Business Registers

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

Reference Metadata

1. Contact	2
2. Statistical presentation	2
3. Statistical processing	4
4. Quality management	5
5. Relevance	5
6. Accuracy and reliability	6
7. Timeliness and punctuality	9
8. Coherence and comparability	9
9. Accessibility and clarity	11
10. Cost and burden	12
11. Confidentiality	
12. Comment	13
Annex	13

1. Contact	
1.1. Contact organisation	INSTAT, Institute of Statistics
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2. Statistical present	ation
2.1. Data description	 Business Registers (BR) are 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 registers are the bases for compilation of the statistics needed to provide indicators of both short-term and structural economic development. Business Registers (BR) includes all legal units registered to National Business Centre (NBC) or to Tax offices, enterprises and their local unitas. All Legal units are identified by the unique code, NIPT, carried on economic activity in Albanian territory. Business Registers are updated from administrative sources and different surveys conducted by INSTAT.
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 qarqe:

	Region I: Dibër, Durrës, Kukës, Lezhë, Shkodër;
	Region II: Elbasan, Tiranë;
	Region III: Berat, Fier, Gjirokastër, Korçë, Vlorë.
2.3. Sector coverage	Statistical business registers hold all legal units, enterprises and local units that conduct economic activity in Albanian territory. The registers maintain and update the information for both active and dormant or closed enterprises.
	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
2.4. Statistical concepts and definitions	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).
	In 2010 was set up the local unit register and in 2017 the enterprise group register.

2.9. Base period	Not applicable. This report refers to the BR data of 2021.		
3. Statistical process	3. Statistical processing		
3.1. Source data	 Business Registers with reference year 2021 are 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: Annual Structure Survey, SBS; Short Term Statistics, STS; Production Price Survey, PPI; Other surveys. 		
3.2. Frequency of data collection	 Business Register are updated once a year and data collection frequency are listed below: National Business Centre (NBC) -annual; General Directory of Taxation (GDT) - Quarterly; Annual enterprise accounts - 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. Others. 	
	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	Not applicable. No adjustment is made to the data collected by the BR.	
4. Quality managem	lent	
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	 BR 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 BR 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 BR results as inputs to their work like as:	

5.2. User satisfaction	 National Account Directorate; Methodology Sector; Price Statistics Sector; Regional Statistics Directorate; Social Statistic Directorate; Regional Statistical Offices. 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 3.50 (70.0%). INSTAT organizes every year <u>User Satisfaction Survey</u>
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 date 5.4.2018 "For official statistics"; The European Parliament and Council Regulation (EU) 2019/2152 of 27 November 2019 on European business statistics; Albanian Law no 30/2022 date 24/03/2022 "On Official Statistics Program 2012-2026"; Decision of Albanian Government "On nomenclature of economic activities, NACE Rev.2", no. 320 date 28/05/2014; Law no.115/2014 "On territorial Law no. 115/2014 On the Administrative-Territorial Division of the Local Government Units in the Republic of Albania; Law no. 9920 dated 19.5.2008 "On Tax Procedures in the Republic of Albania"; Law no 43/2022 date 21.04.2002 "For the development of micro, small and medium enterprises" Decision of Albanian Government No 1037, date 15/12/2010 " On implementation of territorial nomenclature "Albania in three regions, NUTS II" based on European Nomenclature of Territorial Units for Statistics; Memorandum of Understanding between National Business Centre and Institute of Statistics; date 13.06.2017; Directive of the Minister of Finance No. 19 dated 3.11.2014 "On Enforcement Regime Scheme specific compensation for purposes of agricultural producers of Value Added Tax"
5.3.1. Data completeness - rate	The degree of completeness of the data(coverage), for the BR 2021 is 100%. The European Parliament and Council Regulation (EU) 2019/2152 of 27 November 2019 on European business statistics
6. Accuracy and reli	ability
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	Not applicable. 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	 Non-sampling errors are basically of 4 types: 1. Coverage errors: errors due to existing divergences between the target population and the sampling frame. 2. Measurement errors: errors that occur at the time of data collection. There are a number of sources for these errors such as the survey instrument, the information system, the interviewer and the data collection method. 3. Processing errors: errors in processes after data collection such as data entry into the program, editing and weighing. 4. Non-response errors: errors due to an unsuccessful attempt to obtain the desired information from an eligible unit. Regarding RB there are no sampling errors, as it includes the entire population of legal units, enterprises and local units. In Albania there is no address system yet and this brings a poor quality of addresses at the enterprise level. Surveyors always highlight this problem on the ground especially with small enterprises. The update process also has automatic control procedures such as error checking in the NACE To check the compliance of the NACE with the word description manual checks are done only for large enterprises. However, cooperation with administrative resources is very important to ensure completeness as well as to increase the quality of registers, as a basis for the production of statistics. The quality of enterprises data is higher than the quality of local units data, as there is no administrative source to update local units. The local unit register does not identify new LoU created during a year, as well as closed or sleeping 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 2021 taking into consideration two main surveys conducted by INSTAT, Structural Business Survey and Short Term Statistics, is 2.86%.
6.3.1.2. Common units - proportion	Not applicable. 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	The Users group of SBR has been functioning in INSTAT, since 2018. Members of the group discuss the problems and the plan of activities to have updated and quality business registers. The RSN sector has prepared a list of big enterprises

	digit NACE) has been the same economic a	approved ctivity, in	ches of the economy, where their main activity (4- by all members. These enterprises are treated in all surveys or during the process of producing statistics, making it possible to avoid measurement
6.3.3. Non response error			ause SBR covered all legal units, enterprises and c 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 proces	sing since the SBR is updated semi automatically.
	cleaning procedure at 1. Indicators on the a	aggregate mount of Jumber of	I to perform the assessment of the effects of the level can be grouped into three different kinds: data submitted to the imputation procedure, like Variables and Number of Variables subject to the er of Total Values.
	2. Indicators for the e like: i) Imputation r values)*100; ii) Add values)*100; iii) Mod	valuation or rate1 (I): lition rate lification	of the overall effects of the imputation procedure, (Number of Imputed values/Number of Total (Ia): (Number of Additions/Number of Total rate (Im): (Number of Modification/Number of on rate (Ie): (Number of Eliminations/Number of
	of Records with Impu	utation rat	putation rate by records, like for instance Number e greater than 2% and Number of Records with 6. In the table below are the assessments of the
6.3.4.1. Imputation - rate	Indicators	2021 2020	
	Number of Records	434,564	
	Number of Variables	14	
	Number of Total Values	6,083,896	
	Number of Valid Values	6,083,896	
	Number of Valid blanks	1,200,961	
	Number of Valid non-blanks	4,882,935	
	Number of Imputed	496,616	
	Values Number of Net Imputation	295,497	
	Values Number of Net Imputation Number of Cancellation	295,497 32,146	
	Number of Net Imputation Number of Cancellation	32,146	
	Number of Net Imputation Number of Cancellation Number of Modification	32,146 169,385	
	Number of Net ImputationNumber of CancellationNumber of ModificationImputation rate (I)	32,146	
	Number of Net ImputationNumber of CancellationNumber of ModificationImputation rate (I)Net Imputation rate (Ia)	32,146 169,385 12.05 7.17	
	Number of Net ImputationNumber of CancellationNumber of ModificationImputation rate (I)	32,146 169,385 12.05	

6.3.5. Model assumption error	Not applicable. No model is used to predict /evaluate the results.		
6.4. Seasonal adjustment	Not applicable. 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: <u>Revision Policy</u> <u>The Errors Treatment Policy</u> 		
6.6. Data revision - practice	The revision practices are not applicable.		
6.6.1. Data revision - average size	Not applicable.		
7. Timeliness and pu	inctuality		
7.1. Timeliness	Statistical Business Register is published 5 months after the end of the reference year (T + 152 days). The reference period of the results of the Statistical Register of Enterprises 2021 is 31 December 2021.Reference period12/31/2021Date of publication6/1/2022Timeliness		
7.1.1. Time lag - first result	Business Registers data do not include publication of preliminary results.		
7.1.2. Time lag - final result	The results of the BR publication are published based on the publication calendar, which is published on the INSTAT website each year		
7.2. Punctuality	The data of Business Registers 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 12/31/2021 Date of announcement 6/1/2022 Date of publication 6/1/2022 Time lag 0		
7.2.1. Punctuality - delivery and publication	Based on this calendar, the BR publication has been timely, at 100% of the publications made over years.		
8. Coherence and co	mparability		
8.1. Comparability - geographical	INSTAT uses methodological aspects that are based on concepts, definitions and guidelines of the The European Parliament and Council Regulation (EU) 2019/2152 of 27 November 2019 on European business statistics. 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		

	Dere 2 im Fredermanies Starssternel Statistics"
	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.
	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.
8.2. Comparability - over time	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.
	SBR time series exists since 1998 (as a reference year).
8.2.1. Length of comparable time series	Based on Nace Rev1.1, classification of BR data are comparable over the years 1998 through 2014 providing a comparability of 17 years in time series (CC2=Jlast-Jfirst+1=17).
series	In Nace Rev.2 BR data are provided from 2005 onwards providing a comparability of 17 years in time series (CC2=Jlast-Jfirst+1=17).
8.3. Coherence - cross domain	Statistical Business Register produces economic statistics. Data published by the BR 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	BR uses different sources with different frequencies. A list of priorities was created for BR 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 BR. The links

	between the variables and the coherence in their series are also checked.	
9. Accessibility and	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 BR are published in the Statistical Yearbook. Users can find the results on the INSTAT website: <u>Statistical Business Register</u> <u>Statistical Yearbook</u> <u>Women and Men in Albania 2020</u> 	
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 BR from 2010 as reference year. Also on this website there is a simple methodological explanation Access the database at the link below: <u>Database</u>	
9.3.1. Data tables - consultations	Page Views (Hits) about Statistical Business Register in 2021 are around 11,662 while in 2020 were 9,519 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 section for contacts in the link below ", changed: <u>Contact us</u> .	
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 <u>methodology of statistical business</u> register.	
9.7. Quality documentation	Statistical Business Register sector documents the entire work process and BR 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 11. Confidentiality	Number of staff involved for BR: Total: 3 employees 1. Head of Unit: 1 employee 2. Specialist: 1 employee 3. Controllers: 1 employee For imputation BR use 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 BR. 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	The data collected are considered as strictly confidential and used only for statistical purposes and scientific research in accordance with the national Statistical Law No.17/2018 "On Official Statistics", date 10.03.2018 and the Law no. 9887, dated 10.03.2008 "Personal Data Protection", Article 31 of the Law on Official Statistics clearly define that all statistical information collected by INSTAT are confidential and may only be used or published in such summary tables that do not identify the information of the unit. The direct identification is called when a statistical unit is directly identified by the name, address or any officially recognized identification number. When data processing is performed in such a way as to enable the data subject to be identified, the data must be coded immediately so that the entities are no longer recognized.
11.2. 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. 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 statistics. The responsibilities of this staff are to recommend on: which detailed level the statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible; the

	researchers on confidential data for scientific purposes. From SBR data at the individual level there 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	