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Statistical Business Register

Reference Metadata in ESS Standard for Quality Reports Structure

(ESQRS)

INSTAT

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Reference Metadata

1. Contact	
1.1. Contact organisation	INSTAT, Institute of Statistics
1.2. Contact organisation unit	Statistical Business Register Unit
1.3. Contact name	Flutura Rama
1.4. Contact person function	Head of unit
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2. Statistical presentation	
2.1. Data description	**Statistical Business Register** (SBR) is used for statistical purposes aiming to identify clearly the economic unit in order to: • Make possible the collection of information about them via administrative sources; • Prepare samples for surveys, coordination and aggregate the final results; • Make possible demographic analysis of the population of enterprises and their associated units. Business register is a base for the compilation of the statistics needed to provide indicators of both short-term and structural economic development. Statistical Business Register (SBR) includes all legal unit registered to National Business Centre (NBC) or to Tax offices. All Legal units are identified by the unique code, NIPT, carried on economic activity in Albanian territory. Business Register is updated from administrative sources and different surveys conducted by INSTAT and other statistical agencies.
2.2. Classification system	**The classification of Economic Activities (NACE)** is a four-digit classification for the economic activity performed by different enterprises. This classification in Albania is adopted by Government Decision No. 320, date 28.05.2014 and it is a translation and adoption of Classification of Economic Activities of European Union, NACE Rev.2 **Size of enterprises** is determined by number of employed: • Enterprises with 1 to 4 employed classified as micro enterprises; • Enterprises with 5 to 9 employed classified as small enterprises; • Enterprises with 10 to 49 employed classified as medium enterprises; • Enterprises with 50 and more employed classified as big enterprises. **Territorial statistical division into 3 (three) regions NUTS** Territorial statistical organization within the territory of the Republic of Albania includes three regions based on 12 municipalities: **Region I:** Dibër, Durrës, Kukës, Lezhë, Shkodër;

	Region II: Elbasan, Tiranë; **Region III:** Berat, Fier, Gjirokastër, Korçë, Vlorë.
2.3. Sector coverage	Statistical business register holds all legal units, enterprises and local units that conduct economic activity in Albanian territory. The register maintains and updates the information for both active and dormant or closed enterprises.
2.4. Statistical concepts and definitions	**Legal Unit** Legal Unit is not a direct statistical unit. Legal unit can be: • Legal person, whose existence is recognized by law independently of the individuals or institutions which may own or are members of him; • Physical person, who is engaged in an economic activity in its own right. **Enterprise** An enterprise is: "the smallest combination of legal units that is an organizational unit producing goods or services which benefits from a certain degree of autonomy in decision-making, especially for the allocation of its current resources. An enterprise carries out one or more activities at one or more locations (local unit)". The relationship between an enterprise and a legal unit is therefore defined as: "the enterprise corresponds either to a legal unit or to a combination of legal units. **Local unit** The local unit is an enterprise or part thereof (e.g. a workshop, factory, warehouse, office, mine or depot) situated in a geographically identified place. At or from this place economic activity is carried out for which - save for certain exceptions - one or more persons work (even if only part time) for one and the same enterprise. **Economic Activity** Enterprises economic activity is based on Nomenclature of Economic Activities NACE Rev. 2.
2.5. Statistical unit	SBR contains statistical units: Enterprise and Local Unit.
2.6. Statistical population	The statistical population includes active, dormant or closed enterprises at the end of the reference year.
2.7. Reference area	Data on the Statistical Business Register cover the whole territory of the country.
2.8. Time coverage	INSTAT first built up Administrative Business Register in 1994 and since 1998 updates and maintains the Statistical Business Register (SBR). This register was built and based on administrative data received from the General Directorate of Taxation (GDT). Since 2007, the register is also updated with data from the National Business Centre (NBC).
2.9. Base period	Not applicable. This report refers to the SBR data of 2019.
3. Statistical processing	
3.1. Source data	Statistical Business Register with reference year 2019 is updated with:

	Administrative data sources: • Information from the National Business Centre (NBC); • Information from the General Directory of Taxation (GDT); • VAT file; • Annual account of enterprises. **Statistical data sources** conducted by INSTAT and other statistical agencies: • Enterprise Register Survey, ERS; • Annual Structure Survey, SBS; • Short Term Statistics, STS; • Production Price Survey, PPI; • Other surveys.
3.2. Frequency of data collection	Statistical Business Register is updated once a year and data collection frequency is listed below: • National Business Centre (NBC) -annual; • General Directory of Taxation (GDT) - Quarterly; • Annual enterprise accounts - Annual; • Enterprise Register Survey, ERS - Annual; • Annual Structure Survey, SBS - Annual; • Short Term Statistics, STS - Quarterly; • Production Price survey, PPI – Annual.
3.3. Data collection	The administrative data sources are the most important to update the SBR, they creates the possibility of incorporating new legal entities, and to identify changes for each variable at enterprise level. Statistical data sources are used by the SBR sector only when they are finalized. The sector based on a list of priorities for each source conducted the SBR update procedure. The list of priorities is prepared based on: Reference period and significance.
3.4. Data validation	Regarding data validity, data editing procedures generally refer to editing at the micro level or otherwise at enterprise or local unit level. The checks carried out are mainly based on compliance with European and national classifications: • NACE Rev.2; • Legal form; • Ownership States; • Municipality; • County. Manual controls are made for large enterprises and for enterprises in strategic branches such as: • Rail transport; • Air transport; • Postal and courier activities; • Electricity generation; • Public administration. Their economic activity was approved by the SBR user group, which reviews and decides in cases of change of economic activity for each statistical unit.

3.5. Data compilation	The creation of new legal entities automatically leads to the creation of a new enterprises and a new local unit with SBR variables. This information as well as the changes is derived from the administrative source and mainly the GDT. Enterprise level information is updated by various surveys according to the list of priorities and the reference period of the administrative or statistical data source. For large companies, manual updates are also made from online searches. Only the SBR sector has the right to make changes. Other sectors of INSTAT send data at enterprise level from survey or other changes.
3.6. Adjustment	No adjustment is made to the data collected by the SBR.

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	SBR data is compared with SBR 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 behaviour with other years.

5. Relevance

5.1. User needs	SBR 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 SBR publication on business demography is sent annually to a particular user group. Also are completed questionnaires dedicated by international institutions such as Eurostat, the Statistical Office of the European Union and the World Bank Internal users are other sectors within INSTAT who use SBR results as inputs to their work like as: • National Account Directorate; • Methodology Sector; • Price Statistics Sector; • Regional Statistics Directorate; • Social Statistic Directorate; • Regional Statistical Offices.

5.2. User satisfaction	Users to the questions: "How do you rate the overall quality of SBR?" 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 3.53 (70.6%).
	INSTAT organizes every year User Satisfaction Survey
5.3. Completeness	The production of statistical data on SBR is followed by this legal basis. These legal bases ensure that all Albanian businesses are required to register to the GDT and the GDT can pass the relevant information needed for the SBR to INSTAT.
	- Law No. 17/2018, on the date 05.04.2018 "On Official Statistic" - Council Regulation (EEC) No 177/2008 of 20 February 2008 on Community coordination in drawing up business registers for statistical purposes; - Decision of the Assembly of Albania No. 10/2017 on the date 09/02/2017 "On the approval of the Official Statistics Program 2017-2021"; - Decision of the Council of Ministers "On the approval of the Revised Economic Activity Nomenclature (Rev. 2)" No. 320 on the date 28.5.2014; - Law no. 115/2014 "On the Administrative-Territorial Division of Local Government Units in the Republic of Albania"; - Memorandum of Understanding between the General Directory of Taxation and INSTAT, on the date 11.3.2015; - Law no. 9920, on the date 19.5.2008 "On Tax Procedures in the Republic of Albania"; - Albanian Law No 8957 date 17.10.2002 "For small & medium enterprises, SME", amended by the Law No. 10042 date 22.12.2008; - Decision of the Council of Ministers No. 1037, on the date 15.12.2010. "For the implementation of the nomenclature" Albania in 3 (Three) Regions NUTS II ", according to the nomenclature of territorial units for statistics (NUTS) of the European Union; - Instruction of the Minister of Finance No. 19 dated 03.11.2014 "On the Implementation of the Special Regime of the Compensation Scheme of Agricultural Producers for the Value Added Tax Purpose;
	In the addition to this legal basis there is a data exchange with NBC on voluntary bases which will be official
5.3.1. Data completeness - rate	The degree of completeness of the data, for the SBR 2019 is 94.1%. This calculation took into account the Regulation "Council Regulation (EEC) No 177/2008 of 20 February 2008 on the Establishment of Enterprises Group Register for Statistical Purposes.

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 finalized. The links between variables are checked and coherence between different data series confirmed.
6.2. Sampling error	There is no sampling error because SBR is not a statistical survey but an integration of statistical and administrative data.
6.2.1. Sampling error - indicators	Not applicable.

6.3. Non-sampling error	In Albania, there is no address system and this brings a poor quality of address at enterprise level. A good part of the addresses is incorrect or incomplete. Questioners always point out this problem when they are in the field work, especially with smaller companies. The update process also has automatic control procedures such as NACE error checking or geographic location errors. To check the compatibility of NACE with word description, manual controls are made only for big enterprises. However, the collaboration with administrative data sources is very important to ensure completion and to increase the quality of registers as a basis for statistics production. The enterprise data quality is higher than the quality of local unit data, as there is no administrative source that updates the data of local units.
6.3.1. Coverage error	Over-coverage occurs when a unit is registered in SBR as active, but during the interview the status is not active anymore, closed or unable to find.
6.3.1.1. Over-coverage - rate	The over coverage rate for SBR 2018 taking into consideration two main surveys conducted by INSTAT, Structural Business Survey and Short Term Statistics, is 2.81%.
6.3.1.2. Common units - proportion	The part of the units covered by the survey and from the administrative source is not calculated because SBR is not a statistical survey.
6.3.2. Measurement error	Determination of turnover: This variable was set in SBR from the Census of Non-agricultural Economic Enterprises. General Directorate of Taxation does not provide for all legal units this information. Farmers which are parts of GDT dataset do not declare the turnover. Statistical sources by business survey collect this information, but the coverage in SBR is low.
6.3.3. Non response error	There is non-response error because SBR covered all legal units, enterprises and local units that conduct economic activity in Albanian territory.
6.3.3.1. Unit non-response - rate	Not applicable.
6.3.3.2. Item non-response - rate	Not applicable.
6.3.4. Processing error	There are no errors in the processing since the SBR is updated semi automatically.
6.3.4.1. Imputation - rate	The set of indicators considered to perform the assessment of the effects of the cleaning procedure at aggregate level can be grouped into three different kinds: 1. Indicators on the amount of data submitted to the imputation procedure, like Number of Records, Number of Variables and Number of Variables subject to the Imputation procedure and Number of Total Values. 2. Indicators for the evaluation of the overall effects of the imputation procedure, like: i) Imputation rate1 (I): (Number of Imputed values/Number of Total values)*100; ii) Addition rate (Ia): (Number of Additions/Number of Total values)*100; iii) Modification rate (Im): (Number of Modification/Number of Total values)*100; iv) Elimination rate (Ie): (Number of Eliminations/Number of Total values)*100. 3. Synthetic indicators on the imputation rate by records, like for instance Number of Records with Imputation rate greater than 2% and Number of Records with Imputation rate greater than 5%. In the table below are the assessments of the

cleaning procedure:

Indicators	2019
	2018
Number of Records	383,202
Number of Variables	12
Number of Total Values	4,598,424
Number of Valid Values	4,598,424
Number of Valid blanks	581,241
Number of Valid non-blanks	4,017,183
Number of Imputed Values	265,792
Number of Net Imputation	204,885
Number of Cancellation	177
Number of Modification	60,729
Imputation rate (I)	6.62
Net Imputation rate (Ia)	5.10
Cancellation rate (Ie)	0.004
Modification rate (Im)	1.51
Non-Imputation rate	93.38

6.3.5. Model assumption error	No model is used to predict /evaluate the results.
6.4. Seasonal adjustment	No seasonal adjustment is made to the data collected by the SBR.
6.5. Data revision - policy	SBR Review Policies are made in accordance with the revision policy and the policy of settling errors set by INSTAT. For more information refer to: • Revision Policy • The Errors Treatment Policy
6.6. Data revision - practice	The revision practices are not applicable.
6.6.1. Data revision - average size	Not applicable.

7. Timeliness and punctuality

7.1. Timeliness	Statistical Business Register is published 5 months after the end of the reference year (T + 153 days). The reference period of the results of the Statistical Register of Enterprises 2019 is 31 December 2019. Reference period: 12/31/2019 Date of publication: 6/1/2020 Timeliness: 153
7.1.1. Time lag - first result	Statistical Business Register data do not include publication of preliminary result.
7.1.2. Time lag - final result	The results of the SBR publication are published based on the publication calendar, which is published on the INSTAT website each year

7.2. Punctuality	The data of Statistical Business Register are disseminated according to the publication calendar. The publication has been punctuality in time to 100% of publications carried out over the years | Reference period	12/31/2019 | |---|---| | Date of announcement | 6/1/2020 | | Date of publication | 6/1/2020 | | Time lag | 0 |
7.2.1. Punctuality - delivery and publication	Based on this calendar, the SBR publication has been timely, at 100% of the publications made over years.

8. Coherence and comparability

8.1. Comparability - geographical	INSTAT uses methodological aspects that are based on concepts, definitions and guidelines of the Council Regulation (EEC) No. 177/2008 of 20 February 2008 on the "Establishment of the Business Registers for Statistical Purposes". Albania's data may be comparable to EU countries or candidate countries. Regarding the reference period, Albania uses the calendar year. The classification of enterprises is based on the Classification of Economic Activities, Rev. 2 according to Regulation (EC) No 1893/2006 on "Implementing Rev. 2 in Enterprise Structural Statistics"; Territorial statistical organization within the territory of the Republic of Albania includes three regions based on 12 prefectures: **Region I:** Dibër, Durrës, Kukës, Lezhë, Shkodër; **Region II:** Elbasan, Tiranë; **Region III**: Berat, Fier, Gjirokastër, Korçë, Vlorë.
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	The application process for NACE Rev.2 code has started since 2009. To enable this process in SBR a new variable was added which represents the description of the economic activity of the enterprises. This variable was used as a source for updating the NACE Rev.1.1 codification and consequently the codification of NACE Rev.2. These two procedures were conducted in parallel. Census of (Nonagricultural) Economic Enterprises, which took place in 2010, enabled the quality improvement of the SBR also in NACE codification framework. From this point on, the application of the double codification of economic activity (NACE Rev1.1 and NACE Rev.2) began. The application of codification Rev.2 was also implemented for the years 2005-2009. Law no. 115/2014 dated 31.7.2014 on Administrative and territorial division of local government units in the Republic of Albania was implemented in SBR 2015, as the time series for SBR final 2010-2014 has been prepared. INSTAT produces official statistics from the SBR with new administrative division.
8.2.1. Length of comparable time series	SBR time series exists since 1998 (as a reference year). Based on NVE Rev 1.1, classification of SBR data are comparable over the years 1998 through 2014. In

	NACE Rev 2 SBR data are provided from 2005 onwards.
8.3. Coherence - cross domain	Statistical Business Register produces economic statistics. Data published by the SBR can be found in these interrelated areas: short-term statistics, structural statistics, etc. Despite the similarity of indicators produced by these domains, it should be noted that methodological differences exist between SBR data and data from other statistics.
8.4. Coherence - sub annual and annual statistics	SBR uses different sources with different frequencies. A list of priorities was created for SBR update procedure based on the reference period of the data.
8.5. Coherence - National Accounts	Not applicable.
8.6. Coherence - internal	Internal data consistency has been checked before finalizing SBR. The links between the variables and the coherence in their series are also checked.

9. Accessibility and clarity

9.1. News release	The press release contains information about key indicators, number of enterprises, economic activity, and size of enterprise, ownership and geographical distribution. The format of the press release has changed; It is defined by the publishing sector, which also sets the date of publication. SBR press release is published online on INSTAT website.
9.2. Publications	The results of the SBR are published in the Statistical Yearbook. Users can find the results on the INSTAT website: • Statistical Business Register • Statistical Yearbook • Women and Men in Albania 2019
9.3. On-line database	All information is available in two languages: Albanian and English. Since 2011, Through Pc-Axis system, for external users on the website is offered time series of SBR from 2010 as reference year. Also on this website there is a simple methodological explanation Access the database at the link below: Database
9.3.1. Data tables - consultations	Page Views (Hits) about Statistical Business Register in 2019 are around 8,133 while in 2018 were 6,903 clicks.
9.4. Micro-data access	As a result of confidentiality preservation, SBR data are not available at micro level. Aggregated data are the only type of data provided to external users. Although micro data are not published, they can be accessed based on Article 31, item 5 Law No. 17/2018, dated 05.04.2018 "On Official Statistics".
9.5. Other	Users can send other specific requests through a dedicated session for contacts in the link below ", changed: Contact us.
9.6. Documentation on methodology	A brief explanation of the definitions, key concepts and methodological explanations for users is published in the press release and publications. When necessary, additional information is provided to the internal users. On the INSTAT website there is a section related to the methodology of statistical business register.

9.7. Quality documentation	Statistical Business Register sector documents the entire work process and SBR 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	Not applicable.
10. Cost and burden	Number of staff involved for SBR: • Total: 46 employees 1. Head of sector: 1 employee 2. Specialist: 2 employees 3. Enumerators: 40 employees 4. Controllers: 1 employee 5. Operators 2 employees For imputation SBR uses administrative data so there are no additional costs for treating non-response. Agreements signed between INSTAT and GDT or NCB clearly affirms that data transmission is provided for free. Statistical data sources (STS, SBS etc) are costless too for SBR. Internal staff of SBR handles the data control and data compilation for the final result. INSTAT is developing a system to measure the response burden.
11. Confidentiality	
11.1. Confidentiality - policy	Confidentiality of statistical data is required by Albanian law no. 17/2018, date 05/04/2018 and the staffs conducting surveys are required by law no. 9887, date 10.03.2008 for "Personal Data Protection" to treat the information with confidentiality. Article 31 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, there by 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 to Article 31 of Law No. 17/2018, dated 05.04.2018 "On Official Statistics", from the data in individual level of the SBR, are excluded all demographic data of the enterprise, such as NIPT, name of enterprise, name and the surname of the president, date of establishment of the enterprise and its address. It is initially marked with (c) Confidential cases of groupings that have 3 or less enterprises as well as cases where the percentage of the two largest enterprises exceeds 75%. Cases that would lead to indirect identification of the enterprises are then marked with (c).

12. Comment	
Annex	