Short Term Statistics

Reference Metadata in Euro SDMX Metadata Structure

(ESMS)

INSTAT

Reference Metadata

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2. Metadata update	
2.1. Metadata last certified	14.09.2017
2.2. Metadata last posted	
2.3. Metadata last update	14.09.2017
3. Statistical presentation	
3.1. Data description	Short - Term Statistics (STS) give information on a wide range of economic activities of enterprises, selected by the Statistical Business Register and classified according to the nomenclature NACE Rev.2 classification (Statistical Classification of Economic Activities in the European Community) by enterprises that operate in our country. The main variables request are Turnover, Industrial Production, Construction Volume, Number of persons employed, Gross wages and Salaries, Producer Price, Import Price and Construction Cost. All indicators produced are expressed in index, annual and quarterly changes.. They are produced in quarterly and annual periods. Starting from first quarter 2017 the index data are presented with seasonal adjustements and without. Indicators produced by sector, are as follows: **INDUSTRY** - Production volume - Turnover: Total, Domestic market and Export market - Producer price: Total, Domestic market and Export market - Import price - Labour input indicators: - Number of Persons Employed

o Number of Persons Employees

o Gross Wages and Salaries

CONSTRUCTION

- Production volume
- The total construction volume is divided in:
    - o New buildings
    - o Reconstructions
    - o Engineering works
- Construction costs index
- The Material costs index
- The Labor costs index
- Turnover
- Labour input indicators:
    - o Number of Persons Employed
    - o Number of Persons Employees
    - o Gross Wages and Salaries

RETAIL TRADE

- Volume of sales (deflated)
- Turnover
- Labour input indicators:
    - o Number of Persons Employed
    - o Number of Persons Employees
    - o Gross Wages and Salaries

OTHER SERVICES

- Turnover
- Labour input indicators:
    - o Number of Persons Employed
    - o Number of Persons Employees
    - o Gross Wages and Salaries
    - o

3.2. Classification system	The nomenclature used for Short-term statistics is the Statistical Classification of Economic Activities NACE Rev.2. Statistical Classification of Products by Activity version 2008, (CPA). The split of the construction indicators into New Buildings, Reconstructions and Civil Engineering works is made based on Classification of Types of Construction (CC) version (1998).
3.3. Sector coverage	Short - term statistics cover all active enterprises in the Republic of Albania which have economic activity: **1-INDUSTRY** Indicators in this sector covers economic activities listed in sections B to E of NACE Rev.2. *B - Mining and Quarrying* covers economic activities listed in codes 05-09 *C - Manufacturing* covers economic activities listed in codes 10-33 *D - Electricity, gas, steam* covers economic activities listed in code 35 *E - Water supply; sewerage, waste management and remediation* activities covers economic activities listed in codes 36-39

	The Import prices indicators covers products listed in Sections B to E regarding to the Statistical Classification of Products by Activity version 2008, (CPA)
	2-CONSTRUCTION
	Indicators in this sector covers economic activities listed in sections F of NACE Rev.2.
	F - Construction covers economic activities listed in codes 41-43
	The split of the construction indicators into New Buildings, Reconstructions and Civil Engineering works is made based on Classification of Types of Construction (CC) version (1998).
	3-RETAIL TRADE
	Indicators in this sector covers economic activities listed in sections G of NACE Rev.2.
	G - Retail trade covers economic activities listed in codes 47.11 to 47.78
	4-OTHER SERVICES
	Indicators in this sector covers economic activities listed in sections G to N of NACE Rev.2.
	G - Wholesale and retail trade; repair of motor vehicles and motorcycles covers economic activities listed in code 45
	G - Wholesale covers economic activities listed in code 46
	H - Transport and storage covers economic activities listed in codes 49 to 53
	• *Railway transport* covers economic activities listed in code 49
	• *Maritime transport* covers economic activities listed in code 50
	• *Air transport* covers economic activities listed in code 51
	• *Warehousing and support activities for transportation* covers economic activities listed in code 52
	• *Postal and courier activities* covers economic activities listed in code 53
	I - Hotel covers economic activities listed in code 55.00
	J - Information and communication covers economic activities listed in codes 58, 61, 62
	• *Publishing activities* covers economic activities listed in code 58
	• *Telecommunications* covers economic activities listed in code 61
	• *Computer programming, consultancy and related activities* covers economic activities listed in code 62
	M - Architectural and engineering activities covers economic activities listed in code 71
	N - Travel agency covers economic activities listed in code 79
3.4. Statistical concepts and definitons	***Production***
	The objective of the production index is to measure changes in the volume of output at close and regular intervals, normally quarterly and annually. It provides a measure of the volume trend in value added over a given reference period. The production index is a theoretical measure that must be approximated by practical measures. Value added at basic prices can be calculated from turnover (excluding VAT and other similar deductible taxes directly linked to turnover), plus capitalized production, plus other operating income plus or minus the changes in

stocks, minus the purchases of goods and services, minus taxes on products which are linked to turnover but not deductible plus any subsidies on products received.

Turnover

It is the objective of the turnover index to show the development of the market for goods and services.

Turnover comprises the totals invoiced by the observation unit during the reference period, and this corresponds to market sales of goods or services supplied to third parties. Turnover also includes all other charges (transport, packaging, etc.) passed on to the customer, even if these charges are listed separately in the invoice. Turnover excludes VAT and other similar deductible taxes directly linked to turnover as well as all duties and taxes on the goods or services invoiced by the unit.

The indices of domestic and export turnover require turnover to be split according to the first destination of the product based on the change of ownership. The destination is determined by the residency of the third party that purchased the goods and services. The indices of domestic and export turnover are collected but not published.

Volume of sales

The volume of sales represents the value of deflated sales at constant and current prices through the application of the deflator of sales.

Producer prices index (output prices)

The producer prices are also known as output prices. The objective of the output price index is measure the monthly development of transaction prices of economic activities.

- The domestic output price index for an economic activity measures the average price development of all goods and related services resulting from that activity and sold on the domestic market.
- The non-domestic price index shows the average price development (expressed in the national currency) of all goods and related services resulting from that activity and sold outside of the domestic market.

When combined, these two indices show the average price development of all goods and related services resulting from an activity.

Import prices index

Import price indices measure changes in the prices of imports. Import is every product that was not produced in Albania but imported from a third country or supplied from another.

Number of persons employed

It is the objective of the index of number of persons employed to show the development of employment.

The number of persons employed is defined as the total number of persons who work in the observation unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams).

Number of persons employees

	It is the objective of the index of number of persons employees to show the development of employment. The number of employees is defined as those persons who work for an employer and who have a contract of employment and receive compensation in the form of wages, salaries, gratuities, piecework pay or remuneration.
	Wages and salaries
	It is the objective of the wages and salaries index to approximate the development of the wage and salaries bill. Wages and salaries are defined as the total remuneration, in cash or in kind, payable to all persons counted on the payroll (including home workers), in return for work done during the accounting period, regardless of whether it is paid on the basis of working time, output or piecework and whether it is paid regularly.
	Construction costs index
	The Construction Cost Index (for Dwellings) (CCI) measures the price development of: construction materials, labor cost, machinery, transport, energy and other costs that are used in the construction of a typical dwelling (8-10 floors).
	The Material costs index measures the price development of the main construction materials. This group consists of three subgroups; construction materials, electric and communication materials and hydro-sanitary materials.
	The Labor costs index measures the salary for engineers, techniques and workers.
	The main indicator of building permits issued are:
	• Total number of building permits issued for residential and non-residential buildings
	• Total floor area in square meters of building permits issued for residential and non-residential buildings
	• Approximate value of building permits issued for buildings (residential and non-residential) and civil engineering works
	• Approximate value of building permits issued for buildings (residential and non-residential) and civil engineering works by type of client
	Building permits issued: Total number of buildings, Total floor area in square meters
	• A building permit is an authorization to start work on a building project. The building permit is the final stage of planning and building authorization prior to start the work
	• The building permits issued indicators forecast the tendency of the construction sector for the next period based on the main data obtained from this indicator
	• Buildings are roofed constructions which can be used separately, have been built for permanent purposes, can be entered for persons and are suitable or intended for protecting persons, animals or objects
	Floor area is the total area where the approved project is implemented.
3.5. Statistical unit	The observation units: Enterprise by Business Register

3.6. Statistical population	Statistical population includes statistical units, enterprises, which operate in economic activities according to NACE Rev. 2, Industry (sections B, C, D and E, respectively divisions 05-39); Construction (section F, divisions 41-43); Trade (section G, divisions 45-47); Services (section H, divisions 49-53, section I, division 55.1, section J, divisions 58-63, section M, division 71, section N, division 79).
3.7. Reference area	Short- term statistics cover the territory of Albania.
3.8. Time coverage	• *Import Price Indices* were first published in 2016 with a 2012-2016 time series (2012 = 100). • *Quarterly Short-term Statistics* Survey referred to Indexes of Sales, Production, Number of employees, Gross wages and Salaries dating from 2003 onwards • *Volume sale index in Retail Trade and Producer Price index* dating from 1999 onwards *Construction Cost index* dating from 1993 onwards
3.9. Base period	The base year is: 2010 = 100
4. **Unit of measure**	Measurement unit are indices and changes in percentage.
5. Reference period	The information collected and elaborated by STS refers to quarterly periods. This report is based on reference year 2016.
6. Institutional mandate	
6.1. Legal acts and other agreements	The legal basis for the STS indicators are: • National Statistical Law • Official Statistics National Program 2012-2016 • Council Regulation No.1165/98 introducing short-term statistics at European level • Commission Regulation No.1503/2006 defining variables and frequency of data compilation, repealing new orders received for building construction and new orders received for civil engineering.
6.2. Data sharing	Actually no data exchange at the European level.
7. Confidentiality	
7.1. Confidentiality - policy	Data are considered strictly confidential and are used only for statistical and research purposes based on national Statistical Law No.9180 "On Official Statistics", date 05.02.2004, as amended, and on Law No.9887, date 10.03.2008 "Personal Data Protection". Article 15 on Statistics Law reads as follows: Data collected for the production of official statistics shall be treated by INSTAT as confidential and shall be used only in aggregated tables that will not identify the source information unit. 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.
7.2. Confidentiality - data treatment	Albanian Institute of Statistics protects and does not disseminate data it has obtained or it has access to, which enable the direct or indirect identification of the statistical units that have provided them by the disclosure of individual information directly received for statistical purposes or indirectly supplied from administrative or other sources. Albania Institute of Statistics takes all appropriate preventive measures so as to render impossible the identification of individual statistical units by technical or other means that might reasonably be used by a third party. Statistical data that could potentially enable the identification of the statistical unit are disseminated by Albania Institute of Statistics if and only if: a) these data have been treated, as it is specifically set out in the Regulation, in such a way that their dissemination does not prejudice statistical confidentiality or b) the statistical unit has given its consent, without any reservations, for the disclosure of data. The confidential data that are transmitted to Albania Institute of Statistics are used exclusively for statistical purposes and the only persons who have the right to have access to these data are the personnel engaged in this task. Issues referring to the observance of statistical confidentiality are examined by the staff working in Albania Institute of Statistics. The responsibilities of this staff are to recommend on: the level of detail at which statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible; the anonymization criteria for the microdata provided to users; the granting to researchers access to confidential data for scientific purposes.

8. Release policy

8.1. Release calendar	Final data are published 90 days after the end of the reference year (T+90 days). Releases and delays are preannounced in publication calendar. In the case of delays is specified the next date of publication as well as the explanation related to the reasons of delays.
8.2. Release calendar access	Access to the release calendar is granted through the following link: http://www.instat.gov.al/en/publications/publication-calendar,-2017.aspx
8.3. User access	In line with the article 17 of Law No.9180 "On Official Statistics", dated in 05.02.2004, as amended, the INSTAT disseminates statistics on INSTSAT website and other media for simultaneous access, respecting professional independence and in an objective, professional and transparent manner in which all users are treated equitably. The following dissemination channels are used to release the results of STS: • Website – online release • Written requests

	• Special publications (General printed publications, Statistical yearbook) • Data request ,session available for external users in the link below http://www.instat.gov.al/en/about-us/data-request.aspx
9. Frequency of dissemination	National levels: quarterly with monthly information.
10. Accessibility and clarity	
10.1. News release	According to the calendar of publications, every quarterly published press release regarding to Short-term statistics.. The format of press release has not been changed; it is defined by publication sector as well as the date of release. Press releases of STS are published online at INSTATs website.
10.2. Publications	Short-term Statistics Results are published in a dedicated publication and the Statistical Yearbook. Users can find the results on the INSTAT website: • Economic information for enterprises, short-term statistics (dedicated publication) : http://www.instat.gov.al/en/themes/enterprises-economic-indicators.aspx • Statistical Yearbook: http://www.instat.gov.al/en/publications/books.aspx
10.3. On-line database	All the information is available in both Albanian and English language. Since 2011, through the Pc-Axis system is provided to external users in web a longer time series data from STS 2006 reference year. A simple methodological explanation exists also in the web page. The database link: http://databaza.instat.gov.al/pxweb/en/DST Enterprises Economic Indicators.
10.4. Micro – data access	Data bases at micro level are not published due to confidentiality reasons. Aggregated data is the only type of data that is provided to external users. Even the micro data are not published they can be accessed based on the article 15, point 7 of the low No. 9180, dated 5.2.2004 "On official statistics", amended.
10.5. Other	Users can submit specific requests for data from the STS survey through the INSTAT website: http://www.instat.gov.al/en/about-us/data-request.aspx
10.6. 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: Methods http://www.instat.gov.al/en/themes/enterprises-economic-indicators/methods/short-term-survey.aspx
10.7. Quality documentation	The short term statistics sector document all the work process and procedure for the STS for internal purposes.

11. Quality managment	
11.1. 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. Quality controls and validation of data are actions carried out throughout the process. The staff is involved in different stages of index calculation, such as the data collection, data control, data input and other necessary control are all well trained. This helps the staff to know the enterprises and their responsibilities and keep an updated collaboration.
11.2. Quality assessments	STS data is compared with previous year's data and checked for any large changes in the data, especially due to large deviations in the main variables concerned. When available the data is checked with an administrative source for confirmation.
12. Relevance	

12.1. User needs	Users of STS are classified as external and internal.
	 • External users are:
	    o Ministries and public administrations that uses these data for economic and social policy planning purposes.
	    o Universities (professors/graduated and post graduated students), research organizations.
	    o National and international NGOs.
	    o Enterprises
	    o General public which gets the information via mass media through publications made by Statistical Office.
	 • Internal users are those within the institution of INSTAT.
	    o National Account Directory
	    o Statistical Business Register
	    o Employment and wages Sector

12.2. User satisfaction	There has not been conducted a user satisfaction survey. Page Views (Hits) about STS 2016 are around 2,168 clicks. Page Views (Hits) about STS 2015 are around 2,397 clicks.
12.3. Completeness	Short-term statistics on their completeness are built in accordance with Eurostat regulations. The degree of completeness of the data, for the Short Terms Survey (STS) 2016 is 70.6%. This calculation took into account the European regulation.

13. Accuracy and reliability	
13.1. Overall accuracy	Overall, the data is checked with previous years to identify any significant changes in the data. Such queries are confirmed with financial statements or with an administrative source when available.
13.2. Sampling error	Sampling error are treated in the internal technical reports, when for every indicators in survey we calculate the total variance, which is estimated such as the sum of the variance of all total strata and relative standard errors, to eliminate the negative effect of NACE activity changed in STS time series data. All indicator values are weighted to represent the population. Standard deviation is around 3.2%.
13.3. Non - sampling error	**Unit non response** takes in consideration enterprises that are unable or unwilling to give the answers or when interviewers are unable to find the enterprises address, or when other barriers exist to complete the interview. The unit non-response rate for STS 2016 is 10.6%. **Item non-response** rate for the main variable are: Average number of employed is 3.08% while net sales is 3.9%.

14. Timeliness and punctuality	
14.1. Timeliness	This quality reports refers to the results of 2016. The STS indexes are published 90 days after the reference period.
14.2. Punctuality	The dissemination of the data is carried out in accordance with the structural statistics availability calendar that the INSTAT compiles and publishes for each year. http://www.instat.gov.al/en/publications/publication-calendar,-2017.aspx The publication of STS has been punctuality in time to 100 % of publications carried out over the years.

15. Coherence and comparability	
15.1. Comparability - geographical	The data related to the indicators of STS are prepared in accordance with Eurostat methodology and as such are comparable at international level. These data are comprehensive and produced at the country level.
15.2. Comparability - over time	Over the years Quarterly Survey of Enterprises in STS has undergone changes in coverage and in the method of choice. Quarterly Survey of Enterprises has started for the first time in 2003. In 2005 it added Wholesale trade activity. In 2008 the sampling method passed by listing methods in combined method (with sampling and listing). Enterprises with 1-9 employees are sampling, while enterprises with over than 10 employees are choise with listing (so exhaustive) without changing the scope of coverage. In 2012 the population of the Quarterly Survey of Enterprises changes as a result of updating the Register of Enterprises with the results of the Economic Enterprises Census 2010. In 2014 in STS

	implemented nomenclature of economic activities, NACE Rev. 2, updated of the weights and changing the structure of the base period of the indices from 2005 to 2010. All these changes in the indices series are not disconnected, but the indices are back casted. These changes are reported in the methodological explanations that accompany respective publications.
15.3. Coherence - cross domain	Data is cross checked against administrative sources on quarterly basis. After these checks it can be concluded that the data is coherent.
15.4. Coherence - internal	Short - term statistic specialists work together with relevant departments to ensure consistency and coherence of statistical indicators.
16. Cost and burden	STS cost includes information on the permanent and temporary number of the staff. STS number of staff are: **Total** **312 employees** • Total staff in Central Office 7 employees • Logistics specialists 3 employees • Enumerators 282 employees • Controllers 10 employees • Operators (four months) 10 employees Ennumerators hired four times a year for the following surveys: • Quarterly Survey of Enterprise; • Producer Price Survey; • Import Price Survey; • Construction Cost Survey. Costs for treatment of non-response are free, because INSTAT use administrative sources for imputation. Cooperation agreement signed between INSTAT, DPT and QKR, are used in manner that the transmission of administrative sources is without cost. Statistical sources as (BR, STS etc.) are also without cost, because they are considered internal users. STS staff manages the control and analysis of data, so these two processes have no additional cost.
17. Data revision	
17.1. Data revision - policy	Revision policy of STS is done in accordance with general revision policy and errors treatment policy introduced by INSTAT in the links below: http://www.instat.gov.al/media/371722/revision_policy_2016.pdf http://www.instat.gov.al/media/371809/the_errors_treatment_policy.pdf
17.2. Data revision - practise	Published data are not considered final and can be revising. Data are revised for a whole range or for other reasons such as: new and/or improved data sources, corrections of errors or methodological changes, but the revisions are generally rather limited in scale.

18. **Statistical processing**	
18.1. Source data	Data on STS are based on: quarterly statistical surveys such as STS, PPI, IPI, CCI and with administrative source such as Construction permits. Main tools for the choice are: Statistical Register of Enterprises and Classification of Economic Activities, NACE Rev. 2. Population is determined by two basic criteria: Size of enterprises classified by number of employees and economic activity method selection, used is stratified, Simple Random Sampling (SRS) (the cut-off). Stratified is based on a combination of economic activity by size group of the enterprise. Indicators are presented for economic activities by certain fields in regulation STS and based on user needs.
18.2. Frequency of data collection	Data is collected quarterly.
18.3. Data collection	The data are collected directly by interviewing with paper questionnaire, every quarterly, 15 days after the end of the reference period. Duration of this surveys is 15 working days.
18.4. Data validation	Data received from survey and from VAT file (used for imputation) are validated using logical validation rules. At national level, editing involves studying data from respondents with the aim of identifying (and eventually correcting) errors. Not all errors can be identified and the aim is to detect the errors that have a significant influence on the results. Rules to assist in identifying errors may flag possible errors that require further investigation to determine where there really is an error as opposed to an unusual result or they may identify definite errors. Editing involves checks for completeness, that values are within given ranges and that values for related variables are coherent. Data editing may take place during or after data entry. Responses can be compared to the response of previous quarters. Inconsistency or large deviations (outside of a pre-established range) indicate that a closer look is desirable. This may result in editing. In the context of timeliness, the editing process may be designed to give top priority to those outliers that are most in need of editing for the sake of reliable aggregates. By solving the worst cases, large improvements can be achieved.
18.5. Data compilation	**National level** First step is collecting information from the interviewers. The purpose is to bring this information to the statistic level. This process follows: • Physical control of questionnaires (verification of completed questionnaires according to the scanning standards.) • Logical control of questionnaires (control of logical marked of responses indicators, description and codification of activity, and control of accurate values.) • Editing process of data collected (errors and modification) • Non response units and the missing information need to be completed through the imputation process. • Comparability phase (collected data with the administrative sources, previous

	periods or trends.) • Analysis of results under each domain of publication. • Completed results are used for weight and re-weight phase • The aggregated data are compared to other data sources • The last two phases can be subject to other analysis used for publication domain. When statistic analysis is finished, these data are determined as a group of non public information. Before releasing the results, very important matter is the confidentiality of this information.
18.6. Adjustment	Most of the STS indices are provided in a calendar and seasonally adjusted form. Price indices, however, are only provided in an unadjusted form.
19. Comment	No comments
Annex	

INSTAT Website
Methodology
Publications of Short Term Statistics
STS Database
NACE Rev.1.1
NACE Rev.2
Application used to easily find NACE Rev.2 codes