

TWINNING CONTRACT

**Support to the State and Entity Statistical
Institutions, phase V**

Bosnia-Herzegovina



MISSION REPORT

on

Structural Business Statistics

Component no 1.2

Activity 1.2.1

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13 February – 17 February 2012

		 STATISTICS DENMARK

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Executive Summary

Presentation and discussions of present situation of SBS in BiH

The present situation regarding SBS in BiH was presented and discussed during the mission. For the reference year 2009 a pilot survey on SBS has been made in BiH. Data collection for the entities were made by FIS and RSIS, and the BHAS has collected data for the district of Brcko. BHAS, FIS and RSIS published a mutual report for BiH. This publication is called MD15 Business Statistics, Structural Business Statistics (pilot study for the year 2009). This publication was issued in 2011, and it contains both results from the pilot survey and a description of the methods used for collecting of data and production of the results.

This pilot survey for 2009 was used as a basis for a first regular survey on SBS for the reference year 2010. Apart from some services activities, the 2010 survey cover annex 1-4 of the SBS Regulation. This is an extension as the 2009 pilot study only covered annex 1, 2 and 4. Data collection and publication for the 2010 survey will be made by the same bodies as the 2009 pilot study.

The Statistical Business Register was used as the frame for the survey, and in the 2010 regular survey questionnaires were sent out to all companies with 20 or more employed person and to a sample of the companies with less than 20 persons employed.

In the relevant activities (according to NACE classification) the frame consisted of 22,000 companies, and in the sample that got a questionnaire were 10,000 companies.

The same questionnaire was used in FIS and in RSIS and in the district of Brcko. The guidelines for filling in the questionnaires were also the same to companies in the 2 entities and in the district of Brcko. The rules for controlling of the answers received were the same in the entities and district of Brcko. FIS and district of Brcko used one entry application, and RSIS used another entry application.

The survey only covers companies. Entrepreneurs, i.e. enterprises which are legally owned by persons, are not included in the survey. The reason for that is that in the Statistical Business Register these units have no information on employment or turnover and the NACE rev. 2 activity code is not implemented.

The results from the 2010 survey are not available yet.

The SBS Regulation 295/2008 was discussed during the mission. During this reading a number of topics were clarified. A number of items from the annexes were discussed and the meaning and the content of different items were clarified. In particular the item "value added at factor cost" was discussed, and it was agreed how to calculate this item from the data collected from the companies.

The Danish experiences with data collecting and data processing to fulfil the requirements of the SBS Regulation was discussed. In Denmark the statistics used for the SBS rely heavily on administrative data, and even if the administrative systems in BiH are quite different from the situation in Denmark, the Danish experiences might give some inspiration to the work with the SBS data in BiH.

The questionnaire used for the SBS survey for the year 2010 in BiH was presented and the electronic system for the staff to fill in the answers received was also presented.

The questionnaire for the 2010 survey contains a big number of items. Some of them are not needed for the SBS Regulation but they might be necessary for other purposes. Even if it is probably not possible to substantially reduce the questionnaire for the 2011 survey, it was agreed that the questionnaire should be discussed with stakeholders to find out if some of the items in the future could be deleted from the questionnaire. It was also agreed that the items in the questionnaire should be gone through to find out if some of the items imply particular difficulties for the respondents. Indications for that could be that many respondents call and tell about difficulties or that the results received look strange. That could be an indication that the respondents do not understand the questions. For such items it should be considered to change the wording or the explanation of the item.

The BHAS has developed a system for filling in the answers received which is used in FIS and in the district of Brčko. RSIS has developed its own system which is slightly different from the system developed by BHAS. BHAS presented their system. The system consists of a form to fill in the data received and a system to check the data. The data are checked when the staff saves the filled in form. If something is wrong the system tells the staff what is wrong, and the system tells if the error is an error regarding the identification data, or it is a mathematic error, or it is a logical error. The last category is maybe not a direct error but comes up if data is improbable. If something is wrong the staff can correct the data and both the original reported data and the corrected data are saved in the data system.

The system is very efficient for the staff, and it might be further developed to a system which can be used directly by the companies so that they can fill in their data for the SBS statistics in an electronic form. It will be convenient for many companies, and it will of course also lighten the work load of the staff of the statistical institutes. But for an electronic form to be a success among the respondents it needs to be really user friendly for them. And even if the form is now efficient for the staff of the statistical institutes it is not the same as it is user friendly enough for the companies. Another point to be very much aware of is the security. The treatment and the transmission of the data must be absolutely safe so that no leak in the confidentiality will occur. Based on the discussion it was agreed to try to start work to create electronic forms that the companies in all of BiH can use.

Conclusions and recommendations

The recommendations from this mission is

1. Start work to create electronic forms that can be used by all companies in BiH to report the data for the SBS. Electronic forms which are common to all companies in all parts of BiH might be the starting point for creating a single database for the SBS data which is necessary for an efficient production of the statistics.
 - a. It is recommended to set up a working group to develop electronic forms to be used by companies in all parts of BiH. Members of the working group shall be staff from RSIS, FIS and BHAS. It is recommended that BHAS work out a draft for terms of reference for the working group and invites FIS and RSIS to appoint members to the working group. The terms of reference for the working group shall contain a timetable for the work, and the terms of reference shall be decided on the first meeting in the working group. The working group shall be established as soon as possible.

2. Go through the existing questionnaire to find out if some of the questions could be removed. To do this will demand a range of meetings with stakeholders inside the statistical institutes (e.g. the staff of the National Accounts) and maybe also with stakeholders outside the statistical institutes.
3. Go through the existing questionnaire to find out if the wording or the explanation of some of the items should be changed in order to get precise answers. Take e.g. a look at items for which you get improbable results.
4. Consider if there can be found ways to get information for the SBS for entrepreneurs. This group of companies is also within the scope of the SBS Regulation so in one way or the other they have to be covered in the future.

Topics for the next meeting, action 1.2.3
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The next mission in this component will be mission 1.2.3 from the plan. This mission will take place in the period February 27- March 2, 2012. The main activities during this mission will be

1. Going through the draft timetable for activities regarding the 2011 SBS survey.
2. Going through the 2011- draft of the questionnaire and the guidelines for filling it in and come up with proposals for improvements.
3. Going through the electronic forms for entering and editing SBS data and come up with proposals to improve it. In particular attention shall be paid to proposals for developing the forms so that they can be used by respondent companies.
4. Going through how to use the Statistical Business register as the frame for the sample and how to draw the sample for the 2011 SBS survey.