



# Quality Report for STRUCTURAL BUSINESS STATISTICS, 2023



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## 1 INTRODUCTION INTO THE STATISTICAL SURVEY

### 1.1 Purpose of the survey

The aim of statistical activities carried out as part of structural business statistics (SBS) is to provide annual indicators necessary for the analysis and monitoring of business activities of market producers. Produced data are used for the analysis of structure of active market enterprises by activity and structure of factors used in the production process, as well as for the analysis of business profit and losses and competitiveness of enterprises and the analysis of business developments at the state and international levels.

Structural Business Statistics data represent important inputs for estimates and calculation of macroeconomic aggregates in the National Accounts, for weights calculation for calculation of indices in short-term statistics, as well as for data updating in the Statistical Business Register (SBR).

The compilation of SBS items and indicators, i.e. the production of structural business statistics in the sections of services, industry, trade and construction has been carried out regularly since 2010. The methodology for conducting the survey is aligned with European statistical standards and its content is prescribed by the EU Regulation on Business Statistics 2019/2152 and the Implementing Regulation 2020/1197.

### 1.2 Legal basis and responsibility of statistical institutions

Structural Business Statistics (SBS) activities are carried out in accordance with the Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03) and pursuant to the Statistical Programme for the period 2022-2025 ("Official Gazette of Republika Srpska", No. 102/21) and the current annual Work Plan of the Republika Srpska Institute of Statistics.

The obligation to submit data to the Republika Srpska Institute of Statistics (the Institute) is based on Article 8 of the Law on Statistics of Republika Srpska.

### 1.3 Applicable classifications

Statistical data on structural indicators of business activities of enterprises and entrepreneurs are observed, processed and presented in accordance with the Classification of Economic Activities KD BiH 2010, which in its content and structure fully complies with the EU Statistical Classification of Economic Activities NACE Rev 2.

### 1.4 Reporting unit

Reporting units for Structural Business Statistics are economically active enterprises with 20 or more employees, which operate in Republika Srpska and which submitted a financial report for the previous year (t-1) in relation to the observation year (t).

### 1.5 Statistical observation unit

Observation units in the SBS survey are economically active and market-oriented enterprises and entrepreneurs of non-financial business economy. These enterprises and entrepreneurs achieve over 50% of operating income from sale of goods and services on the market.

### 1.6 Scope and coverage

Structural business statistics cover the following sections of economic activity<sup>1</sup>:

- B – Mining and quarrying;
- C - Manufacturing;

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<sup>1</sup>Sections of economic activities are defined in accordance with the Classification of Economic Activities KD BiH 2010, which in its content and structure fully complies with the EU Statistical Classification of Economic Activities NACE Rev 2 (NACE Rev. 2)

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;  
 L- Real estate activities;  
 M – Professional, scientific and technical activities;  
 N – Administrative and support service activities;  
 P – Education (private sector);  
 Q – Human health and social work activities (private sector);  
 R– Arts, entertainment and recreation;  
 S – Other service activities (except division 94 which is excluded in accordance with the EU Regulation).

The framework for the survey implementation is the Statistical Business Register.

### 1.7 Statistical concepts and definitions

All definitions used in the domain of structural business statistics are fully harmonised with definitions stipulated in the EU Regulation in force. Some of significant definitions are listed below.

**Number of enterprises and entrepreneurs** covers entities from the SBR in the population which is subject to observation, which operate commercially and which were active at least for part of the observation year (with either realised turnover or employees). All temporarily inactive (quiescent) and actually inactive enterprises are excluded.

**Number of employees** covers persons who are employed on a temporary or permanent basis, working in full or part time. Number of employees includes seasonal workers, apprentices, people working from home and persons on strike or on short-term leave. This number does not cover persons on long-term leave. Employees are paid by the employer for performed work, and payments can be in the form of wage, salary, fee, gratuity, piecework pay or remuneration in kind.

**Number of persons employed** includes number of employees on the payroll and unpaid employed persons such as proprietors, partners, family members, volunteers, etc.

**Operating revenues** represent the results of enterprises' business operations expressed as a value. These include revenues from the sale of goods, products and services, revenues from the use of own goods, other operating revenues, and changes in stocks of finished goods and ongoing production. They are expressed without value added tax.

**Operating expenditure** represents enterprises' costs of business operations expressed as a value. These include purchase value of sold goods, intermediate consumption (costs of materials and energy, costs of production services, non-material costs), depreciation and provision costs and personnel costs.

**Inventories** represent a form of working capital. Their value is a state on the first and last day of the year, expressed in monetary terms. Structural business statistics monitor inventories in terms of materials, energy, goods, ongoing production and finished products.

**Gross fixed capital formation** into material and non-material fixed assets (new and used) represents the value invested in acquisition of assets and costs of maintenance and emergency repairs of acquired capital assets. This category does not include regular repair and maintenance costs.

**Turnover** covers calculated revenues from sale of own products, revenues from provided services and revenues from sale of goods for resale, during the observation period. Calculation of turnover covers all billed taxes, except VAT and similar deductible taxes. Sales discounts, price reductions, the value of returned goods, as well as subsidies received from the state, other financial and extraordinary income are excluded.

**Value added at factor costs** is given as the gross amount (without depreciation deduction), calculated by adding subsidies to production value at basic prices, and subtracting product and production tax costs and value of intermediate production from it.

**Personnel costs** are defined as total compensation of employees during the observation period, in money or in kind. These consist of gross wages and salaries, and other personnel costs having the character of personal income.

**Turnover per person employed** is obtained by dividing total turnover by total number of persons employed. This indicator expresses the enterprise's selling capacity from specific activity.

**Value added per person employed** is a basic indicator for labour productivity measuring. This indicator shows the amount of value added produced per person employed.

**Share of value added in production value** is obtained by dividing total value added by total achieved production value.

**Labour costs per employee** show the average costs of employees in certain activities and these are obtained by dividing total labour costs by number of employees, that is, by number of persons who were paid for performed work.

**Profitability** represents percentage share of gross operating surplus in turnover. This indicator shows earning capacity of an enterprise or of certain activities.

## 2 RELEVANCE, ASSESSMENT OF USERS' NEEDS AND PERCEPTIONS

### 2.1 Users of the statistical survey data

#### 2.1.1 Key users of the statistical survey data

Structural business statistics data for the level of Republika Srpska are submitted to the Agency for Statistics of Bosnia and Herzegovina, the institution responsible for the aggregation of data to the state level and reporting to the Statistical Office of the European Union, Eurostat.

Key users of the SBS data are:

- Public sector: Ministry of Finance, Ministry of Economic Relations and Regional Cooperation, Ministry of Trade and Tourism, Ministry of Energy, Industry and Mining, Economics Institute, Directorate for Economic Planning, Directorate for European Integration, Chamber of Commerce, republic and municipal agencies for the development of small and medium-sized enterprises;
- science, research and education: Economics Institute;
- general public: individuals;
- the media: news agencies;
- internal users: Statistical Business Register, national accounts and short-term statistics.

#### 2.1.2 Assessment of users' needs

Basic structural items and indicators of market operations of enterprises and entrepreneurs are provided by section of economic activities and by size (by number of employees).

Produced data are used for the analysis of structure of active market enterprises and entrepreneurs, as well as for the analysis of business profit and losses and competitiveness of enterprises and entrepreneurs and the analysis of business developments at the Republika Srpska and international levels.

#### 2.1.3 Measuring users' perceptions and user satisfaction

Satisfaction of users with statistical data is measured through the User Satisfaction Survey relating to the data produced by the Republika Srpska Institute of Statistics. The results of the latest survey are available at the Institute's website, in the section [Quality in statistics](#).

User satisfaction with the SBR data is not specifically measured.

## 2.2 Data completeness

### 2.2.1 Quality and performance indicator – Data completeness - rate (R1)

SBS results for the Republika Srpska level are submitted to the Agency for Statistics of Bosnia and Herzegovina, the institution responsible for reporting to Eurostat. Annual structural business statistics of enterprises and entrepreneurs, for all activities covered by SBS and all classes according to the number of employees, are submitted in the prescribed EDAMIS format EBSSBS\_ALL\_A - Final SBS (all breakdowns).

The data obtained through the implementation of this survey allow the calculation of all statistics required by EU Regulation on Business Statistics 2019/2152 at the level of the observation unit, regardless of these being annual or multi-annual statistics. The rate of data completeness is 100%.

## 3 ACCURACY AND RELIABILITY

### 3.1 Sampling error

#### 3.1.1 Quality and performance indicator – Sampling error (A1)

Structural business statistics are not done on a sample basis, so the measurement of sampling errors is not applicable.

#### 3.1.2 Activities to reduce sampling errors

Not applicable.

### 3.2 Non-sampling errors

#### 3.2.1 Non-sampling errors – Coverage errors

Coverage errors represent differences between target population and population covered by the sample. These deviations are rare, but possible.

##### 3.2.1.1 Quality and performance indicator – Over-coverage rate (A2)

If there is no timely information about the change of principal (prevailing) activity, it may happen that the SBS survey covers an enterprise from a section of activities which, in accordance with the methodology, is not subject of observation of structural business statistics.

In terms of enterprises' activities, coverage errors occur when the survey covers enterprises for which it was recorded that they were not active in the observation year (bankruptcy, liquidation, closure, etc.).

$$OCr_w = 0.07\%$$

In 2023, the sampling frame included 0.07% of units that did not belong to the target population of SBS.

##### 3.2.1.2 Quality and performance indicator – Common units – proportion (A3)

Indicator A3 shows the extent to which administrative data are combined with data from survey at the level of the reporting unit, that is, how many variables for a specific enterprise were obtained from the survey, and how many from administrative data.

SBS data is obtained by statistical processing of Annual Reports of Structural Business Statistics for enterprises with 20 or more employees and Annual Financial Reports for enterprises with less than 20 employees. Thus, there is no overlapping of data sources at the unit level.

#### 3.2.1.3 Undercoverage error

Undercoverage error may occur if the survey does not include all enterprises which have been active in the previous year. This occurrence is associated with the submission of statements of accounts. Though rarely, it does happen that an enterprise does not submit a statement of accounts, even though it was active.

There were no such cases in 2023.

#### 3.2.1.4 Measures to reduce coverage errors

Measures being taken to reduce coverage errors include timely and regular exchange of information between statistical surveys and the SBR.

### 3.2.2 Non-sampling errors – Measurement errors

Data editing process begins after data from all collected reports are entered. Measurement errors are detected and prevented through computational and logical controls built into the application for data entry and processing. The application was developed in the NET environment. It is a web ASP application with a code written in Visual Basic. Data are stored in a custom-made MS SQL database.

The control implies monitoring of the accuracy, logic, completeness and consistency of data at the level of observation unit. The application contains around fifty logical and computational controls, some of which are cautionary (soft), while some indicate mandatory corrections (hard).

#### 3.2.2.1 Reasons for the occurrence of measurement errors

The most common reasons for the occurrence of measurement errors are:

- Superficial or incomplete completion of the report;
- Lack of understanding of the methodology by the person filling in the report;
- Random errors occurring while data are entered in the report (questionnaire);
- Data are entered in the wrong amount (i.e. amount with decimal places, two zeros, etc.).

#### 3.2.2.2 Measures to reduce measurement errors

If measurement errors are detected, computational and logical controls are applied to make corrections after collected data are compared with the SBS data from the previous year and with the data obtained through other statistical surveys. If major errors are detected, the person who completed the report is contacted.

There is no automatic data editing.

The most important instrument used to reduce errors occurring while the reports are completed are the Instructions for completing the report, which are sent to reporting units once a year. These instructions describe in detail the method of completing the report. For this reason, notes provided in the questionnaire Annual report on structural business statistics are brief and very precise. In order to reduce measurement errors, persons who complete the report must be familiar with the survey methodology, which is provided in the instructions and in the questionnaire. In that way, the person is able to complete the report as accurately as possible.

In order to reduce measurement errors, the notification email to reporting units provides contact information of the persons in charge of the survey. These persons are able to provide all the necessary explanations for completing the questionnaire.

### 3.2.3 Non-sampling errors – Non-response errors

#### 3.2.3.1 Quality and performance indicator – Unit non-response - rate (A4)

NRr = 0.22%

In the SBS survey for 2023, the unit non-response rate was 0.22%. This is the unweighted non-response rate, which shows how many observation units did not submit a report. The relevance for research in 2023 cannot be determined for these units.

#### 3.2.3.2 Quality and performance indicator – Item non-response – rate (A5)

There is no information that allows calculating the rate of item non-response.

#### 3.2.3.3 Procedures in cases of non-response

In case of non-response to individual questions and in cases of discrepancies, inconsistencies and errors which cannot be corrected after repeated contact with the reporting unit, data are corrected based on available data from statements of accounts or from other statistical surveys (e.g. hours worked can be estimated based on data from labour statistics).

In case an entire report is missing, in spite of the enterprise being active in the observation year, the enterprise is contacted by telephone, in some cases the questionnaire is sent to the enterprise again, and finally, written warnings are sent. If a case of non-response is not solved, the data is taken from the Annual Financial Reports.

#### 3.2.3.4 Procedures to reduce non-response rate

In order to reduce non-response rates, multiple contacts with reporting units are established, email is sent repeatedly, several different methods of data collection (telephone, email) are combined, deadlines for report submission are flexible (delays in the submission of data are allowed), etc.

### 3.2.4 Revision

#### 3.2.4.1 Quality and performance indicator – Data revision – average size (A6)

Final data are published five months after the publication of preliminary data. Revision of final data for structural business statistics was not implemented or planned.

### 3.2.5 Imputation

#### 3.2.5.1 Quality and performance indicator – Imputation – rate (A7)

There is no information that allows calculating the rate of imputed data/items. Missing values are imputed for items to which responsible persons from the reporting unit did not know or did not want to provide an answer. In most cases, this applies to the item “Employees by status in employment”, where the total number of employed persons is to be broken down by the following categories: managerial and administrative staff, other workers and workers working from home. Also, the number of hours worked should be presented by the same categories.

## 4 TIMELINESS AND PUNCTUALITY OF PUBLICATION

### 4.1 Timeliness of publication

#### 4.1.1 Quality and performance indicator – Time lag – first results (TP1)

Table 1. Timeliness of SBS data publication (TP1)

|                                                    |                    |
|----------------------------------------------------|--------------------|
| Observation period                                 | 1 Jan -31 Dec 2023 |
| Publication date for the first/preliminary results | 20 Oct 2024        |
| Time lag (number of months)                        | T+10               |

Time lag for the first/preliminary results is T+10 months.

#### 4.1.2 Quality and performance indicator – Time lag – final results (TP2)

Table 2. Timeliness of SBS data publication (TP2)

|                                        |                    |
|----------------------------------------|--------------------|
| Observation period                     | 1 Jan -31 Dec 2023 |
| Publication date for the final results | 20 Mar 2025        |
| Time lag (number of months)            | T+15               |

Time lag for the final results is T+15 months.

### 4.2 Punctuality of publication

Punctuality of release represents an interval between the actual and planned dates of publication, as specified in the Release Calendar.

#### 4.2.1 Quality and performance indicator – Punctuality – delivery and publication (TP3)

The indicator is calculated and presented in two ways – from the aspect of application for producers and for users of statistics.

##### *Indicator for producers of statistics*

Table 3. Punctuality of SBS data publication (TP3)

|                                                                    |                    |
|--------------------------------------------------------------------|--------------------|
| Observation period                                                 | 1 Jan -31 Dec 2023 |
| Planned date of publication<br>(according to the Release Calendar) | 20 Mar 2025        |
| Actual date of publication                                         | 20 Mar 2025        |
| Time lag (number of days)                                          | T+0                |

Punctuality of publication is T+0 days. The publication date in the Release calendar is adjusted according to working days.

##### *Indicator for users of statistics:*

The rate of punctuality of SBS data publication for 2023 is 100%.

### 4.3 Reasons for significant delays and measures to improve timeliness and punctuality

The results were published timely, without delays between planned and actual publication dates.

## 5 COHERENCE AND COMPARABILITY

### 5.1 Coherence

Structural business statistics data are compared with data obtained through national accounts statistics, labour statistics, PRODCOM statistics and other statistics associated with structural business statistics.

#### 5.1.1 Quality and performance indicator – Coherence between different data sources (CH1)

The value of the indicator for key items, where possible (if there is a comparable item from a reference source), is calculated using the following formula:

$$CH1 = \frac{X_{iref} - X_i}{X_i}$$

where:

X<sub>iref</sub> ... value of the SBS item

X<sub>i</sub> ... value of the item from another source (national accounts statistics)

i ... number of data sources

|     | Number of employees | Turnover |
|-----|---------------------|----------|
| CH1 | 0.0380              | 0.0126   |

The turnover from the SBS survey is higher by 1.26% than the turnover taken from the Statistics of National Accounts, calculated on the basis of data from the Annual Financial Reports. The number of employed persons, which is the result of the SBS survey, is higher by 3.80% than the number of employed persons taken from the Statistics of National Accounts, calculated on the basis of data from the Annual Financial Reports.

#### 5.1.2 Reasons for major discrepancies

There are no major discrepancies.

### 5.2 Comparability

#### 5.2.1 Quality and performance indicator – Asymmetry for mirror flows statistics (CC1)

The calculation of this indicator is not applicable in SBS.

#### 5.2.2 Quality and performance indicator – Length of comparable time series (CC2)

Structural business statistics have been produced regularly since 2010. With continuous development of the survey, in line with recommendations and regulations of the European Commission, all sections of activity according to the KD BiH 2010 have been covered since 2012 for enterprises, and since 2014 for enterprises and entrepreneurs. Section R – Arts, entertainment and recreation was introduced for the first time in the coverage of Structural business statistics in 2017, and it covers enterprises and entrepreneurs from the private (profit) sector.

Table 4. Sections of economic activity covered by structural business statistics

|      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2010 | B | C | D | E | F | G | H | I | - | L | - | - | - | - | - | - |
| 2011 | B | C | D | E | F | G | H | I | J | L | M | N | - | - | - | S |
| 2012 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | - | S |
| 2013 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | - | S |
| 2014 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | - | S |
| 2015 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | - | S |
| 2016 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | - | S |
| 2017 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | R | S |
| 2018 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | R | S |
| 2019 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | R | S |
| 2020 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | R | S |
| 2021 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | R | S |
| 2022 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | R | S |
| 2023 | B | C | D | E | F | G | H | I | J | L | M | N | P | Q | R | S |

CC2 = (year 2023– year 2017) + 1

CC2 = 7 years

### 5.2.3 Breaks in time series

With the continuous development of SBS and the extension of coverage to include new sections, data by year are not fully comparable, as presented in Table 4.

Due to differences in the coverage of sections of economic activity, SBS data for 2012 and 2013 are not fully comparable with data for the first two years of the survey. A break in the time series occurred in 2014 as well, when entrepreneurs were included in the survey, and in 2017 when the section R was included in the coverage.

There are no specific factors which could affect the comparability of time series, since the recommendation regarding items to be provided has been fully applied. These items are specified in Regulations 2019/20152 and 2020/1197.

## 5.3 Geographical comparability

### 5.3.1 Comparability with members of the European Statistical System

SBS data for Annexes I-IV are fully comparable with data of the European Statistical System members.

## 6 ACCESSIBILITY AND CLARITY, DISSEMINATION FORMAT

### 6.1 Releases providing the data

Users of statistical data can easily access SBS data, as these are published at the Institute's website [www.rzs.rs.ba](http://www.rzs.rs.ba) in annual releases:

- Basic structural indicators of business activities of enterprises and entrepreneurs – preliminary results ([https://www.rzs.rs.ba/static/uploads/saopstenja/struktura\\_poslovne\\_statistike/2023/SPS\\_2023\\_Prethodni\\_podaci.pdf](https://www.rzs.rs.ba/static/uploads/saopstenja/struktura_poslovne_statistike/2023/SPS_2023_Prethodni_podaci.pdf)) и

- Basic structural indicators of business activities of enterprises and entrepreneurs – final results ([https://www.rzs.rs.ba/static/uploads/saopstenja/struktura\\_poslovne\\_statistike/2023/SPS\\_2023.pdf](https://www.rzs.rs.ba/static/uploads/saopstenja/struktura_poslovne_statistike/2023/SPS_2023.pdf));

The release provides basic structural indicators of business activities of enterprises and entrepreneurs, by section of economic activities and by size class of business entities, as items and indicators presented as absolute values, rates and structures. Turnover, value added at factor costs, personnel costs and turnover per person employed, value added per person employed (labour productivity) and average labour costs are presented in Convertible Marks. The results are published in tables and graphs.

## 6.2 Publications providing the data

Basic structural indicators of business activities of enterprises and entrepreneurs, final results, are published in printed publications Statistical Yearbook

[https://www.rzs.rs.ba/static/uploads/bilteni/godisnjak/2024/StatistickiGodisnjak\\_2024\\_WEB.pdf](https://www.rzs.rs.ba/static/uploads/bilteni/godisnjak/2024/StatistickiGodisnjak_2024_WEB.pdf) and This is Republika Srpska [https://www.rzs.rs.ba/static/uploads/bilteni/ovo\\_je\\_rs/2024/Ovo\\_Je\\_Republika\\_Srpska\\_2024\\_WEB.pdf](https://www.rzs.rs.ba/static/uploads/bilteni/ovo_je_rs/2024/Ovo_Je_Republika_Srpska_2024_WEB.pdf)

In the Statistical Yearbook, the data are presented by section of economic activities and by size of business entities, in tables and graphs.

The publication “This is Republika Srpska” presents aggregated indicators of business activities of the non-financial business economy, in tables and graphs.

## 6.3 Online database

SBS data, annual indicators of business activity and economic indicators, are available in the online database <http://www3.rzs.rs.ba:8080/rzs/faces/indicators.xhtml>, in the section Structural business statistics – annual business indicators.

## 6.4 Access to microdata

Microdata are not available.

## 6.5 Availability of methodological documentation

In addition to the data, the publications also provide brief methodological explanations and definitions of basic indicators and concepts.

The official website of the Institute, in the part referring to SBS, <http://www.rzs.rs.ba/front/category/28/237/?add=None>, provides:

- the quality report [https://www.rzs.rs.ba/front/category/340/?left\\_mi=284&add=284#sps](https://www.rzs.rs.ba/front/category/340/?left_mi=284&add=284#sps);
- the methodology “Structural indicators of business activities of enterprises and entrepreneurs” [https://www.rzs.rs.ba/static/uploads/metodologije/strukturne\\_poslovne\\_statistike/SPS-Metodologija\\_PoslovanjaPreduzecalPreduzetnika\\_v2022.pdf](https://www.rzs.rs.ba/static/uploads/metodologije/strukturne_poslovne_statistike/SPS-Metodologija_PoslovanjaPreduzecalPreduzetnika_v2022.pdf) ;
- metadata (ESMS) <https://www.rzs.rs.ba/front/article/3076/> and
- basic concepts and definitions [http://www.rzs.rs.ba/terms/defs/28/?add=111&left\\_mi=111](http://www.rzs.rs.ba/terms/defs/28/?add=111&left_mi=111).

## 6.6 Measures to improve clarity of disseminated results

The data are presented clearly.

## 6.7 Quality and performance indicator – Data tables – consultations (AC1)

No procedure for recording the number of consultations of SBS data sets has been established.

## 6.8 Quality and performance indicator – Metadata – consultations (AC2)

No procedure for recording the number of consultations of SBS metadata sets has been established.

## 6.9 Quality and performance indicator – Metadata completeness – rate (AC3)

The rate of metadata completeness for structural business statistics is 100%.

# 7 SURVEY COSTS AND BURDEN ON RESPONDENTS

## 7.1 Costs of the statistical survey implementation

Table 5. Annual operating costs by main cost components

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Number of hours worked – estimated data for the following phases of work: <ul style="list-style-type: none"> <li>- preparation of instruments and sending out emails about filling the questionnaire via web,</li> <li>- contacting reporting units, providing assistance in completing the questionnaire, controlling; analysis of submitted reports, resending emails and contacting by phone reporting units that have not responded to survey;</li> <li>- data processing, calculation of SBS results and publishing.</li> </ul> | 1,552 h |
| Material costs (printing and delivery of letters to all reporting units on changing the collection method to using web questionnaire; printing and delivery of paper forms to reporting units not having electronic address)                                                                                                                                                                                                                                                                                                         | 0 KM    |

## 7.2 Burden on respondents

Table 6. Data on annual burden on respondents

|                                                                                                                                                                                                    |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Number of respondents that completed the questionnaire                                                                                                                                             | 768  |
| Time required to complete a detailed questionnaire with an additional one for industry (IND SPS + IND-DO) and for construction (GRAD SPS + GRAD-DO) – for a total of 471 observation units (hours) | 0.83 |
| Time required to complete a detailed questionnaire for trade (TRG SBS) and services (USLUGE SPS) – for a total of 264 observation units (hours)                                                    | 0.80 |
| Time required to complete a detailed questionnaire with an additional one for services (USLUGE SPS + USLUGE-DO) - a total of 33 observation units (hours)                                          | 0.81 |
| Total time spent for IND SPS + IND-DO and GRAD SPS + GRAD-DO (hours)                                                                                                                               | 389  |
| Total time spent for USLUGE SPS and TRG SPS (hours)                                                                                                                                                | 212  |
| Total time spent for USLUGE SPS + USLUGE-DO (hours)                                                                                                                                                | 27   |

### 7.3 Measures to reduce costs and burden

Reduction of costs and burden on reporting units was achieved by implementing the following measures:

- Use of administrative data sources for enterprises with less than 20 employees;
- Introduction of an electronic questionnaire.

## 8 CONFIDENTIALITY

### 8.1 Confidentiality - policy

Data collected for SBS surveys are subject to the legal framework of confidentiality and are used for statistical purposes only.

The confidentiality of data and protection of personal information are guaranteed by Articles 25 and 27 of the Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03) and the Rules of protection of confidential data of the Republika Srpska Institute of Statistics. The confidentiality of statistical data is also ensured through the Law on the protection of personal data ("Official Gazette of BiH", No. 49/06).

### 8.2 Confidentiality – data handling

The confidentiality of data and protection of personal information are guaranteed by Articles 25 to 29 of the Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03) and the Rules of protection of confidential data of the Republika Srpska Institute of Statistics. The confidentiality of statistical data is also ensured through the Law on the protection of personal data ("Official Gazette of BiH", No. 49/06). The Institute informs all reporting units that the collected data will be used for statistical purposes only and that confidential data in terms of this Law remain confidential.

Data collected, processed and stored are deemed confidential if they allow direct or indirect identification of the reporting unit, thus disclosing individual data.

Statistical data may not be delivered to users if they contain or disclose confidential data. Confidential data are data referring to a reporting unit or a group consisting of at least three reporting units, where the share of one unit in the group exceeds 85%.

When collecting, processing and delivering data, the Institute and authorised bodies and organisations undertake all organizational, regulatory, administrative and technical measures necessary to protect the confidentiality of data and to prevent unauthorised access, publication or use of data.

Persons who, while carrying out their duties, may have access to confidential data, must comply with the provisions of this Law even after they cease to perform their functions.

## 9 STATISTICAL PROCESSING

### 9.1 Source of data

Structural indicators of business activities of enterprises and entrepreneurs are a result of the statistical processing of data from Annual reports on structural business statistics (827 enterprises) and Annual Financial Reports<sup>2)</sup> (8,032 enterprises), and estimated data for entrepreneurs (based on data from the Tax Administration of Republika Srpska).

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<sup>2)</sup> Annual Financial Reports have been used since 2017 as a source of data for enterprises with fewer than 20 employees, for which the sample method was previously used.

Table 7. Number of enterprises in SBS 2023

| Section of activity | Number of enterprise by data source |                         | Total |
|---------------------|-------------------------------------|-------------------------|-------|
|                     | annual SBS report                   | annual financial report |       |
| B                   | 15                                  | 81                      | 96    |
| C                   | 297                                 | 1,379                   | 1,676 |
| D                   | 23                                  | 184                     | 207   |
| E                   | 52                                  | 87                      | 139   |
| F                   | 81                                  | 672                     | 753   |
| G                   | 141                                 | 2,451                   | 2,592 |
| H                   | 33                                  | 670                     | 703   |
| I                   | 16                                  | 151                     | 167   |
| J                   | 23                                  | 427                     | 450   |
| L                   | 3                                   | 164                     | 167   |
| M                   | 25                                  | 1,093                   | 1,118 |
| N                   | 13                                  | 230                     | 243   |
| P                   | 12                                  | 122                     | 134   |
| Q                   | 18                                  | 639                     | 657   |
| R                   | 11                                  | 68                      | 79    |
| S                   | 5                                   | 97                      | 102   |
| Total               | 768                                 | 8,515                   | 9,283 |

## 9.2 Frequency of data collection

Data for structural business statistics are collected annually.

## 9.3 Data collection

Collection of data for the production of structural business indicators is carried out using the web questionnaire “Annual report on Structural Business Statistics”.

For certain groups of sections special types of questionnaires have been created (IND SPS, GRAD SPS, TRG SPS and USLUGE SPS), so the four main questionnaires are used in the survey. Along with the main questionnaires, additional ones are also used for industry, construction and services.

If needed, SPS forms can be downloaded and filled out in PDF or e-PDF format. These forms are available at the Institute’s website: [https://www.rzs.rs.ba/front/category/28/99/?left\\_mi=41&up\\_mi=12&add=41](https://www.rzs.rs.ba/front/category/28/99/?left_mi=41&up_mi=12&add=41)

Business entities submit data to the Republika Srpska Institute of Statistics in the period April-July of the current year (t+1), for the observation year (t).

Data on the characteristics collected using the SPS questionnaire are available in the accounting, personnel and other records of enterprises. These include data on revenues, expenditures, inventories, employees, etc.

## 9.4 Data validation

Data processing and production of results are carried out at the Production Statistics Division and Services Statistics Division of the Republika Srpska Institute of Statistics. These divisions perform formal, computational and logical controls, treat extreme values of microdata, assess and analyse results, etc.

Data from “Annual reports on structural business statistics” are entered into the application without prior corrections of possible irregularities, i.e. in the “raw” form. Following completion of data entry, it is possible to see a list of all computational and logical errors, for all reporting units, with red-tagged “hard” errors. Currently, it is not possible to record the state of errors after the first entry, i.e. after the entry of raw data. Thus, there are no exact data on how many corrections were made and on which variables. The basis for microdata editing

are comparisons with structural business statistics data from the previous year and with data from statements of accounts of the observation year. In addition to the above, data are also compared with labour statistics, "PRODCOM" statistics and other statistics associated with structural business statistics. In case of discrepancies, checks are made with reporting units, via telephone.

## 9.5 Data compilation

Variables and indicators of Structural Business Statistics are first produced at the enterprise level, and then aggregated to the level of classes, groups, divisions and sections of the KD BiH in 2010. The results, in accordance with European recommendations, are presented according to the main (predominant) activity, which implies that, if the enterprise performs several activities, the entire result is attributed to its main activity. Based on the available data for entrepreneurs (activity code, number of entrepreneurs and number of employees) from the SBR, on the one hand, and collected data for companies (all SPS variables) on the other hand, an assessment of SBS variables for entrepreneurs was made.

Data for entrepreneurs were estimated based on the number of employed persons, using the mathematical-statistical method of regression and correlation. The basic assumptions of this model are:

- similarity of companies and entrepreneurs in the same industry and class of employees;
- correlation of the number of employees and all other variables.

First, the data on the number of entrepreneurs, the number of employees of entrepreneurs and the number of employees of entrepreneurs are distributed into homogeneous groups according to the group (3-digit activity code) and class of employees. The following employee classes are used:

- for industry and construction: 1 (0-9), 2 (10-19), 3 (20-49), 4 (50-250) and 5 (250 and more employees);
- for trade and services: 1 (0-1), 2 (2-9), 3 (10-19), 4 (20-49), 5 (50-250) and 6 (250 and more employees).

In the same way, all the necessary data for enterprises are distributed into homogeneous groups according to the group of activity and class of employees.

By matching these data sets, the following two correlation coefficients are calculated:

- Coefficient 1 = number of employees of entrepreneurs / number of employees of companies and
- Coefficient 2 = number of employees of entrepreneurs / number of employees of the company.

By multiplying these coefficients with the corresponding enterprise data, we obtain data for entrepreneurs.

SPS data (variables) for entrepreneurs are added to SPS data (variables) for enterprises and in this way the annual performance indicators of enterprises and entrepreneurs in the field of non-financial business economy are obtained.

## 9.6 Adjustment

Adjustment methods are not applied in Structural Business Statistics.

### 9.6.1 Seasonal adjustment

Structural business statistics are not seasonally adjusted.