributions
STS	Short Term Statistics
RTA	Resident Twinning Adviser
TOR	Terms of Reference
VAT	Value-added tax

Executive Summary

Status of the SBR

Based on a presentation by the SBR team and the discussions during the mission, the consultants concluded that despite the reduced resources due to the population census the SBR was still moving forward and continuously improving.

Revision of five-year plan

The work plan was evaluated and revised adding a few new points, revising a few and removing some from the plan.

The revised five-year plan needs to be presented to users and management for endorsement.

Work plan 2015

From the revised five-year plan the SBR priorities for 2015 were identified as

- The quality report
- Develop methodology on institutional sectors
- Survey on SBR unit including entrepreneurs to improve data quality within SBR
- Promote use of the survey side
- Develop methodology for business demography
- The SBR rulebook
- Establish regular meetings with users

The work plan 2015 needs to be presented to users and management for endorsement.

Institutional Sector (ESA 2010)

An initial discussion on introduction of Institutional Sector in SBR was taken with participants from National Accounts (NA) representing BHAS, FIS and RSIS as well as the SBR team.

The possible technical changes to the SBR were identified according to NA requirements.

Quality report

The methodology of the quality report was discussed and the main areas to focus on were identified as the quality of activity codes and status of activity. These were the most important from the user view.

Quality measurement survey

The conditions and principles of a quality measurement survey were discussed. Such a survey will not be done in 2015 since a data improvement survey will be done.

Use of survey side – in statistical work plan 2015

It is important to get surveys to use the surveys side of the SBR and a way to get the process started was discussed including drawing up a schedule, and use the regular user meeting to promote the use.

Regular meetings with users of SBR

The consultants emphasized the importance of user meetings and strongly recommended to establish them as more than ad hoc meetings.

1. General comments

This mission report was prepared within the Twinning Project "Support to the State and Entity Statistical Institutions, phase VI". It was the first mission to be devoted to Business register within Component 2 of the project.

The purposes of the mission were:

- Assessment and status check since last Twinning project. Updating of the 5-years development plan. Quality of the SBR.

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 Bosnia-Herzegovina and which highly facilitated the work of the consultant.

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

2. Assessment and results

Status of the SBR

The SBR team gave a presentation of the development and current status of the SBR which is included in annex 3.

Not all planned activities in 2014 were achieved, among other things because of the population census in BiH that drained a lot of resources away from other development.

The consultants concluded that despite the reduced resources the SBR was still moving forward and continuously improving.

Revision of five-year plan

The work plan was evaluated and finished items were removed from the plan.

New items and changes in the form of removal of items or changes in scope or content of items were discussed intensively and a revised five-year was agreed upon.

The changes to the five-year plan are listed in the table below.

Changes to the work plan

New suggestions		Tasks to be removed
1.1 Measurement of SBR data quality		
1.1.4 Develop quality report		
2.1 Future needs of internal SBR users		
		2.1.1 part of 2.1.2
2.1.2 rephrase away from written agreement towards common cooperation understanding based on template and include 2.1.1		
2.1.5 Start having regular meetings with users of the SBR		
2.2 Improvement of data quality through SBR surveys		
2.2.3. Examine the need and demand for employment on local units (needed versus nice to know) compared to the full implementation of SRS to determine if a special survey is needed and cost effective		
3.2 Improvement of data quality, especially activity codes and status of activity, starting with areas where entrepreneurs have large significance		
		3.2 rephrasing title
3.3 Defining of sources for stratification variables		
		3.3 not realistic – part of rulebook
4.1 Admin sources		
4.1 Rephrasing to cover continued implementation and quality improvement of data from administrative sources		
4.2 New administrative data sources		
		4.2 new sources not likely – priority on existing
5.2 Rulebook		
5.2.10 Describe rules and sources for the real date of event		
5.6 Business demography		
5.6.2 (elaboration) at level of enterprise and local unit		
6.1 Change of survey side		
6.1 (change) adjustments instead of changes in application		
7.2 Agreement on level of disseminated data to external users		
		7.2 This is a general policy that should be addressed at a higher management level in agreement between the statistical institutes in BiH

The revised five-year plan is attached as annex 8 to this report.

The revised five-year plan needs to be presented to users and management for endorsement.

Work plan 2015

From the revised five-year plan the SBR priorities for 2015 were identified as

- The quality report
- Develop methodology on institutional sectors
- Survey on SBR unit including entrepreneurs to improve data quality within SBR

- Promote use of the survey side
- Develop methodology for business demography
- The SBR rulebook
- Establish regular meetings with users

Besides these priorities all the continuous tasks involved in keeping an updated, high-quality SBR for the benefit of efficiency and quality of business statistics will be done. The 2015 priorities are indicated in the five-year plan in annex 8.

The work plan 2015 needs to be presented to users and management for endorsement.

Institutional Sector (ESA 2010)

An initial discussion on introduction of Institutional Sector in SBR was taken with participants from National Accounts (NA) representing BHAS, FIS and RSIS as well as the SBR team.

The Danish approach to the implementation of the Institutional Sector in SBR was presented. In Statistics Denmark the sector code is coded in the SBR based on NA rules. The vast majority of units are thus coded automatically and only a few cases are left for the NA to code manually. The NA in BiH agreed that they should do it in a similar way in BiH.

It was agreed that NA should defined rules that can be implemented in SBR for the maintenance of sector codes. All border cases that need manually coding are NA's responsibility.

In Denmark the sector codes are derived from the main branch at both enterprise and local unit. NA agreed that this could be an idea.

In the current data model for SBR allocating sector codes on LU's is not possible. To implement this, a change in the data model must be done.

There may also, in a few cases, be a need for more than one sector code on the local unit. There are several solutions to this, but first the need has to be clarified. The need and importance of multiple sector codes on LU should be balanced with the cost of implementation. If it only affects a few units with very limited consequences in the NA, it might be too much trouble to make the necessary changes right now in view of other more important needs.

The need for multiple sector codes on local units in BiH should be assessed before the next mission on institutional sectors, as it requires a change in the data model. It is necessary to assess this part before the mission to have a focused discussion on the actual requirements rather than discuss theoretical requirements.

Also it is a good idea to examine the need for different codes on enterprise and local units before the next mission on this topic in October 2015.

The real issue with multiple sector codes on LUs is that the LUs in the SBR are not real LKAUs. That is, the LUs are only places of activity for the enterprise and not split between the different kinds of activities taken place at the LU. This is a pragmatic solution to the over registration of activities in the administrative sources. In the administrative data every activity

that takes place however small is registered on individual legal LUs (LeLUs). This means that on each address there might be 10, 20 or even more LeLUs with far less employees.

The normal principle in SBR is that employees are not split between activities; that activities that are necessary to do the main activity should not be registered separately; and for an activity to be registered separately, it should provide its services to a market. For example we take a hotel with a breakfast restaurant. The hotel is the main activity and the breakfast is an integral part of running a hotel even though part of the staff is only employed for the purpose of the restaurant, e.g. the kitchen staff. If however the restaurant was open to all, it would be a separate activity on the same location and staff needs to be split (statistically) between the two LKAUs.

This is the correct approach according to the SBR manual but a different approach is taken in BiH of pragmatic reasons. However if there is a recognised and important need to create real LKAUs then it would require

- Changes in the data model to allow for multiple LUs or LKAUs on same address with different kinds of activities
- Changes in the rules that creates LUs (or in this case LKAUs) from administrative sources
- Use of SRS data on employment (includes personal id making separation between activities possible)
- More manually processing in order to validate the results
- More quality improvement surveys on LKAUs to ensure the correctness of kind of activity, location and employment

A simpler and cheaper solution in the short term is to allow multiple sector codes on LUs manually coded by NA. The division of employees and turnover must also be registered.

Quality report

A presentation on the Danish quality report was made. A Danish paper, in English, on the subject is available at www.statistik.at/wiesbaden2014.

To measure quality, it was agreed that a picture/frozen version per 31-12-20xx was made each year and changes were then to be measured against the picture from the year before.

It's important to get started on making a quality report. It may be a good idea to start with a few tables on the things that are most important to the users. Tables should be repeated for several years to insure consistency in the measurement but there are no problems in expanding the number of tables.

In annex 9 a few examples of tables are presented as inspiration to the quality report.

All tables should have a comment between "no comments" to a focus on development, normally not more than 10 lines.

The quality report should contain an initial paragraph with some general comments about the SBR's quality.

The Quality report should be presented on a User group meeting and after that published on the Intranet.

Quality survey

In order to provide additional information on the quality of SBR to the users it is recommended to do a quality survey in 2016.

The quality survey will provide a benchmark to the quality report to measure quality improvements against.

A data improvement survey is to be implemented in 2015 and having two separate questionnaires on the same topic in the same year will not be feasible.

In annex 6 some considerations on the setup is presented.

Specific topics discussed

Survey on employment data on local units

There was a discussion on whether to do a special survey on employment on local units. SRS data are supposed to cover this but since it is not included in the data exchange in RS and district of Brčko and only 4,000 LUs out of 29,000 LUs were covered in FBiH the information is still not available in the SBR.

It was recommended that the statistical institutes examined whether any statistics needed the information to perform their surveys or if it is only nice to know. If it is the first, then the question is how they manage today and if a survey will improve the situation and if it is the latter, it is better to focus the resources on getting better data from the SRS.

Financial data on entrepreneurs

RSIS had examined data from the Tax authority to assess the possibility of using personal income from entrepreneurs to get turnover on entrepreneurs in the register.

The available data was on the level of owner, i.e. if one person owns more units, each considered individual enterprises in the register, the financial information cannot be split between enterprises.

A solution could be to consider all units personally owned by a single person to be one unit or enterprise.

Revision of municipalities

RSIS informed that in connection with the population census a revision of the municipality division was done resulting in a revised value set for municipalities. The entities agreed on a common update of the new value set on December 31th.

Use of survey side – in statistical work plan 2015

In RSIS six surveys were using the survey side of the SBR. It was not used in either FIS or District of Brčko. Surveys not using the survey side received samples frames in Excel sheets and returned feedback and corrections in Excel.

It was discussed if use of the survey side should be promoted or abandoned.

It was recommended that

- The survey side should be used because it presents advantages to both surveys and SBR

- The SBR should list the advantages to sell the use to management and survey staff
- A schedule should be drafted in which all parties (starting with head of sector) committed to introduce e.g. three statistics into the survey side in 2015. In the following years the number should be increased until all surveys use the survey side
- The process could start with the most willing but it is important to signal that all surveys needs to use the survey side and at some point a certain amount of pressure might be necessary
- The schedule should be included or referred to in the general statistical work plan to ensure enough focus on the process

Regular meetings with users of SBR

Meetings with SBR users were ad hoc meetings depending on special topics that needed to be discussed. Meetings with individual surveys take place when they are introduced to the survey side of the register.

The individual meetings are important but in addition frequent general meetings with the users should be prioritised.

The purposes with regular meetings with users of SBR is to

- Inform users of changes and improvements
- Prioritise development according to needs of surveys
- Establish rules governing the SBR
- Give input to and agree on work plan

As inspiration for the meetings a draft agenda is included as when as topics for future meeting in annex 5.

Data confidentiality

In view of a discussion on the possibilities of disseminating or exchanging data on the level of individual enterprises, the consultants recommended in line with EU-regulations, that no sensitive and statistical data on the level of identifiable units should be shared outside the statistical system. The statistical system of BiH is the three entities/district and BHAS and could if define as such at the appropriate level include other producers of statistical information like the Central Bank.

Data collected by surveys and financial/employment data from administrative sources should always be treated as confidential whereas already public available data could be considered non-sensitive. Whether the statistical activity code is to be considered sensitive might be different from country to country.

The rules on who can gain access and how and on what aggregation level access can be granted should be part of a general data confidentiality policy for the statistical system. Such a policy should be developed and endorsed at top management level and published at the official websites.

In other countries including Denmark a special access to anonymised micro data are available to researchers from recognised research institutes.

Double/detailed history

It was raised from the SBR group that it could give better quality if they, as we have in Denmark, introduced double history. Double history is the principle of registering both when a change occurred in the real world and when information was registered in the SBR.

The Danish consultants contacted the Danish expert Søren Netterstrøm, who was deeply involved in designing the data model. The Danish experts on this mission and a it-architect in SD also looked at the data model.

All agree that the data model can be changed. But it will require some adjustments in the data model. Adjustments which, depending on the IT staff experience with double history, will take 2-6 months. It will be beneficial if BiH received external support to initiate such a change. In addition to the data model, it will also cause changes in the update rules. These should also be described and developed. All in all the change would not be less than a year's work (it is a very rough estimate).

All agree that it is not a priority now, but should be a topic at the next five year work plan.

3. Conclusions and recommendations

Conclusions

- *Status of the SBR*
 - The consultants concluded the SBR was still moving forward and continuously improving
- *Revision of five-year plan*
 - The work plan was evaluated and revised adding a few new points, revising a few and removing some from the plan
- *Work plan 2015*
 - A number of priorities for 2015 were identified from the revised five-year plan
- *Institutional Sector (ESA 2010)*
 - Outline and requirements for introducing institutional sectors in SBR was discussed between NA and SBR with a positive and productive conclusion
- *Quality report*
 - The methodology of the quality report was discussed and the main areas to focus on were identified as the quality of activity codes and status of activity
- *Quality measurement survey*
 - The conditions and principles of a quality measurement survey were discussed. Such a survey will not be done in 2015 since a data improvement survey will be done
- *Use of survey side – in statistical work plan 2015*
 - The SBR should continue to introduce statistics into the survey side of the SBR
- *Regular meetings with users of SBR*
 - The consultants emphasized the importance of user meetings and strongly recommended to establish them as more than ad hoc meetings.

Recommendations

- *Revision of five-year plan*
 - The revised five-year plan needs to be presented to users and management for endorsement
- *Work plan 2015*

- The work plan 2015 needs to be presented to users and management for endorsement
- *Institutional Sector (ESA 2010)*
 - NA requirements for sector coding on LU-level should be assessed
- *Use of survey side – in statistical work plan 2015*
 - The survey side should be promoted in increase the use of it
- *Regular meetings with users of SBR*
 - The consultants emphasized the importance of user meetings and strongly recommended to establish them as more than ad hoc meetings

Actions to be taken before next missions

Action	Deadline	Responsible person
Business Demography: Presentation on relevant data elements in SBR data model for business demography	February 1th 2015	
Business Demography: Familiarise themselves with Eurostat manual on business demography	Before mission	All
Institutional sectors: Analyse the need for sector codes on LU (one or more)	October 1th 2015	SBR+NA
Final quality report on SBR 2014	July 1th 2015	SBR

Upcoming missions

Next mission within the component is in early spring 2015 on business demography. It is recommended that BC prepare a presentation on the relevant data elements in the SBR data model and familiarise themselves with the Eurostat manual on Business Demography.

In autumn 2015 there is a mission on Institutional sectors. This mission will deal with the following topics: status from SBR and NA, definition of automatic rules for allocating sector codes, practical cooperation between SBR and NA and technical implementation of institutional sectors in SBR. The NA should attend part of the mission.

Annex 1. Terms of Reference

EU Twinning Project BA-12-IB-ST-01

Terms of Reference

Component: 2.1. Statistical Business Register 10-14 November 2014

Activity

2.1.1 Assessment and status check since last Twinning project. Updating of the 5-years development plan. Quality of the SBR

Benchmarks

- 5-year development plan updated by 1st project quarter and by 8th project quarter
- Methodology for linking SBR with the compilation of SBS business demography characteristics available by 4th project quarter
- Methodology for enterprise groups in SBR available by 8th project quarter
- Institutional sectors code assigned to the SBR units by 8th project quarter
- SBR is ready to be used for analysis of business demography by 8th project quarter

Purpose of activity

The expected activities are:

- Presentation and discussion of the present status of the Statistical business register (SBR):
 - Realized activities during previous IPA Twinning Project
 - Activities realized out since the previous IPA Twinning Project finished
 - On-going activities
 - Activities planning through the IPA Twinning Project 2012-2013
- Review and updating of the 5-years development plan
 - Overview of realized activities in 2014
 - Updating of the 5-year plan – plan for 2015
- Quality report:
 - Discussion on methodology document which will define quality standards
 - Measurement methods of quality
 - Discussion and suggestions on SBR quality survey
 - Discussion on frequency of quality reports for SBR
- Institutional sector
 - Initial discussion on introduction of institutional sectors – technical preconditions on introductions of institutional sector codes in SBR
- Next mission
 - Preparation of the list of activities to be done before the next mission

Expected output

- Assessment of the current situation:
 - Realized activities discussed
 - On-going activities discussed and fined solutions how it will be realized
 - Activities planning trough the IPA Twinning Project 2012-2013 discussed
- 5-years development plan updated:
 - All activities in 5-years plan, updated
 - Plan for 2015 prepared, in depth
- All activities needed for preparation of quality report discussed
 - Measurement method of quality of SBR in Bosnia and Herzegovina agreed
 - SBR quality survey agreed (inc. population, work plan, time plan etc.)
 - Initial suggestion on preparation of quality report adopted
- Technical preconditions on introductions of institutional sector codes in SBR assessed
- The list of activities to be done before the next mission, as well as the person responsible for the realization of specific activities, prepared and agreed by all partners (BHAS-BD/ FIS/RSIS participants, experts and RTA)
- Draft ToR for the next mission prepared and agreed by all partners (BHAS-BD/ FIS/RSIS participants, experts and RTA)

List of Participants

Experts

Steen Eiberg, Statistics Denmark

Peter Ottosen, Statistics Denmark

Agency for Statistics of BiH

Dubravka Husić,

Dzenita Mustafić,

Mevlija Odobasić

Ivana Tavra Čolo

Senija Fačić

Institute for Statistics of Federation of BiH (FIS)

Enisa Rastić
Emira Beširević
Razija Bičakčić
Nidžara Zahiragić

Institute for Statistics of Republika Srpska (RSIS)

Nada Malinović
Jelena Đokić

Twinning Project Administration

Søren Leth-Sørensen, RTA
Djemka Šahinpašić, RTA Assistant

Agenda

Location: Agency for Statistics of BiH, Zelenih beretki 26, Sarajevo
The conference room of Agency for Statistics, on the first floor.

Time	Day	Place	Event	Purpose / Detail of event
10:00-12:00	Monday, morning		BC experts briefing with the RTA	To discuss the mission, introduce the experts to each other, discuss previous experience
13:00-15:30	Monday, afternoon		BHAS	Presentation of the present status of the Statistical business register (SBR)
			Workshop with BC Experts	Discussion
8:30-15:30	Tuesday, morning		Workshop with BC Experts	Review and updating of the 5-years development plan - Overview of realized activities in 2014
	Tuesday, afternoon		Workshop with BC Experts	Updating of the 5-year plan – plan for 2015
8:30-15:30	Wednesday, morning		Workshop with BC Experts	Discussion on methodology document which will define quality standards Discussion on measurement methods and frequency of quality reports for SBR
	Wednesday, afternoon		Workshop with BC Experts	Discussion and suggestions on SBR quality survey
8:30-15:30	Thursday, morning		Workshop with BC Experts	Final agreement on quality survey in line with plan for 2015
	Thursday, afternoon		Workshop with BC Experts	Initial discussion on introduction of institutional sectors
8:30-13:00	Friday, morning		Meeting with BC Experts	Presentation of results, agreement on mission report, homework for the next mission, implications for the next activities

Annex 2. Persons met

BHAS:

Dubravka Husić,
Dzenita Mustafić,
Mevlija Odobasić
Ivana Tavra Čolo
Senija Fačić

FIS:

Enisa Rastić
Emira Beširević
Razija Bičakčić
Nidžara Zahiragić

RSIS:

Nada Malinović
Jelena Đokić

External stakeholders:

BHAS:

Edina Kozić

RSIS:

Jelena Đokić

FIS:

Nermina Ibrišević Ademović
Nisveta Džebo

RTA Team:

Søren Leth-Sørensen
Djemka Sahinpasic

Annex 3. BiH presentation of status

Bosna i Hercegovina
Agencija za statistiku Bosne i Hercegovine



Bosnia and Herzegovina
Agency for Statistics of Bosnia and Herzegovina



IPA Twinning Project BA 2012-2013

2.1 Statistical Business Register

Sarajevo, 10-15.11.2014.

Content

- IPA Twinning Project 2008
- SBR Five-year development plan
- Work plan for 2014
- IPA Twinning project 2012



Statistical Business Register

IPA 2008 - Benchmarks

1. Special survey for improvement of SBR (local units & activity code);
2. SBR 5-years development plan prepared;
3. Plan for regular annual submission of VAT data from tax authorities according to agreement;
4. Plan for harmonization of activities between SBR and business statistics (incl. sampling methodology);
5. SBR used in regular surveys on state level;



Statistical Business Register

IPA 2008 - Overall results achieved

The quality of the Statistical Business Register is improved and a five-year development plan is prepared and approved



Statistical Business Register

SBR five-year development plan

- Prepared by SBR working group of three statistical institutions
- Signed by the directors of three statistical institutions
- The plan was reviewed – Work plan for 2014 was prepared



Statistical Business Register

Work plan for 2014

For all tasks in the plan it was marked whether:

- the task is completed
- the task is an on-going issue that will have to be dealt with continuously
- the task should be handled in 2014
- the task is not to be handled by SBR, another unit has been assigned to the task
- the task is dealt with later



Statistical Business Register

Plan 2014 – Realized Activities (1)

- SBR survey on main activity of enterprises in SBR
- Statistical side of SBR in Brčko District - SBS data import in survey side
- Updating of already existing methodological documents and started preparation of Rulebook
- Document on the method of allocation of activity status using all available statistical and administrative data sources

Statistical Business Register



Plan 2014 – Realized Activities (2)

- Conducting and improvement of data processing – automated control and standard reports for SBR team analysis
- Improvement of data quality on enterprises and local units by using data from statistical surveys – the document on improving data quality in SBR was published
- Providing of new administrative data source - Agreement on cooperation between BHAS and Directorate of finance in Brčko District was signed

Statistical Business Register



Plan 2014 – On going Activities (1)

- Introduction of surveys in survey side of SBR for Brcko District
- Providing of new administrative data sources – Agreement between BHAS and ITA
- Preparation of draft version of Rulebook on assigning and updating activity codes of SBR
- Preparation of draft version Rulebook for SBR which is to be harmonized with EU Recommendation manual for BR

Statistical Business Register



Plan 2014 – On going Activities (2)

- Description of possible treatment of enterprise's HQ change from one entity to other, or to Brcko District
- Change of survey side of the application in accordance with implemented activities
- Expansion of SBR sistem (IT)
- Agreement on level of disseminated data to external users – management of BHAS

Statistical Business Register



IPA 2012 - Benchmarks



1. Five-year development plan updated by 1st project quarter and by 8th project quarter
2. Methodology for linking SBR with the compilation of SBS business demography characteristics available by 4th project quarter
3. Methodology for enterprise groups in SBR available by 8th project quarter
4. Institutional sectors code assigned to the SBR units by 8th project quarter
5. SBR is ready to be used for analysis of business demography by 8th project quarter

Statistical Business Register

IPA 2012 – Activities 2.1.1

- Assessment and status check since last Twinning project



- Updating of the SBR five-year development plan

- Quality of the SBR

Statistical Business Register

Discussion - General assessment



Statistical Business Register

Annex 4. Comments from Søren Netterstrøm

What we in fact have is that for each unit we have a base-unit, that contains ID, starting and cessation data. Then we have the data part that has a day of change, so we keep the history that way.

It seems to be on the data unit you would need to expand with the four days mentioned above, but it may need further considerations.

For the update procedure there will be some changes need. Assume we have the following data in the register for a unit

Register		Real Time	
Start	End	Start	End
01-02-2013		01-01-2013	30-11-2013
01-01-2014		01-12-2013	Name changed

Note that both records are still valid in the register, as they record the current view on the period in real time

Now we discover (01-02-2014) , that the activity code is wrong all way through, so we need to update both periods:

01-02-2013	31-01-2014	01-01-2013	30-11-2013	
01-01-2014	31-01-2014	01-12-2013		Name changed
01-02-2014		01-01-2013	30-11-2013	New activity
01-02-2014		01-12-2013		Name changed and new activity

Or a bit more complex,. The activity change on June 1. 2013

01-02-2013	31-01-2014	01-01-2013	30-11-2013	
01-01-2014	31-01-2014	01-12-2013		Name changed
01-02-2014		01-01-2013	30-05-2013	the same information, but ned ending day
01-02-2014		01-06-2013	30-11-2013	New activity
01-02-2014		01-12-2014		Name changed and new activity

I have no overview of the number of procedures that may need a change, however, when done for one type of unit, the same model applies to other types of units, so once solved the solution can be reused.

When it comes to the online system, I assume that the normal thing is you look at the current register content (Register end date = NULL) bit may have the option of asking for another day, i.e. I like to see the register as it looked on Jan. 1. 2014. Then at least you may still be able to navigate. It mainly requires modifying all the queries to include this selection.

Annex 5. Five-year plan – User meetings

2.1 Regular meetings

Agenda for meeting 4. dec. From 10-11	Development in 2014
	Eu Twinning Contract
	Workplan 2015
	Feedback from statistics (report on intranet)
	AOB

Other items

- Plan for introducing statistics to survey side
- Presentation of rule book
- How to get information about employees on LU – who wants it
- How to use information from SBR – update your survey

Annex 6. Quality survey

>> Create survey

- If survey
- Recommendations
 - 1,500-2,500 enterprises
 - Threshold for inclusion: 2 employees?
 - Representative sample stratified on
 - Activity
 - Size (employment)
 - Geographical?
- Questions about on enterprise and local units
 - Name, Address
 - Activity code
 - Status of activity

Methodology

- based on the table level of quality report
 - Activity code in standard grouping 10 (or 38)
 - Size-groups (0, 1-4, 5-9, 10-49, 50+)
 - Legal form (entrepreneur, limited liability, public sector, etc.)
 - Ask 15-25 legal units in each group
 - $10 \times 5 \times 3 \times 20 = 3,000$
 - (If you choose standard group 38, it can be necessary to focus in a smaller part of the activities).
- Publish data at same level as you ask



Annex 7. Agreements on quality report

measurement points for BiH

- Yearly report
- Dec. 31 is creation date frozen version/quality report (2014.12.31 for 2014)
- What's to monitor
 - Results from quality survey (2016)
 - Tables on total in SBR
 - Changes in % of sampled Enterprises with source of correction on active/not active
 - Status of active/not active grouped on e.g. activity and legal form
 - Correct activity
 - Differences to adm. Registers
 - Entrepreneurs, grouped data for employees in activity groups compared to all companies

Annex 8. Revised five-year plan

DEPARTMENT FOR STATISTICAL BUSINESS REGISTER AND ECONOMIC CLASSIFICATIONS

UPDATED AND REVISED FIVE-YEAR ACTIVITY PLAN 2013 - 2017

New
Changed

GOALS		ACTIVITIES		TIMEFRAME	NOTE
1.	DEFINED AND CREATED SBR QUALITY INDICATORS	1.1	Measurement of SBR data quality –to establish quality standards, to define methods of measurement, content and frequency of quality reports		
		1.1.1	Preparation of methodology document which will setup the quality standards, prescribe the measurement methods, content and frequency of quality reports.	2015	
		1.1.2	Conducting a survey on SBR data quality measurement		survey will be conducted in 2015, in order that part of activity 2.2 is also covered (the part which refers to quality improvement will be done up to 2015). Survey will be conducted based on sample chosen by SBR team, in accordance with the needs of SBR quality measurement
		1.1.3	Development of quality indicators based on conducted survey		
		1.1.4	Develop quality report according to 1.1.1	2015	
2.	QUALITY OF SBR DATA IMPROVED AND MEASURED THROUGH OTHER STATISTICAL SURVEYS	2.1	Clear identification of future needs of the internal SBR users and regular meetings between SBR and internal users		
		2.1.2	Develop template for a common understanding of cooperation between surveys and SBR detailing specifications and obligations of both sides.	2015	Common understanding which clearly define the obligations between SBR team and internal users are filled for each survey which uses the data from SBR. The agreements has to be made in cooperation between BHAS, FIS, RSIS, but some small differences should not stop an agreement.
		2.1.3	<i>Preparation and regular processing of standard reports for internal users.</i>	(2015)	Content and frequency according to user needs
		2.1.4	<i>Defining of priority needs of internal SBR users, in order to prepare work plan for each next year</i>	2013-2017	Determined needs of users and determined activity priorities which are necessary to anticipate in the plan for the next
		2.1.5	Start having regular meetings with users of the SBR	2015	Meeting should be held twice a year
		2.2	Improvement of SBR data quality, through special SBR surveys, SBS and other statistical surveys (using enterprises and local units)		
		2.2.1	<i>Improvement of data quality on enterprises, especially data on local units of enterprises, using data collected through statistical surveys (identification and stratification characteristics)</i>	2013-2017	
		2.2.2	Conducting survey within SBR in order to improve data quality on enterprises and/or local units.	2015	To be conducted each year on enterprises and/or local units from different areas of activities depending on the priority needs of internal SBR users (in accordance with activity 2.1.4), and the results of applied improvements from activity 2.2.1.
		2.2.2.1	Conducting of survey, analysis, survey results, and report on improvements of data quality in SBR based on conducted survey	2015	
		2.2.2.2	Proposition of future steps for improvement of SBR data quality, based on previous activity (2.2.2.1)	2015	
		2.2.3	Examine the need and demand for employment on local units (needed versus nice to know) compared to the full implementation of SRS to determine if a special survey is needed and cost effective		
		2.3	Introduction of all surveys into SBR and using survey side of SBR (observation units and response units)		
		2.3.2	Preparation of plan for introduction of survey into SBR	2015	
		2.3.2.1	Harmonization and adoption of plan between statistical institutions	2015	
		2.3.2.2	Harmonization of plan with internal users	2015	

GOALS		ACTIVITIES		TIMEFRAME	NOTE
3.	IMPROVED QUALITY OF DATA ON ENTREPRENEURS/CRAFTS	2.3.2.3	Introduction of survey in SBR	2015	
		3.2	Improvement of data quality, especially activity codes and status of activity, starting in areas where entrepreneurs have large significance		
		3.2.1	Improvement of data quality from potential/new administrative sources (fiscal cash registers, Indirect Tax Authority, Central Bank of BiH...)	2013-2017	
		3.4	Introduction of entrepreneurs into surveys in accordance with point 2.2.	2015	
4.	REGULAR PROCEDURES OF UPDATING OF THE SBR DATA FROM ADMINISTRATIVE SOURCES ARE INTRODUCED	4.1	Continued implementation and quality improvement of data from administrative sources and of regular procedures of updating of SBR data from administrative sources	2013-2017	It is necessary to put further effort, along with the support from EU delegation, BHAS management and Council of Ministries, in order to provide more adequate data source as soon as possible, especially sources for economic/stratification variables in order that SBR could fulfill the requests of EU and needs of users.
		4.1.1	- Single system of registration, control, and collection of contributions (SRS)	2015	
		4.1.2	- Indirect Taxation Authority (VAT)	2015	
		4.1.3	- Personal Taxation (Entrepreneurs)		
		4.3	Conducting of regular annual meetings between the SBR Working Group and the administrative sources representatives, at least once a year		Meetings are held with goal to better introduce the representatives of present and future data sources and SBR users with the requirements of SBR. One of the goals is to clearly define the scope of work in order to avoid double and unnecessary work.
5.	IMPROVED METHODOLOGY AND INTRODUCTION OF NEW SBR FEATURES IN ORDER TO MEET THE NEEDS OF USERS AND HARMONIZATION WITH THE EU REGULATIONS	5.1	Harmonization and preparation of Rulebook on assigning and updating activity codes of SBR. The Rulebook is to be harmonized with methodology instructions of currently applied activity classification		
		5.1.1	Harmonization and preparation of Rulebook on assigning and updating of activity codes of SBR. The Rulebook is to be harmonized with methodology instructions of currently applied activity classification	2015	
		5.1.1.1	Preparation of draft version of the Rulebook	2015	
		5.1.1.2	Harmonization of the Rulebook with internal SBR users	2015	
		5.1.2	Proposition for forming of Commission on allocation of activity codes for marginal cases and profiling of large enterprises.	2015	
		5.2	Harmonization and preparation of Rolebook for Statistical Business Register of BiH, which is to be harmonized with EU Recommendations manual for BR		
		5.2.2	Marking of burden on statistical units through survey		
		5.2.4	Harmonisation with EU regulations for running of small and medium sized enterprises		
		5.2.7	Introduction of variables for number of employees on local units		
		5.2.8	Marking of auxiliary activity		
		5.2.9	Regular updating of Manual by introduction of all methodical changes	2013-2017	
		5.2.10	Describe rules and sources for the real date of event		
		5.4	Institutional sector (IPA 2012-2013)		It is the National Accounts responsibility to define the rules
		5.4.1	Preparation (studying of regulations, methodology, recommendations, and best practice) and cooperation with National accounts for introduction of institutional	2015	
		5.4.2	Introduction of institutional sector in SBR, in cooperation with National accounts	2016	
		5.5	Enterprise groups and profiling of large enterprises (2012-2013)		
		5.5.1	Preparations for introduction of enterprise groups in SBR (studying of regulations, methodology, recommendations and best practices)	2016	
		5.5.2	Finding and analysis of existing and potential data sources	2016	

GOALS		ACTIVITIES		TIMEFRAME	NOTE
		5.5.3	Introduction of enterprise groups in SBR		
		5.6	Business demography (IPA 2012-2013)		
		5.6.1	Preparations for introduction of business demography in SBR (studying of regulations, methodology, recommendations and best practices)	2015	
		5.6.2	Introduction of basic demographic events in SBR at the level of enterprise and local unit	2015	
		5.6.3	Further development of business demography in cooperation with SBS		
6.	EXPANSION OF SBR SYSTEM (IT)	6.1	Adjustments to the survey side of the application in accordance with activity 2.3.	2015	
		6.2	Change of SBR application in accordance with harmonized methodological changes stated in goal no. 5		
		6.2.1	Institutional sectors (coordinating with NA)	2016	
		6.2.2	Business demography (coordinating with SBS)	2015	
		6.2.3	Enterprise groups		
		6.3	Change of batch procedures in accordance with introduction of administrative sources	2015	
7.	DATA DISSEMINATION	7.1	Drafting of documentations for First releases and year book		Dissemination directly from the SBR should not be allowed. The purpose of the SBR is to support and lay the foundation for business statistics and national accounts
		7.1.1	Drafting of documentation for First releases		
		7.1.2	Drafting of documentation for year book		

Annex 9. Inspirational tables for the quality report

Table A. Content of SBR

	Enterprises			Local units		
Activity groups	Total	New	Closed	Total	New	Closed
A						
B						
...						

Table x. Entrepreneurs

	Entrepreneurs			Other enterprises in private sector		
Activity groups	Number	Employment	Share of total employment	Number	Employment	Turnover
	1	2	$3=2/(2+5)$	4	5	6
A						
B						
C						

Entrepreneurs in table x covers xx per cent of total number of entrepreneurs

Table y. Correction in activity code

Original	Changes				
Activity group	Total	From Admin sources	From SBR	From business surveys	Surveyed enterprises
A					
B					
..					

Table z. Shifts between activity groups. (in number or turnover or employment)

	To			
From	A	B	C	...
A				
B				
...				