

Statistics on small and medium enterprises

Reference Metadata in Euro SDMX Metadata Structure

(ESMS)

INSTAT

Reference Metadata

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1. Contact	
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2. Metadata update	
2.1. Metadata last certified	04.04.2022
2.2. Metadata last posted	04.04.2022
2.3. Metadata last update	04.04.2022
3. Statistical presentation	
3.1. Data description	<p>Data on small and medium enterprises present to users, statistics on the situation of small and medium enterprises (SMEs), based on the results of the Structural Survey on Enterprises. Structural Business Statistics describe the structure, coordination and performance of economic activities, down to detailed activity level. Structural Business Survey (SBS) aims to provide information on the structure of the economic, financial and main characteristics of active enterprises in the country according to the economic activity and size class of enterprises. Based on Law No. 10042, date 22.12.2008, for some changes and additions in Law No. 8957, date 17.10.2002 “For small and medium enterprises”, as amended, the enterprises are classified as: micro, small and medium enterprises.</p> <p>Small and medium enterprises are treated for statistical purposes according to the number of employed (measured as employed on a full-time basis), which are classified as follows:</p> <ul style="list-style-type: none"> • micro enterprises: enterprises with 1 to 9 employed. • small enterprises: enterprises with 10 to 49 employed. • medium enterprises: enterprises with 50 to 249 employed.

<p>3.2. Classification system</p>	<p>The classification used for these statistics is the Statistical Classification of Economic Activities (NACE). The data are produced in national level, broken down by activity grouped in two digits level of this nomenclature. Until 2012, the data are published using NACE Rev.1.1. Starting from reference year 2013, the data are published in NACE Rev.2. A wide range of statistical classifications is used on BS.</p> <p>The list of classifications used in production of Structural Business Statistics is:</p> <ul style="list-style-type: none"> • Statistical classification of economic activities NACE Rev. 2 • Statistical classification of economic activities NACE Rev. 1.1 • Statistical classification of products by activity, (CPA 1996): • Statistical classification of products by activity, (CPA 2008): • EU recommendation 2003/361 concerning the definition of micro, small and medium-sized enterprises • Law No. 8957, dated October 17 2002, “On Small and Medium sized enterprises” • Nomenclature of Territorial Units for Statistics, NUTS1 and NUTS 2 Enterprises are classified on size classes by number of employed (measured as employed on a full-time basis).
<p>3.3. Sector coverage</p>	<p>Structural Business Statistics comprise all active enterprises in Albania of all legal forms. Population consists of all enterprises that according to Statistical Business Register were active in December of the reference year and they exercise their activity in one of the activities covered by SBS. Structural business statistics cover market enterprises which based on NACE Rev.2 classification, have the main activity in:(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, (I) Accommodation and food service activities, (H) Transport and storage, (J) Information and communication, (L) Real estate activities, (M) Professional, scientific and technical activities (N) Administrative and support services activities, (P) Private education, (Q) Human health and social work activities, (R) Art, entertainment and recreation, (S) Other service activities (excluding S94)</p>
<p>3.4. Statistical concepts and definitions</p>	<p>Basic variables</p> <p>An enterprise is: "the smallest combination of legal units that is an organisational 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".</p> <p>Employed is defined as the total number of persons who work in the observation unit including proprietors, employees and unpaid family workers.</p> <p>Turnover comprises the totals amount invoiced by the observation unit during the reference period, and this corresponds to market sales of goods or services</p>

	<p>supplied to third parties.</p> <p>Investments during the reference period includes the goods, whether bought from third parties or produced for own use, having a useful life of more than one year including non-produced tangible goods such as land.</p> <p>Macroeconomic variables</p> <p>The production is an activity exercised under the control and responsibility of an institutional unit (enterprise), which combines the sources of labour forces, capital and raw materials to produce goods and perform services. The value of production is based on: Incomes from the sale of goods and services (turnover) realized by the enterprise: \pm Changes in stocks of work in progress, finished goods and work on contract (\pm) Changes in goods and services purchased for resale in the same condition as received (-) Purchases of goods and services purchased for resale in the same condition as received (+) Capitalized production (+) Subsidies.</p> <p>Intermediate consumption represents the value of products or services transformed or totally consumed during the production process. The uses of fixed assets in work are not taken in consideration.</p> <p>Value added at basic prices is calculated as difference between production value and intermediate consumption.</p> <p>Exports: Goods in general are goods destined to be sent to a third country subject to customs regime or outside processing arrangements, or re-exported following inside processing.</p> <p>Imports: Goods in general are goods coming from a third country and are directly unloaded or placed to a warehouse according to the customs procedures to accomplish free zones processing, active or customs processing.</p> <p>Micro and small and medium category (SMEs) include enterprises where are engaged less than 250 employed.</p> <p>Small enterprise is an enterprise which engages less than 50 employed.</p> <p>Micro enterprise is an enterprise which engages less than 10 employed.</p>
3.5. Statistical unit	Enterprise is both the observation and target unit. National data and data broken down by size class of number of persons employed both refer to enterprises.
3.6. Statistical population	Data are presented for the total business sector by economic activities and by size class of enterprises. Statistics comprise all enterprises that produce goods or services for the market in Albania, for all legal forms (there are not included financial, agricultural and fishing activities). Population consists of all enterprises that according to statistical register were active in December of the reference year. Classification of enterprises is done according to Classification of Economic Activities, NACE Rev.2. Data are collected for calendar year. The fiscal year always corresponds to the calendar year. Enterprises with 1-9 employed are surveyed by sample survey. Enterprises with 10 and more employed are surveyed exhaustively. The data are collected directly from enterprises.

	<p>The population consist of all enterprises that, according to statistical business register were active in December of the reference year in economic activities covered by SBS excluding:</p> <ul style="list-style-type: none"> • Local units • Enterprises with the main activity code (NACE) that are out of scope of SBS survey. • Public enterprises in Education (NACE 85) and Health (NACE 86, 87, 88).
3.7. Reference area	Structural Business Statistics (SME) comprise all territory of Albania.
3.8. Time coverage	1998 is the first reference year for SBS implementation and the period between 1998 till 2001 was a transitional period for SBS implementation. The data set is more complete and comparable starting from reference year 2002 onwards. Until reference year 2011, data is available in NACE Rev.1.1. Starting with the reference year 2010, data is available in NACE Rev.2.
3.9. Base period	Not applicable.
4. Unit of measure	<p>Numbers is used for all basic indicators listed as follow:</p> <ul style="list-style-type: none"> • Number of enterprises • Annual average number of employed • Annual average number of employees • Employed yearend • Female yearend • Self-employed yearend • Employees yearend Percentage is used for some of the macroeconomic indicators listed as below: • Percentage of enterprises with investments In millions ALL are disseminated financial and investments data as well as some other macroeconomic indicators as below: • Production value • Intermediate consumption • Value added
5. Reference period	SBS (SME) data refers to a calendar year. This report is based on reference year 2020.
6. Institutional mandate	
6.1. Legal acts and other agreements	<p>The legal basis on which the “Structural Business Statistics” is based consists of:</p> <ul style="list-style-type: none"> • National Statistical Law No.17/2018 on Official Statistics; • Official Statistics National Program for the period 2017-2021, • Decisions of the Council of Statistics. Given that, according to the official statistics, the role of this body is to oversee, support and make decisions to help INSTAT statistical and other agencies to ensure the development and implementation of the Programme of Official Statistics, acts adopted by the this body are important for the progress of implementation of activities and

	<p>monitoring the performance of the national statistical system component institutions.</p> <ul style="list-style-type: none"> • Memorandums of Understanding with other institutions although Albania is not yet a member of the European Union. INSTAT carries out all statistical activities in accordance with the respective EUROSTAT regulations. The results of structural statistics of enterprises in order to be comparable to those of European countries are produced by applying the new European Commission Regulations, EC: <ul style="list-style-type: none"> ○ Regulation (EC, EURATOM) No. 58/97, 20 December 1996. ○ Regulation of the Council and the European Parliament No. 295/2008. ○ Regulation (EC) No. 1893/2006 for "Implementation of NACE Rev.2 in Structural Business Statistics". ○ Regulation (EC) No. 250/2009 for "Definitions used in Structural Business Statistics"
6.2. Data sharing	<p>Structural Business Statistics by size of enterprises have not started yet to be transmitted to EUROSTAT. INSTAT currently completes a series of questionnaires of international organizations regarding the results of the annual structural survey, to European Commission, Enterprise and Industry Directorate-General, OECD, 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 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> <ul style="list-style-type: none"> 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.

	<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.</p>
8. Release policy	
8.1. Release calendar	<p>Announcements 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 the case of delays, the date of the next publication and the explanation of the reasons for the delays are specified.</p>
8.2. Release calendar access	<p>The Calendar of Publications is available on the INSTAT website.</p>
8.3. User access	<p>In line with the article 34 of Law No.17/2018 “On Official Statistics” as amended, the INSTAT disseminates statistics on INSTSAT website and other media for simultaneous access, respecting professional independence and in an objective, professional and transparent manner in which all users are treated equitably. The following dissemination channels are used to release the results of Structural Business Statistics (SME):</p> <ul style="list-style-type: none"> • Website – online release, • Written requests, (by mail or email); • Results of Structural Survey of Economic Enterprises, Statistics on small and medium enterprises • Data request, section available for external users
9. Frequency of dissemination	<p>The dissemination of “Small and medium enterprises” results (SME) is done on annual basis.</p>
10. Accessibility and clarity	
10.1. News release	<p>The press release contains the information related to four main indicators, number of enterprises, number of employed, turnover and investments. The format of press release has not been changed; it is defined by publication sector as well as the date of release. Press releases of SME are published online at INSTATs website: Statistics on small and medium enterprises.</p>
10.2. Publications	<p>The SBS results are published in the Statistical Yearbook. Users can find the results on the INSTAT website:</p> <ul style="list-style-type: none"> • Figures • Statistical Yearbook

10.3. On-line database	All the information is available in both Albanian and English language. Since 2011, through the Pc-Axis system is provided to external users in web a longer time series data from SBS 2002 reference year. You can access the database as following: The Database
10.4. Micro – data access	SBS data (SME) at micro level are not published due to confidentiality reasons. Aggregated data is the only type of data that is provided to external users. Even the micro data are not published they can be accessed based on the article 34, point 17 of the law No. 17/2018, “On official statistics” .
10.5. Other	Users can submit specific requests for data from the SBS survey through a dedicated section for 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 as following: Methods
10.7. Quality documentation	The structural business statistics unit document all the work process and procedure for “Small and medium enterprises” statistics (SME) 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	Data on small and medium enterprises (SMEs) from SBS is compared with previous year's data and checked for any large changes in the data, especially due to large deviations in the main variables concerned. When available the data is checked with an administrative source for confirmation.
12. Relevance	
12.1. User needs	Users of SBS are classified as external and internal. <ul style="list-style-type: none"> • External users are: <ul style="list-style-type: none"> ○ Ministries and public administrations that uses these data for economic

	<p>and social policy planning purposes.</p> <ul style="list-style-type: none"> ○ Universities (teachers/graduate and post graduate students), research organizations. ○ National and international NGOs. ○ Private firms ○ General public which gets the information via mass media through publications made by Statistical Office. <p>The printed publication is sent to a fix group of SBS users. Some main indicators are sent to European Commission, Enterprise and Industry Directorate-General, OECD, etc.</p> <ul style="list-style-type: none"> ● Internal users are those within the institution of INSTAT. <ul style="list-style-type: none"> ○ National Account Directory ○ Short Term Statistics Sectors ○ Statistical Business Register ○ Employment and wages Sector ○ Geoinformation Sector
12.2. User satisfaction	<p>Page Views (Hits) about “Structural Business Statistics” in 2021 are around 7,539 clicks.</p> <p>During 2021 INSTAT conducted User Satisfaction Survey. The 2021 survey results show that the overall quality of the topic "Structural Business Statistics" was rated 3.57 (71.4%) on a scale of 1 (very poor) to 5 (very good).</p> <p>INSTAT conducts every year the User Satisfaction Survey.</p>
12.3. Completeness	<p>Related to the completeness, the variables and data coming from the survey have been judged as having completeness and analysis in a high quality grade. For being in compliance with European regulation, structural business statistics are produced according to the below European Commission (EC), regulations:</p> <ul style="list-style-type: none"> ● Regulation (EC) No. 1893/2006 for “Implementation of NACE Rev. 2 in Structural Business Statistics”; ● Regulation (EC) No. 295/2008 for “Structural Business Statistics”; ● Regulation (EC) No. 250/2009 for “Definitions used in Structural Business Statistics”. <p>The degree of completeness, for “Small and Medium Enterprises” data 2020 (SME 2020) is 80%. This calculation took into account only the I-IV Annex required by EUROSTAT.</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. Such queries are confirmed with financial statements or with an administrative source when available. When these are not available, INSTAT corrects or confirms the data using emails or by calling the respondents. Measures taken by INSTAT each year, to increase response rates or to reduce the impact of nonresponse by imputing them are as follow:</p> <ul style="list-style-type: none"> ● Data are collected directly from the enterprise

	<ul style="list-style-type: none"> • The information is collected by face-to-face interview from enumerators based on the instructions prepared for this purpose. • The enumerators staff is trained how to handle difficult respondents. • In Albania, it is not established a system of postal address, so for reducing the number enterprises which are unable to be located, INSTAT staff and enumerators calls the enterprises to fix a date of interview and to better explain the location of the enterprises. • Priority is given to larger businesses. When these enterprises refuses to respond to interviewer, an official request in particular is directed for the president of enterprises and signed by INSTAT director general; it is also done for enterprises that require only this way to give the information. • The enterprises are invited to contact the Statistical Office in case of questions and always qualified staffs are available to answer the enterprises calls. • The large enterprises are rewarded with printed publications of INSTAT. 								
13.2. Sampling error	<p>The error due to probability sampling is estimated for more important indicators: Turnover, Employed and Total number of enterprises at section level and total country level. All indicator values are weighted to represent the population.</p>								
13.3. Non - sampling error	<p>Unit non-response takes in consideration enterprises that are unable or unwilling to give the answers, when interviewers are unable to find the enterprises address, when other barriers exist to complete the interview, or when it is not possible to obtain information from other administrative sources about the enterprise. The unit non-response rate for SBS 2020 is 12.4%.</p> <p>Over coverage is possible when a unit is registered in the activity under observation, but it actually performs some other activity, which is not the subject of observation. Over coverage rate for SBS 2020 is 3.8%.</p>								
14. Timeliness and punctuality									
14.1. Timeliness	<p>The results of “Small and Medium Enterprises” are published on the INSTAT website approximately 435 days after the end of the reference period (T + 435 days). The reference period of the SME 2020 results is 31 December 2020.</p> <table border="1" data-bbox="507 1529 970 1637"> <tr> <td>Reference period</td> <td>12/31/2020</td> </tr> <tr> <td>Date of publication</td> <td>3/11/2022</td> </tr> <tr> <td>Timeliness</td> <td>435</td> </tr> </table>	Reference period	12/31/2020	Date of publication	3/11/2022	Timeliness	435		
Reference period	12/31/2020								
Date of publication	3/11/2022								
Timeliness	435								
14.2. Punctuality	<p>“Small and Medium Enterprises” data are published based on the publication calendar. The SME 2020 publication has been punctual in time in 100%.</p> <table border="1" data-bbox="507 1809 995 1951"> <tr> <td>Reference period</td> <td>12/31/2020</td> </tr> <tr> <td>Date of announcement</td> <td>3/11/2022</td> </tr> <tr> <td>Date of publication</td> <td>3/11/2022</td> </tr> <tr> <td>Time lag</td> <td>0</td> </tr> </table>	Reference period	12/31/2020	Date of announcement	3/11/2022	Date of publication	3/11/2022	Time lag	0
Reference period	12/31/2020								
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15. Coherence and comparability

<p>15.1. Comparability - geographical</p>	<p>INSTAT uses methodological aspects that are based on concepts and definitions and guidelines of EU Regulation No. 295/2008 concerning SBS statistics and therefore Albanian national SBS statistics could be comparable with EU countries or candidate countries.</p> <p>Related to the reference period, Albania use calendar year which corresponds to the fiscal year. The population consists of all enterprises that, according to statistical business register were active in December of the reference year.</p> <p>The classification of enterprises is done based on Classification of Economic Activities, NACE Rev.2 according to Regulation (EC) No. 1893/2006 for “Implementation of NACE Rev. 2 in Structural Business Statistics”;</p> <p>Until now statistical unit in SBS has been enterprise, since it corresponds with legal unit in Albania.</p>
<p>15.2. Comparability - over time</p>	<p>Due to the implementation of Nace Rev 2, SBS data has a breakdown of time series. SBS statistics are provided annually and are comparable from 1998 until 2013. Time series exists since 1998 (as reference year) but the data from year 2002 onwards are more reliable.</p> <p>Based on Nace Rev 1.1 classification the SBS data are comparable from 2002 to 2012, providing a comparability of 11-year time series ($CC2=Jlast-Jfirst+1=11$).</p> <p>In Nace Rev 2 the SBS data are provided from 2010 onwards, providing a comparability of 11-year time series ($CC2=Jlast-Jfirst+1=11$).</p> <p>From 2010 onwards are added two new activities (Private health and education) and is excluded fishing. For the other activities, SBS data are comparable over the years.</p>
<p>15.3. Coherence - cross domain</p>	<p>Data on Structural business statistics can be found in the following related domains: short-term statistics, labour cost statistics, labour force survey. In these collections data similar to SBS can be found, but it should be noted that methodological differences exist which can explain inconsistencies. Apparent inconsistencies between SBS data and the data from labour cost statistics, labour force survey and short term statistics have been examined. For example the employment statistics in SBS data differs with them of labour force survey due to the methodological aspects used. In LFS are asked persons if they have been occupied in a job for the reference year while in SBS is asked enterprise for the number of persons employed. SBS data are compared with STS data for the “Turnover” variable. This is done regularly to see the tendencies and to have comparable data.</p>
<p>15.4. Coherence - internal</p>	<p>The internal consistency of the data is checked before it is finalised. The links between variables are checked and coherence between different data internal series confirmed.</p>

16. Cost and burden	<p>Persons working for SBS are:</p> <ul style="list-style-type: none"> • Total staff in Central Office: 3 employees.
17. Data revision	
17.1. Data revision - policy	<p>Revision policy of SBS (SME) is done in accordance with general revision policy and errors treatment policy introduced by INSTAT.</p> <ul style="list-style-type: none"> • Statistical Revision Policy • The error treatment policy <p>Preliminary data until the publication of the final results are under review. Review means the continuous completion of data. The accuracy of the published data may increase as a result of the changes made possible by the provision of more complete and qualitative new data, which contribute to the improvement of the preliminary results, published according to the deadlines set in the publication calendar.</p>
17.2. Data revision - practise	<p>SME does general revisions on the data due to:</p> <ul style="list-style-type: none"> • The implementation of new NACE classification • Changes in methodology • Revision of weights (new and/or improved data sources, corrections of errors) <p>SBS tries to follow the standard guidelines and principles in the revisions done in collaboration with technical assistance. All the revisions are made transparent to the users and are part of each publication.</p> <p>No reviews of data on “Small and Medium Enterprises” for 2020 have been conducted, subject to this report.</p>
18. Statistical processing	
18.1. Source data	<p>Survey is the only source of data collection. The basis of the selection is the updated register of enterprises, which were active in December of the reference year. The following are excluded from this register:</p> <ul style="list-style-type: none"> • Local unit • Enterprises with activities out of scope of SBS coverage • State-owned enterprises in Education (NACE Rev. 2 85) and Health (NACE Rev. 2 86, 87, 88). <p>In this way the Frame is created, which has a total of 110,892 enterprises from which a sample with a size of 18,547 enterprises was selected, of which 18,374 enterprises are “Small and Medium Enterprises”.</p> <p>The selection method used is "Stratified Systematic Random Sampling (SRS)". Stratification is mainly based on NACE Rev.2, 2 digits level and on enterprise size (number of employees). Classification of enterprises by activity is done according to the Nomenclature of Economic Activities, NACE Rev.2. The classification of enterprises by size is done according to the number of employed (measured as full-time employed).</p>

	<p>For enterprises with 1-9 employed, a sample was selected for the survey. Enterprises with 10 or more employed were exhaustively surveyed. The method used to distribute the sample across strata is the "Neyman Allocation" method, in publishing domains.</p>
18.2. Frequency of data collection	<p>The data on “Small and Medium Enterprises” are collected on yearly bases through SBS.</p>
18.3. Data collection	<p>SBS is collected by face to face interview by printed questionnaires. The necessary software and procedures for manual entry are prepared already when preparing for data collection. At that time the procedures and software needed are tested and are done eventual corrections. All data are integrated in a single database after data entry and controls done. SBS survey has four questionnaires for four main activities (industry, construction, trade and services). Before conducting survey the subject matters expert specify and analyse which are the needs and requests. Based on the results of those needs and request, it is done the survey design and is prepared all infrastructure needed.</p> <p>Important phase in the preparation for data collection is the preparation of all the necessary materials and the preparation of data entry software. The sample is divided among enumerators; the enumerators are selected and trained. At the training the enumerators receive the prepared materials (guideline of questionnaire, enumerator’s tasks, list of economic activity, list of products, notification letter for enterprises etc.). At the data collection process are recorded all the information reported by enterprises, eventual missing data are supplemented. In case of lack of clarity, the reporting unit is contacted. In case of non-reporting, the reporting unit is re contacted by the subject matter staff or an official letter is sent in request of the unit. Key respondents are treated with priority. This sub-process is one of the key stages in the statistical process since correct communication with reporting units and appropriate controls in data collection, especially monitoring and eliminating non-response, contribute to greater quality of collected data.</p>
18.4. Data validation	<p>As regards the level of data, the data editing procedures can broadly be divided into data editing at micro level. In data editing at micro level procedures are implemented at the level of individual units, i.e. at the level of micro data.</p> <p>1. Data editing in questionnaire.</p> <ul style="list-style-type: none"> • Control of incoming questionnaires, Completeness checks, valid values checks, range checks, logical control of the questionnaire. The controller staffs have the program to check the mathematical control of the questionnaire. The number of incoming questionnaires should be equal with the number of distributed questionnaires in the prefectures. • Individual checks are done for the cases of refusal and no contacts (response indicator). • The answered active enterprises are checked for coherence of data given in different sessions of questionnaire. • Checking economic activity and identification sessions. <p>2. Controlling the coherence of data with the administrative sources.</p>

	<p>3. An appropriate weight is calculated for each unit that reported its data. This weight is calculated for various reasons: unequal probability of selection, nonresponse, adjustment to population values, model estimation. Outlier treatment is taken into consideration at the weighting procedure</p>
18.5. Data compilation	<p>For the data compilation there are three basic procedures:</p> <p>1. Quality of data There are applied some rules for analysing quality of data:</p> <ul style="list-style-type: none"> • Mathematic control of the questionnaire · Logic control of the questionnaire's data • Comparison of time series data · Comparison of data with other files available in INSTAT • Comparison of data with balance sheet file • Determination of some ratios' limits for example, average wages and salaries per employee, margin per turnover, etc. • Analyse of huge deviations from average. <p>2. Treatment of non-response Are considered as all cases of:</p> <ul style="list-style-type: none"> • Non-contact • Full refuse • Partial refuses (for different tables and indicators). The treatment of partial non-response is done using direct methods or their combinations such as: <ul style="list-style-type: none"> • Study of time series of enterprise and sector data; • Data from balance-sheet file; • The information from other files available in INSTAT; • Average data of sector where the enterprise is included are analysed and used; • Data from enterprises that have similar conditions are used; • Method of average structure, especially for expenditures is used; <p>3. Re-weighting procedure</p> <p>For the untreated part the re-weighting method is used. Programs in SAS Software, Macro Clan are used for re-weighting and data estimation. The estimation is done according to the traditional Horvitz-Thompson method (also known as the π evaluator), which is applied from the design stage of SRS.</p>
18.6. Adjustment	Not applicable. No seasonal adjustments are made to the SBS data.
19. Comment	
Annex	