

Regional Course on  
Statistical Business Registers:  
Data sources, maintenance and  
quality assurance

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# 3.1

## Maintenance procedures

# CONTENTS

- ▶ Part 1: Maintenance practices
- ▶ Part 2: Demographic events

# MAINTENANCE OF THE SBR

In this session we will discuss the process of **continually updating** the SBR after it has been created to capture new units and changes to units and unit characteristics.

# MAINTENANCE RULES

## Continuity

These determine whether a unit continues after a major change (such as ownership, size or type of activity) or if the death of the unit should be recorded and a new unit should be created

## Stability

These restrict the changes to characteristics of units to prevent unwanted variation in values

# CONTINUITY

In practice, an enterprise continues through a major change if two of the three characteristics remain the same:

- ▶ Controlling legal unit
- ▶ Economic activity
- ▶ Location

# CONFLICTING INFORMATION

Procedures need to be in place to deal with conflicting information from different data sources. Considerations for prioritizing sources include:

- ▶ The importance of the characteristic to the data source
- ▶ The methods of data collection
- ▶ The date of collection

Data source priorities should be determined for each characteristic.

# USE OF MAINTENANCE GROUPS

It is useful to divide units in the SBR into maintenance groups with similar maintenance needs. These groups are typically created based on:

- ▶ Size and influence on published statistics / whether units are subject to profiling
- ▶ Data source
- ▶ Frequency of changes

# CASE STUDY: SWITZERLAND

In Switzerland, the following maintenance groups are used:

- ▶ Enterprises subject to profiling (10 or more local units or 100 or more employees)
- ▶ Enterprises with only one local unit
- ▶ Enterprises subject to light profiling (all others)



# CASE STUDY: SOUTH AFRICA

In South Africa, the following maintenance groups are used:

- ▶ Enterprises subject to profiling (not included in SBR improvement surveys)
- ▶ Enterprises not subject to profiling

# RECORDING CHANGES

**Two dates** should be recorded for each change made to units or characteristics of units:

- ▶ The date the change occurred to the unit
- ▶ The date the change was made in the SBR (date stamp)

# DEMOGRAPHIC EVENTS

A **demographic event** is defined as:

“ An event that has an impact on the existence of a statistical unit or on links between statistical units

# BIRTH OF AN ENTERPRISE

The **birth** of an enterprise is defined as:

“ The creation of a combination of production factors [land, labour or capital] with the restriction that no other enterprise is involved in the event

# BIRTH OF AN ENTERPRISE

## Detected by:

A new unit appearing in an administrative source (though not every new administrative unit results in an enterprise birth)

## Recorded by:

Creating a **new enterprise unit** in the SBR with a new identification number

# DEATH OF AN ENTERPRISE

The **death** of an enterprise is defined as:

“ The dissolution of a combination of production factors

# DEATH OF AN ENTERPRISE

## Detected by:

Survey activities and the disappearance of units from an administrative source

## Recorded by:

Giving the enterprise the activity status of **dead** in the SBR (but not removing it).

# DEATH OF AN ENTERPRISE

A death is not recorded immediately after an enterprise stops its activities, but only after a specified amount of time has passed. In Europe this is 24 months.



# CHANGE OF OWNERSHIP

A **new legal unit** takes over the production activities of an existing enterprise. Does not cause a birth or death of the enterprise in theory, but may in practice in the SBR.

# CONCENTRATION

Concentrations occur when there is more than one legal unit before the event and only one legal unit after the event. There are two types: **mergers** and **takeovers**.

# CONCENTRATION: MERGER

## What it is:

When all legal units lose their identities after the event

## General practice:

Create a new enterprise in the SBR and cease all enterprises connected to the legal units before the merger

# CONCENTRATION: TAKEOVER

## What it is:

When one legal unit retains its identity after the event

## General practice:

The enterprise **corresponding to the legal unit that takes over** the other legal units continues to be active in the SBR and the other enterprises are ceased

# DE-CONCENTRATION

De-concentrations are the opposite of concentrations - when occur there is one legal unit before the event and more than one legal unit after the event. There are two types: **break-ups** and **split-offs**.

# DE-CONCENTRATION

## Break-ups

When the original legal unit dies and all the legal units after the event are new

## Split-offs

When the original legal unit continues and the other legal units are new

In practice, the births and deaths of enterprises follow those of the legal units.

# ENTERPRISE GROUP EVENTS

For enterprise groups, concentrations and restructuring are much more common than enterprise group births and deaths.

# CHANGES TO CHARACTERISTICS

## Identification and contact

Changes in identification and contact characteristics should be reflected in the SBR as soon as they are detected

## Economic and stratification

Changes in economic and stratification characteristics may be subject to stability rules or held back until their impact on survey frames is minimized





# REFERENCES

This presentation was primarily based on UNECE's [Guidelines on Statistical Business Registers](#), in particular Chapter 7.

Other material used:

- ▶ The African Development Bank's [Guidelines for Building Statistical Business Registers in Africa](#)
- ▶ Eurostat's [Business registers: Recommendations manual](#)

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