

TWINNING CONTRACT

BA 12 IB ST 01

Support to the State and Entity Statistical Institutions, phase VI



MISSION REPORT

on

Activity 4.2 Preparation for pilot survey

Mission carried out by
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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 aim of the mission was to prepare the second pilot project data collection for ESSPROS and to have meetings with the reporting units from Sarajevo. Meetings were thus held on March 18 with the Federal Ministry of Labour and Social Policy (in the morning) and with the cantonal Ministry of Labour and Social Policy in Sarajevo (afternoon) and a plan for the pilot data collection has been agreed on by the three statistical institutions.

The ambition is to compile data for the years 2012 and 2013 and to get more and better data for the year 2011.

The administrative structure of BiH is complex as mentioned in the mission report from the first mission on ESSPROS in this project. This complex structure has to do with high degree of decentralization as it is consisting of a state-, entity-, canton and municipality level and the high number of institutions. An example of this is the fourteen Ministries of Finance (1 at state-level, 2 at entity-level, 1 Brcko district, and 10 at canton level).

FIS has more problems of collecting data on social protection than the RSIS, because of its decentralized structure. FIS and RSIS didn't receive any data related to social assistance, respectively from the Ministry of Labour and Social Affairs (FBIH) and the Ministry of Health and Social Welfare (RS). As we decided to focus on the situation in FBiH in the last mission, we did not investigate the problems in RS this time but have concentrated on the Federal and the Sarajevo Canton Ministry of Labour and Social Policy. In the following mission we will do the same exercise in RS as we have done in this mission.

It is difficult to get data from Ministries at canton level of FBiH. Every canton has its own laws and budget which regulates social protection in cantons, so it is difficult to obtain the full picture of paid benefits at canton level. Due to financial constraints it was not possible to meet all of the FBiH ministries at canton level so the beneficiary country has in this mission chosen to meet with the Ministry of Labour and Social Policy in Sarajevo Canton. During the meeting with the Federal Ministry of Labour and Social Policy FIS was invited to participate in a meeting on March 27 between the Federal Ministry and all the Cantonal Ministries on Labour and Social Policy. FIS will in this way nevertheless get the opportunity to meet the Cantonal Ministries and to inform on the coming data collection for ESSPROS.

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 4.2 of the project.

The main purpose was to prepare the second pilot project data collection for ESSPROS and to have meetings with the Federal Ministry of Labour and Social Policy FBiH and with the Ministry of Labour and Social Policy of Canton Sarajevo in order to secure their cooperativeness and understanding of this project.

The expected activities were:

- Detailed Activity plan for the pilot data collection (deadlines, etc.).
- Preparation of the questionnaire for the pilot survey

- Preparation of methodological guidance in the questionnaire
- Meeting with reporting units from Sarajevo
- Net benefits module and pension beneficiaries module

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:

- Detailed Activity plan agreed
- Tasks for preparation for questionnaire agreed
- Meetings held with Ministry of Labour and Social Policy of FBiH and Ministry of Labour and Social Policy of Canton Sarajevo

Detailed Activity plan for the pilot data collection (deadlines etc.).

In accordance with the activities of the project the following activity plan has been prepared.

Action	Deadline	Responsible person
Prepare the questionnaires for reporting units	20/5	BHAS, FIS, RSIS, BD
Delivery of questionnaires from BHAS to FIS, BD and RSIS for comments and review	3 rd April	BHAS
Send the questionnaires to reporting units	end of May	FIS, RSIS, BD
Deadline for reporting units to submit questionnaires	29th of June	
Inform experts on the data collection	July	BHAS
Submit collected data in Eurostat template form to BHAS	15 th of September	FIS, RSIS, BD
Submit collected data in Eurostat template form to experts	October 5	BHAS

Preparation of the questionnaire for the pilot survey

During the first ESSPROS pilot project, the ESSPROS framework was applied to Bosnia and Herzegovina resulting in the development of questionnaires and a first data collection. According to the results of this first pilot project the data collection and implementation of the ESSPROS methodology will have to be improved in order to meet the requirements of Eurostat.

During the first mission of this Twinning project there were detailed discussions on how to improve the questionnaires. In the period between the missions a questionnaire from BD has been adjusted according to the recommendations from the mission and the adjusted questionnaire was presented and agreed on. The questionnaire now consists of separate sheets for quantitative data and for qualitative information. There are separate quantitative sheets for years 2011, 2012 and 2013. Name of the legal acts and name of benefits have been added.

Preparation of methodological guidance in the questionnaire

In the quantitative data sheet for the fields which are expected to be filled in with data, comments with information on the names of the benefits and the legislative acts that regulates the provision of benefits are attached. For a start only the more important legislation will be mentioned. The comments should also include relevant extracts from the manual on ESSPROS.

The provisional name of the schemes was agreed:

1. Unemployment scheme;
2. Children insurance scheme (RS, BD);
3. Pension insurance scheme (FBiH, RS);
4. Health insurance scheme;
5. Social welfare scheme.

In order to comply with the recommendations of Eurostat and the ESSPROS guidelines it should be considered whether some schemes after the data collection should be divided (for example Health insurance scheme into two separate schemes for sickness benefits and for disability benefits). According to the guidelines preferably there is only one function per scheme and, where possible, the schemes are divided according to characteristics of the beneficiaries. The statistical institutions were therefore advised to ask for data on the most detailed level possible in order to be able to comply with the guidelines. The resulting/actual number of schemes chosen after the data collection however should also take practical issues into account.

Meeting with reporting units from Sarajevo

As data from the Ministries of Labour and Social Policy at Federal and Cantonal levels are important for the data collection, but still missing, meetings with these reporting units were scheduled in this second mission.

Prior to the meetings the representatives from BHAS and FIS summarised the situation concerning data from these Ministries including what benefits they expect the Ministries to be responsible of.

These benefits include: 1) fixed cash allowance, 2) family allowance, 3) education allowance, 4) vocational training, 5) accommodation for elderly or disabled or socially unacceptable or for children, 6) housing allowance, 7) compensation for maternity leave (lump sum maternity allowance if unemployed person), 8) lump sum child grants, 9) home care assistance, 10) heating costs, 11) burial expenses, 12) free meals.

During the first pilot data collection for the year 2011 FIS sent the questionnaire to the Ministry of Labour and Social Policy of FBiH. FIS has however not received any data from Ministry. The only reply from the Ministry was in the form of a letter in which the Ministry explained why there is no data available. As reasons were mentioned 1) data are not collected in the required way; 2) cannot reply in the form requested; 3) lack of capacity to prepare the requested data. The representative from FIS added to this, that another reason could be problems in cooperation with the cantonal ministries.

The meetings held with the reporting units: Ministry of Labour and Social Policy of FBiH and Ministry of Labour and Social Policy of Canton Sarajevo are both considered very promising for the data collection in the future. Resident Twinning Advisor Søren Leth-Sørensen participated in the meeting with the Federal Ministry and explained among other things about the importance for the potential candidate countries of the production of statistics. The Federal Ministry is setting up a new database comprising all the relevant data collected from the cantonal level. The name of this database is SOTAC and data will be available from the year 2014. This means that for the years 2011 – 2013 some data will have to be collected from the cantonal level ministries.

Both Ministries expressed willingness to cooperate with BHAS and FIS and do their best to provide data for ESSPROS though the federal ministry does not have all necessary data.

The MS experts suggest that FIS sends a letter for confirmation of the below mentioned agreed points/summary to the Federal Ministry of Labour and Social Policy.

Agreements and conclusions reached during the meeting with the Ministry of Labour and Social Policy of FBiH:

1. Ministry expressed willingness to cooperate with BHAS and FIS;
2. Ministry invited BHAS and FIS to participate in meeting with the Ministries of cantons on 27 of March;
3. Ministry offered to be a focal point for coordination with 10 canton Ministries serving as a central redistribution point of ESSPROS questionnaire to canton Ministries
4. Ministry expressed readiness to participate in ESSPROS data collection. Cooperation on completion of the questionnaire will in some cases be welcomed;
5. Data for disabled persons and civil victims of war are available using the SOTAC database;
6. Ministry proposed to set up working group for dealing with ESSPROS data and other statistics on social protection;
7. Future development of SOTAC database will facilitate data availability for ESSPROS by using this database;
8. Ministry appointed the contact person.

Agreements and conclusions reached during the meeting with the Ministry of Labour and Social Policy of Canton Sarajevo:

1. The Ministry of Labour and Social Policy of Canton Sarajevo expressed willingness to cooperate with BHAS and FIS;
2. ESSPROS questionnaire should be adapted to benefits paid by Ministry of Labour and Social Policy of Canton Sarajevo. The Ministry will then reply within a week;
3. BHAS and FIS can use the publicly available financial reports of Ministry of Labour and Social Policy of Canton Sarajevo. These reports and all other relevant information is available on their website;

4. Social welfare makes up 10 % of the total budget of the Ministry of Labour and Social Policy of Canton Sarajevo and includes 28 rights to be provided for by the social welfare system in Canton Sarajevo according to law. This is more than in the other cantons. The canton spent 70 million KM last year on social welfare;
5. Ministry of Labour and Social Policy of Canton Sarajevo do not put data in SOTAC database since they are not obliged to do this;
6. Ministry of Labour and Social Policy of Canton Sarajevo has their own database which can be used for purposes for ESSPROS;
7. The data on social benefits provided by the municipalities are not included in data from the cantons.

Net benefits module and pension beneficiaries' module

Collecting the data for Net benefit purposes in BiH is premature but it is useful to have a general overview of Net benefit module in BiH. The presentations of Denmark and Latvia on Net Benefit Module and the Module on Pension Beneficiaries were presented and included overview of Net Benefit Module.

3. Conclusions and recommendations

During the mission it was agreed:

- To continue the work on preparation of questionnaire for the second pilot survey;
- To improve the questionnaire (see action points);
- To conduct the second pilot survey in accordance with the agreed detailed activity plan.

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

<i>Action</i>	<i>Deadline</i>	<i>Responsible person</i>
Prepare the overview of basic laws regulating paid benefits at canton level and list the benefits for each canton. This can probably be requested from the Federal Ministry of Labour and Social Policy	May 20 for Sarajevo end of 2015 for other cantons	FIS
Extract qualitative information from the basic laws regulating the benefits and include in sheet for qualitative information in questionnaires	20/5	BHAS, FIS, RSIS, BD
Send Press releases of previous years of ESSPROS expenditure data of Latvia to BiH	End of March	Karlis
Include ESSPROS transaction description from manual and from user guidelines in sheet for Qualitative information in questionnaires	20/5	BHAS, FIS, RSIS, BD

Topics for the next mission

Preparation for pilot survey

Meeting with data providers in Banja Luka

Annex 1. Terms of Reference

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

Terms of Reference

Component 4: ESSPROS

16-20 March 2015

**Institute for Statistics of Federation of Bosnia and Herzegovina,
Sarajevo, Zelenih beretki 26, Conference room – I floor**

Activity

4.2 Preparation for pilot survey.

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:

- Detailed Activity plan for the pilot data collection (deadlines, etc.).
- Preparation of the questionnaire for the pilot survey
- Preparation of methodological guidance in the questionnaire
- Meeting with reporting units from Sarajevo
- Net benefits module and pension beneficiaries module

Expected output

- Detailed Activity plan agreed
- Questionnaire prepared for the pilot survey
- Meetings held with Ministry of Labour and Social Policy of FBiH and Ministry of Labour and Social Policy of canton Sarajevo

List of Participants

Experts

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

Agency for Statistics of BiH

Gorana Knežević Senior adviser for ESSPROS

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

Agency for Statistics of BiH- branch District Brcko

Azur Đapo Senior Officer for services

Twinning Project Administration

Søren Leth-Sørensen, RTA
Djemka Sahinpašić, RTA Assistant

Agenda

Location: Institute for Statistics of Federation of Bosnia and Herzegovina, Sarajevo, Zelenih beretki 26, Conference room – I floor

Time	Day	Place	Event	Purpose / Detail of event
10:00-12:00	Monday, morning		BC experts briefing with the RTA	Welcome and Introduction To discuss the mission, introduce the experts to each other, discuss previous experience.
	13:00-16:00	Monday, afternoon	Workshop with BC Experts	Detailed Activity plan for the pilot data collection (reporting period, deadlines, etc.).
9:00-16:00	Tuesday, morning		Workshop with BC Experts	Preparation of the questionnaires for the pilot survey. Preparation of methodological guidance in the questionnaire.
	Tuesday, afternoon		Workshop with BC Experts	Preparation for the meeting with the reporting units.
9:00-16:00	Wednesday, morning		Workshop with BC Experts	Meeting with reporting unit: Ministry of Labour and Social Policy of FBiH.
	Wednesday, afternoon		Workshop with BC Experts	Meeting with reporting unit: Ministry of Labour and Social Policy of canton Sarajevo
9:00-16:00	Thursday, morning		Workshop with BC Experts	Presentation of the Denmark and Latvia about developing Net benefits module and pension beneficiaries.
	Thursday, afternoon		Workshop with BC Experts	Discussion on how to start with Net benefits module and pension beneficiaries in B&H. Analysis of different possible sources for data collection.
9:00-16:00	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

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 officer for ESSPROS

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

Agency for Statistics of BiH- branch District Brcko

Azur Đapo Senior Officer for services

RTA Team:

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