

# TWINNING CONTRACT

BA 12 IB ST 01

## Support to the State and Entity Statistical Institutions, phase VI



### MISSION REPORT

on

#### 4.3 Preparation for pilot survey

Mission carried out by  
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Expert contact information

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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
- EC European Commission
- EU European Union
- FBiH Federation of Bosnia and Herzegovina
- FIS Institute for Statistics of Federation of Bosnia and Herzegovina
- MS EU Member State
- RSIS Institute for Statistics of Republika Srpska
- RTA Resident Twinning Adviser
- TOR Terms of Reference

## Executive Summary

The main purpose of activity 4.3 was to prepare the second pilot project data collection for ESSPROS; preparation of the questionnaire for the pilot survey and of the methodological guidance in the questionnaire and to have meetings with two reporting units from RS. The reporting units to be visited were the Ministry of Health and Social Security and with the Fund of Health Insurance of RS.

### 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 second mission to be devoted to ESSPROS within Component 4.3 of the project.

The main purpose was to prepare the second pilot project data collection for ESSPROS and to have meetings with the Ministry of Health and Social Security and with the Fund of Health Insurance of RS in order to secure their cooperativeness and understanding of this project.

The expected activities were:

- Preparation of the questionnaire for the pilot survey
- Preparation of methodological guidance in the questionnaire
- Meeting with reporting units from Banja Luka

The consultants would like to express their thanks to all officials and individuals met for the kind support and valuable information which he/she received during the stay in Bosnia-Herzegovina 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 or Statistics Denmark / Central Statistical Bureau of Latvia/ Croatian Bureau of Statistics .

### 2. Assessment and results

During the mission the following outputs have been achieved:

- Meeting held with the Fund of Health Insurance of RS
- Recommendations to improve the questionnaire for the pilot survey made
- Reference year for the pilot survey within the Twinning project agreed
- Tasks for the preparation for the pilot survey agreed

#### Meeting with reporting units from Banja Luka

##### *Meeting with reporting unit: Ministry of Health and Social Security of RS*

Ministry of Health and Social Security of RS failed to submit the data during the first pilot data collection. So it is considered important to have the meeting with this reporting unit in order to get data as well as to get qualitative information and establish a good cooperation for the future.

But though the statistical bureau of RS had sent a letter 2 weeks in advance to the Ministry and had called them in order to confirm the appointment, the meeting couldn't take place as it wasn't set up and the person in charge was on leave. So it seems that there had been some misunderstandings.

The person present from Ministry of Health and Social Security of RS were not in a position to provide the data and necessary information. And it was not possible to get in touch with other authorized persons from the Ministry. The project team explained the person present how important the meeting is for the project and for BiH statistics to meet the requirement from the EU prior to entrance into the EU. The project team was then promised that a meeting would be arranged on the coming Thursday if possible. The next morning though, RSiS received a mail that it was not possible to have the meeting as the responsible person was still on leave.

The management of the RSiS has been informed on this situation by the project member from RSiS, and so has the project management. The project management has informed the director of the RSiS directly.

The RSiS will try to get the data later and will, if necessary, ask for assistance on this from the management.

### ***Meeting with reporting unit: Fund of Health Insurance of RS***

This reporting unit fulfilled the questionnaire in the previous pilot survey and were only a little insecure of where to put a few items.

In accordance with the expressed needs/wishes from the RSiS employees from 3 sections participated in meeting: Information Analysis Section; IT Section, and Financial Management Section. At the meeting the questionnaire from the previous pilot survey was reviewed in order to solve the items on which they were insecure of. All questions were solved and the Fund of Health Insurance will provide all the data and information needed. Revised ESSPROS questionnaire will thus be returned to the Fund of Health Insurance with the data for the year 2011, to be used as a matrix for this pilot data collection (reference year 2013).

Among other things avoidance of double counting of receipts was discussed; general revenue from local government was put under correct item as well as data of reimbursement expenditures of pharmaceutical products.

### **Preparation of the questionnaire for the pilot survey**

Tuesday: the project team made preparations for the cover letter to be attached the questionnaires. The wording of the letter will be made by the BC in cooperation and translated to English and sent to the experts.

Wednesday: the benefits prescribed by the Law on social protection of RS were extracted from the law and are:

- Compensations in cash (monthly cash payment provided for basic life necessities)
- Allowances for home care (monthly payments, cash, to disabled persons above 3 years of age (or in case of changes in health conditions?) provided they don't use accommodation services)
- Accommodations in institutions
- Home care assistance
- Daily care assistance
- Lump sum payments
- Advisory services

The questionnaire for Ministry of Health and Social Security of RS were reviewed and additional comments with the reference to Law were added to the questionnaire.

Thursday: A representative from the FiS had prepared the questionnaires with methodological guidelines and legislation and presented it to the project team. The questionnaires were reviewed and discussed including the provided methodological and legislative guidance.

### **Preparation of methodological guidance in the questionnaire**

Experts informed about the data available in the Federal Government Budget and the budget was examined. This budget contains data of all Ministries and therefore also for the Ministry of Labour and Social Policy and the Federal Ministry of War Veterans of FBiH.

Budget of the Ministry of Labour and Social Policy contains data on benefits provided solely by the Ministry (disabled persons and civil victims of war), without overview of expenditures for co-financing of benefits provided on the cantonal level. In addition, one fixed allocation from the Ministry of Finance to the cantonal level was located, but it is uncertain for what purpose this allocation is intended.

As Federal Budget does not contain data on cantonal receipts and expenditures, the separate cantonal budget for Sarajevo was consulted, but the data are not detailed enough to make initial quantitative input into the cantonal ESSPROS questionnaires.

It was agreed that some of the available information in the Federal Government budget can be used for crosschecking after the ESSPROS data collection. It is not possible to use these data directly for the ESSPROS, but as an orientation.

The Head of Department for Society Development Statistics informed about the meeting between the Federal Ministry of Labour and Social Policy and the cantons in which he participated in order to present the ESSPROS statistic and data collection. All cantons were represented in the meeting. The Head of Department for Society Development Statistics presented the basics of ESSPROS survey and manual and gave brief instructions on how to fill in the questionnaire. Only a few cantonal ministries of social policy expressed their willingness of filling in the questionnaire.

It was agreed that the reference year for the data collection within the Twinning project will be year 2013, as a complete set of data for the entire BiH will be available for that reference year.

## **3. Conclusions and recommendations**

During the mission it was agreed:

- To continue the work on preparation for the second pilot survey;
- To conduct the second pilot survey in accordance with the agreed detailed activity plan, which was agreed during the second mission.

*Actions needed for moving forward as well as for preparing the next mission –add rows as needed.*

<b>Action</b>	<b>Deadline</b>	<b>Responsible person</b>
Write the cover letter and have it translated into English	End of May	BHAS, FBiH, RSiS, BD
Ensure the cooperation with the Ministry of Health and Social Security of RS	10 <sup>th</sup> of June	BHAS, RSiS
Contact the experts in case of new questions concerning the data collection	September	

## **Topics for the next mission**

Review of quality of the pilot survey results

Data processing and analysis of the pilot survey results

Discussion on how to improve the survey

## Annex 1. Terms of Reference

**EU Twinning Project BA-12-IB-ST-01**  
**Terms of Reference**  
**Component 4: ESSPROS**  
**18-22 May 2015**  
**Institute for Statistics of Republica Srpska,**  
**Banja Luka, Veljka Mladenovića 12 d, conference room – I floor**

### Activity

4.3 Preparation for pilot survey II

### Benchmarks

- Analysis of local settings conducted and links with national accounts statistics defined by 2nd project quarter
- More data for developing ESSPROS available by 5th project quarter
- ESSPROS methodology available by 8th project quarter
- Results of pilot survey available by 8th project quarter

### Purpose of activity

The expected activities are:

- Preparation of the questionnaire for the pilot survey
- Preparation of methodological guidance in the questionnaire
- Meeting with reporting units from Banja Luka

### Expected output

- Questionnaire prepared for the pilot survey
- Meetings held with Ministry of Health and Social Security of RS and Fund of Health Insurance of RS

### List of Participants

#### Experts

Lene Jendresen	Statistics Denmark
Karlis Smudzis	Central Statistical Bureau of Latvia
Mario Vlačević	Croatian Bureau of Statistics

#### Agency for Statistics of BiH

Gorana Knežević	Senior adviser for ESSPROS
Azur Đapo	Senior Officer for services

#### Institute for Statistics of Federation of BiH (FIS)

Alma Hodo	Specialist for social statistics (SIDA trainee)
Hajrudin Alić	Head of department for Society Development Statistics

#### Institute for Statistics of Republika Srpska (RSIS)

Vanja Vilipić	Senior Statistician for Social Protection Statistics, Health and Gender Statistics
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#### Twinning Project Administration

Søren Leth-Sørensen,	RTA
Djemka Sahinpašić,	RTA Assistant
Haris Imamovic,	Interpreter



<b>Agenda</b>
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**Location: Institute for Statistics of Republika Srpska, Banja Luka, Veljka Mladenovića  
12 d Conference room – I floor**

<b>Time</b>	<b>Day</b>	<b>Place</b>	<b>Event</b>	<b>Purpose / Detail of event</b>
<b>10:00-12:00</b>	Monday, morning		MS experts briefing	Discussion and preparation for the mission
<b>13:00-15:30</b>	Monday, afternoon		Workshop with BC Experts	Preparation for the meeting with the reporting units
<b>9:00-15:30</b>	Tuesday, morning		Meeting with reporting unit	Meeting with reporting unit: Ministry of Health and Social Security of RS
	Tuesday, afternoon		Meeting with reporting unit	Meeting with reporting unit: Fund of Health Insurance of RS
<b>9:00-15:30</b>	Wednesday, morning		Workshop with BC Experts	Preparation of the questionnaires for the pilot survey
	Wednesday, afternoon		Workshop with BC Experts	Preparation of methodological guidance in the questionnaire
<b>9:00-15:30</b>	Thursday, morning		Workshop with BC Experts	Preparation of methodology for ESSPROS survey
	Thursday, afternoon		Workshop with BC Experts	Preparation of methodology for ESSPROS survey
<b>9:00-12:00</b>	Friday, morning		Workshop with BC Experts	Presentation of results, agreement on mission report, homework for the next mission, implications for the next activities

## Annex 2. Persons met

### Experts

Lene Jendresen	Statistics Denmark
Karlis Smudzis	Central Statistical Bureau of Latvia
Mario Vlačević	Croatian Bureau of Statistics

### Agency for Statistics of BiH

Gorana Knežević	Senior adviser for ESSPROS
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