



Guidelines for Statistical Business Registers

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United Nations Statistics Division

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- Guidelines for Statistical Business Registers are being developed in:
 - Africa – AfDB Guidelines on Business Registers
 - Latin America – ECLAC project on Business Registers
 - Europe – UNECE Task Force on Statistical Business Registers
 - Asia – SBR development is part of the 2008 SNA implementation program

The UNECE Task Force to release in 2014...

Guidelines on Statistical Business Registers:

- Ch 2 – Roles of SBR
- Ch 3 – Coverage of SBR
- Ch 4 – Statistical Units
- Ch 5 – Characteristics of Units
- Ch 6 – Data Sources used
- Ch 7 – Maintenance
- Ch 8 – Quality of SBR
- Ch 9 – Creating a SBR

Roles of SBR

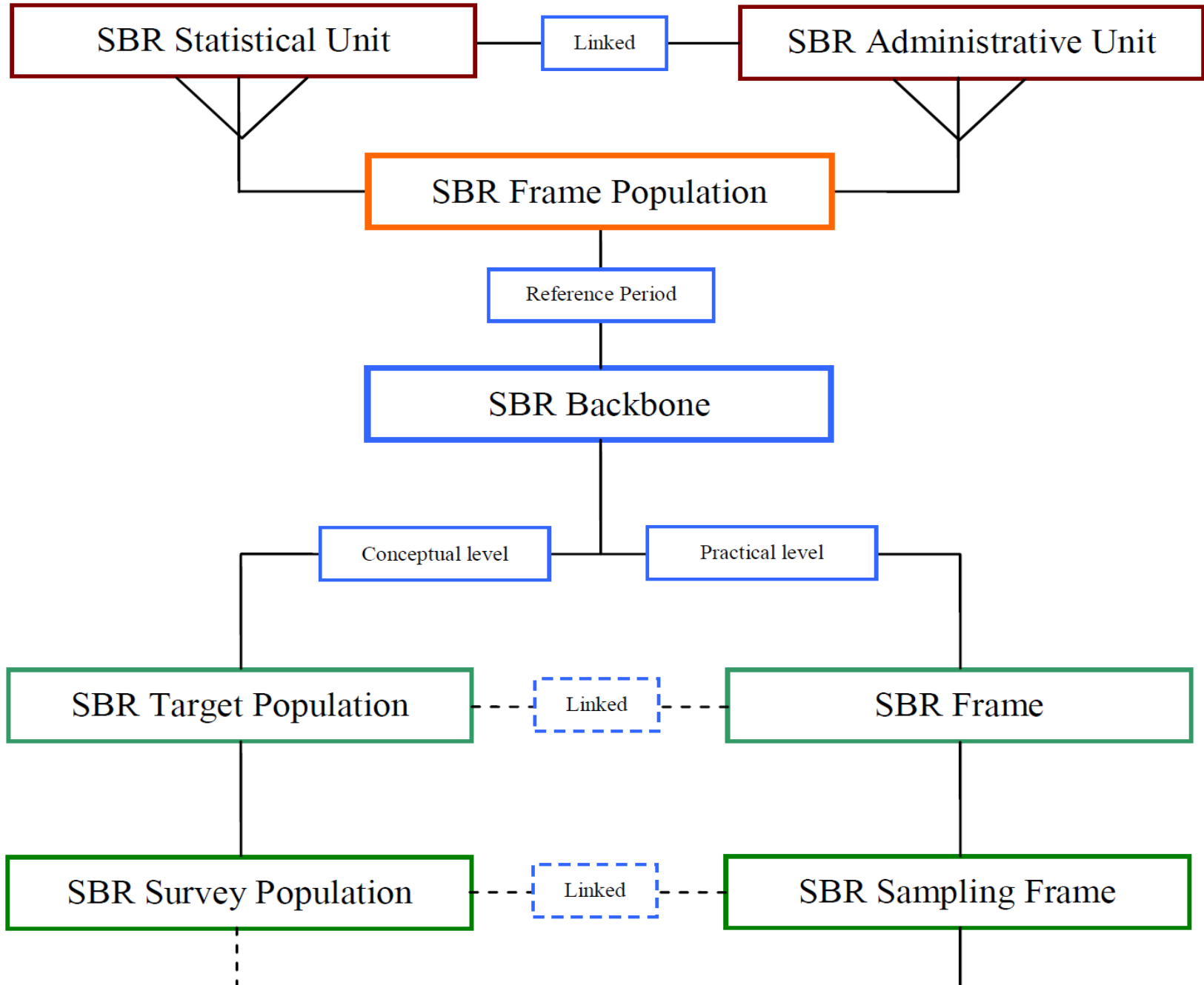
Roles of the Statistical Business Register (SBR):



	Role	Goal
1	SBR Live Register	The gateway between (different) source(s) and the statistical units
2	SBR Backbone	Coordinate populations of statistical and administrative units in space & time
3	SBR Sample Frame	Provide set of administrative units valid for the reference period with all attributes to draw a sample
4	SBR Survey support	Control administrative burden and monitor survey response
5	SBR Statistics	Statistical information based on registers
6	SBR Global data exchange	Coherence in global statistics
7	SBR Information Source	Support market investigation performance

Main Purpose

- The central Statistical Business Register is the backbone of the System of National Accounts and of integrated economic statistics. Only through a central register can economic statistics be linked and fully understood as an integral system.
- A central SBR will ensure that enterprise surveys in various areas of economic (but also environmental and social) statistics are compatible and harmonized.



Purposes of statistical business registers

Good business registers can:

- Provide a directory for mailing lists for of paper or electronic questionnaires in statistical surveys
- Allow surveys to be distributed more effectively and economically among enterprises
- Improve congruence between different surveys
- Help to improve coverage or reveal inaccuracies
- Reduce collection efforts *and* reporting burden by using the same information for different purposes



Confidentiality



Business Registers contain detailed micro data. To retain trust in official statistics and the trust of respondents,

**CONFIDENTIALITY
must be ensured**

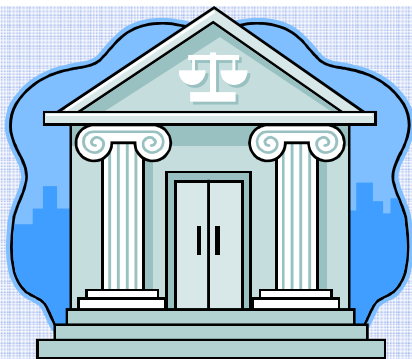
- Precise rules for access and dissemination of the business register need to be established beforehand.
- Access rules will vary by country, due to differences in national laws and regulations on statistical activities

Principle 6. Individual data collected by statistical agencies for statistical compilation, whether they refer to natural or legal persons, are to be strictly confidential and used exclusively for statistical purposes.

Principle 7. The laws, regulations and measures under which the statistical systems operate are to be made public.

-Fundamental Principles of Official Statistics
(<http://unstats.un.org/unsd/goodprac/bpabout.asp>)

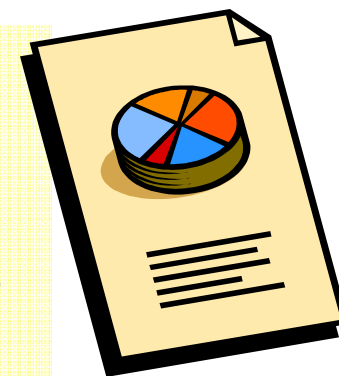
Scope of business register



Legal requirements and confidentiality determine both the information available to build business registers and the limits to which that information may be used. The legal framework must allow access to use of administrative records necessary for the preparation of the business register (VAT, social security administration records, etc).

It is often difficult to persuade enterprises to supply information which they do not themselves need.

- Contemplate sanctions on those entities not providing the requested information?
- Provide relevant data, such as the participation in sales, employment or demography of the sector of which they belong?



Variables to include in SBR

Identifier:

1. Identity number
-should be the same used by other administrative units and in all statistical surveys)
2. -Name
-Address
-Telephone and fax #
- E-mail address
3. - VAT number
-Or other administrative identity number

Economic/stratification characteristics:

1. Principal and secondary activity
2. Foreign control
- ultimate controlling institute
- country of decision
3. -Number of employees
-Turnover
-Salaries
4. - Locations of local units
5. - Value added, Assets
6. - International trade & trade through FATS

Demographic characteristics:

1. Dates like commencement and termination of activities
2. Date of incorporation
3. Date of official recognition as an economic enterprise or date when legal unit ceased to be part of an enterprise

UNSD Global Assessment of Business Registers

In March 2013, a survey was sent to 208 economies, of which 116 economies completed the questionnaire

- **116 economies**

- 32 OECD and 84 non-OECD
- 39 developed and
- 77 developing or transition economies
 - 23 Africa
 - 18 Latin America and Caribbean
 - 18 Asia and Pacific
 - 18 Southern and Eastern Europe

4. What is the coverage of the industrial sectors in the Business Register? (Mark all that apply)

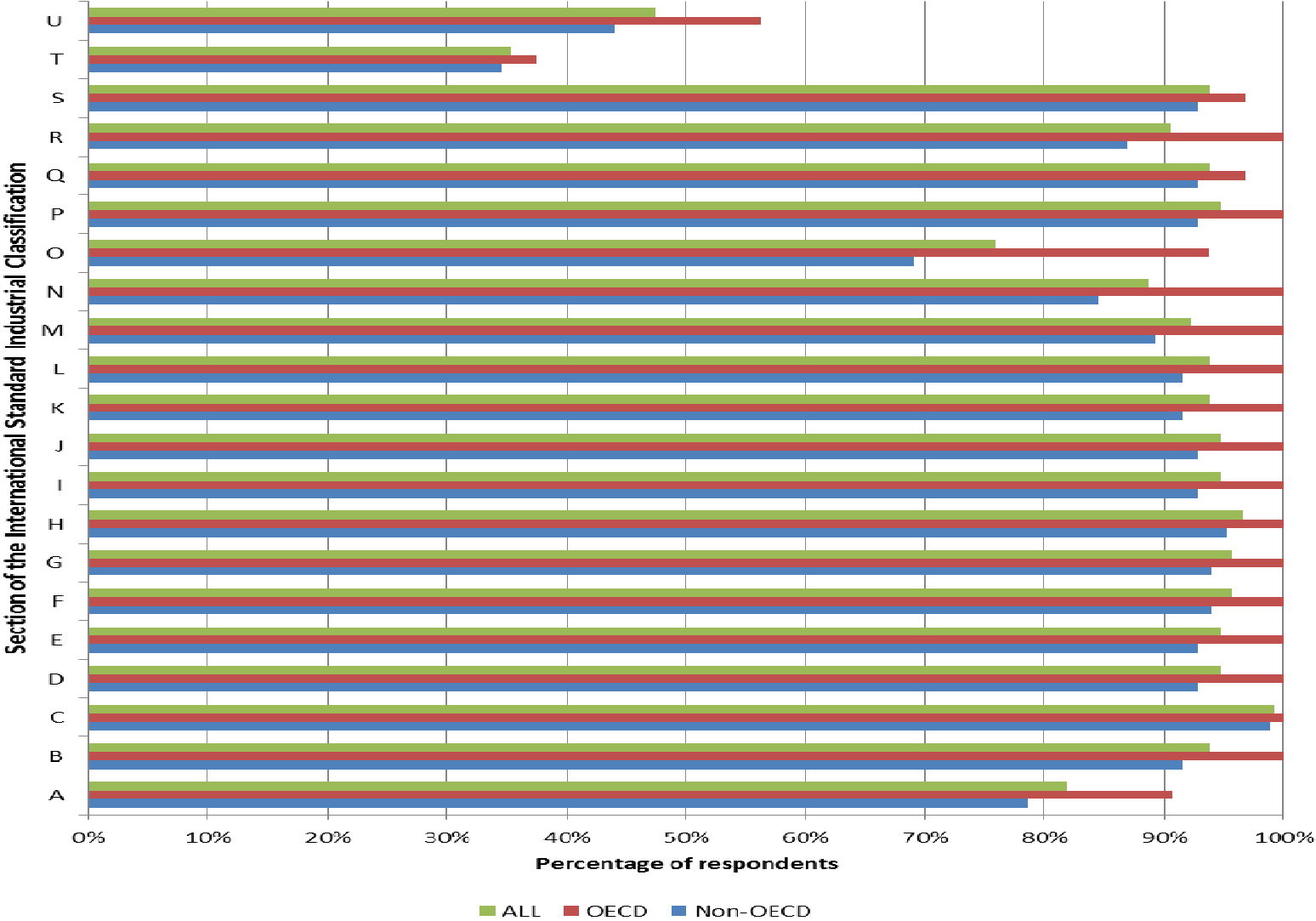
- A: Agriculture, forestry and fishing
- B: Mining and quarrying
- C: Manufacturing
- D: Electricity, gas, steam and air conditioning supply
- E: Water supply, sewerage, waste management and remediation activities
- F: Construction
- G: Wholesale and retail trade, repair of motor vehicles and motorcycles
- H: Transportation and storage
- I: Accommodation and food service activities
- J: Information and communication

Coverage

- 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 defence, 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

Coverage

Coverage of Industrial Sectors in the Business Register



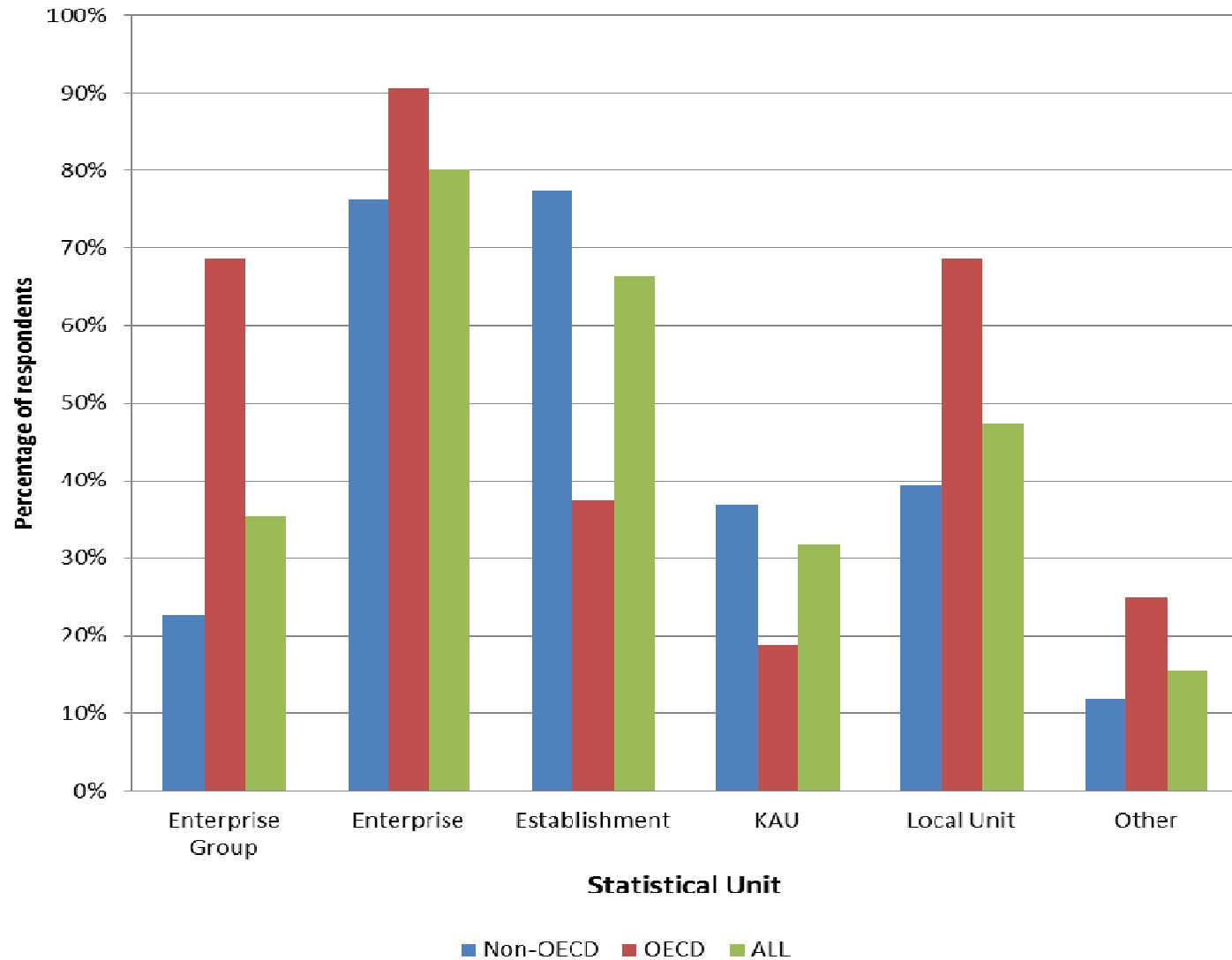
Statistical units

5. What are the statistical units in the Business Register? (Mark all that apply)

- Enterprise group
- Enterprise
- Establishment
- Kind-of-Activity unit (KAU)
- Local unit
- Other (please specify)

Statistical units

Statistical Unit in the Business Register



Identifying trading firms

- A comprehensive statistical business register includes enterprises that trade in goods or services and includes enterprises that are foreign affiliates.
- It would be a great advantage if the SBR indicates for each enterprise, if it has traded in goods and/or services, and if it is a foreign affiliate.
- It is also vital to avoid approaching businesses multiple times for different surveys for same information.

Sources of information

VAT Registers

Chambers of Commerce

General Business Registers

Trade Registers

Social Security Administrations

International Settlements and Payments Database

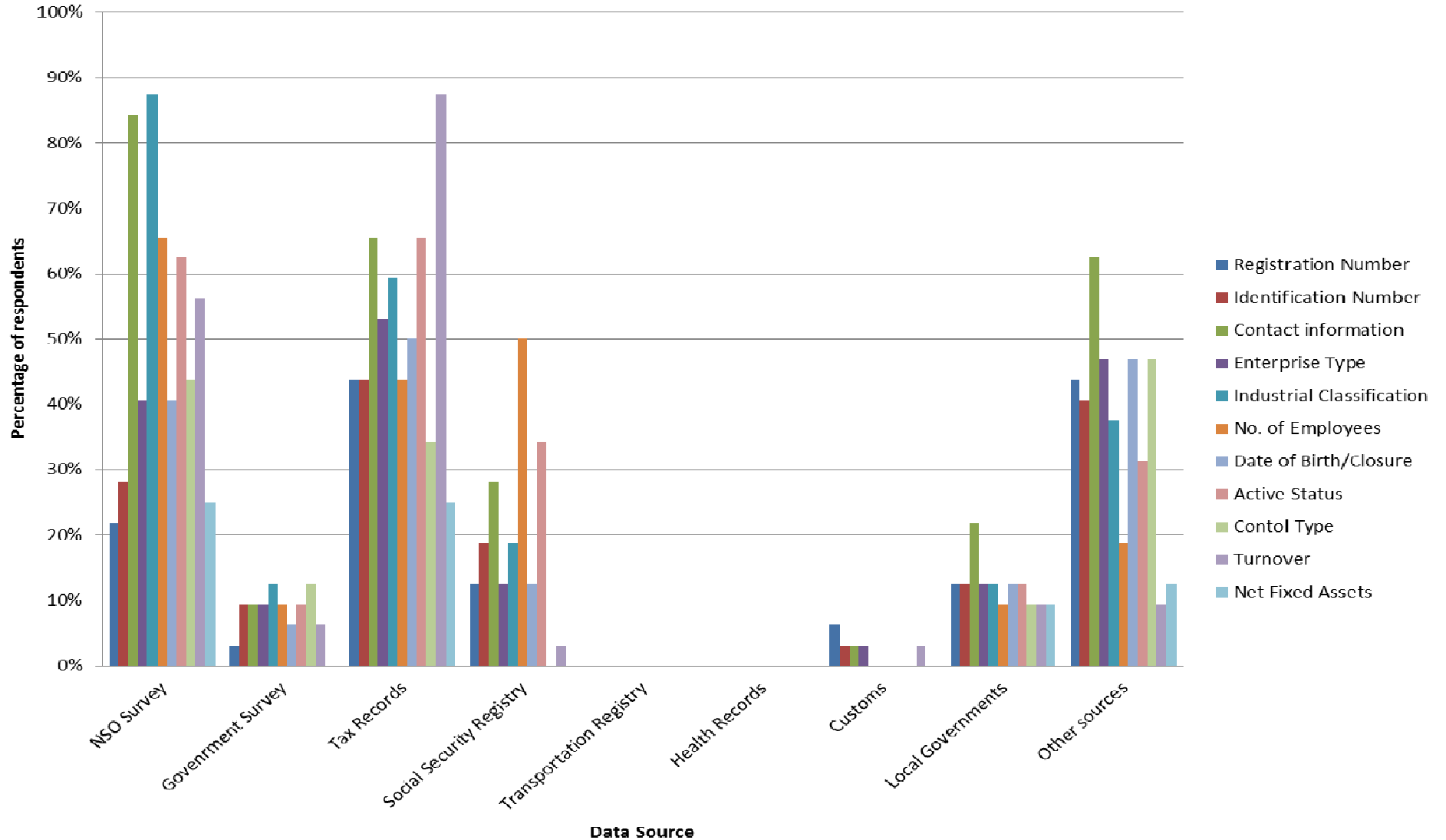
Trade Associations

Regulatory Bodies

Tax Files

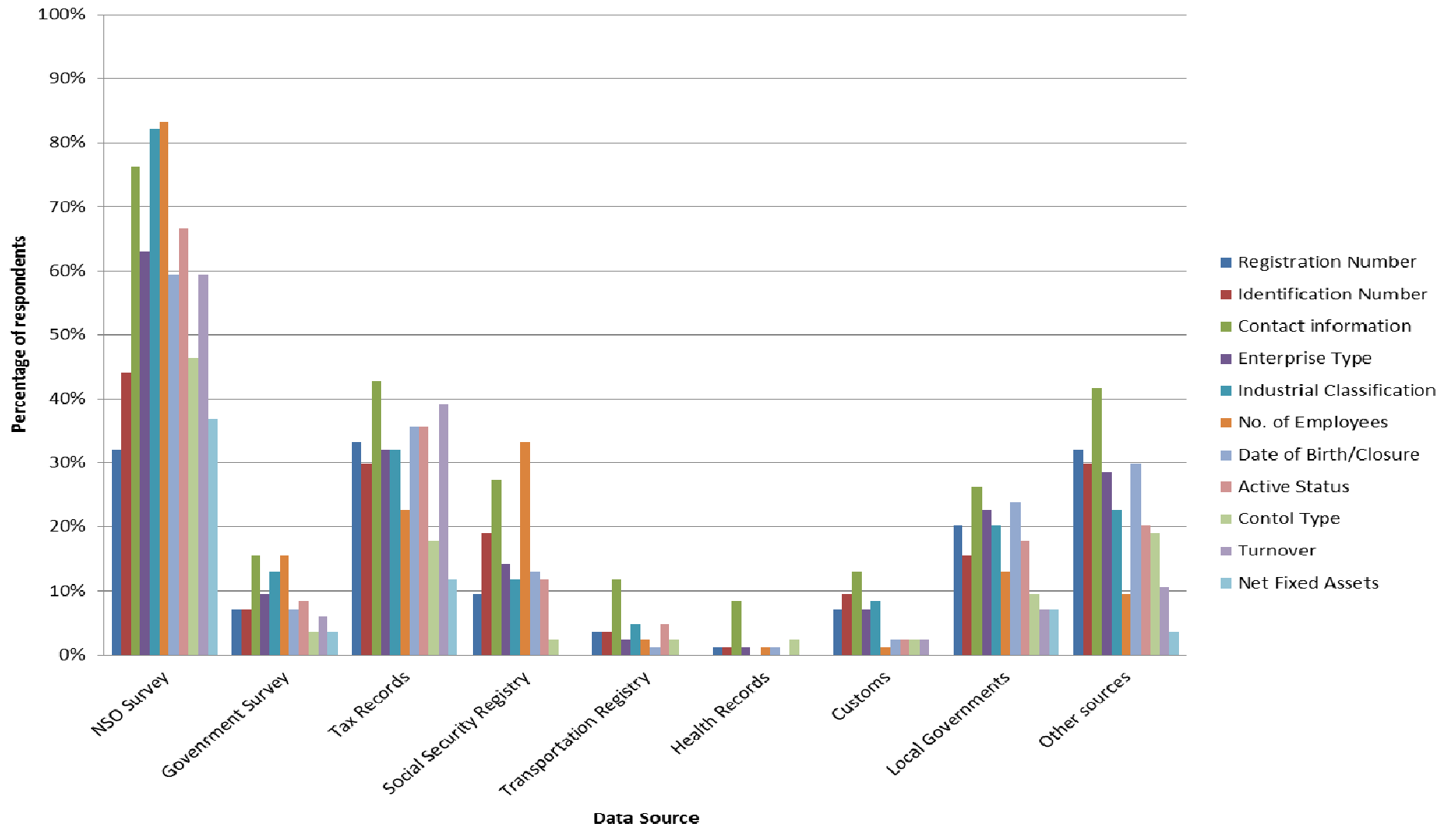
Data sources

Data Sources are Used for Specific Characteristics - OECD Countries



Data sources

Data Sources are Used for Specific Characteristics - Non OECD Countries



Updating

The business register needs to be continuously updated (depending on the data sources) to be able to give a situation picture which is as up to date as possible. Trade is normally shifting very rapidly, which means that old data may soon become useless.



The register should be updated at least annually to record unit creations and deletions, as well as changes in address and stratification variables.

Updating

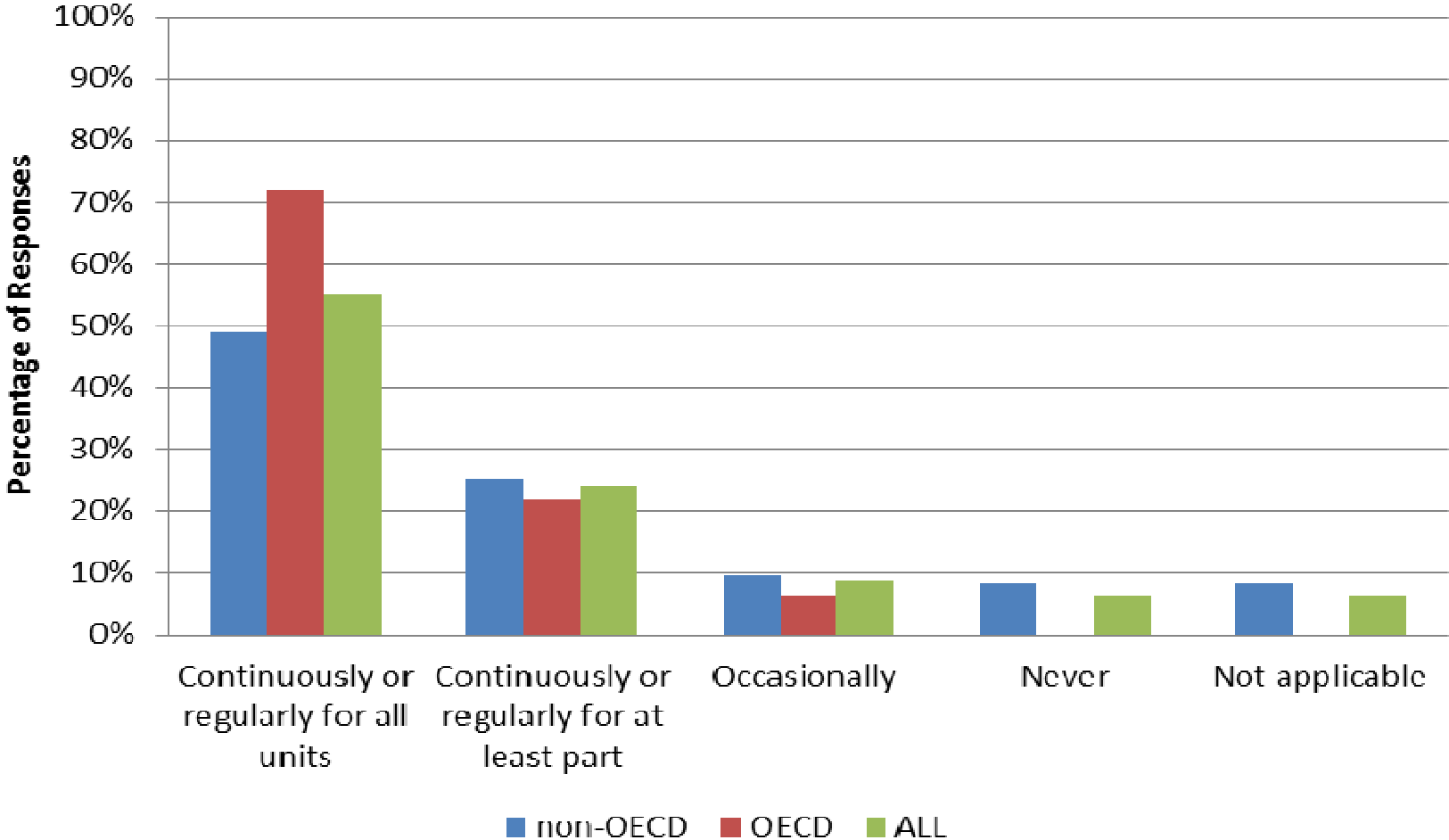
Frequency of updates

15. With which frequency are the following characteristics updated in the business register? (Check all that apply)

	Continuously or regularly for all units - at least yearly	Continuously or regularly for at least part of the units - at least yearly	Occasionally - less frequent than yearly	Never - no change has been made to the list since it was established	Not applicable (characteristic is not available in business register)
Registration Number (Admin. code)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identification Number	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name / Address / Telephone no.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enterprise type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industrial classification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date of Birth/Closure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

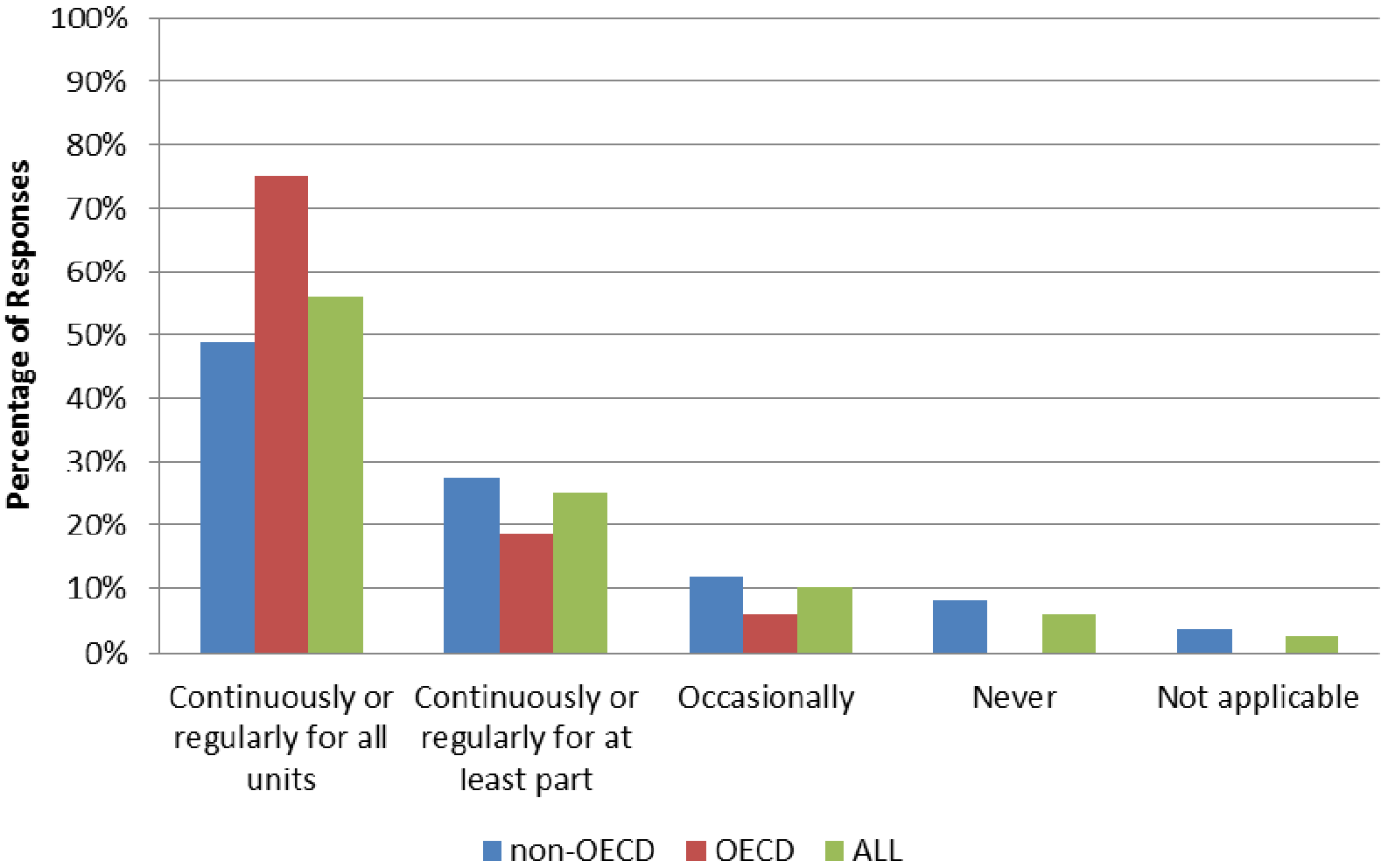
Updating

Enterprise Type Update Frequency



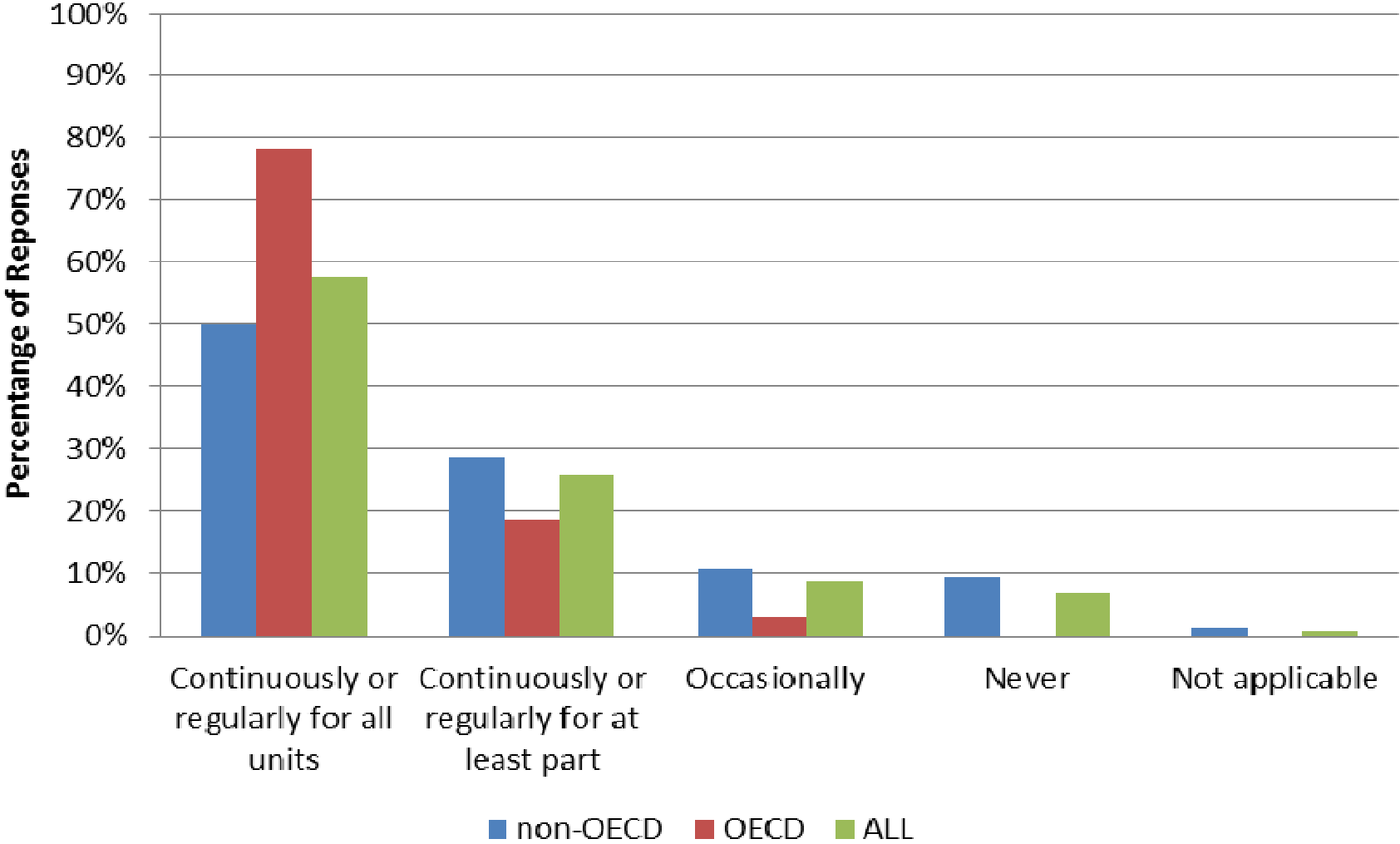
Updating

Industrial Classification Update Frequency



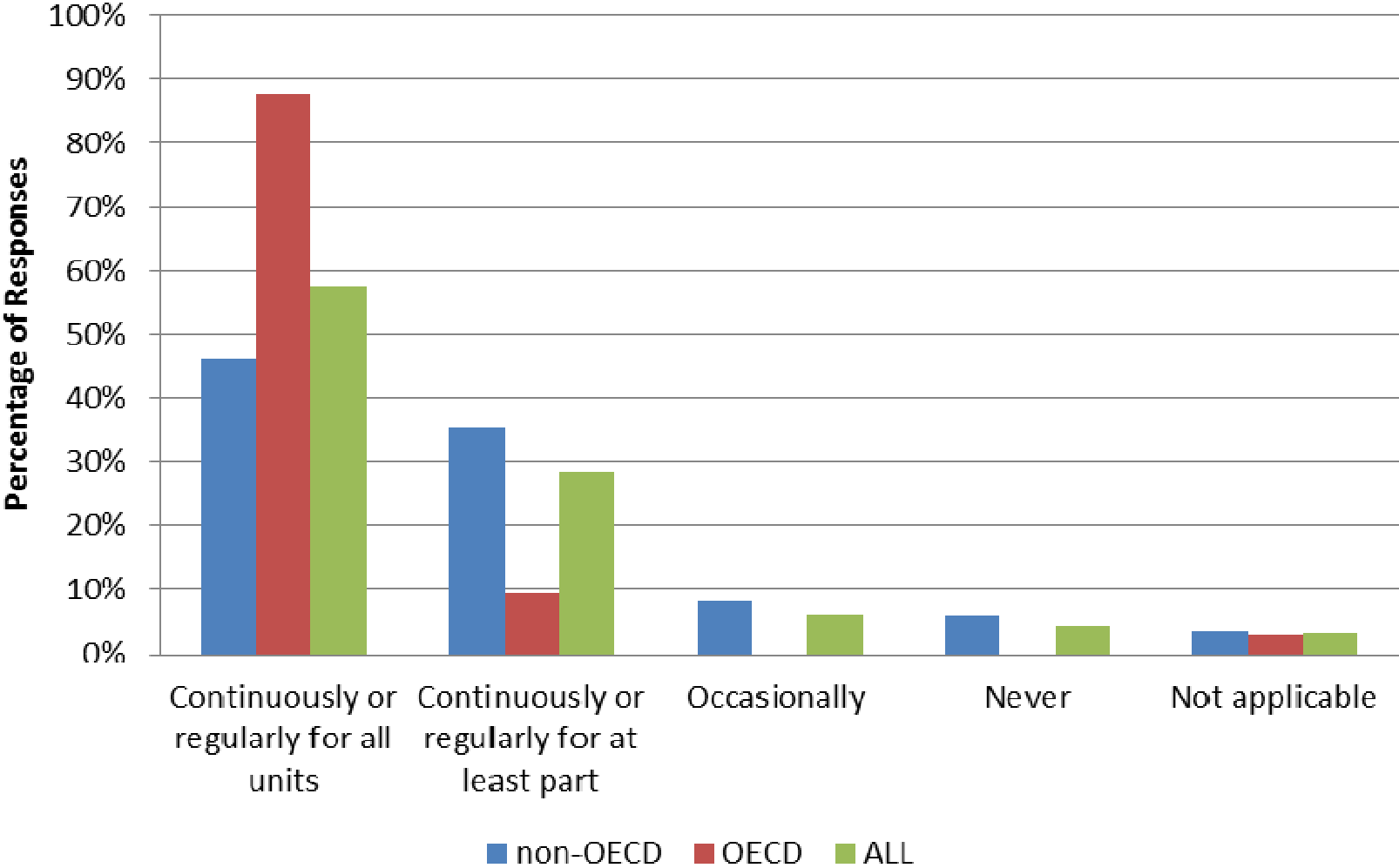
Updating

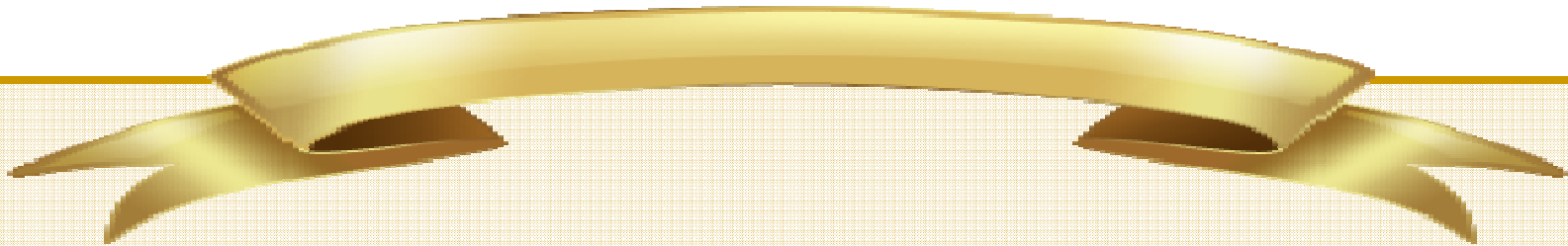
Contact Info Update Frequency



Updating

No. of Employee Update Frequency






Indicators of quality:

- coverage
- accuracy of the data held
- frequency of updates
- accessibility and clarity
- comparability
- consistency of processes

How to measure quality:

- compare with external records
- area control survey (cluster sample) —conduct mini-economic censuses on a representative sample of geographical areas
- indirect check via employment — a comparison between employment estimates by geographical area and major sector of activity

How to improve quality

- Continue to search for sources and link the business register to other sources
 - Improve the operation of data supply channels
 - Develop strategies for under coverage and for over coverage (usually duplication of the same units)
 - Improve information processing
 - Improve timeliness of updates
 - Use international recommendations on classifications (ISIC for example)
 - Improve metadata
 - Issue annual (or intra-annual) quality reports to users of main changes
- 



Thank

You