TWINNING CONTRACT

Support to the State and Entity Statistical Institutions, phase V

Bosnia-Herzegovina

MISSION REPORT

on

Statistical Business Register

Component no 1.1.5

Mission carried out by
Dalia Maciuitiene, Statistics Lithuania
and
Sven Egmose, Statistics Denmark
November 12-16, 2012

Version: Final

		STATISTICS DENMARK

IPA 2008

2

Authors' names, addresses, e-mail

<Dalia Maciuitiene>
Statistics Lithuania
Gedimino ave. 29
01500 Vilnius
Lithuania
Tel: +370 5236 784
Email:dalia.maciuitiene@stat.gov.lt

<Sven Egmose>
Statistics Denmark
Sejrøgade 11
DK-2100 Copenhagen Ø
Denmark
Tel: +45 3917 3041
Email:seg@dst.dk

Table of contents

List of Abbreviations

BiH   Bosnia and Herzegovina
BHAS   Agency for Statistics of Bosnia and Herzegovina
FIS   Institute for Statistics of Federation of Bosnia and Herzegovina
RSIS   Institute for Statistics of Republika Srpska
SBR   Statistical Business Register
SBS   Structural Business Statistics
ToR   Terms of Reference

0. General comments

This mission report was prepared within the Twinning Project „Support to the State and Entity Statitstical Institutions, phase V". It was the fifth mission to be devoted to Statistical Business Register within Component 1.1 of the project. The mission was aimed at ensuring cooperation between Statistical Business Register (SBR) and Structural Business Statistics (SBS).

The concrete objectives of the mission were:

- Assurance of routines for harmonization of activities between SBR and SBS

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

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

1. Use of the SBS survey to improve the quality of the SBR

SBR was used as the frame for the SBS survey in 2012, and the population for the SBS survey was active enterprises with main activity within the activity codes covered by the SBS Regulation, i.e. industry, construction, trade and most of services. The population for the SBS survey consisted of approximately 11,000 enterprises.

The response rate for the SBS survey was app. 60 per cent.

The SBS survey questionnaire contained a question on the main activity of the enterprise. The enterprise was asked to describe its activity by words. When the questionnaires were received in the statistical institutions this description was turned into the activity code by the staff of the SBS.

After the processing of the data by the SBS staff, the data on activity codes for every enterprise was delivered to the SBR. In the RSIS the data on activity codes were examined against the corresponding data from the Short Term Statistics before it was given to the SBR, and the SBR is now in the process of taking these activity codes in. In FIS and Brcko District this examination is in progress and is soon to be finished. FIS SBR also has cooperation with STS necessary for updating of the SBR.

The changes will be incorporated in the SBR before the next data exchange among the BiH Statistical Institutions.

2. The SBR survey

The SBR survey to improve the quality of the register was made for enterprises within the same frame as was used for the SBS. From this frame (22,000 enterprises) were drawn 4,920 enterprises. The 4,920 enterprises were not in the population for the SBS questionnaire and they were enterprises which it was not possible to automatic recode from NACE rev. 1.1. to NACE rev. 2. Out of this number, enterprises that updated their activity codes in the administrative register were excluded, so finally there were approximately 1700 enterprises in the sample of SBR survey.

The questions in the SBR questionnaire were on address and the activity code of the enterprise. Because of lack of resources it was decided not to ask any questions on local units.

The response rate for this survey was 59 per cent.

The activity codes from this survey are not put into the SBR yet. The staff of the SBR is not sure if the quality of the answers given from the enterprises are of a good quality, and will be entered into the SBR after the additional examination.

The experts recommended that the data from the survey should be used to update the SBR as soon as possible. In their opinion information directly from the enterprises in general are of good quality and the updating of the activity codes will improve the quality of the SBR. If information from surveys to come will give alternative activity codes for the enterprises the activity codes it must be considered at that time if the activity codes have to be corrected.

3. The Lithuanian and the Danish case

To give some inspiration and pass on some ideas from the work done in Lithuania and in Denmark the experts gave a presentation on the work and the cooperation between the SBS and the SBR in their countries. The slides used for these presentations are attached to this report.

4. Report on the SBS and the SBR surveys to improve the quality of the SBR.

It was agreed that a draft of a report on the improvement of the quality of the SBR as a result of the two surveys should be made before the end of this year. A framework for this report was drawn up, and it was agreed that BHAS will take the lead in producing this report. The report will be made in cooperation with the RSIS and FIS.

5. Report on using the SBS survey for measuring the quality of the SBR.

It was agreed that a draft of the report should be made before the end of this year. The report shall describe the quality of the address and activity code of the enterprises and the number of local units in the SBR by using the answers from the SBS survey. A framework for this report was drawn up, and it was agreed that BHAS will take the lead in producing this report. The report will be made in cooperation with the RSIS and FIS.

6. SBS next year

The opinion of the experts is that SBS which covers a large number of enterprises is a good source for information on activity codes for the enterprises, and consequently the experts recommend that SBS also in the years to come contains a question on activity code. It might be in the form of an open question where the enterprise describes its activity, or it might be in the form of a statement describing the existing activity code of the enterprise in the SBR with a possibility for the enterprise to correct it. What is important is that it is possible for the SBR to get information on the activity code for all the enterprises that responds to the SBS questionnaire.

The results on activity code from the SBS were this year given to the SBR as a file with all the units when the staff of the SBS had finished their work with all of them. The experts recommend that it is considered to give the information to the SBR continuously as the single units are handled by the SBS staff, and then also gather it all and give the total file to the SBR when the SBS staff has finished their work.

Regarding local units it is the opinion of the experts that this piece of information is not an integral part of the SBS. Therefore the experts do not recommend gathering information on local units through the SBS survey.

7. Local units

Information on local units is very important to have in the SBR. The information on local units must therefore be taken from other sources than the SBS.

The SBR has some information on local units from administrative sources.

For the smaller units the experts recommend that the SBR take the data on local units directly from the administrative register into the SBR, and that the staff of the SBR does not use resources for checking this information. The resources of the staff for checking information on local units should be devoted to the larger enterprises, e.g. enterprises with 20 or more employees. A survey on local units belonging to the larger enterprises might be conducted yearly, biannually or with other frequency according to the resources available.

Such a survey might be done by sending a form to each of the enterprise with e.g. 20 or more employees with a list of all the local units registered in the SBR for this specific enterprise. The list should contain information on address and activity both in the form of the code and a description in words of each of the local units. The enterprise should be asked to correct it if the information is wrong, and to make a new entry for each local unit that is missing telling both address and activity for each missing local unit. For each of the local units the enterprise should also be asked to report the number of employees. The experts recommended that the survey on local units should be conducted in 2013. Representatives of the all three BiH statistical institutions have agreed to conduct this survey in 2013.

8. Recommendations

The recommendations from this mission are

1. Make use of the data from the SBR survey on activity codes and update the activity code in the SBR for the enterprises that have given information on their activity as soon as possible.

2. Continue to have a question on main activity of the enterprise in the SBS in the years to come. It is very important source for the SBR on this piece of information on very important enterprises.

3. Consider if it is appropriate to give this information from the SBS to the SBR on a continuous basis. Do it if it is appropriate but as a safeguard it is recommended to maintain the delivery of the total file from the SBS to the SBR when SBS has finished its work with this item

4. Information on local units should not be gathered through the SBS.

5. Information on local units should be taken from the administrative source to the SBR. For the smaller units the staff of the SBR should not use resources to check the information on local units. For larger units, e.g. enterprises with 20 or more employees, the staff of the SBR should check the information on local units. It is recommended to check the information on local units for these larger enterprises by sending to each of these enterprises a list of their local units registered in the SBR. This list shall contain information on address and activity of each of the local units. The enterprises shall be asked to correct if something is wrong and update with missing local units. For each of the local units the enterprise shall also be asked to report on the number of employees. The experts recommend that the survey on local units should be conducted in 2013.

Annex 1. Terms of Reference

Statistical Business Register
12th to 16th of November 2012
Terms of Reference - Activity 1.1.5
EU Twinning Project BA 08-IB-FI-03
Zelenih beretki 26, Sarajevo

Component 1 1.   Business Statistics
   1.1. Statistical Business Register
   1.2. Structural Business Statistics
   1.3. Construction Statistics
   1.4. Retail Trade Statistics
   1.5. Tourism Statistics
Component 2 2.   Extended Household Budget Survey
Component 3 3.   Institutional Capacity
   3.1. Long term strategy
   3.2. Metadata and classification system development
   3.3. Promotion of dissemination

Benchmarks
 A) Special survey for improvement of SBR (local units & activity code) conducted by 3rd project quarter (30.06.2012) – *partly achieved*
 B) SBR 5-years development plan prepared by 4th project quarter (30.09.2012)
 C) Plan for regular annual submission of VAT data from tax authorities according to agreement – in force by 4th project quarter (30.09.2012)
 D) Plan for harmonization of activities between SBR and business statistics (incl sampling methodology) by 8th project quarter (30.09.2013)
 E) SBR used in regular surveys on state level by 8th project quarter (30.09.2013)

1.1.5. Activity
Cooperation between Statistical Business Register (SBR) and Structural Business Statistics (SBS)
Subject:
Assurance of routines for harmonization of activities between SBR and SBS (Mission combined with SBS)

The expected activities are:

1. Using, analysis and delivery of data from SBR survey to improve the quality of data in SBR (identification, address and contact data, a detailed description of main activity and activity code)

2. Using, analysis and delivery of data from SBS survey to improve the quality of data in SBR (identification, address and contact data, a detailed description of main activity and activity code, data on business enterprises)

3. Method of creating a report about the survey done in SBR and SBS with emphasis on correction of data in the SBR (we expect any suggestions from the experts)

4. Analysis and delivery of data from SBS survey to measure the quality of data in SBR (identification, a detailed description of main activity and activity code, number of local units)

5. Harmonization of cooperation and use data of SBR for compilation of SBS and feedback from SBS to SBR

6. Discuss and agreed on the possibility of adapting the SBS questionnaire to improvement quality of data in SBR especially of local units

7. Agreement on the selection of the population and on the questionnaire of SBR survey in 2013

8. Preparation of the list of activities to be completed before the next mission (1.1.7.)

9. Preparation of the list of topics for the next mission

We expect by experts to bring SBS and SBR questionnaire from Statistics Denmark and Statistics Lithuania (in English or local language)

Expected output

➢ Agreement on cooperation between SBR and SBS

➢ Adopted knowledge and recommendation by the experts on the method of creating the reports on above expected activities 3. and 4.

➢ Agreed to the all above activities, including the obligations and responsibilities of the representatives of three statistical institutions

➢ Mission report – summarized and detailed version completed

➢ General and detailed activity plans and draft ToR for the next mission prepared and agreed by all partners (BHAS-BD/ FIS/RSIS participants, experts and RTA)

Annex 2. SBR and SBS in Lithuania

STATISTICS LITHUANIA

COOPERATION BETWEEN SBR, STRUCTURAL BUSINESS STATISTICS SBS, STS AND OTHER DIVISIONS IN STATISTICS LITHUANIA

Dalia Mačiuitienė
Deputy head
Economic entities register division
Of Statistics Lithuania

RENGINIO PAVADINIMAS   www.stat.gov.lt

STATISTICS LITHUANIA

Cooperation between SBR and structural business statistics SBS in Statistics Lithuania

☐ **Frozen list from SBR on 15th of October and on 1st of June each year**

1) for making sample frames for STS, SBS (quarterly) and other statistical surveys (wages and salaries statistics, energetic statistics, price statistics, social statistics etc.)

- Time table for branch divisions

- Last updated Information from BR for branch divisions

- Fulfiling BR with data from administrative sources (number of employees, turnover, VAT incomes)

- Control of information received from branch divisions

- Preparation of frozen list (preliminary, final)

2) specific requirements for SBS annual survey

Frozen list from SBR on 1st of June

RENGINIO PAVADINIMAS   2   www.stat.gov.lt

STATISTICS LITHUANIA

Cooperation between SBR and structural business statistics SBS and other divisions in Statistics Lithuania

☐ **Feedback from statistical surveys on excel tables**

- from SBS survey: annual turnover; status of activity; ownership, outsourcing, economic activity if any changes had enterprises

- from STS: **economic activity**: status of activity; annualised turnover if any

- other divisions: social security – status of activity: institutional sector; wages and salaries – status of activity: ownership, number of persons employed and number of employees in full-time equivalents; Intrastat and Exstrastat: status of activity

- identification information (changes of address, telephone number, email address) from all surveys

RENGINIO PAVADINIMAS   3   www.stat.gov.lt

STATISTICS LITHUANIA

STATISTICAL BUSINESS REGISTER SURVEYS

Starting legal units:

- one-off (questionnaires when register in administrative business register)

Legal units not included in the list of surveys,

- haven't been active some time, but have number of employees, units without activity code etc. (about 10 percent of population of Busines register)

Local units updating survey

- annual (once per 2 years)
- enterprises with 20 and more employees

Renginio data
RENGINIO PAVADINIMAB   4   www.stat.gov.lt

STATISTICS LITHUANIA

STATISTICAL BUSINESS REGISTER UPDATING FROM ADMINISTRATIVE SOURCES

- **Administrative business register** (The register of legal entities) plus financial statement data

- **Social insurance fund tax payers register** (number of employees)

- **VAT payers data base** (monthly turnover)

- **Tax payers register** (updated list of local units), financial statement data from Tax inspection (individual enterprises)

Important element: unique identification code

Renginio data
RENGINIO PAVADINIMAB   5   www.stat.gov.lt

STATISTICS LITHUANIA

STATISTICAL BUSINESS REGISTER LIST OF SURVEYS

Register (list) of surveys for next year

- preparation procedures presentation for users

- preparation of information for each enterprise

- send the letters to each enterprise by e-mail or mail

Renginio data
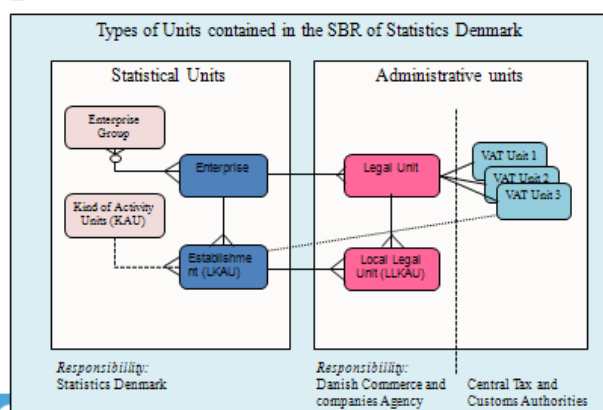RENGINIO PAVADINIMAB   6   www.stat.gov.lt

STATISTICS LITHUANIA

THANK YOU FOR YOUR ATTENTION

Renginio data
RENGINIO PAVADINIMAS   7   www.stat.gov.lt

Annex 3. SBR and SBS in Denmark

SBR and SBS in Denmark
Sarajevo, November 2012

DANMARKS STATISTIK

SBR

Types of Units contained in the SBR of Statistics Denmark

Statistical Units | Administrative units

Enterprise Group

Enterprise — Legal Unit — VAT Unit 1 / VAT Unit 2 / VAT Unit 3

Kind of Activity Units (KAU)

Establishme nt (LKAU) — Local Legal Unit (LLKAU)

Responsibility: Statistics Denmark

Responsibility: Danish Commerce and companies Agency   Central Tax and Customs Authorities

DANMARKS STATISTIK

SBR, identification

ID no.
Name
Address
Telephone no.
E-mail address

DANMARKS STATISTIK

SBR, variables

Main activity
Secondary activity
Sector code
Location address

DANMARKS STATISTIK

SBR, statistical information

Turnover
Employment
      different measures
Statically significant

DANMARKS STATISTIK

SBR updating

Companies themselves
Administrative bodies
Staff of branch statistics
SBR staff

DANMARKS STATISTIK

≫ SBR updating

Continously

When we get a piece of information:
Check if justified and possible
Else
Trust the reporter

DANMARKS STATISTIK

≫ Updating by branch statisticians

Authorised:
Prodcom statisticians
Agriculture statisticians

Others:
Not allowed to update
Proposals to the e-mail box
      SBR staff handle

DANMARKS STATISTIK

≫ SBS

SBR is the frame
Activity code at reference time
The actual address
No direct questions on activity code
In case of changes:
      proposal to the e-mail box
            SBR staff handle

DANMARKS STATISTIK
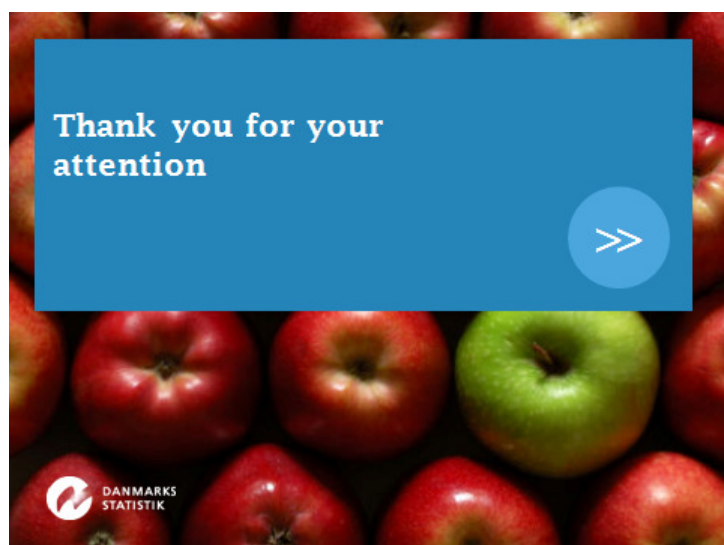
Annex 4. Persons met

Agency for Statistics of BiH (BHAS)
SBR
Dubravka Husic   Head of Business Register and Economic
Classification Unit
Mevlija odobasic   Senior advisor for Structural Business Register
Ivana Tavra   Senior Official for Structural Business Register
Dzenita Mustafic   Structural Business Register Official
Branislava Cvijetic   IT

SBS
Tima Karacic   Senior Adviser for Structural Business Statistics
Bojana Civcic   Senior Official for Structural Business Statistics

Institute for Statistics Federation of BiH (FIS)
SBR
Enisa Rastic   Head of Business Register and Economic
Classification Unit
Envera Huric   Senior Official for Structural Business Statistics

SBS
Alma Čolpa   Senior Official for Structural Business Statistics,
Aida Ljuca   Senior Official for Structural Business Statistics

Institute for Statistics Federation of BiH (RSIS)

SBS
Natasa Teinovic   Senior Official for Structural Business Statistics
Sladjana Nikic   Senior Official for Structural Business Statistics