Labour Force Survey

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

INSTAT

Reference Metadata

1. Contact	
1.1. Contact organisation	Albanian Institute of Statistics, INSTAT
1.2. Contact organisation unit	Labour Market and Wages Statistics
1.3. Contact name	Elda Muça
1.4. Contact person function	Specialist in Labour Market Statistics
1.5. Contact mail address	Rr. Vllazën Huta, Ndërtesa 35, Hyrja 1, Tirana, Albania, Postal Code 1017
1.6. Contact email address	emuca@instat.gov.al
1.7. Contact phone number	+(355) 4 2222411 / +(355) 4 2233356
1.8. Contact fax number	+(355) 4 2228300
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 a survey conducted to collect 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 data on demographic, educational, socio-economic and other characteristics of the population. The main aim of this survey is to obtain data on three main, mutually exclusive, groups 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- National List of Occupations (adopted according to the International Standard Classification of 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 2011). Breakdowns used in published data are: • 8/9 years school • Upper secondary • Tertiary
2.3. Sector coverage	LFS covers three main economic sectors: 1- Agriculture 2- Industry 3- 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 for whom (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 of the salary; (3) the selfemployed 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 in 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 (within 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 to find a job:
• 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, 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 in the sample, and the statistical unit and observation unit consists of individuals aged 15+ who live in the household selected in 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 blood relationship, 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 current usual resident persons 15+ who lived 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, day care centers, orphans' home, prisons, people who live in hotel-motel-guest house, house of army members, in long term stay in payed hospital etc., are not covered in the survey.
2.7. Reference area	Data of the Labor Force Survey are representative for the whole territory of the country and also at prefecture level.

2.8. Time coverage	Data are available from 2007-2019.
2.9. Base period	Not applicable for this survey.

3. Statistical processing

3.1. Source data	The data set is based in a survey. The sample for LFS is based in a two-stage sampling procedure where in the first stage are selected the geographical areas with a proportional probability to the size of the enumeration area (PPS method). For the period 2007-2011, the sample size was around of 7,440 non-institutional households on annual basis, selected from 620 census enumeration areas (PSU) with PPS-systematic method. From 2012-2016, LFS is a Quarterly survey with a sample size of 5,040 noninstitutional households and from 2016 the sample is around 7,900 noninstitutional households. According to the rotational sampling design, each quarter are selected 1,580 new households and 80 percent of them (6,320 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, a fixed number of households is selected from each sampled PSU by systematic sampling with equal probability. The sampling frame for the LFS is based on summary data for the census enumeration areas defined for the 2011 Albanian Housing and Population Census. The availability of this sampling frame ensures 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.
3.2. Frequency of data collection	The data are collected continuously and are analyzed to publish quarterly results.
3.3. Data collection	For the quarterly LFS the data are collected with computer assisted personal interview (CAPI). An interviewer who is assigned to a group of households carries the interview for the households that are assigned to him. As it is a rotation panel the interviewer has to go to a family 5 times in a quarterly basis.
3.4. Data validation	Data collection is done with CAPI method and data validation are done in micro level. This method allows putting logical controls in the data entry application so that during the interview if a wrong code is entered, a warning message displays and the interviewer cannot continue asking other questions until the error is fixed. Consistency checks (macro level data validation) are performed in central office and 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-checks for consistency of economic activity and occupation held in the main job, occupation and the educational level.
3.5. Data compilation	In the determination of the sample's weights there could be marked out several steps: • The inclusion probability of each household and it's corresponding design weight are calculated; For each stratum the design weights are adjusted according to the actual response rate; • The weights are calibrated taking into account the demographic data (age, prefecture, urban/ rural). Different age and sex groups of persons have a different status in the labour market. In order to get unbiased estimations, 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 sample 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 official statistics. In accordance with the "Law on Official Statistics", Nr.17/2018, date 17.04.2018, INSTAT use statistical methods and processes in compliance with internationally recognized scientific principles and standards and 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, INSTAT follows the general principles of quality management in line with 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 are involved in different stages such as the data collection, data control, data input and other final controls.

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 surveys are used to confirm the situation of cases when there are significant differences of one year's trend 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 that took place in February 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 for 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 as: • National Account Directorate; • Social Statistics Directorate; • Economic Statistics Directorate; • Agricultural and Environment Statistics Directorate.
5.2. User satisfaction	Page Views (Hits) about Labour Force Survey in 2018 are around 32,631 clicks while there were 5,057 Page Views (Hits) for LFS in 2017. INSTAT during 2018 conducted for the first time the "User Satisfaction Survey". Users to the questions: "How do you rate the overall quality of Labour Market statistics?" using a scale from 1 to 5 (1=very poor, 2=poor, 3=adequate, 4=good, 5=very good), have assessed the quality of the data with an average of 3.5. The results of User Satisfaction Survey are published in the following link: http://www.instat.gov.al/media/2973/instat_usersatifsactionsurvey_dt12102017.pdf
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 use the following variables: • Age – by 5-year bands – for the period 2007-2011; for the period 2012-2015, four main groups are used: (0-14; 15-29; 30-64; 65+); since 2016, five-year band age-groups are used. • 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 • NJEFNUM – identification household number (for statistical purpose) is retained the same for five consecutive quarters (CAPI allows to have prefilled demographic information for the next four waves). Households 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 traced. The interviewer is instructed to conduct the interview to the family that is found in that address.
5.3.1. Data completeness - rate	The rate of completeness of data 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 is 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 different random samples with the same size and for the same period, instead of just one sample are drawn. 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 errors and confidence intervals for some key variables: employed persons, unemployed persons. See table 1 in Annex A. Starting from 2019, in accordance with Eurostat recommendations, for calculating the sampling error of annual estimates, the panel effect has been taken into account.
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. The sampling error is defined as the

	difference between the sample indicator and the respective population indicator. The sampling error happens because of the non-selection of all units of the population that is studied. The non-sampling errors can arise at any stage of the collection and processing of the survey data and include all errors not related to the selection. These include measurement errors, response errors, interviewer errors, processing errors, etc. 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 include those in calculations.
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 only and not persons living in institutional households. Since the 2011 Census is being used as a sampling frame, households created after 2011 are not well represented. The sample frame in LFS is 2011 Population Census that is not up-dated and as a consequence an under-coverage of newly created households may arise. 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 exist after 2011. Over-coverage is related also with 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 or not found (incorrect address).
6.3.1.1. Over-coverage - rate	The over coverage rate for producer without the design weight is around 10.1 % of the households.
6.3.1.2. Common units - proportion	Not applicable because administrative data are 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 during 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. The non-response rate for LFS 1st quarter 2019 is 16.5 % at household level; substitutions are not allowed.
6.3.3.2. Item non-response - rate	The item non response rate for question "How many hours did you actually work at your main job during the reference week" is 0.65 % un-weighted and weighted is around 0.59 %.
6.3.4. Processing error	Processing errors result from codification errors. National occupation codes (according to ISCO-08) and economic activity codes (NACE Rev2) are inserted basing in the free text option in the questionnaire (job title and

	description of job; economic activity description and name of place of work), and are carefully checked.
6.3.4.1. Imputation - rate	For the LFS the overall mean imputation rate is around 0.06%, and is at the level of invalid values.
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 71 days (T+71). 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 are published based on the publication calendar, in the INSTAT website, quarterly and annually.
7.2. Punctuality	At the end of each year, INSTAT publishes a Fixed Release Calendar for the next year: http://instat.gov.al/en/publications/calendar/
7.2.1. Punctuality - delivery and publication	For the quarterly results of LFS 2012-2019, INSTAT was punctual 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	Not compiled by INSTAT.

statistics - coefficient	
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 were 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 refer 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 2012-2018, first quarter 2019, CC2=29 quarters. INSTAT, after the publication of the revised population estimates for the years 2001-2014 in May 2014, which reflected the population changes derived by the Population and Housing Census 2011, has revised the Quarterly Labour Force Survey time series. There is a significant change in the demographic information as regards 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 from 2007 to 2019.
8.3. Coherence - cross domain	The 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 include persons who are looking for a job but who have no interest in registering for work with the public employment agency (National Employment Service). 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 - Unemployment information in administrative data is gathered from National Employment Service. The jobseeker is a person who: a) Lives in Albania. b) Is over 16 years old. c) Comes across the Employment Office to find a job. d) Is capable to work. Here are not included persons who are looking for a job but who have no interest in registering for work in 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 that 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, the percentage change on quarterly and annual basis, etc.
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://www.instat.gov.al/en/publications/press-releases/
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/en/DST/?rxid=76a50e5a-3b99-4447-8bf6-e10608223fbd
9.3.1. Data tables - consultations	
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.
9.5. Other	LFS micro data are sent to Eurostat each quarter. This process has started since the first quarter of 2017.
9.6. Documentation on methodology	A short explanation related to the definitions of the main concepts and methodological explanations are provided to users at 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-andunemployment-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	Calculated by EUROSTAT.

9.7.2. Metadata - consultations		
10. Cost and burden		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)	60

Number of surveyed households:
• First quarter 2019 –7,900 HHs

On average there are conducted 3.5 HH interviews per day.

11. Confidentiality

11.1. Confidentiality - policy	Data are considered strictly confidential and are used only for statistical and research purposes based on national "Law on Official Statistics", No.17/2018, and on Law No.9887, date 10.03.2008 "Personal Data Protection". Article 31 of the "Law on Official Statistics", 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, 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 national Statistical Law No.17/2018 "On Official Statistics", 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.
12.Comments	

Annex

Table 1: Generalised sampling standard deviations for the main labour market indicators

	95 % confidence interval

	Estimate	Coefficient of Variation	Standard deviation	Lower limit	Upper limit
Labour force participation rate for 15-64 years	69.0%	0.9%	0.62	67.8	70.2
Employment rate for 15-64 years	60.3%	1.4%	0.74	58.6	62.0
Unemployment rate for 15+ years	12.1%	5.7%	0.68	10.8	13.4

The unemployment rate, for a 95 % confidence level, lies within the range of 10.8 % and 13.4 %, with a standard deviation of 0.68 %. The standard deviation, for the proportion of population aged 15-64 in employment is 0.74 % and for a 95 % confidence level, the estimate of employment rate is between the values 58.6 % to 62.0 %.