Labour Force Survey

Reference Metadata in ESS Standard for Quality Reports Structure (ESQRS)

INSTAT

Reference Metadata

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2. Statistical presentation	
2.1. Data description	The Labour Force Survey gives us the data on the current situation and changes in the labour market − on the size, structure and characteristics of the economically active and inactive population in Albania. The Labour Force Survey is the survey conducted to collect the data on the basic characteristics of the working age population. It is further used to estimate the total labour force in the country, as well as to obtain the data on demographic, educational, socio- economic and other characteristics of the population. The main aim of this survey is to obtain the data on three main, mutually exclusive, contingents of population: the employed, the unemployed and inactive persons. The data are also used to monitor measure and assess economic and social trends in Albania.
2.2. Classification system	LFS collects information on the basic characteristics of the working age population. The international classification and breakdowns used in this survey are: 1- Occupations (ISCO 08), coded at three digit level; breakdowns used in published data are: • Managers, professionals, and technicians • Clerical, service and sales workers • Skilled agricultural and trades workers • Plant and machine operators, and assemblers • Elementary occupations • Armed forces 2- The European Classification of Economic Activities (NACE Rev.2) http://instat.gov.al/media/2955/nve.pdf , coded at two digit level; breakdowns used in published data are:

	• Agriculture • Manufacturing • Construction • Mining and quarrying; Electricity, gas and water supply • Trade, Transportation, Accommodation and Food, and Business and Administrative Services • Public Administration, Community, Social and other Services and Activities 3- International System of Classification of Education (ISCED 97). Breakdowns used in published data are: • Primary • Lower secondary • Upper secondary • Tertiary
2.3. Sector coverage	LFS covers three main economic sectors: • Agriculture • Industry • Services
2.4. Statistical concepts and definitions	**Employed** are considered all the persons who have worked even for one hour with a respective salary or profit during the reference week. As employed are considered also all persons who were receiving a salary or wage while they were in training during their work. Employed are also considered persons temporarily not at work during the reference week for some reasons: (1) maternity leave, illness, injury or temporary disability and expect to return to work, education / training directly related to the actual work; (2) salaried employees absent from work for some reasons other than the above that (a) lack of the duration is three months or less, and the person is not a seasonal worker or (b) the person takes 50% or more salary; (3) the self-employed who intend to return to the business / farm / or professional practice; (4) workers not being paid who expect to return to work in three months or less. People who work on their small farm, who do not sell their products, but produce only for self-consumption, are considered as employed. **Unemployed** comprise persons who during the reference week were: a) Without work, i.e. neither had a job nor were at work (for one hour or more) in paid employment or self-employment; b) Currently available for work, (were available before the end of the two weeks following the reference week; c) Actively seeking work, (had taken specific steps in the four week period ending with the reference week to seek paid employment or self-employment) or who found a job to start later, (within a period of at most three months). The following are considered as specific steps: • Having been in contact with a public employment office to find work; • Having been in contact with a private employment agency to find work; • Applying to employers directly;

	• Asking friends, relatives, unions, etc., to find work; • Placing or answering job advertisements; • Studying job advertisements; • Taking a recruitment test or examination or being interviewed; • Looking for land, premises or equipment; • Applying for permits, licences or financial resources. • Working age population is the population between 15-64 years old. Labour Force includes employed and unemployed persons. **Non-economically active population** comprises all persons who are not classified as employed or unemployed (pupils/students, housekeepers, in a compulsory military service, retired, disabled, discouraged unemployed). **The employment rate** is the proportion of employed 15-64 years compared to the working age population. **The unemployment rate** is the ratio of the unemployed to the labour force. **Labour force participation rate is** the proportion of the labour force compared to the working age population.
2.5. Statistical unit	The statistical unit in LFS is a household that lives in a housing unit selected to the sample, and the statistical unit and observation unit consists of individuals aged 15+ who live in the household selected to the survey sample. The household is understood to mean every individual or group of persons who declare to reside together and spend together their revenues to cover the costs of the basic necessities of life. A household can be: (a) two or more individuals, regardless of their age, who share the same home and who habitually buy and consume food together (a multi- member household) and (b) one person, who lives alone in the home, or lives with other persons but does not participate in the joint purchase and consumption of food (a single- member household).
2.6. Statistical population	The statistical populations are resident persons 15+ who used to live in Albania or intend to live in Albania for more than 1 year. The sample of the survey covers all the territory of Albania. The sample represents the whole population as well as its most typical groups. Institutional population, which includes: dormitories, rest home/eventide home, day care centers, orphans' home, prisons, people who live in hotel-motel-guest house, house of army members, in long term stay in pay hospital etc, are not covered in the survey.
2.7. Reference area	Data on the Labor Force Survey cover the whole territory of the country and also the prefecture level.
2.8. Time coverage	Data are available from 2007-2017.
2.9. Base period	No index used
3. Statistical processing	
3.1. Source data	The data set is based on a survey. From 2007-2011, LFS was a two-stage sample

	with a sample around of 7440 non-institutional households on annual basis, selected from 620 census enumeration areas (PSU) with PPS-systematic method. From 2012-2017, LFS is a Quarterly survey with a sample size of 5040 non-institutional households and from 2016 the sample is around 7900 non-institutional households According to the rotational sampling design, each quarter are selected 1580 new households and 80 percent of them (6320 HH) are in common. Primary sampling units (PSU) are selected within each stratum (Prefecture and settlement areas) by using systematic probability proportional to size sampling with a random starting point using SAS Software. In the second stage households from each sampled PSU are selected 10 households by simple random sampling. The sampling frame for the LFS is based on summary data for the census enumeration areas defined for the 2011 Albania Census of Population and Housing. The availability of this recent sampling frame will ensure that an effective and representative sample can be selected for the survey. Albania has 11,726 PSU-s (5,202 urban PSU-s and 6,524 rural PSU-s). Albania is divided administratively into 12 prefectures. The sample selection procedure for the Quarterly LFS is based on a two-stage sample design. SAS software is used to select the sample of PSU-s systematically with PPS within each stratum at the first sampling stage. This program generated an output file that includes the first stage probability of selection for each sample PSU. In the second stage 10 households from each sampled PSU are selected by simple random sampling.
3.2. Frequency of data collection	The data are collected quarterly.
3.3. Data collection	For the quarterly LFS the data are collected is with computer assisted personal interview (CAPI). An interviewer who is assigned to a group of households carries the interview for the households that are assigning to him. As it is a rotation panel the interviewer has to go to a family 5 times in quarterly basis.
3.4. Data validation	Data collection was done with CAPI method and data validation are done in micro level. This method allows putting logical controls in the data entry application that during the interview if a wrong code is entered, a warning message displays and the interviewer cannot continue asking other questions until fixes the error. Consistency checks (macro level data validation) are being applied in central office that consist in: • Trend analysis (comparisons with data of previous quarters; • Comparison with other administrative data on employment and unemployment • Comparison with other business statistics (internal use); • Cross-check for consistency of economic activity and profession held in the main job, profession and the educational level.
3.5. Data compilation	After non-response has occurred, it is sometimes possible to calculate unit non-response, in which the entire observation (information) unit is missing.

	In the determination of the sample's weights there could be marked out several steps. For the determination of QLFS sample weights the following was done:
	- The inclusion probability of each household and it's corresponding design weight were calculated; For each stratum the design weights were adjusted according to the actual response rate; - The weights were calibrated taking into account the demographic data (age, prefecture, urban/ rural). Different age and sex groups of persons have a different status of labour force. In order to get unbiased estimations of status of labour force, it is important that weighted demographic structure of surveyed households correspond to results of population census or demographic statistics. For calibration, we have used demographical statistics data about gender and age, prefecture, urban and rural area of people living in Albania. The calculation was performed by means of the software product Genesess developed at Statistics Italy. - The process of Editing and Imputation for LFS: 1.During the fieldwork the localization of errors is divided into two principal phases: a) Editing during the interview b) Review of questionnaires after the interview 2.The second phase of Editing & Imputation is a procedure of localization of errors for all questionnaires where the most important phases are: a) Checking the recording structure b) Detecting duplications among households and framework errors c) Detecting household structure and control variable errors.
3.6. Adjustment	No adjustments are made to the LFS data.

4. Quality management	
4.1. Quality assurance	INSTAT is committed to ensure the highest quality with respect to the compilation of statistical information. In accordance with the Statistics Law, INSTAT use statistical methods and processes in compliance with internationally recognized scientific principles and standards conduct ongoing analyses of the statistics with a view to quality improvements and ensure that statistics are as up to-date. In performing its tasks it follows the general principles of quality management from the European Statistics Code of Practice. INSTAT declares that it takes into account the following principles: impartiality, quality of processes and products, user orientation, employee orientation, effectiveness of statistical processes, reducing the workload for respondents.
4.2. Quality assessment	INSTAT, for monitoring and improving its compliance with the main surveys covered by EU Regulations has used: Internal mechanism: LFS data is compared with LFS data in previous years to see whether there is data coherence or major changes. In case of changes, administrative data / statistical

surreys are used to confirm the situation of cases when there are significant differences of one year's behavior with other years

- External mechanism:

In frame of institutional monitoring, labour market statistics have been monitored by AGA (September 2010), Light Peer Review LPR (September 2013 and July 2015) and a Sector Review will take place most probably by the end of 2015 or at the beginning of 2016.

5. Relevance	
5.1. User needs	LFS users are classified as internal and external users. External users are: - Governmental institutions - Universities - Non-profit national and international organizations - Businesses - Researchers, students and other similar groups. The LFS publication is sent to a particular user group. Also are completed questionnaires dedicated by international institutions such as Eurostat, ILO, World Bank etc. Internal users are other sectors within INSTAT who use LFS results as inputs to their work like as: - National Account Directorate; - Methodology Sector; - Regional Statistical Offices.
5.2. User satisfaction	INSTAT for LFS data does not conduct any dedicated user satisfaction survey.
5.3. Completeness	The LFS data collection covers demographic background, labour status in the reference week, employment characteristics of the main job, hours worked, characteristics of the second job, time-related underemployment, search for employment, education and training, previous work experience of persons not in employment, situation one year before the survey, main labour status. The estimation procedure is using: - AGE – by 4-year bands – No (0-14; 15-29; 30-64; 65+) - Sex In the weighting procedure, sex is used for the calibration only at national level, while at prefecture level it is not applied. - NUTS 3 (prefectures) – 12 prefectures (calibration is done only at aggregate level without sex and age-groups). - NACE – at 2-digit level - ISCO – at 3-digit level - HHNUM - household numbers are tracked for respondents across time (panel -5 consecutive quarters, using CAPI allows to have prefilled demographic information for the next four waves). Household are traced if they have changed their location within the same PSU. If a sampled household has

	moved in another location different from that in the selected PSU, then it is not being traced. The interviewer is instructed to conduct the survey questionnaire to the family that is found in that address.
5.3.1. Data completeness - rate	The rate of completeness for users is around 89.7%, because INSTAT collects all relevant information except the information regarding contract with a temporary employment agency.

6. Accuracy and reliability

6.1. Overall accuracy	Overall, the data is checked with previous years to identify any significant changes in the data. The internal consistency of the data is checked before it is finalised. The links between variables are checked and coherence between different data series confirmed.
6.2. Sampling error	The main labour market indicators are estimates based on the quarterly labour force survey. The survey is based on a probability sample of around 7,900 households. The selection of households is made such as to insure as much as possible the accuracy of estimates for the main labour market indicators. Thus, from a survey are obtained estimates and not precise figures for the number of employed and unemployed. For each estimate obtained by a survey is calculated the generalized sampling variability in order to explore how the estimate would change if we were drawing different random samples with the same size and for the same period, instead of just one sample. This allows defining the range within which should lay the estimate (which in the statistical terminology is known as confidence interval). In general, the lower the relative standard deviation of an estimate, the higher the accuracy level of that estimate.
6.2.1. Sampling error - indicators	In the table below are presented standard error and confidence interval for some key variables: employed persons, unemployed persons, inactive persons, age groups. See table 1 in Annex A.
6.3. Non-sampling error	Since the LFS is a sample survey, all LFS estimates are subject to both sampling error and non-sampling errors. Non-sampling errors can arise at any stage of the collection and processing of the survey data. These include coverage errors, non-response errors, response errors, interviewer errors, coding errors and other types of processing errors. Interviewers are instructed to make all reasonable attempts to obtain LFS interviews with members of eligible households. Each month, after all attempts to obtain interviews have been made, a small number of non-responding households remain. For households non-responding to the LFS, a weight adjustment is applied to account for non-responding households.
6.3.1. Coverage error	Coverage error includes both over-coverage and under-coverage. Under-coverage is when the sampling frame being used covers private households. Hence persons living in institutional households are not being covered.

	Since the 2011 Census is being used as a sampling frame, households created after 2011 are not well represented. Over-coverage is when there is over-representation for households created prior to 2011 and for households which were present in 2011 and no longer exists after 2011. The base of the sampling frame used in the LFS is the 2011 Census of Population which is not updated. There may be under-coverage of newly created households. We cannot measure the under- coverage because haven't done the update of the frame. Over-coverage consist of dwellings: in which inhabitants are not present for a long time, not inhabited or inhabited seasonally, changed into inhabitable space (for example shop), in liquidation, not found (incorrect address).
6.3.1.1. Over-coverage - rate	The over coverage rate for producer is around 8.3% of the households.
6.3.1.2. Common units - proportion	Not applicable because the administrative data is not used.
6.3.2. Measurement error	Measurement errors may result due to the reporting units and interviewers. Errors in interviewing are identified whenever survey follow ups are conducted. These errors are fixed accordingly. Other errors are captured at the data editing and coding stage, or at the data cleaning stage. Imputations are used to fix these errors accordingly.
6.3.3. Non response error	For non-response errors we have item non-response and unit non-response.
6.3.3.1. Unit non-response - rate	The best way to deal with non-response is to prevent it. After non-response has occurred it is sometimes possible to calculate unit non-response, in which the entire observation (information) unit is missing. Overall non-response rate design weight for LFS 2nd quarter 2017 is 13.6% in household level, substitution are not allowed.
6.3.3.2. Item non-response - rate	The item non response rate for NACE_Rev2_Section is around 0.01% un-weight, and weight is around 0.004 %
6.3.4. Processing error	Processing error results from codification errors. At a national level codes regarding ISCO and NACE are inserted based on the free text option in the questionnaire (job title and description of job; economic activity description and name of place of work), and are well checked.
6.3.4.1. Imputation - rate	For the LFS the overall mean imputation rate is around 6.03%, the main impact was on modification rate (value to other value) around 4.16%, non-valid value around 0.62% and adds the information was around 1.24%.
6.3.5. Model assumption error	Not applicable
6.4. Seasonal adjustment	No seasonal adjustments are made to the LFS data.

6.5. Data revision - policy	LFS Review Policies are made in accordance with the revision policy and the policy of settling errors set by INSTAT. For more information refer to: http://instat.gov.al/media/2940/revision_policy_2016.pdf http://instat.gov.al/media/2939/the_errors_treatment_policy.pdf
6.6. Data revision - practice	Not applicable
6.6.1. Data revision - average size	Not applicable

7. Timeliness and punctuality

7.1. Timeliness	The time lag between the delivery date of quarterly data and the end of the reference period is approximately 72 days (T+72). Publication takes place strictly in accordance with published release dates for Labour Market Statistics in the INSTAT webpage.
7.1.1. Time lag - first result	Labour Market Statistics data do not include publication of preliminary result.
7.1.2. Time lag - final result	The results of the LFS publication are published based on the publication calendar, which is published on the INSTAT website quartely and annualy.
7.2. Punctuality	At the end of each year, INSTAT publishes a Fixed Release Calendar for next year: http://instat.gov.al/en/publications/calendar/
7.2.1. Punctuality - delivery and publication	For the quarterly results 2012-2017, INSTAT was punctuality in time around 100%.

8. Coherence and comparability

8.1. Comparability - geographical	Data are fully comparable. In addition, there is no divergence of national concepts from European concepts with regards to the definition of resident population, identification of the main job, employment and unemployment characteristics.
8.1.1. Asymmetry for mirror flow statistics - coefficient	Not filled by INSTAT, is calculated by EUROSTAT after metadata is published
8.2. Comparability - over time	Labour Force Survey was conducted for the first time in 2007. During 2007-2011 LFS has been carried out by Albanian Institute of Statistics on annual basis. The data are collected mainly in September and the field organization was 24 days. These data are comparable in aggregate level. Comparability is from 2007-2011= CC2=5 years. In 2012 the LFS was designed to obtain quarterly estimates on employment and unemployment at national level. The gathered data refers to a specific reference period named reference week. The reference week is the calendar week which starts on Monday and finishes on Sunday before the interview date. Comparability is from 2012-2017 CC2=23 quarters. INSTAT, after the publication of the revised population estimates for the years

	2001-2014 in May 2014, http://instat.gov.al/en/themes/demography-and-social-indicators/population/, which reflected the population changes derived by the Population and Household Census 2011, has revised the Quarterly Labour Force Survey time series. There is a significant change in the demographic information as regards to the structure of population and households, which in turn has had its impact on the change of the labour market indicators starting from the first quarter of 2012 to the first quarter of 2014.
8.2.1. Length of comparable time series	LFS time series exists since 2007 through 2017.
8.3. Coherence - cross domain	Quality report monitors coherence with national accounts and administrative sources on unemployment. There is no coherence with administrative sources of unemployment since definitions between sources differ and therefore there is bound to be a change between the different sources. LFS unemployment figures tend to be higher than those of the registered unemployed since LFS's definition is broader and includes persons who are looking for a job but who have no interest in registering for work with the public employment agency. The differences between LFS data and administrative data are: 1- Administrative data have information about the population 16-64 and LFS has information for population aged 15+. 2- Unemployed information in administrative data is gathered from National Employment Service. The jobseeker is a person who: a) Lives in Albania. b) Over 16 years old. c) Comes across the Employment Office in persona to find a job. d) Capable to work. Here are not included persons who are looking for a job but who have no interest in registering for work to the public employment agency.
8.4. Coherence - sub annual and annual statistics	Not applicable
8.5. Coherence - National Accounts	Not applicable
8.6. Coherence - internal	Not applicable
9. Accessibility and clarity	
9.1. News release	The quarterly LFS results are published through a press release which contains the main labour market statistics such as: labour force, employment, unemployment, economically inactive population. All indicators are disaggregated by sex and by age-groups (15-29; 30-64; 15-64; and 15+). It contains information on employment by main economic activities, and the percentage change on quarterly and annual basis.

9.2. Publications	The press release is made available for all users at the same time in Albanian and English languages in the following link: http://instat.gov.al/en/themes/labour-market-and-education/employment-and-unemployment-from-lfs/
9.3. On-line database	Excel files with labour market statistics are made available for the users in the link: http://databaza.instat.gov.al/pxweb/sq/DST/?rxid=652dd206-c1b5-4259-a35d-d7ca49da7067
9.3.1. Data tables - consultations	Page Views (Hits) about LFS in 2016 are around 5,139 clicks. Page Views (Hits) about LFS in 2015 are around 5,355 clicks
9.4. Micro-data access	All users have access to micro-data files for the LFS-s 2007-2013, in SPSS format in the following link: http://instat.gov.al/en/figures/micro-data/ From the micro-data are suppressed the variables that allow the direct or indirect identification of individuals such as date/month/year of birth, work place and the employer's name and address. Even if the micro data are not published they can be accessed based on the article 15, point 7 of the law No. 9180, dated 5.2.2004 "On official statistics", and amended.
9.5. Other	LFS we will do some efforts to start to send the row data regularly to EUROSTAT.
9.6. Documentation on methodology	A short explanation related to the definitions of the main concepts and methodological explanations are provided to users in the end of press releases and publications. Additional support information is given to internal users when needed or required. Also the methodological notes are published at INSTATs website as follow: http://instat.gov.al/en/themes/labour-market-and-education/employment-and-unemployment-from-lfs/#tab4
9.7. Quality documentation	Labour Market and Wages Statistics sector documents the entire work process and LFS procedures for internal purposes.
9.7.1. Metadata completeness - rate	Not filled by INSTAT, is calculated by EUROSTAT after metadata is published.
9.7.2. Metadata - consultations	Is calculated by INSTAT after metadata is published in INSTAT website

10. Cost and burden	Persons working for LFS are :	

	Full time equivalents
Total staff in Central Office	8
Staff in Regional Offices (estimation of full time equivalents)	36
Interviewers (not permanent staff of INSTAT	56

Number of surveyed households:
- First quarter 2017 –7960 HH
- Second quarter 2017– 7960 HH

On average there are conducted 3.5 HH interviews per day.

11. Confidentiality	
11.1. Confidentiality - policy	Confidentiality of statistical data is required by law and the staffs conducting surveys are required by law to treat the information with confidentiality. Article 15 on Statistics Law reads as follows: Data collected, processed and stored for the production of official statistics shall be treated by INSTAT, statistical agencies and any organization or person mandated by them, as strictly confidential when they allow statistical units to be identified, either directly or indirectly, thereby disclosing individual information that has not already been made public on other grounds. All employees of the bodies/controllers mentioned in the first paragraph of this point, who are aware about the data they use during they daily work, are obligated to maintain the confidentiality of reliability even after the end of their working function. Direct identification means when a statistical unit is directly identified from its name or address or any officially allocated and commonly known identification number. When data processing is made in a manner that allows the identification of the data subject, the data should immediately be encrypted in order for the subjects to be no longer identifiable.
11.2. Confidentiality - data treatment	In accordance with article Law no. 9180, dated 05.02.2004 "On official statistics", amended, in the micro data level, in LFS data are excluded Name/Surname, date/month/year of birth, work place and the employer's name and address.

Tab. 1: Generalized sampling standard deviations for the main labour market indicators

Indicators	Estimate (for population aged 15-64)	Standard Deviation	Relative Standard Deviation	95% Confidence Interval	
				Lower	Upper
Labour Force participation rate	66.8%	0.1%	0.1%	66.7%	66.9%
Employment Rate	57.3%	0.1%	0.2%	57.1%	57.4%
Unemployment Rate	14.3%	0.1%	0.5%	14.2%	14.4%