

ADMINISTRATIVE DATA ON WAGES

Reference Metadata in Euro SDMX Metadata Structure

(ESMS)

INSTAT

Reference Metadata

1. Contact	2
2. Metadata update	2
3. Statistical presentation	2
4. Unit of measure	4
5. Reference period	4
6. Institutional mandate	4
7. Confidentiality	5
8. Release policy	6
9. Frequency of dissemination	6
10. Accessibility and clarity	6
11. Quality management	7
12. Relevance	7
13. Accuracy and reliability	8
14. Timeliness and punctuality	8
15. Coherence and comparability	9
16. Cost and burden	9
17. Data revision	9
18. Statistical processing	10
19. Comment	10
Annex	10

1. Contact	
1.1. Contact organisation	INSTAT, Institute of Statistics
1.2. Contact organisation unit	Labour Market Statistics Unit, Department of Real Sector Statistics
1.3. Contact name	Julinda Hackaj
1.4. Contact person function	Specialist of Labour Market Statistics Unit
1.5. Contact mail address	St. Vllazën Huta, Building 35, Entrance 1, Tirana, ZIP Code 1017 Tirane
1.6. Contact email address	jhackaj@instat.gov.al
1.7. Contact phone number	+(355) 4 2222411 / +(355) 4 2233356
1.8. Contact fax number	+(355) 4 228300
2. Metadata update	
2.1. Metadata last certified	10.03.2022
2.2. Metadata last posted	10.03.2022
2.3. Metadata last update	10.03.2022
3. Statistical presentation	
3.1. Data description	This publication contains detailed data on the level of wages, their distribution and the change over the quarters and over the year. These statistics offer an opportunity to compare salaries in different industries and for different occupational groups. Wage statistics are also of particular importance to the monitoring of economic indicators that are used by policy-makers, employers and trade unions to assess job supply and job requirements.
3.2. Classification system	For the classification and codification of Wage statistics are used: <ul style="list-style-type: none"> • For professions ISCO 08 • For Economic activities NACE Rev.2
3.3. Sector coverage	This information covers data on:

	<ol style="list-style-type: none"> 1. Gender pay gap per employee by economic activities; 2. Gender pay gap per employee by group occupations and sex; 3. Gross average monthly wage per employee by group-professions and sex; 4. Gross average monthly wage per employee by economic activities and sex; 5. Average gross monthly wage per employee and approved minimum wage, Q.4.2018-Q.4.2021; 6. Distribution of employee contributors by average gross monthly wage intervals.
3.4. Statistical concepts and definitons	<p>Average monthly wage - is the gross wage of an employee for the work performed per month. This is constituted by the following elements:</p> <ol style="list-style-type: none"> a. Basic wage for job performed b. Additional payment for managerial duties c. Additional payment for years at work d. Additional payment for difficult working conditions e. Other regular additional payments f. Remunerations <p>Social security contributions and taxation on income are not deducted from the average monthly wage.</p> <p>Monthly minimum wage - is the official minimum wage approved by a Decision of the Council of Ministers.</p> <p>Salary contributors in the sector of Agriculture, Forestry and fishing - are considered all employees declared in the General Directorate of Taxation, by farms / agricultural enterprises.</p> <p>Real growth of wage - is the ratio of annual percentage change of wages over the annual percentage change of price index during the reference period.</p> <p>Minimum wage - is the lower wage paid out for an employee approved by the Government.</p>
3.5. Statistical unit	<p>The statistical unit of the Statistics on Wages is the official minimum wage and the average monthly gross wage and salary per employee.</p>
3.6. Statistical population	<p>Statistical population refers to the number of employees in the privat sector of agriculture, not agriculture, employed in the public sector in activities by NACE Rev.2 from section A to U:</p> <ol style="list-style-type: none"> A. Sector of Agriculture, forestry and fishing; B. Mining and quarrying; C. Manufacturing; D. Electricity, gas, steam and air conditioning supply; E. Water supply; sewerage, waste management and remediation activities; F. Construction; G. Wholesale and retail trade; repair of motor vehicles and motorcycles; H. Transportation and storage; I. Accommodation and food service activities; J. Information and communication;

	<p>K. Financial and insurance activities; L. Real estate activities; M. Professional, scientific and technical activities; N. Administrative and support service activities; O. Public administration and defense; compulsory social security; P. Education; Q. Human health and social work activities; R. Arts, entertainment and recreation; S. Other service activities; T. Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use; U. Activities of extraterritorial organizations and bodies;</p> <p>And by group-occupations according to ISCO 08 are included:</p> <ol style="list-style-type: none"> 1. Managers; 2. Professionals; 3. Technicians and associate professionals; 4. Clerical support workers; 5. Service and sales workers; 6. Skilled agricultural, forestry and fishery workers; 7. Craft and related trades workers; 8. Plant and machine operators and assemblers; 9. Elementary occupations; 0. Armed forces occupations.
3.7. Reference area	Administrative data on Wages cover the entire territory of the Republic of Albania.
3.8. Time coverage	<p>Data are available from 2014 ongoing for:</p> <ul style="list-style-type: none"> • Gender pay gap per employee by group occupations and sex • Gross average monthly wage per employee by group-professions and sex <p>Data is available from 2014 ongoing for:</p> <ul style="list-style-type: none"> • Gender pay gap per employee by economic activities • Gross average monthly wage per employee by economic activities and sex
3.9. Base period	Not applicable.
4. Unit of measure	The unit of measurement on Wage statistics is in number, percentage and ALL.
5. Reference period	The reference period for Administrative data on Wages is 31 December 2021. This report refers to 2021.
6. Institutional mandate	
6.1. Legal acts and other agreements	➤ The legal basis on National Level consist on:

	<ul style="list-style-type: none"> • Law No.17/2018 "On Official Statistics" • Official Statistics National Program 2017-2021: • Memorandum of cooperation drafted with other institutions.
6.2. Data sharing	<p>Administrative data on Wages are not transmitted to EUROSTAT. Currently, INSTAT fills out a series of questionnaires of international organisms on employment and registered unemployment, such as EUROSTAT, ILO, etc.</p>
7. Confidentiality	
7.1. Confidentiality - policy	<p>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 No.17/2018 “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.</p>
7.2. Confidentiality - data treatment	<p>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:</p> <p>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</p> <p>b) The statistical unit has given its consent, without any reservations, for the disclosure of data.</p> <p>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: 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 anonymization criteria for the microdata provided to users; the access granting to researchers on confidential data for scientific purposes. Published data are at aggregate level, individual data are not published.</p>

8. Release policy	
8.1. Release calendar	Notifications about the dissemination of statistics are published in the release calendar, which is available on the website. The announcements and delays are pre-announced in this calendar. In case of delays, the date of future publication must be specified, as well as the reasons for the delay.
8.2. Release calendar access	The Calendar of publications is available on INSTAT website.
8.3. User access	<p>In accordance with article 34 of Law No. 17/2018 "On Official Statistics", official statistics are disseminated so that all users have an immediate and equal right and all possible forms of media are used. INSTAT and statistical agencies, having in the program the responsibilities of dissemination, seek to meet every requirement of any organization or individual for unpublished data or specific analysis. The following dissemination channels are used to release the results:</p> <ol style="list-style-type: none"> 1. Website – online release; 2. Written request; 3. Publication; 4. Section Data request.
9. Frequency of dissemination	Administrative data on Wages are published on the INSTAT Website on a quarterly and annual basis.
10. Accessibility and clarity	
10.1. News release	Press release contains information on the main indicators of Administrative data on Wages such as: average monthly wage, monthly minimum wage, real growth of wage etc. The press release of the Administrative data on Wages is published online on the INSTAT website.
10.2. Publications	<p>Results for Administrative data on Wages Statistics are published in: “Administrative data on Wages” and “Labour Market”:</p> <ul style="list-style-type: none"> • Administrative data on Wages • Labour Market <p>Users can find the results on the INSTAT website.</p>
10.3. On-line database	Data are published on official website of INSTAT in the following link: Database .
10.4. Micro – data access	Databases at micro level for Administrative data on Wages 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 34 of Law No. 17/2018, "On Official Statistics".
10.5. Other	Users can send other specific requests through a dedicated session for contacts on the link below: Contacts .
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 INSTAT's website.
10.7. Quality documentation	The sector of Labour Market Statistics documents all processes and procedures used for calculations related to Administrative data on Wages statistics for internal purposes.
11. Quality management	
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.
11.2. Quality assessments	<p>Quality controls and validation of data are actions carried out throughout the process. The staffs is involved in different stages of indicator 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.</p> <p>Administrative data on Wages statistics are administrative data. These are compared with data from previous years to distinguish whether the data is coherent or they had major differences.</p>
12. Relevance	
12.1. User needs	<p>Users of Administrative data on Wages are classified as external and internal.</p> <p>➤ External users are:</p> <ul style="list-style-type: none"> • Public Administration Institutions; • Universities; • Businesses;

	<ul style="list-style-type: none"> • The general public and other stakeholders; • National non-profit organization; <p>➤ Internal users are those within the institution of INSTAT, who use Administrative data on Wages statistics as input for their work.</p>						
12.2. User satisfaction	<p>Page Views (Hits) about Administrative data on Wages in 2021 are around 101,102 clicks.</p> <p>INSTAT, has conducted the survey to measure user satisfaction. Referring to the question: How do you evaluate the overall quality for “The Administrative Data on Wages”? on a scale of 1 (very poor) to 5 (very good), users rated the data quality with an average of 3.49 (69.8%).</p> <p>INSTAT organizes every year User Satisfaction Survey.</p>						
12.3. Completeness	<p>The completeness of the Wages Statistics data for 2021 is judged by comparing the quality and quantity of indicators covered in INSTAT with those of the Official Statistics National Program 2017-2021. The degree of completeness of the data for Wages Statistics is 100 % for 2021.</p>						
13. Accuracy and reliability							
13.1. Overall accuracy	<p>Overall, the data is checked with previous years to identify any significant changes in the data. In cases where changes are encountered, INSTAT notifies the relevant data sources to inform about the findings found in order to correct this data if deemed necessary or to be officially confirmed.</p>						
13.2. Sampling error	Not applicable.						
13.3. Non - sampling error	<p>Data review occurs only if the relevant institutions review the data sent to INSTAT for the purpose of updating or any potential human error. If the relevant institutions review the data sent to INSTAT, these changes will be reflected in the nearest publication and brief explanatory information will be provided to users. Non- sampling errors are treated based on the Error Treatment Policy.</p>						
14. Timeliness and punctuality							
14.1. Timeliness	<p>The results of Wages Statistics are published on the INSTAT website, 69 days after the end of the reference period (T + 69 days). The reference period for the results of Wages Statistics is December 31st, 2021.</p> <table border="1"> <tr> <td>Reference period</td> <td>12/31/2021</td> </tr> <tr> <td>Date of publication</td> <td>3/10/2022</td> </tr> <tr> <td>Timeliness</td> <td>69</td> </tr> </table>	Reference period	12/31/2021	Date of publication	3/10/2022	Timeliness	69
Reference period	12/31/2021						
Date of publication	3/10/2022						
Timeliness	69						

14.2. Punctuality	<p>Administrative data on Wages are published based on the publication calendar. The publication of Wages Statistics data has been punctual in 100% of the publications made over the years.</p> <table border="1" data-bbox="432 271 963 443"> <tr> <td>Reference period</td> <td>12/31/2021</td> </tr> <tr> <td>Date of announcement</td> <td>3/10/2022</td> </tr> <tr> <td>Date of publication</td> <td>3/10/2022</td> </tr> <tr> <td>Time lag</td> <td>0</td> </tr> </table>	Reference period	12/31/2021	Date of announcement	3/10/2022	Date of publication	3/10/2022	Time lag	0
Reference period	12/31/2021								
Date of announcement	3/10/2022								
Date of publication	3/10/2022								
Time lag	0								
15. Coherence and comparability									
15.1. Comparability - geographical	<p>Statistics on Wages are presented at the country level. These statistics are relatively comparable as the institutions that provide us with the data coordinate the data collection process.</p>								
15.2. Comparability - over time	<p>Labour Market Statistics related to statistics on wages of employed in public sector by main occupation groups date back to 2014 referring to the statistical database providing a time comparability of 8 years (CC2=Jlast-Jfirst+1=8).</p> <p>Labour Market Statistics related to statistics on wage and salary per employee by economic activities according to Nace Rev2. date back to 2014 referring to the statistical database providing a time comparability of 8 years (CC2=Jlast-Jfirst+1=8).</p> <p>The data are constantly checked to ensure their comparability over time.</p>								
15.3. Coherence - cross domain	Not applicable.								
15.4. Coherence - internal	<p>The internal consistency of the data is checked before being finalized. The relation between the variables and the coherence in the various series are also checked.</p>								
16. Cost and burden	<p>The staff involved in the preparation of Wages Statistics is: 1 employee at the INSTAT headquarters, as wages statistics data are provided by administrative sources in cooperation with the General Directorate of Taxation and the Regional Statistical Offices.</p>								
17. Data revision									
17.1. Data revision - policy	<p>Revision policy is done in accordance with general revision policy and errors treatment policy introduced by INSTAT in the links below:</p> <ul style="list-style-type: none"> • Revision policy • Errors treatment policy 								
17.2. Data revision - practise	<p>In the case when local authorities report changes to the data and send this information to INSTAT, this information will be updated and published in the</p>								

	<p>next month's publication accompanied by an explanatory note to the user.</p> <p>No reviews of “Administrative data on Wages” for 2021 have been conducted, subject to this report.</p>
18. Statistical processing	
18.1. Source data	<p>Information on Wages Statistics is collected from administrative sources in the framework of Memorandum of Cooperation, respectively with:</p> <ul style="list-style-type: none"> • General Directorate of Taxes, for all individuals registered in the Payroll form;
18.2. Frequency of data collection	<p>Wages Statistics data are collected from administrative sources on a quarterly and annual basis, with monthly details.</p>
18.3. Data collection	<p>The Institute of Statistics organizes the work for the calculation of indicators and Wages Statistics for 2021, oriented by the Program of Official Statistics and the Law on Statistics. The General Directorate of Taxation, is the main source of data for all indicators published under this program.</p>
18.4. Data validation	<p>Logical and mathematical controls are done to the Labour Market data. These controls are performed throughout the data processing process, for all indicators that INSTAT publishes. Among the methods of verifying administrative data we can mention: Check for completeness of data, consistency over time, arithmetic corrections (should not be too high), summary checks, check of time series if there are large deviations, etc.</p>
18.5. Data compilation	<p>Not applicable.</p>
18.6. Adjustment	<p>Not applicable.</p>
19. Comment	
Annex	