Sector Review of the Implementation of the Labour Force Survey in Albania

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LIST OF ABBREVIATIONS

AGA	Adapted Global Assessments
ALL	Albanian Lek (national currency)
ICLS	International Conference for Labour Statisticians
CATI	Computer-Assisted Telephone Interviewing
CV	Coefficient of variation
DEGURBA	Degree of Urbanization
EA	Enumeration Areas
ESTP	European Statistical Training Programme
ESCoP	European Statistics Code of Practice
ESS	European Statistical System
EU	European Union
EU-LFS	European Labour Force Survey
GIS	Geographic Information System
ILO	International Labour Organization
INSTAT	Institute of Statistics of Albania
ISCED	International Standard Classification of Education
ISCO	International Standard Classification of Occupations
LFS	Labour Force Survey
LPR	Light Peer Review
NACE	Statistical classification of economic activities in the European Community
NSI	National Statistics Institute
NSS	National Statistics System
NUTS	Nomenclature of territorial units for statistics
OECD	Organisation for Economic Co-operation and Development
OSP	Official Statistics Programme
PAPI	Paper and Pencil Interviewing
PDA	Personal Digitalized Assistant
PSU	Primary Sampling Units
PUF	Public use file
SAQ	Self-assessment Questionnaire
SCB	Statistics Sweden (Statistiska centralbyrån)
SIDA	Swedish International Development Cooperation Agency
SR	Sector Review
SSU	Secondary Stage Units
SUF	Scientific use file
UNECE	United Nations Economic Commission for Europe

1. PREFACE

1. A Sector Review (SR) of the Labour Force Survey was undertaken in the context of the IPA 2014 Multi-beneficiary statistical cooperation programme for the enlargement countries[1], aiming at supporting to the enlargement countries to progressively apply European standards in statistics. GOPA-Worldwide Consultants, under the contract no. 14463.2014.002-2015.597 with Eurostat, was responsible for the organisation of all activities and tasks related to this SR.

2. This SR had four main objectives, namely: i) to assess the administrative, technical and statistical capacity of the Albanian statistical system to produce high quality statistics from the LFS; ii) to assess the definitions, design and implementation of the Albanian Labour Force Survey against the European acquis, therefore assess whether the derived labour force statistics can be compared with the European figures; iii) to review the medium and long-term plans within this sector; and iv) to propose a list of actions to be undertaken in order to improve and strengthen the production of statistics from the Labour Force Survey.

3. This SR focuses mostly on assessing compliance of the country with the ESCoP principles 2, 3 and 6 to 15, therefore on statistical processes in the specific labour force domain, rather than on the entire statistical system. The reviewers' assessment was mainly based on standards and guidelines stipulated by European Regulations governing the EU-LFS, as well as on ILO recommendations. Eurostat's LFS-explanatory notes were constantly referred to in order to assess compliance of Albania's LFS with European standards. Reviewers also referred to the recommendations made by the Eurostat Task Force on quality of the LFS, in order to assure the quality of this survey and make recommendations for improvement. Significant attention was given to methodological standards, dissemination standards, to quality and documentation of work processes.

2. EXECUTIVE SUMMARY

4. This SR was carried out on the basis of a detailed self-assessment questionnaire (SAQ). The SAQ covered the following aspects: institutional environment, statistical processes, statistical outputs and future planning.

5. The review findings are the result of an analysis of documents provided by INSTAT, documents available on the INSTAT website, and information collected and discussed during the in-country mission 8-12 February 2016.

6. Discussions supplemented the information provided in the SAQ. INSTAT provided additional documents during the in-country mission.

7. The review experts were given full support during the mission and the collaboration of the INSTAT-team was constructive throughout all phases of the SR.

[1] Enlargement countries are: Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia, Kosovo, Montenegro, Serbia and Turkey. The designation of Kosovo is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

Overview of the Labour Force Survey in Albania

General

8. The Labour Force Survey (LFS) is a quarterly survey, covering the whole country, conducted on continuous basis among private households for the purpose of gathering information about the labour force, using internationally agreed concepts and definitions. Participation in the survey is compulsory by law.

9. The LFS is one of the most relevant sources of labour market statistics in Albania. INSTAT publishes four quarterly statistical reports and produces an LFS publication every year. Anonymised LFS micro-data is made available to researchers in order to allow for more advanced statistical analysis.

Sampling plan

10. Starting from the first quarter 2016, the quarterly sample comprises 7,900 households. The annual sample comprises 31,600 households, with an overall theoretical sampling rate of around 1%.

11. The sampling frame of the current LFS is based on the enumeration areas of the population and housing census 2011. The sampling frame excludes collective households living in institutions such as military barracks, prisons, hospitals or dormitories.

12. All households included in the quarterly sample are evenly spread throughout the 13 weeks of the quarter and are interviewed with regard to the pre-assigned reference week. All household members are interviewed.

13. The sample has a rotational structure according to which a selected household remains in the sample for five consecutive quarters before leaving the sample altogether. The rotation scheme ensures a theoretical overlap of about 80% between samples in two consecutive quarters, and 20% between samples in two quarters one-year apart. Despite the burden on the respondents, the total non-response rate has decreased in recent years to less than 15%.

Weighting procedure

14. The quarterly weighting process for the LFS consists of three different steps:

    I. In the first step of weighting the design weights are calculated as inverse of the probability for each selected household to be included in the sample.
    II. In a second step, for each stratum, the design weights are adjusted for the total non-response.
    III. In the final weighting step, the adjusted weights are further calibrated taking into account the demographic structure of population residing in Albania at the time of the survey, living in private households. Therefore, the sample data are benchmarked to demographical statistics by gender and age-groups (specifically 0-14, 15-29, 30-64, 65+), for each of the 24 geographical domains (urban and rural areas within the 12 prefectures).

15. The weighting system of the LFS takes advantage of the integrated design of the LFS for the computation of the final set of cross-sectional weights. In practice, this means that all members of the same household receive the same weight, and that the survey can be used to produce high quality and coherent estimates at individual and household level from the same dataset.

Data collection

16. All interviews are currently carried out face-to-face, using an electronic questionnaire on laptops (CAPI system) developed with CSPro[2] by the IT sector within INSTAT.

Major changes in recent years

17. The Labour Force Survey was conducted for the first time in 2007using face-to-face interviews and paper questionnaires (PAPI).

18. During the period 2007-2011, the LFS has been carried out on annual basis, with a fixed reference week, using a paper questionnaire.

19. During 2012 the LFS became a quarterly survey, with a rotating sampling scheme, in order to provide reliable quarterly estimates on employment and unemployment at national level. The data collection changed from PAPI to CAPI using small electronic devices (PDA), thus making it possible to provide more frequent and timely LFS statistics. Based on this change INSTAT is publishing quarterly labour market indicators starting from the first quarter of 2012.

20. During 2015 the sample size has been progressively increased. Starting from the first quarter 2016 the LFS will be able to provide more accurate quarterly data at the prefecture level.

21. With the help of experts INSTAT has achieved remarkable results in the production of high quality and reliable statistics in line with European and international standards in recent years. However, the reviewers identified several areas in which some changes are necessary or envisaged to further improve quality, relevance and organization of the survey.

22. A summary of the recommendations with high priority, which INSTAT should consider in its short and medium term LFS development plans, is provided below.

23. The full list of recommendations is provided at the end of the report.

Summary of recommendations with high priority

24. INSTAT should embark on the regular transmission of fully-verified LFS micro-data to Eurostat and standardised quality reports, that includes:

    - Refine and set up automatic procedures to prepare and fully-verify the LFS micro-data file to be transmitted to Eurostat on a quarterly basis, including the standardized quality report (Rec. 42)
    - Calculate the standard errors and coefficient of variations for the most important quarterly and annual figures, as well as for all indicators to be included in the Eurostat Quality Reports. (Rec. 36, 37, 50).
    - Refine and set up automatic procedures to prepare the set of Eurostat main indicators to be published on quarterly and annual basis (including CVs) (Rec. 45, 50).

25. Achieve consistency between target population, sampling frame and population estimates, that includes:

[2] Census and Survey Processing System, a public domain statistical package developed by the U.S. Census Bureau and ICF Macro (see http://www.census.gov/population/international/software/cspro).

- Improve the weighing system/procedure adding the set of constraints on the age groups (5 years age-groups) as required by Eurostat, therefore putting contemporary constraints at national level as well as at the level of the statistical regions equivalent to NUTS II and at the prefecture level (Rec 29).
- Optimise weighting procedures to incorporate the most appropriate adjustment for total non-response bias, taking into account specific characteristics of non-respondents (Rec 30).
- Updating the sampling frame (Rec 14).

26. Set up automatic procedures for the longitudinal linkage of individual records to support:
    - Creation of the longitudinal KEY for each individual to be included in the micro-data file to be delivered to Eurostat (Rec 13).
    - Production of flow estimates at national level according to the current Eurostat methodology (Rec 13, 29).
    - Possible implementation of dependent interviewing (Rec. 17, 19, 22, 24);
    - Longitudinal imputation, including coding of ISCO, ISIC, ISCED etc. (Rec. 25, 40).
    - Estimation of correlations to be used for calculation of CVs (Rec. 12, 36, 37, 50).
27. Improve data and fieldwork management, that includes:
    - Set up of automatic/batch procedures for data management (to process the files received from interviewers on daily basis, to update the database of the completed interviews, to check for errors etc.) (Rec. 16).
    - Set up of automatic/batch procedures for the production of a complete set of field and quality indicators to be used to regularly monitor the fieldwork (Rec. 16, 27, 39).

3. FINDINGS

3.1. INSTITUTIONAL ENVIRONMENT

PRINCIPLE 2: MANDATE FOR DATA COLLECTION

28. The law No. 9180, of the 05.02.2004, "On Official Statistics", (amended by law No. 21/2012 and by law No. 7/2013) mandates the collection of official statistics in Albania to INSTAT.

    Article 4 states that "*to ensure public confidence in official statistics, INSTAT and statistical agencies should be guided by the principles of the ESCoP*".

    This law includes the principles of official statistics in order to ensure the quality such as impartiality, reliability, professional independence, relevance, cost-effectiveness, statistical confidentiality and transparency. Therefore INSTAT is responsible for ensuring that official statistics complies with these principles.

29. Labour force statistics are collected, compiled, analysed and disseminated based on the 5-year Official Statistics Programme (OSP), which is firstly approved by the Statistical Council, and then by the Albanian Parliament. The 5-year Official Statistical Programme 2012-2016 and the Law on Official Statistics can be downloaded in the following links:

    http://www.instat.gov.al/media/207341/official_statistics_national_program_2012_-_2016.pdf

    http://www.instat.gov.al/media/208100/statistical_law.pdf

30. Participation of the selected households in the survey is compulsory. Article 2 of the law states that the statistical units (i.e. institutions, physical or juridical persons, and households) are obliged to provide, completely and truthfully, to INSTAT the requested data (free of charge, in the requested format and on time), as included in the OSP. Moreover the law allows INSTAT to penalise units that do not respond to the LFS.

31. The same law grants to INSTAT the right to have access to the administrative sources from public institutions and use them for statistical purposes. The administrative authorities have the obligation to provide administrative data if requested. In addition to the law, there are different Council of Ministers' Decisions in place that oblige other statistical agencies to provide their administrative data to INSTAT, with a well-defined periodicity. Moreover, the 5-year OSP makes reference to the availability and quality of statistical data from administrative sources.

32. The legal framework for data collection is currently considered sufficient by INSTAT's management for the collection of labour force statistics using the LFS, but it is not considered sufficient with reference to the possibility for INSTAT to oblige other institutions to provide administrative data for statistical purposes.

33. Reviewers suggest ***(Rec. 1)*** that INSTAT pro-actively engages with the owners of administrative data sources to facilitate the access to administrative data useful to describe the labour market characteristics. INSTAT is empowered by the law to ask public organizations to access and receive administrative data suitable for statistical purposes, as well as to determine changes in existing or creating new administrative registers in order to allow for efficient extraction of data for statistical purposes.

PRINCIPLE 3: ADEQUACY OF RESOURCES

34. INSTAT is organized in eight directories, all depending on the Director General. The LFS is in the responsibility of the production unit Sector of Labour Market and Wages Statistics (LFS Unit) within the Household Survey Directory, which is supported by staff from several other sectors, such as the Sector of Management of Household Surveys, the Regional Offices (for monitoring fieldwork), the Sector of Methodology of Social Surveys (for sampling design an weighting procedure), the Sector of Software Development (for the data collection tools), the IT Sector (for the household list and databases), the Demography Sector (for population figures), the Sector of Publications etc.

35. The Sector of Methodology of Social Surveys defines and monitors the implementation and validates the processes of sampling as well as the statistical methods for weighting/calibration. Other aspects such as: questionnaire design and development, data collection, codification, editing and imputation, validation, analysis and dissemination of results, etc. are agreed upon between production units, the methodology sector and other relevant technical units.

36. In 2015, the Sector of Labour Market and Wages Statistics, which is the production unit in charge of the LFS, had 4 full-time employees (although it was planned to have 5), including the Head of the sector, but the staff is also in charge of a wide range of other assignments with deadlines very often competing with the LFS.

    Reviewers found that the staff responsible for the production of LFS data showed a high level of competence and enthusiasm, however, it is overburdened. In fact, staff is responsible for the organization and management of LFS operation including: data collection; training, deployment and continuous monitoring of interviewers and fieldwork. At the same time it is responsible for validation, analysis and preparation of press release, dissemination, and all publications (tables and comments) related to the labour market. The same people are also very much involved in processes other than LFS (i.e. Labour Cost Survey, cleaning administrative data from tax authority, compilation of social protection statistics etc.). In addition, in the future the LFS staff could be in charge of new surveys such as the Structure of Earnings Survey, Adult Education Survey and the Job Vacancies.

37. The reviewers found that the INSTAT management is well aware of the lack of resources to maintain the existing LFS setup and strongly recommend ***(Rec. 2)*** to take all possible actions to employ additional staff for the conduction of LFS and for further improvements (including the implementation of the recommendations from this SR).

38. INSTAT has a strong IT infrastructure which supports electronic data collection using laptops, and the personnel was relatively positive regarding the quality of computing resources used for computing the LFS. However, this infrastructure needs to be sustained strong over time, and it could be envisaged that an IT staff is attached within the LFS unit.

39. The INSTAT's managers envisage that in the future more investment is required in the IT infrastructure to manage large volumes of administrative data, which need to be evaluated to assess the possibility to build statistical registers and regularly produce other labour market indicators.

40. There is already a strong collaboration between different units and divisions involved in the LFS. This collaboration is supported by detailed documentation (available in Albanian only) of all the internal work processes, developed by the Statistical and Supporting Departments. These documents, highlighting all operational and methodological issues involved in the LFS

and their changes in time (methodology, actors involved, phases, timing, necessary inputs, expected outputs, methods, software, etc.), ensure business continuity and facilitate transfer of knowledge.

41. The reviewers recommend ***(Rec. 3)*** to INSTAT to consolidate these documents in a centralised framework, introducing standard workflows at the institute level which may further facilitate the organization, the management and the interaction between units and persons, contributing to enhance quality, improve transparency, and minimise the risk of errors.

PRINCIPLE 6: IMPARTIALITY AND OBJECTIVITY

42. Impartiality and objectivity is clearly taken very seriously, as this could harm integrity of INSTAT. Choices of sources and methods used in the compilation of Labour Force statistics are done according to Principles 1 and 6 of the ESCoP.

43. Sources, concepts, methods, processes and data dissemination channels for the compilation of labour force statistics are chosen based on statistical considerations and national and international principles and good practices. Sources and methods are determined in the 5-year Official Statistical Programme 2012-2016.

44. Statistical authorities develop, produce and disseminate Labour Force Statistics following and respecting scientific independence and in an objective, professional and transparent manner in which all users are treated equitably.

45. Information on the methods and procedures used is publicly available. Statistical release dates and times are pre-announced. Advance notice is given on major revisions or changes in methodologies. All users have equal access to statistical releases at the same time.

3.2. STATISTICAL PROCESSES

PRINCIPLE 7: SOUND METHODOLOGY

46. Albania's LFS has been subject to many changes during the past years, with the contribution of International Organisations (e.g. ILO, Eurostat etc.), which have served to improve both the quality and quantity of official labour market statistics produced and to meet national and European requirements.

47. The LFS appears to be largely compliant with European standards. INSTAT staff has a high familiarity with EU concepts and guidelines and good knowledge of statistical methodology and best practices.

48. LFS statistics are compiled by INSTAT following the methodologies and harmonised definitions as stipulated by Eurostat's Regulations, Guidelines and Explanatory Notes on the LFS, allowing the comparability of results at international level.

49. LFS data comply with the EU definition of unemployment as described in Annex 1 of Commission Regulation (EC) No 1897/2000, and the sequence of questions addressing the International Labour Organisation (ILO) variables on unemployment is in line with requirements highlighted by implementing regulations.

50. The Albanian LFS questionnaire complies with twelve principles of Annex 2 of Commission Regulation (EC) No 1897/2000 in order to ensure that the rate of unemployment is estimated in harmonised manner:

    - The questions on the labour status according to the ILO definition are the first questions in the individual questionnaire. Moreover, the questionnaire captures both the persons at work during the reference week and those who are temporary absent from a job during the same period.
    - Questions on employment and job search are in the correct sequence as suggested by best practices and unpaid family workers are identified as a separate category. The questions on employment are designed to clearly indicate that only work for pay or profit is considered as economic activity and the reference period is clearly identified.
    - All persons who are identified as having no jobs are asked the set of question on job search, referring to any effort made by the respondent to find a job or to establish her/his own business.
    - The questions on job search methods contain active and passive search methods and the 'contact with the public employment office to find work' is a two-way contact. All job search methods are enumerated and persons who are currently not employed and who are not looking for a job because they have already found a job, which will start later, i.e. within a period of, at most three months, are identified as a separate category of unemployed.

51. The Albanian LFS implements the UNECE-Eurostat definition for usual residence[3]. It covers all the persons living in private households and excludes those living in institutional households.

    Demographic data is collected for all household members who live in the selected housing units, and are usual residents (over 12 months). The data on economic activity are collected through individual questionnaires for the household members aged 15 years and more.

    Members of the household temporary absent for a period greater than 12 months and persons living abroad are excluded from the survey, if the reason of their absence is one of the following: a) employment of foreign employer outside Albania; b) Illness / hospitalisation; c) Other reasons

52. In Albania there is a National Commission for Classifications, under the Council of Ministries, which approves any classification to be used for administrative and statistical purposes. It ensures that the classifications used by INSTAT are in line with international classifications.

53. The national classification of occupation is consistent with ISCO-08 (except some small inconsistency on 6-digit level but not falling outside the major groups at the 1-digit level). National occupations are recoded into ISCO at three digit level.

54. In Albania there is the national classification of industry, named as "Nomenklatura e Aktiviteteve Ekonomike" (Nomenclature of Economic Activities), which is based on the International Standard Industrial Classification of All Economic Activities (ISIC), on the European Classification of Economic Activities (NACE Rev.2) and on the national classifications. The

[3] UNECE/Eurostat Recommendations for the 2011 round of Census

coding of LFS data is done at 2-digit level. The Nomenclature of Economic Activities can be found in the link: http://www.instat.gov.al/media/252541/nve.pdf.

55. The national classification of educational level is consistent with International System of Classification of Education (ISCED 2011). Detailed data is collected on education but, in order to ensure comparability with past data collected using the ISCED-97 classification, are published with the following breakdowns: Primary, Lower Secondary, Upper Secondary and University.

56. The majority of the national variables can be accurately re-coded into the EU list of variables laid down originally in the Commission Regulation (EC) No 377/2008, and as amended every year by Eurostat in the EU-LFS explanatory notes.

    Some exceptions exist mostly regarding: a) military service, as it is no more compulsory in Albania; b) education and training: due to the fact that there is no post-secondary non-tertiary level of education; c) temporary employment agencies in Albania.

    Another exception relates to the classification of DEGURBA (Degree of Urbanization) which has not yet approved by Eurostat. In this respect reviewers recommend ***(Rec. 4)*** that INSTAT starts a consultation with Eurostat and all relevant parties (e.g. Statistical Council, Ministries, etc.) for the implementation of this classification in Albania.

57. One important classification for regional LFS data is the classification of regions (Nomenclature of territorial units for statistics-NUTS). Statistical regions equivalent to NUTS have been agreed between INSTAT and Eurostat and regional accounts are produced regularly by Albania. In this respect reviewers recommend (Rec. 4) that INSTAT starts to produce LFS data at regional level according to the classification. It is also important that the weighting procedure includes constraints on population by sex and age-groups at regional level as required by the Eurostat regulation.

58. Regarding the changes introduced by the 19th ICLS Resolution on the classification of own-use producers, the Albanian LFS is in line with the current Eurostat Guidelines. Given the high level of sensitivity of the labour statistics, INSTAT has asked the ILO to be allowed to participate in their international pilot project in order to assess the possible impact of the new standards in the main labour market indicators[4].

59. Reviewers recommend ***(Rec. 5)*** not to adapt the LFS to the new concepts of the 19th ICLS Resolution before this is decided by Eurostat, in order to maintain complete comparability with the other EU countries.

    Given the huge impact that this new resolution will probably have on the estimates of employment and unemployment in Albania, the reviewers recommend ***(Rec. 6)*** INSTAT to establish a Scientific Committee, composed by experts, users, government representatives and other stakeholders in charge of dealing with the matter in the next years.

    Moreover, INSTAT should make sure that when introducing the changes due to the new ICLS resolution, it would be possible to estimate the effect of these changes and use these results to back-recalculate consistent time series ***(Rec. 7)***.

[4] At the moment INSTAT has not entered in the project yet.

PROCEDURES FOR RECRUITMENT OF STAFF AND VOCATIONAL TRAINING

60. The Staff of INSTAT is recruited openly and with appropriate qualifications from relevant disciplines. The recruitment procedure is regulated by the law No. 152/2013 "On Civil Servants" and subsequent amendments.

61. The candidates are selected by the Public Administration Department, carrying out open and transparent competition. Delegates from INSTAT are part of the commission for examination of candidates. Every year, this department updates a list of winning candidates for civil servants, which fulfil the vacancies in public institutions.

    However, reviewers found that INSTAT is not able to attract high professionals, given that the level of salary for the staff is generally lower compared to other public institutions. In fact, very often successful candidates choose to join other public administrations who offer a better salary. Of course, this situation causes problems of allocation of resources between different sectors and units, given that vacant posts cannot be easily and timely filled (e.g. a new vacant post and the budget is available in the LFS since 2013 and is not being filled yet).

    For the same reason the INSTAT is not able to retain high professionals, especially in the IT sector, given that the level of salary for the staff is too low compared with the private sector.

62. Reviewers suggest ***(Rec.8)*** that INSTAT takes a more proactive role towards the Government: a) to see the relevance and high professionalism of its staff acknowledged, and achieve an equal level of salary compared to other public institutions; b) to obtain more flexibility and autonomy when it comes to recruiting new staff.

63. INSTAT is highly committed to provide continuous vocational training to all staff regarding methodology, international standards, classifications, best practices, etc. Currently staff participates in several external training programmes, international courses, seminars and workshops, including the ESTP courses organized by Eurostat.

64. In the framework of the 2009 IPA Multi-beneficiary Statistical Cooperation Programme, several persons went abroad for the short/long-term training on LFS ad hoc modules, on sampling and sampling coordination, on seasonal adjustment and forecasting, on data management and quality control, etc.

    Staff working on labour force statistics has participated in various internal short-term trainings or workshops covering labour force statistics, organised mainly under the SIDA framework.

    However, it is not sure, that all the staff can benefit from the external training, therefore the reviewers recommend ***(Rec. 9)*** to create an internal training programme for all staff members, which takes care of the continuous vocational training on statistical methods, software, and advanced IT technology for data collection and data management.

65. In this respect reviewers welcome INSTAT plans to establish, by the end of 2017, a Statistical School to be used for continuous vocational trainings of INSTAT's staff and also to offer training to other statistical authorities, public administrations, stakeholders and users.

66. Reviewers suggest ***(Rec. 10)*** that INSTAT implements a work organization which promotes and encourages more 'informal' training and knowledge sharing to all staff categories (maybe enhancing job rotations). For this purpose it is important to ensure that experienced staff is not over-burdened, and has time available to carry out training on the job or informal training to their colleagues.

COOPERATION WITH THE SCIENTIFIC COMMITTEE AND METHODOLOGICAL IMPROVEMENTS

67. Reviewers found that INSTAT is in continuous contact with the international scientific community to discuss methodological, IT and innovation developments. The LFS team has worked closely with the international research community which have allowed the staff to learn about best practices used in the international context. The LFS staff regularly attends LAMAS Working Group meetings and Workshops on EU-LFS methodology.

68. During the past years, different phases of the LFS process have been regularly monitored, assessed and reported by international technical assistants (SIDA through SCB, IPA Multi-beneficiary and ILO) regarding the completeness, quality and timeliness. Their final reports and recommendations served to strengthen the system of labour statistics, in order to disseminate timelier, more frequent and more accurate data in compliance with the EU Regulations and the international ILO guidelines.

69. At national level, conferences and workshops are usually organised to announce and explain innovation in the LFS statistics.

    For the LFS questionnaire design, a working group with the Ministry of Labour and the Ministry of Social Welfare and Youth was established in order to discuss and ensure that it meets national and international demands for labour statistics.

    The national scientific community, stakeholders and labour statistics users are consulted regularly for the preparation of the multi-annual statistical program and the annual plans. Groups of national experts have been already created for different topics, e.g. for National Accounts, gender issues and economy. There are plans to organise a group of experts for the purpose of analysing labour market issues.

PRINCIPLE 8: APPROPRIATE STATISTICAL PROCEDURES

70. Albania's LFS mostly follows the European Recommendations and the statistical legislations for survey design and precision requirements. All the procedures related to methodological aspects of survey design (e.g. sampling design, sample selections, estimation etc.) and data collection are periodically examined for possible revisions.

71. Although most of these aspects are described and reported to public in the methodology note at the end of each LFS publication (see for example: http://www.instat.gov.al/en/themes/labour-market.aspx), the reviewers recommend ***(Rec. 11)*** that more detailed documentation about LFS methodology and quality is made available to the most advanced users and researchers, on the website .

SAMPLE DESIGN

72. Albania's LFS is carried out on a continuous basis since 2012, with a quarterly sample which is: a) spread evenly throughout all reference weeks of the quarters and of the year; b) representative of the whole target population; and c) with a full geographical coverage.

73. The reference week, defined in accordance to Eurostat regulations, is the calendar week which starts on Monday and finishes on Sunday before the interview date. A random sample of selected households is assigned to each of the 13 reference weeks of the quarter. The information is asked to the respondents with reference to their specific reference week.

74. Starting from the first quarter 2016 the quarterly sample comprises 7,900 households. The annual sample comprises 31,600 households, with an overall theoretical sampling rate of around 1%.

75. The sample is a probability sample based on a two-stage sampling procedure with stratification of the primary units.

    Albania is divided administratively into 12 prefectures. For statistical purposes it is divided into 11,726 Enumeration Areas (EAs) constructed on the basis of enumeration areas of the latest population and housing census in 2011. These EAs are further classified as urban (5,202) and rural (6,524).

    The EAs are used as PSUs for the LFS. Therefore they are stratified into 24 strata composed of 12 prefectures, each divided into urban and rural areas, and sorted by district and commune within each stratum (implicit stratification).

    In the first stage, 790 PSUs are selected from the sampling frame. Within each stratum the PSUs are selected with probabilities proportional to size, where size is measured in terms of number of households according to the sampling frame.

76. After drawing the sample of PSUs, the households in the sample PSUs are listed. At the second-stage, a fixed number of households (SSUs) are sampled from these lists with equal probabilities by systematic sampling. The current design (from first quarter 2016) uses a fixed number of 10 households per PSU. The total sample size is 7.900 households per quarter, 4.400 urban and 3.500 rural households.

ROTATIONAL PATTERN

77. The quarterly sample consists of 5 complementary rotational groups (panels) of equal size. According to the rotational sampling design, each quarter one fifth of the selected households are new and 80% are in common with the previous quarter (each household is scheduled to be interviewed exactly after 13 weeks apart). A household once initially selected for interview, is retained in the sample for a total of five consecutive quarters. The fifth interview takes place exactly one year after the first; therefore the theoretical overlap of the quarterly samples after 12 months is only 20%.

78. The current 5-wave rotation pattern is in line with the EU LFS precision requirements. It reduces effectively sampling errors of estimates of changes between two consecutive quarters (due to the 80% of overlap). However, it is less effective for estimates of changes between the same quarter of two consecutive years (due to the 20% of overlap, only), and for estimates of annual averages (due to the high overlap between quarters which increases the covariance term). Moreover, it allows the calculation of very accurate quarter-on-quarter flow estimates (with about 80% of sample overlap), but less accurate year-on-year flows (with about 20% of sample overlap).

    In this respect reviewers recommend ***(Rec. 12)*** that INSTAT studies a possible beneficial effect of a change to a 2-2-2 rotational pattern (and in case, in combination with a composite estimator), which allows for computation of quarterly/monthly estimates with relatively low variability and improves precision of estimates of annual changes.

    Moreover, reviewers recommend ***(Rec. 13)*** that INSTAT starts to construct a longitudinal database and to produce regularly flow estimates, both at 3 and 12 months in line with the current Eurostat methodology.

79. To increase relevance and accuracy of the LFS data, and to take into account the EU-LFS precision requirement, since the first quarter 2015, INSTAT has gradually increased the sample

size to allow for the production and dissemination of reliable quarterly estimates for the 12 prefectures (for the main labour market indicator at aggregate level).

In order to avoid a break in the time series this transition to the new sample design took place over a period of one year and one quarter, as shown in table below.

80. In fact, up to the last quarter 2014 the sample size was equal to 5,040 households and the number of PSUs was 630. Then from the first quarter of 2015, INSTAT started increasing the number of the PSUs and the sample size of the first waves. Starting from the first quarter 2016 the LFS estimates are based on a quarterly sample of 7,900 households over 790 PSUs. Therefore the annual sample increased from 20,160 to 31,600 households.

Table 1. Transition to a new sampling design from 4th quarter 2014 to 1st quarter 2016.

2014	2015				2016	
Q4	Q1	Q2	Q3	Q4	Q1	Q2
8 126 5	-	-	-	-	-	-
8 126 4	8 126 5	-	-	-	-	-
8 126 3	8 126 4	8 126 5	-	-	-	-
8 126 2	8 126 3	8 126 4	8 126 5	-	-	-
8 126 1	8 126 2	8 126 3	8 126 4	8 126 5	-	-
	10 126 1	10 126 2	10 126 3	10 126 4	10 126 5	-
	10 32 1	10 32 2	10 32 3	10 32 4	10 32 5	
		10 126 1	10 126 2	10 126 3	10 126 4	10 126 5
		10 32 1	10 32 2	10 32 3	10 32 4	10 32 5
			10 126 1	10 126 2	10 126 3	10 126 4
			10 32 1	10 32 2	10 32 3	10 32 4
				10 126 1	10 126 2	10 126 3
				10 32 1	10 32 2	10 32 3
					10 126 1	10 126 2
					10 32 1	10 32 2
						10 126 1
						10 32 1
630	662	694	726	758	790	790
5040	**5612**	**6184**	**6756**	**7328**	**7900**	**7900**

Notes: In each cell the first number from the left is the sample take; the second the number of sample PSUs and the last the number of waves in the sample rotation.

The last two rows of the table are the total number of sample PSUs per quarter (penultimate row) and the corresponding quarterly total number of sample households in the ultimate row.

SAMPLING FRAME

81. The sampling frame for the LFS is based on the census enumeration areas and related results from the 2011 Albanian Census of Population and Housing. The frame covers the whole territory of Albania, and the population usually residing in Albania, excluding persons living in collective or institutional households such as dormitories, rest homes, eventide homes, day care centres, orphans' homes, prisons, and barracks, people who live in hotel-motel-guest houses, houses of army members, for a long paid stay in a hospital.

82. The availability of this recent sampling frame has ensured in the most recent years that an effective and representative sample has been selected for the LFS. However, while before the 2011 Census an update of the selected PSUs was usually done prior to sample selection, after the Census this update has not been done anymore. Both, INSTAT management and the reviewers agree on the fact that an update of the sampling frame is urgently needed.

83. Reviewers have been informed that the budget for the regular frame update has been already allocated; therefore, they strongly recommend ***(Rec. 14)*** that INSTAT proceeds as soon as possible to update the frame from which the LFS samples are selected.

    Sampling frame of dwellings should be updated on a continuous basis, not only for the new sample of the first wave, but also for the new dwellings in subsequent waves.

    The update of the sampling frame should include the number of buildings/dwellings, list of households, number of households, new building, name and characteristics of household heads, empty/non empty, out of scope (e.g. change into shop or office).

84. Moreover, one of the problems which occur when using old sampling frames is that the new dwellings / new households (e.g. young couples, single, single parents, immigrants, etc.) may not be well captured by the survey and thus could be heavily under-represented in the sample. Therefore reviewers suggest that the frame contains information on the characteristics of the households which can be used in models for treatment of the total non-response. For that purpose they recommend ***(Rec. 22 and Rec. 30)*** that INSTAT undertakes efforts to study the characteristics of the total non-response.

85. Moreover, after the frame is updated, INSTAT should be able to include the new eligible units in the sampling frame and to estimate the possible under-coverage of recent years ***(Rec. 15)*.**

PREPARATORY PHASES OF DATA COLLECTION

86. The survey questionnaire has been designed with the technical assistance of international experts/institutions. Technical assistance was provided by Eurostat in the frame of 2003 CARDS Regional Programme on Statistics for questionnaire design and for the sample design of the annual LFS which was conducted as a full-scale survey for the first time in 2007.

87. The survey questionnaire (in PAPI) was tested prior to data collection with a pilot survey in a real situation. In April 2007, a pilot LFS was launched in 200 households in five districts of the country, in urban as well as in rural areas. The annual survey started for the first time during May/June 2007, while in the subsequent years (up to 2011) the LFS was conducted during September/October.

88. In 2010, INSTAT decided to transform the LFS from an annual to a continuous survey. In the frame of the 2008 IPA Multi-beneficiary Programme on Statistics INSTAT requested technical assistance from Eurostat aimed at developing the questionnaire and sample design in full

compliance with the EU-LFS Regulations. ILO experts also participated in the refinement of the LFS questionnaire.

89. Further, in 2011, when the continuous survey was planned to start, three consecutive quarters served as a test. In the transformation process of LFS from an annual to a continuous survey apart of changes in the questionnaire, a new method of data collection was tested. Instead of PAPI mode, INSTAT moved to a CAPI mode using the Personal Digitalized Assistant (PDA).

TRAINING OF INTERVIEWERS:

90. INSTAT selects interviewers with very good communication skills, from local areas. Training courses for interviewers are organised and provided by the LFS staff at the INSTAT premises.

91. A complete course is provided anytime an interviewer starts the work for the first time, before deployment in the field. Moreover, during the first period of work a new interviewer is accompanied by a more experienced one.

    The material taught during a complete course includes: i) objectives and the purpose of the Labour Force Survey; ii) duties and responsibilities of the interviewer during the field work; iii) the use of the maps and finding of the dwellings selected; iv) content of the questionnaire, definitions to be applied; v) use of the programme of the electronic questionnaire, how to update the programme and sending of the filled electronic questionnaire; vi) how to do the reporting regarding the work done each week; vii) how to deal with persons who are reluctant to participate, etc.

92. In addition to the initial training, all interviewers receive new instructions when changes are introduced either in the questionnaire or in the CAPI software. Moreover, interviewers are regularly monitored by the LFS staff, therefore additional training is provided when it is deemed relevant.

93. In order to maintain the quality of the data collection at a high level, INSTAT is trying to retain interviewers with best performance and continuously trying to employ interviewers with university degrees.

DATA COLLECTION TOOLS

94. LFS data is collected through a computer assisted face-to-face personal interviews (CAPI) contacting households at their dwelling. Responses to survey questions are captured directly by the interviewer at the time of the interview using an electronic questionnaire on a laptop[5].

95. The use of the CAPI technique as well as the geographical location of the interview is monitored by INSTAT on a regular basis. All laptops are equipped with an internet service. Interviewers are instructed to be linked to the internet during the interview, and when the interview is completed, a password-protected-zipped-file is sent via e-mail from the interviewers directly to the head office in Tirana.

    However, the reviewers found that the LFS sector does not have a suitable data management system with automatized tasks, and still relies heavily on manually operated tasks. In fact, the

[5] INSTAT moved from CAPI on PDA to a more user-friendly CAPI on laptop in 2014.

files transmitted by interviewers have to be manually opened by the LFS staff for further processing, thus increasing the burden and the risk of errors.

96. Reviewers recommend ***(Rec. 16)*** that data is transmitted directly to a centralized server and automatic batch procedures are put in place, to run overnight, in order to process the files received from interviewers, to update the database of the completed interviews, to check for errors (e.g. missing/inconsistent information, descriptions of occupations and industries which are not sufficiently detailed, etc.), and to produce a complete set of field and quality indicators (i.e. number of interviews completed and to be completed before a given deadline, non-response rates, share of ineligible dwellings, etc.).

    It is widely recognized that applying timely quality controls and taking timely action against errors (e.g. providing timely feedback to interviewers, etc.) helps reducing some kind of non-sampling errors (i.e. coding errors, non-response, etc.).

97. A number of built-in validations rules and logical controls (e.g. domains of variables, inconsistency with previous entries, automatic filters and skips etc.) are implemented in the data collection tool on the laptop in order to minimise errors during the fieldwork.

    Emphasis is placed on quality controls during the field work and on interviewer training to ensure that errors are both minimal in number and non-systematic in nature.

    When needed, some editing is done at the time of interview by the interviewer who is guided through message screens on the computer, to solve inconsistencies by asking clarifications directly to the respondent and consequently modifying the erroneous entries.

98. The use of CAPI mode has allowed INSTAT to get more accurate data, by reducing most of the non-sampling errors, especially those related to the filters, skips, and data entry. Moreover, it has reduced the processing time and the costs associated with data entry.

    However, the potential of the CAPI electronic questionnaires seems not to be fully exploited yet. For example, the wording of some questions could be adapted to different categories of respondents (i.e. the "don't know" answers should be allowed only for proxy interviews; the question on hours worked could be asked in different ways to employees and to self-employed). Therefore reviewers recommend that INSTAT investigates about these possibilities ***(Rec. 17)***.

99. Moreover, at the end of the questionnaire, a question could be added to collect the preferred contact time for the next interview. This information could facilitate contacts at further waves and reduce non-response **(Rec. 18)**.

100. Presently, CATI or CAWI techniques are not developed yet for the LFS. Reviewers recommend that INSTAT exploits the potential of mixed mode such as CAPI-CATI, if needed for improving efficiency of data collection and reduce burden and costs **(Rec. 19)**.

    The LFS in Albania does not make use of wave approach, i.e. quarterly sub-samples, to survey structural variables or for construction of yearly variables. All variables are surveyed each quarter.

    However, the new EU regulation (to be approved) will probably require that ad hoc modules will be implemented using a wave approach. Reviewers suggest that INSTAT starts to think about possible implementation of a wave approach to collect information on specific topics related to the labour market ***(Rec. 35)***.

DEALING WITH TOTAL NON-RESPONSE

101. Interviewers are instructed to make all reasonable attempts to obtain LFS interviews with all the members of eligible households.

102. When approaching the households, interviewers present an overview of the labour force survey, its objectives and purposes, in order to gain full cooperation. Interviewers have to carry the badge which identifies them as INSTAT staff working for the LFS, as well as the INSTAT authorisation letter, which is shown when necessary to convince the household to participate in the survey. The authorisation contains the part of Official Statistical Law that stipulates the confidentiality, and the purpose of the LFS.

103. No documents (letters, questionnaires, leaflets etc.) are provided/left behind to respondents. Reviewers suggest that ***(Rec. 20)***, after the interview, the interviewers deliver an information note to the households containing the telephone numbers of the INSTAT offices to which the respondents can address further requests for information/clarification about the survey and the interviewer.

104. INSTAT staff of the regional and the central office deal with respondent's request and complaints, but they do not have strict written procedure to follow.

105. Interviewers report to the regional INSTAT staff problems encountered due to non-response and unreachable units and they solve those in most cases. The LFS staff assists some of the interviewers to reach units in distant areas offering means of transport and providing information from a GIS system to help interviewers finding the right addresses.

106. In order to minimise non-response, interviewers have to call non-contactable addresses a minimum of three times, two of which must be in the evening or at weekends.

107. Supervision and training are important determinants of quality control. The work of all interviewers is regularly monitored as well as the quality of the interviews, including the accuracy of coding. Interviewers are provided with both verbal and written feedback on their performance. Where a weakness in performance is identified, additional training and monitoring is carried out.

108. Each month, after all attempts to obtain interviews have been made, a small number of non-responding households remain. Total non-response was about 10% of eligible households in 2015. A weight adjustment, based on the total non-response rate for each stratum, is applied to account for the non-responding households during the weighting procedure (see more details in the paragraph on weighting).

109. Reviewers found that there is not much information available on the characteristics of non-respondents and therefore recommends:

    a) Add suitable questions (or response categories to existing questions), at the end of the household questionnaire, in order to assess the eligibility/non-eligibility of the selected households, to precisely identify non-respondents and to estimate over coverage (people who died, who moved abroad, dwellings which are transformed in institutional households or shops, offices, etc.) **(*Rec. 21)***;
    b) Verify whether non-response and panel attrition is correlated with individual and/or household characteristics and study possible effect of different non-response rates (e.g. adult versus young, single persons versus big families etc.) ***(Rec. 22)***;

c) Assess performances of the method currently used for the total non-response adjustment in the weighting procedure ***(Rec. 30)***.

PROXY RESPONSES

110. Proxy interviews are allowed during data collection. Interviewers are instructed to interview directly all household members that are 15 years and older with an individual questionnaire, if found at home, in order to minimise biases associated with proxy interviews. However, approximately 44% of interviews are proxy and it is possible that some bias due to this high share of proxy interviews is introduced into the data.

111. Reviewers recommend that INSTAT ***(Rec. 23)*** finds ways by which it could reduce the rate of proxy interviews, at least during the first wave of the LFS. Moreover, INSTAT should carry out an assessment/measurement of the effect of proxy interviews on the quality of the estimates, e.g. taking advantage of the longitudinal structure of the sample, to investigate the longitudinal consistency. It should introduce a question asking the ID of the member who provides the information on behalf of another member to study how the effect of proxy interviews is linked with the characteristics of the respondents.

USE OF DEPENDENT INTERVIEWING

112. Dependent interviewing is not used, so interviewers do not ask the respondents to confirm some questions given in previous waves, except for some main demographic variables. However, since the same household is being in the survey for five consecutive quarters, usually INSTAT staff checks the panel data. If they detect inconsistencies, they immediately contact the relevant regional offices to control and verify in the fieldwork together with the interviewer.

113. Reviewers considers that INSTAT should exploit the possibility given by the use of dependent interviewing to reduce burden on respondents and longitudinal inconsistencies. They recommend ***(Rec. 24)*** that INSTAT takes full advantage of the electronic questionnaire and of the panel data either introducing dependent interviewing for some questions (e.g. establishing clear rules to assess the stability of situations, which determine whether information can be copied/confirmed from previous waves) or using built-in longitudinal checks in the questionnaire in order to solve longitudinal inconsistencies directly in the field during data collection.

114. Panel data and/or dependent interviewing could be used also to improve the process of classifications of occupation and economic activity and reduce longitudinal inconsistencies. This could be done in different ways, e.g. using dependent interviewing and previous code carried forward, when appropriate ***(Rec. 25).***

CODING

115. Coding of occupation and economic activity (ISCO-08 and NACE Rev2) is carried out manually by two specialists in INSTAT, after data collection. No automatic coding tools are used at present. Interviewers are instructed to note down - as detailed as possible - a description of occupations and main economic activity. The codification process depends on these descriptions (free text) and is cross-checked with other variables such as education, age, etc.

116. In order to improve the quality of these variables, the LFS specialists prepare a report, on weekly bases, with a list of the descriptions that are difficult/impossible to be properly coded, and provide instructions to interviewers how to improve their job.

117. The reviewers have noticed that this activity is very demanding for the LFS staff, therefore recommend ***(Rec. 25)*** the following:

- set up an IT procedure to recognize automatically those descriptions which are not sufficiently detailed and do not allow a proper coding;
- produce regular and more timely quality indicators related to data collection and coding, in order to provide feedback to the interviewers and initiate corrective actions as soon as the problems is discovered;
- make use of the longitudinal structure of the sample, therefore of the answers to the previous interview, to support the coding activity (this may also help to improve the longitudinal consistency);
- start thinking about the use of dependent interviewing for these variables.

DATA EDITING AND IMPUTATION

118. The overall procedure for editing and imputation of item non-response in the LFS is designed taking into account the survey characteristics, the amount and type of data to be checked, the auxiliary information, the resources and timeliness.

119. However, as the true value of each entry on the questionnaire is not known, the identification of errors can be done only through recognition of obvious inconsistencies. If a value is suspicious but reasonable, the value will find its way into the quarterly statistics.

120. In addition to the built-in control performed automatically by the electronic questionnaire during the fieldwork, a lot of controls are done at the head office on weekly bases. Results of these controls are promptly communicated to the interviewers, supervisors and to the support staff in the regional offices.

121. The final editing and imputation phases mainly involve the identification of errors, of logically inconsistent or missing items and the modification of such data.

    Some important preliminary checks relate to: a) checking the recording structure; b) detecting duplications among households and framework errors; and c) detecting household structure and control variable errors.

    Cross-sectional as well as longitudinal checks are then performed using panel files which are created linking data for the same individuals from the previous wave.

122. A set of indicators is calculated in order to measure the effects of the cleaning procedure at aggregate level; these can be grouped in three different categories:

    a) Indicators on the amount of data submitted to the imputation procedure like: Number of Records, Number of Variables (which have to be checked), Number of Variables subject to the Imputation Procedure and Number of Total Values.

    b) Indicators for the evaluation of the overall effects of the imputation procedure: Imputation rate as sum of Net Imputation rate, Modification rate and Cancellation rate.

    c) Synthetic indicators on the imputation rate by records, like for instance Number of Records with Imputation rate greater than 2% (at variable level – rate of variables imputed) and Number of Records with Imputation rate greater than 5%.

The table below shows all mentioned indicators for 1st quarter of LFS 2014:

Table 2: Quality indicators of the imputation procedure. LFS 1st quarter 2014

	Individual dataset	Household dataset
Number of Records	**12.490**	**5029**
Number of Variables	**164**	**28**
Number of Total Values	**2.048.360**	**140.812**
Number of Valid Values	**2.048.155**	**139.404**
Number of Valid blanks	**1.348.915**	**29.093**
Number of Valid non-blanks	**699.240**	**110.311**
Number of Imputed Values	**205**	**1.408**
Number of Net Imputation	**176**	**0**
Number of Cancellation	**4**	**0**
Number of Modification	**25**	**1.408**
Imputation rate (I)	**0,01**	**0,01**
Net Imputation rate (Ia)	**0,01**	**0**
Cancellation rate (Ie)	**0**	**0**
Modification rate (Im)	**0**	**0,01**
Non-Imputation rate	**99,99**	**99,99**
Number of records with I greater than 2%	5	0
Number of records with I greater than 5%	5	10

123. From the indicators shown in previous table, it is evident that imputation had a very low impact on observed data as it is well shown by the imputation rate below 0.01%. In general terms, this subset of indicators can be useful in order to understand the behaviour of the editing and imputation procedure. The values of these indicators are generally very low, which means that the editing and imputation procedure does not modify the data significantly and no groups of variables or records are more affected than others. In the household dataset of Albanian LFS for Q1_2014 only 10 records have an imputation rate above 5%. On the other hand, in the individual dataset, there are only 5 records with an imputation rate above 5%.

    In this respect reviewers noticed that the current set of indicators produces only global rates, but no rates on single variables or for each interviewer. Reviewers recommend ***(Rec. 26)*** that INSTAT improves the set of indicators, calculating some editing and imputation indicators for specific variables (e.g. at least those used for the main indicators), by linking the un-corrected data with the corrected. Moreover they suggest ***(Rec. 27)*** that quality indicators, coming from the editing and imputation procedures are computed disaggregated by interviewer, supervisor and regional office, in order to take specific and targeted corrective actions when needed.

124. Reviewers found that: a) INSTAT is only doing deterministic imputations for the LFS; b) there are plans to implement new and improved imputation procedures which should improve the quality of cross-sectional data, as well as longitudinal coherence; and c) the office has already the technical staff that will work on this project in coming years.

Reviewers recommend ***(Rec. 28)*** that INSTAT considers implementing probabilistic imputation (as already done for other household surveys) to reduce the "don't know / no answer" response categories in publications, especially for important variables such as job search length, average number of hours worked, ISCO, NACE etc. In this respect they suggest that INSTAT examines variables that are crucial for dissemination or calculation of main LFS indicators as candidate variables for probabilistic imputation.

125. During the editing phase of processing, it may be observed that all questionnaire items for individuals (persons) in the household are missing. This is referred to as complete (or total) non-response. Total non-response is adjusted only using a specific step in the weighting procedure.

CALCULATION OF WEIGHTS FOR LFS

126. The quarterly weighting process for the LFS consists of three different steps:

I. In the first step of weighting the design weights are calculated as inverse of the probability for each selected household to be included in the sample. This probability is the product of the probability of selecting a certain EA as PSU in first stage, and the probability of selecting 10 households from each PSU in the second stage. These probabilities, and therefore the design weights, are equal for households and persons in the same PSU, because all households and persons in each selected dwelling are interviewed.

II. In a second step, for each stratum, the design weights are adjusted for the total non-response, according to the actual total response rate of the stratum. A correction factor is calculated as inverse of these response rates and is equal for each PSU (or respondent household) within the same stratum.

III. In the final weighting step, the adjusted weights are further calibrated taking into account the demographic structure of population residing in Albania at the time of the survey, living in private households. Therefore, the sample data are benchmarked to demographical statistics by gender and age-groups (specifically 0-14, 15-29, 30-64, 65+), for each of the 24 geographical domains (urban and rural areas within the 12 prefectures). The calculation is performed by means of the statistical package Genesees, based on the software SAS, developed at the Italian National Institute of Statistics and provided free of charge to other users.

127. The weighting system of the LFS takes advantage of the integrated design of the LFS for the computation of the final set of cross-sectional weights. In practice, this means that all members of the same household receive the same weight, and that the survey can be used to produce high quality and coherent estimates at individual and household level from the same dataset (e.g. number of reference persons who are unemployed is equal to the number of households whose reference person is unemployed).

128. Annual estimates are obtained as simple average of the quarterly estimates. From the technical point of view, the annual LFS database is obtained putting together the 4 quarterly databases and dividing the quarterly weights by 4, therefore ensuring complete coherence between quarterly data and annual data.

129. Regarding the final step of calibration, knowing that the labour force characteristics depend on age, sex and place of living, it is widely recognized that the use of calibration, i.e. making sure the weighted demographic structure of the actual sample corresponds to the structure of the reference population, helps to get unbiased estimations of labour force status.

However, the reviewers noticed that currently INSTAT does not use the usual 14 five-years age groups required by the EU-LFS regulation[6] (i.e. 0-14, 15-19, 20-24, …, 70-74, 75+). INSTAT staff explained that the 14 age-groups were used in the past, but the change was necessary in order to be able to put constraints at the prefecture level, for both rural and urban areas (which have a much smaller sample size compared to the national level).

In this respect, reviewers note that INSTAT is not taking full advantage of the use of regression/calibration estimators. In fact, calibration normally allows the application of contemporary constraints on different variables/categories at different geographical levels and for different sub-groups.

For example, it would be certainly possible to put constraints on smaller age groups (the usual 14 age groups) at national level and larger age groups (those currently used), even with different thresholds, at the prefecture and/or urban/rural level. Therefore, the final calibration step could include contemporary constraints such the following:

a) 5-years age-groups at national level, by sex
b) 5-years age-groups for the total urban areas, by sex
c) 5-years age-groups for the total rural areas, by sex
d) 5-years age-groups for group of prefectures (statistical regions at level 3), by sex
e) Wider age-groups at the prefecture level, by sex
f) Wider age-groups for the total urban areas at the prefecture level, by sex
g) Wider age-groups for the total rural areas at the prefecture level, by sex
h) Population/households by wave (i.e. rotational group), in order to reduce the effect of panel attrition.
i) Population/households at monthly level, in order to reduce the sampling variability of monthly estimates and produce direct monthly estimates

For this reason, reviewers recommend ***(Rec. 29)*** that methodologists at INSTAT change the structure of constraints for the quarterly LFS as explained above, in line with the EU-LFS regulation, analysing the impact of the figures already disseminated, and considers the feasibility of a revision of past data.

Moreover, they suggest moving to the new calibration software called Re-Genesees, still developed at the Italian National Institute of Statistics, and made freely available to the statistical community, based on the software R. The new software offers the possibility to compute the standard errors and confidence intervals for all the desired estimates, including rates and ratios.

130. The population figures used for the LFS estimation procedure refer to the total population (which is the resident population). The population projections of Albania are based on a combined calculation between the population referred to at the 1st January and the demographic events

[6] Article 3 of the council regulation (EC) No 577/98 states that weighting factors are calculated taking into account the external data relating to the distribution of the population being surveyed, by sex, age (five-year age groups) and region (NUTS II level).

(births and deaths) that are provided by the General Directorate of the Civil Status[7]. Emigration and immigration numbers are derived from the publication "Population Projections in Albania, 2011 - 2031".

Population projections at the beginning of the year are used for all quarters of the year and therefore correspond to the annual population as well.

Reviewers recommend that ISTAT produces and makes available more detailed documentation regarding the calculation of population projections which refer to population living in private households.

131. Regarding the adjustment for total non-response, the reviewers noticed that the current method used at INSTAT could be improved ***(Rec. 30)***. In fact it assumes that the characteristics of the responding households are not significantly different from the non-responding households. This assumption is usually not true and indeed the adjustment for non-response aims at reducing the biases associated with unequal response rates among households of different characteristics.

132. INSTAT does not publish preliminary results from the LFS, but only final results. Published data of LFS are subject to general revision only for changes on methodology and population figures.

133. Although errors in the news releases can never be completely avoided, remedial action is taken immediately in an appropriate way and corrections are made available to the users (on the website) in a very transparent way. When errors are detected after dissemination of results, they are to be promptly corrected, the users are informed about the origin of the error, and the correction is made.

    The practice usually followed by INSTAT is that for minor changes that do not affect the results, the disseminated statistics are not republished at earliest stage. The changes are reflected in the respective databases. For major changes that affect the statistics disseminated, subject matter staff drafts the "erratum" to be disseminated in the most appropriate way for different cases and republishes the data.

134. INSTAT does not have a written revision policy yet, however the revisions follow standard guidelines and principles and are transparent to the user, which are also informed in advance. Reviewers suggest ***(Rec. 31)*** to adopt a written revision policy which clearly states the guidelines and principles to be followed and when a revision of past data has to be done (e.g. after census revision of population data, when a major break occurs in the methodology or concepts, etc.).

135. The last revision of LFS was made after the publication of the revised population estimates for the years 2001-2014 in May 2014. This revision, which reflected the population changes derived from the Population and Household Census 2011, was due to a significant change in the demographic information regarding the structure of population and households (see http://www.instat.gov.al/al/themes/popullsia.aspx).

[7] Persons residing in the institutional household are counted in the database of the General Directorate of the Civil Status. However, INSTAT calculates its own population projections in order to able to produce LFS estimates referred to the population residing in private households only.

The revision determined huge changes of the quarterly labour market indicators starting from the first quarter of 2012 to the first quarter of 2014. For transparency reasons, in the box "Information for the users" in the publication of LFS results Q1_2014 http://www.instat.gov.al/media/246671/labour_force_survey_q1_2014.pdf, INSTAT informed that with the next press release the LFS time series data will reflect the change in the population figures (as already happened for National Account data).

USE OF ADMINISTRATIVE DATA:

136. From 1990 to 2006 labour market statistics in Albania were produced by INSTAT, only using administrative information collected on quarterly and yearly basis.

137. In 2007 INSTAT conducted for the first time the full scale LFS using a sample of 7,605 households. Since then, INSTAT has continued to produce and disseminate labour market statistics measured both by LFS and from administrative sources.

138. At the moment INSTAT does not use administrative data to collect part of the required LFS information. All information pertaining to this survey is, in fact, entirely collected from households.

139. At current administrative sources of labour market data are:

- employment in the public sector, i.e. central and local government, public enterprises;
- employment in non-agriculture private sector – number of employees or self-employed in enterprises which declare taxes in the General Directorate of Taxation;
- registered unemployment based on data from the Ministry of Social Wealth and Youth.

Statistical indicators from these sources are published separately from the LFS results and differences between LFS and administrative data are available in the webpage of INSTAT.

140. As stated by the Law on Official Statistics, all central and local institutions shall give INSTAT access to registers, data files, and to data collected, processed and stored in the domain of their respective responsibilities, to the extent that it is necessary for the production of statistics, thus avoiding response burdens on the statistical units.

All public institutions are obliged to inform INSTAT about the creation of new administrative data sources, and about changes in the existing one, as well as shall give access to INSTAT to use this data for statistical purposes only.

INSTAT is obliged to disseminate administrative statistics in accordance with the Official Statistics Programme. Producers of the administrative statistics should transmit these statistics to INSTAT upon request.

141. INSTAT has a Memorandum of Understanding with other public institutions regulating the exchange of data. The unit in charge of the LFS is deeply involved in the assessment of the quality and cleaning of administrative data related to employment, unemployment and labour income. The unit is also involved in a project to build a path leading to a statistical employment register in the future. The reviewers encourage ***(Rec. 32)*** INSTAT to continue with the project of using all possible administrative data (e.g. social insurance, registered unemployed jobseekers, and formal employment, education, etc.) in order to create a statistical register of employment, and to study the possibility to use some of the data for the purpose of the LFS.

142. In this respect, the statistical institute plays an important role in assuring quality of all statistics from administrative sources. In fact, all survey managers, under the coordination of the sector of Databases and Metadata Management, are part of a working group established to document all administrative data sources available at INSTAT, to evaluate and improve their quality, and to prepare guidance for their further exploitation in several domains of analysis. In the future, more investment in IT systems will be required in order to implement research on the use of administrative sources. This will require more training of the staff involved.

PRINCIPLE 9: NON-EXCESSIVE BURDEN OF RESPONDENTS

143. INSTAT is continuously committed to ensure that data collected from the LFS is indeed required and relevant to satisfy as much as possible all user needs. Therefore the information collected is not only limited to information that will be disseminated/published on the website, but include also additional data needed for socio-economic analysis and included in the micro-data file for internal and external researchers.

144. In order to minimise response burden on respondents INSTAT is trying to keep the interview length down. Taking advantage from the fact that the same household is being surveyed in five consecutive quarters, for the waves 2-5 there are some questions that are prefilled and are not asked to the respondents. These prefilled questions are necessary to identify household's PSU, HH number, wave and household members, but are used only if the same household is found in the dwelling.

145. Response burden is measured periodically by measuring the interview duration, but only on household level. Average time spent in household during CAPI interview is 19.4 minutes. In first wave average time spent in household during interview is 21.9 minutes and 18.6 minutes in later waves.

146. Although the current response burden seems to have no impact on response rates, reviewers suggest investigating the possibility of exploiting the use of the longitudinal structure of the sample and the dependent interviewing.

147. During the year 2015 about 2.8% of the total households are surveyed in the LFS (20,104 out of 722.262 registered in the 2011 population census). About 98.8% of these households participated only in the LFS, whereas 1.2% of them participated also in another household-based survey. Although the rate of households participating in more than one social surveys is not high, reviewers suggest that this double burden is eliminated.

    To help reducing the response burden reviewers recommend the use of coordinated samples to avoid selecting the same household for participation in more than one survey, or to the same survey, in subsequent years ***(Rec. 33).*** It can be done implementing a register of selected households to keep record of the households which have already participated in a survey. The register includes unique identification of the households, the date of the interview (survey), the name of the survey for which it was selected, and the waiting time (the time within which a new contact will be prohibited). When a new sample has to be selected, the register is used to exclude those households which have recently (within the waiting time) participated in other surveys from the frame list. The coordinated sampling could help to reduce field work costs during data collection when two different surveys are implemented at the same time in the same area (e.g. interviewers could administer different questionnaires in different households in the same enumeration area).

148. The table below shows the average number of units interviewed in 2014:

Table 3: Number of units visited and interviewed over the year 2014

	Number		
	Total	*First wave*	*Later waves*
Households visited in 2014	20,156	4,057	16,099
Persons interviewed in 2014	51,089	10,471	40,618

149. INSTAT is currently doing an evaluation of some administrative data sources (e.g. the database of Tax Authority, etc.) in order to find ways of minimizing the data collection and help reducing the response burden of the LFS. No linking of LFS datasets with administrative information is done. Only checks for consistencies with administrative data, as for example: comparison of those employed in the public sector with those from the tax authority etc. However, best practices are being analysed to assess the possibility for linking the information between these two sources.

    The reviewers recommend that administrative data is used for labour force statistics only if proved to be of sufficient quality and in line with the EU-LFS concept and definitions.

PRINCIPLE 10: COST EFFECTIVENESS

150. INSTAT has an internal and external mechanism in order to monitor the use of resources for the production of the LFS. The recent focus of INSTAT has been on improving its compliance with the main surveys covered by EU regulations. In the frame of institutional monitoring, the LFS has been monitored by SMISS+, AGA and LPR. Regarding the internal mechanism, the monitoring of the use of resources for the production of LFS is in charge both of the LFS unit and of a unit specialised in internal auditing.

151. In order to improve efficiency of the entire LFS statistical process some measures have been taken by INSTAT in recent years. The shift from PAPI to CAPI method of interviewing has improved the efficiency of data collection not only by shortening the time for data processing but also for assuring a higher quality of the data. Moreover the effect of CAPI method of interviewing is reflected also in the cost reduction due to replacement of the ex-post manual data entry.

152. On the other hand, INSTAT has allocated an appropriate budget for the LFS to ensure that the fieldwork of all interviewers is regularly monitored by the staff in regional offices. Starting from 2016, nine fieldwork controllers are employed for the main prefectures in order to strengthen the quality control of fieldwork.

153. The total cost of the fieldwork for the year 2015 is 20,723,000 AL. It has increased compared to the previous year because of the increase of the number of interviewers due to the fact that the sample size has increased in 2015 and INSTAT has employed additional field controllers.

154. If we exclude interviewers and consider only staff directly employed by INSTAT (full-time equivalent) there is total of 31 persons (involved in central and regional offices), of which 22 are statisticians and 9 are other professional and managerial staff. INSTAT has 56 CAPI interviewers

and each of them does approximately 607 interviews per year. So, the cost of each interview is about 550 ALL.

3.3. STATISTICAL OUTPUT

155. INSTAT has a clear long term vision which entails continuous improvement of production and dissemination of labour market statistics. Many efforts are made by the LFS unit and the Dissemination unit in order to familiarise all users, including media, with the statistical figures and products.

PRINCIPLE 11: RELEVANCE

156. The primary purpose of the LFS is "the prompt publication of key aggregates, whole economy indicators, for the integrated assessment of labour market conditions"[8]. The LFS provides a source of information on qualitative and quantitative indicators of the labour market in Albania, covering demographic background, labour status in the reference week, employment characteristics of the main job, hours worked, characteristics of the second job, income from work, time-related underemployment, search for employment, education and training, previous work experience of persons not in employment, situation one year before the survey, main labour status.

157. The LFS produces high quality data to satisfy a need for reliable and timely data on the labour market. Main users of LFS data currently include: i) International Organisations, such as Eurostat, ILO, UNESCO, OECD, the Directorate General for Employment; ii) Public Entities, such as Government, Ministries, Authorities etc.; iii) Private entities, such as research organisations, unions, enterprises/private companies, mass media, researchers, universities; and iv) individuals.

158. All the compulsory variables required by the EU regulations are covered, while some of the optional variables are not included in the current version of the questionnaire. Although small differences in national concepts exist, the transformation into European concepts was performed.

159. Regarding the use of LFS data for policymaking purposes, INSTAT is producing all requested data by policy makers as policy strategies are mostly based exactly on the LFS data. One of the key national documents that are based on LFS data is, for example, National Employment and Skills Strategy 2014-2020.

160. Users and stakeholders are regularly consulted by INSTAT for the preparation of the 5-years Official Statistical Programme.

161. INSTAT had plans to conduct a user satisfaction survey in 2013 under the IPA programme. It has been postponed and should start in 2016. Reviewers recommend ***(Rec. 34)*** that this survey should be conducted on a regular basis in order to assess the relevance of the main LFS outputs.

[8] From "National Statistics Quality Review of the Labour Force Survey - Progress Report on actions in the Implementation Plan". Office for National Statistics, UK, December 2003.

162. Moreover, a section for feedback from users is available in a specific page of the website. Reviewers suggest that a link to that section is highlighted in the main LFS webpage in order to facilitate feedback.

163. In order to increase the relevance of the statistical production, the reviewers recommend ***(Rec. 35)*** that INSTAT studies ways to progressively modify the current LFS infrastructure (e.g. questionnaire, survey design, procedures, organization etc.) in order to make it sufficiently flexible to quickly respond to new user needs (e.g. collect information on new topics which are high on the political agenda, like in the event of big crisis, huge increase of immigrants, increased presence of international companies in the countries, monitoring new labour policies initiated by the government, etc.). Some of the possible changes are:

a) Consider preparing a more defined separation of the electronic questionnaire into core modules (e.g. member roster, employment, main job, second job, previous work experience, unemployment, etc.) and other ad hoc modules.
b) Consider the possibility to use sub-modules, covering different topics, which are interchangeable from time to time. This would greatly enhance efficiency and facilitate the introduction of new questions to satisfy user needs.
c) Consider introducing a wave approach which allows widening the relevance of the survey. In this way it is possible to collect many new questions and/or entire new ad-hoc modules on the first wave sample only (or other waves) without excessive burden on the follow-up waves. Therefore, estimates at annual level for these new variables can be obtained taking the sample of all the four first wave of the year, and computing specific annual weights for this sub-sample.

PRINCIPLE 12: ACCURACY AND RELIABILITY

164. Data sources, intermediate results and outputs are regularly assessed and validated prior to publishing in order to assure high quality of the published figures. LFS experts regularly check a huge number of LFS quarterly time series, including population trends for inconsistencies.

165. LFS estimates are also assessed in comparison with other labour market statistics derived from enterprise surveys and administrative data. Taking into account that different sources have different methodologies, the validation relies mainly on the analysis of employment trends by industry.

SAMPLING ERRORS

166. The calculation of the sampling errors for LFS estimates is based on the following principle: the variance contributed by the later stages of sampling is, under broad conditions, reflected in the observed variation among the sample results for the first-stage units. Thus, the sampling variance of a variety of statistics, such as totals, means, ratios, proportions, and their differences can be obtained on the basis of totals calculated for primary sampling units (PSUs).

167. In order to evaluate the precision of the estimates INSTAT's methodologists calculate standard errors, coefficients of variation and confidence intervals. It is recommended to calculate them for the most important estimates in the survey reports.

168. The calculation of CV for quarterly and annual estimates is done by using the Taylor linearization method. Calculations are based on the ILO-IPEC Interactive Sampling Tools No.7 – Calculation of sampling errors /International Labour Office. The table below presents standard

errors, confidence intervals and coefficients of variation for some key estimates: employed persons, unemployed persons, persons not in labour force, age groups.

Table 4: Coefficient of variation (CV) for estimates at national level

	CV of national aggregates (in %)				
Period	Number of employed	Number of part-time employed	Number of unemployed	Rate of unemployment	Average number of hours actually worked per week
2014 Quarter1	3.1%	6.5%	5.7%	0.44%	7.2%
2014 Quarter2	3.0%	7.0%	6.0%	0.46%	6.7%
2014 Quarter3	3.4%	9.1%	5.8%	0.44%	4.9%
2014 Quarter4	3.5%	8.3%	5.7%	0.38%	5.8%
Annual average 2014	2.9%	6.4%	4.7%	0.10%	3.7%

Table 5 : Sampling error indicators for the main indicators. LFS 1st quarter 2014

Work Status	Estimate	Standard Error	Confidence Interval 95%		Coefficient of Variation %
			Lower	Upper	
Employed persons	923.431	12.578	898.774	948.090	1.4
Unemployed persons	215.933	7.597	201.042	230.826	3.5
Inactive persons	1.083.640	12.974	1.058.208	1.109.072	1.2

Table 6: Sampling error indicators for the age-groups. LFS 1st quarter 2014

Age Group	**Estimate**	**Standard Error**	**Confidence Interval 95%**		**Coefficient of Variation %**
			Lower	**Upper**	
15-29	664.399	12.136	640.610	688.189	1.8
30-64	1.218.109	13.376	1.191.890	1.244.329	1.1
65+	340.496	9.060	322.738	358.256	2.7

169. Reviewers recommend ***(Rec. 36)*** to calculate the precision of the estimates required to assess compliance with the Eurostat precision requirements as stated in the Article 3 of the council regulation (EC) No 577/98. Given that one of the requirements for member states is to produce

data at NUTS II level, the reviewers suggest that the classification of statistical regions equivalent to NUTS – already agreed between INSTAT and Eurostat - is also used for this specific task.

170. Reviewers recommend ***(Rec. 37)*** to compute and publish standard errors and confidence intervals for every publication, at quarterly and annual level, for both level estimates and variations.

NON-SAMPLING ERRORS

171. The LFS sample in Albania suffers of both under-coverage and over-coverage given that the sampling frame being used has not been updated since the Census 2011. Under-coverage is due to the insufficient representation of private households living in new dwellings or new buildings/houses/apartments. Over-coverage is due to the over-representation of households created prior to 2011, and for the households which were present in 2011 and no longer exists after 2011. Over-coverage also includes people who have died after Census 2011 and private households which have been transformed in collective ones after the enumeration during the 2011 population and housing census.

172. INSTAT is not able to measure the under-coverage because the frame is not updated. An estimate equal to 3% is derived from the Post Enumeration Survey 2011. Reviewers recommend ***(Rec .15)*** that the frame is urgently updated and measurement of under-coverage is carried out.

173. In terms of over-coverage, INSTAT does not currently compute it, however it would be easy to get an approximate measure using the information collected in the LFS questionnaire about reasons for non-response. ***(Rec. 21)***

174. INSTAT does not measure or assess the measurement errors due to the respondents. Hence reviewers suggest ***(Rec. 38)*** to analyse longitudinal data to assess differences between proxy answers and direct answers. It is also suggested to add a question in the questionnaire to collect information about the household member who answered in order to analyse the impact of measurement errors for different kind of proxy respondents (e.g. wife, old parents, young children etc.).

175. In order to assess the measurement errors due to the interviewers, and reduce possible misconduct, INSTAT has used several methods, which have proved to be effective in the past and will be improved in the future. Some of these are:

    - Use of follow-up interviews to assess and fix possible errors.
    - Internet service provided to interviewers which allow control of the geographical coordinates of the interview. Moreover, when the interview is completed, data are immediately transmitted to the central office, therefore quality checks and follow ups could take place immediately.
    - Allocate different PSUs to different interviewers in two subsequent rounds and compare their performance and the longitudinal inconsistency to assess a possible interviewer's effect and bias. Reviewers suggest ***(Rec. 39)*** to regularly implement this method in the future making use of a more advanced system for households/interviewers management.

176. Measurement errors due to the questionnaire were analysed in detail for the pilot surveys carried out during 3 consecutive quarters in 2011 for the transition from PAPI to CAPI questionnaire. These errors have been reduced to an acceptable level with the electronic questionnaire.

177. INSTAT is not calculating indicators regarding processing errors because given the very low share of inconsistencies found in the editing process, the impact of such possible errors should be negligible. However, reviewers suggest ***(Rec. 40)*** that staff starts to analyse possible coding errors of occupation and industry. Although these codes are assigned by specialized coders, possible errors may occur if interviewers fail to provide a complete description of job, economic activity and name of the place of work which allow a reliable classification.

178. Non-response to the LFS is continuously decreasing in the past years and tends to be around an average of about 10% of the eligible households in 2015. The two tables below contain the non-response rates (not weighted and calculated at household level) computed for the yearly samples (from 2009 to 2014) and for the quarterly samples (from Q1.2013 to Q4.2014).

179. It is worth mentioning that the non-response rate decline from 32% in 2012 to 13,8% in 2014 is mainly due to the update of the sampling frame. Starting from Q1.2014, in fact, the LFS sample frame is totally based on the updated information from the 2011 population and housing census and the non-response rate falls to 14.6%; while prior to this quarter, the sampling frame was partly based on the 2001 population and housing census and the non-response was much higher.

Table 7: Annual non-response rates by survey mode

Period	*Non-response rates by survey mode and by categories (%)*					
	TOTAL	*by Survey Mode*		*By Non-Response Categories*		
		PAPI	*CAPI*	*Refusals*	*Non-contacts*	*Other reasons*
Annual average 2014	*13.8*	*-*	*13.8*	*1.6*	*5.8*	*6.5*
Annual average 2013	*22.7*	*-*	*22.7*	*2.3*	*9.0*	*11.4*
Annual average 2012	*32.0*	*-*	*32.0*	*2.0*	*13.3*	*16.7*
Annual average 2011	*21.8*	*-*	*21.8*	*2.4*	*9.4*	*10.0*
Annual average 2010	*13.5*	*13.5*	*-*	*2.0*	*10.6*	*0.8*
Annual average 2009	*10.3*	*10.3*	*-*	*1.0*	*9.0*	*0.3*

Table 8: Quarterly non-response rates by categories

Period	*Non-response rates by categories (%)*				
	TOTAL (CAPI)	*By Non-Response Categories*			
		Refusals	*Non-contacts*	*Other reasons*	
				Total	*Of which empty dwellings*
2013 Quarter2	*24.1*	*2.0*	*9.7*	*12.4*	*11.3%*
2013 Quarter3	*22.7*	*2.2*	*8.8*	*11.7*	*10.0%*
2013 Quarter4	*21.4*	*2.8*	*8.4*	*10.2*	*8.2%*
2014 Quarter1	*14.6*	*1.8*	*6.7*	*6.1*	*5.1%*
2014 Quarter2	*13.9*	*1.5*	*5.8*	*6.6*	*5.6%*
2014 Quarter3	*14.6*	*1.9*	*5.6*	*7.1*	*6.1%*
2014 Quarter4	*12.2*	*1.0*	*5.1*	*6.1*	*5.2%*

180. The table below shows that there is no high variability in non-response rates by survey wave, especially in 2014, therefore the sample does not seem to suffer from panel attrition.

Table 9: Annual non-response rates by survey waves

Period	Non-response rates by survey waves (%)				
	Wave 1	Wave 2	Wave 3	Wave 4	Wave 5
Annual average 2014	14.2	13.8	14.0	13.1	14.2
Annual average 2013	21.4	19.4	19.0	23.0	30.2
Annual average 2012	32.0	34.9	33.9	30.9	28.4

PRINCIPLE 13: TIMELINESS AND PUNCTUALITY

181. INSTAT is committed to giving equal and simultaneous access to all its users. Every year at the end of December, INSTAT publishes a yearly release calendar for all its press releases and publications for the next year. The calendar is publicly accessible on INSTAT's website (see http://www.instat.gov.al/en/publications/calendar.aspx).

182. Reviewers recommend ***(Rec. 41)*** to prepare and disseminate a release calendar at least three months before the end of the year (to be in line with the international recommendations). Moreover, a fixed date for release of micro-data is recommended so that users are informed on the precise day of availability.

183. Quarterly LFS data is released 60 days after the end of the reference period, while the annual averages are released 120 days after the end of reference year.

184. All LFS releases are pre-announced in the release calendar and publication takes place strictly in accordance with the published release dates for Labour Market Statistics in the INSTAT webpage. Dissemination of LFS estimates is scheduled in one day and no preliminary results are released earlier. In the case of delays, the release calendar on the web is amended specifying the new date of publication as well as the explanation related to the reasons of delays.

185. At the moment the LFS unit is not able to further improve the timeliness of dissemination due to the great burden on the staff. The reviewers recommend ***(Rec. 2)*** that consideration is given to a balanced staff allocation for the LFS unit in order to implement during the next 3-5 years the recommendation given in this report.

186. LFS micro-data files are finalised within twelve weeks after the end of the reference quarter. Therefore the timeliness is in line with the requirements for the delivery of micro-data in the format requested by Eurostat. However, the LFS unit has not yet put in place a procedure to routinely recode the national quarterly micro-data into the Eurostat format. Reviewers suggest ***(Rec. 42)*** that the LFS unit in INSTAT starts with this task, in coordination with the LFS unit in Eurostat, given that in the near future INSTAT will have to send the quarterly LFS micro-data to Eurostat within 12 weeks from the end of the reference period.

PRINCIPLE 14: COHERENCE AND COMPARABILITY

187. There is no divergence of national concepts in the Albanian LFS from European concepts regarding definition of resident population, identification of the main job, employment,

unemployment and others, so national data are fully comparable with European data. Coherence of LFS data is assured with population statistics in each prefecture.

188. Annual estimates for the period 2007-2011, obtained from the annual surveys, are comparable only at the aggregate level with annual data from 2012 onwards, obtained as average of quarterly surveys.

189. Since 1st quarter 2012 the survey is continuous and produces quarterly and annual estimates on employment and unemployment at national level. Annual data is consistent with quarterly data. No household estimates are produced and disseminated, but if they were produced, they would be consistent with individual estimates by household type.

190. INSTAT monitors coherence with National Accounts and Business Statistics. Reviewers suggest enhancing the cooperation between sectors and units to identify possible limitations in the LFS and to prepare documentation in order to explain differences to the users.

    INSTAT should regularly (at least annually) produce reconciliation tables which highlight differences between estimates from LFS and from other statistical sources ***(Rec. 43)***.

191. INSTAT monitors coherence with administrative sources on employment and unemployment.

    The LFS unemployment data is not coherent with registered unemployment, given that the scope and the definitions of the two sources are different (and therefore there is no possibility to substitution of the ILO unemployment with the registered unemployment).

    The LFS unemployment figures tend to be higher than those of the registered unemployed for several reasons: i) the LFS definition of unemployed is broader and includes persons who are looking for a job but who have no interest in registering for work with the public employment agency; ii) the LFS covers population 15-74 years old, while the registered unemployment include people 16 years old; iii) the LFS takes into account all job search methods, registered unemployment has to do only with one of those – registered in a public employment office to find work; iv) the measurement of LFS unemployment includes looking for a job in the previous four weeks and being available for a job during the two weeks following the reference week, while the measurement of registered unemployment has to do with registering in the Labour Office as unemployed and the situation is updated periodically; v) the purpose of measuring unemployment in the LFS is only statistical while the purpose of registering to the Public Employment Office is job search as well as getting unemployment benefit (if eligible) or family social assistance (if eligible), receive trainings etc.

192. The differences between administrative and LFS unemployment results are explained in a separate document on Web, as follow:

    Definition of unemployment in the LFS: Unemployed comprise persons 15-74 years old who during the reference week were:

    a. Without work, i.e. neither had a job nor was at work (for one hour or more) in paid employment or self-employment;
    b. Currently available for work, (were available before the end of the two weeks following the reference week);
    c. Actively seeking work, (had taken specific steps in the four week period ending with the reference week to seek paid employment or self-employment) or who found a job to start later, (within a period of at most three months).
       The following are considered as specific steps:

- Having been in contact with a public employment office to find work;
- Having been in contact with a private employment agency to find work;
- Applying to employers directly;
- Asking friends, relatives, unions, etc., to find work;
- Placing or answering job advertisements;
- Studying job advertisements;
- Taking a recruitment test or examination or being interviewed;
- Looking for land, premises or equipment;
- Applying for permits, licences or financial resources.

Definition of registered unemployment: "Unemployed jobseeker" is any person without work, available to work, who goes periodically to the pertinent employment office. The unemployed jobseeker is a person who:

a. lives in Albania
b. is over 16 years old
c. come across the Employment Office personally to find a job
d. is capable to work

It is important to note that persons who are looking for a job, but have no interest in registering for work in the public employment agency are not included here.

193. Reviewers noticed that in the LFS questionnaire, the response category on contact with the public employment office does not sufficiently clarifies what kind of contact can be considered an active steps as for the EU Regulation. They suggest ***(Rec. 44)*** that INSTAT clarifies this point in the questionnaire and in the interviewer's manual.

194. While INSTAT's website contains a wide set of indicators, these are not completely consistent with Eurostat LFS main indicators available on http://ec.europa.eu/eurostat/web/lfs/data/main-tables .

The following indicators are not available:

- Duration of working life - no plans for the near future
- Jobless households – children - will start producing data in the near future
- Jobless households by sex - will start producing data in the near future
- People living in households with very low work intensity- no plans for the near future
- Employment growth by sex- will start disseminate data in the near future
- Persons employed part-time - will start disseminate data in the near future
- Employees with a contract of limited duration (annual average) - will start disseminate data in the near future
- Harmonised unemployment by sex - age group 25-74 – will start disseminate for this age group in the near future
- Harmonised unemployment rate by sex - age group 25-74 – will disseminate this indicator for age groups: 15-29, 30-64,15-64, 15+)

Reviewers recommend ***(Rec. 45)*** that actions (e.g. creating a specific standardized programme to recode national variables and automatically create such a table) are taken by INSTAT in order to be able to produce and disseminate all the Eurostat LFS main indicators, on the website with their relevant breakdowns, on quarterly basis[9].

PRINCIPLE 15: ACCESSIBILITY AND CLARITY

195. In line with the article 17 of Law No.9180 "On Official Statistics", dated 05.02.2004, as amended, INSTAT disseminates statistics on its website and other media for simultaneous access, respecting professional independence and in an objective and transparent manner, in which all users are treated equitably.

    INSTAT disseminates its data using modern information and communication web technology. The following dissemination channels are used to release the results of the quarterly Labour Force Survey data:

    - Press release / conference
    - Website – online release
    - LFS anonymized micro-data
    - Special publications (e.g. Labour Market in Albania, Albania in figures, Male and Female in Albania, Statistical Yearbook etc.)
    - Written requests
    - Facebook page

196. A standard format is used for the press release of quarterly main results and for the table on the website. The template is prepared by the sector of publication and is the same for every survey.

197. Quarterly and annual LFS- indicators are published in the national online database on INSTAT's website on the date specified in the calendar. Yearly data are published also in paper format in the yearly publication "Labour Market". The specific web page on the LFS in Albanian and English version is available on INSTAT's website in the link http://www.instat.gov.al/en/themes/labour-market.aspx.

    Reviewers suggest ***(Rec. 46)*** to extend the content of the current data warehouse available on the website by adding more indicators (e.g. annual data at prefecture level), and including time series of seasonal adjusted data.

198. Users can register to be informed by e-mail whenever a new publication is published and they can specify in which area they are interested so they receive only data for that chosen area. A specific Facebook page is also regularly updated whenever there is some new data release.

[9] At the moment INSTAT produces and disseminates the main LFS indicators twice a year in a predefined excel format sent by Eurostat, but are not disseminated on the INSTAT's website.

199. LFS data are available on a specific smartphone application called INSTAT Publikime (currently for android devices) as excel tables, and pdf reports. This application provides access to all INSTAT's publications by theme, by year or with reference to a specific survey.

200. INSTAT has an online application on the website, called PC-Axis databases, which can be used by the users to build customized tables on labour market statistics.

201. Time series are available on the website. From 2012 they are available with quarterly (not seasonally adjusted) and annual periodicity. Seasonal adjusted quarterly time series are not yet produced, but there are plans to start as soon as the series will be sufficiently long.

202. LFS micro-data files for public users (at the moment only available for the period 2007-2013) can be downloaded for free by all kind of users from the INSTAT website, in SPSS format, at the following link: http://www.instat.gov.al/en/figures/micro-data.aspx .

    In the micro-data the variables that allow the direct or indirect identification of individuals such as date/month/year of birth, work place and the employer's name and address are suppressed. Even if the micro data are not published they can be accessed based on the article 15, point 7 of the law No. 9180, dated 5.2.2004 "On official statistics", as amended.

203. Reviewers believe that it is possible that the current procedure used to anonymise these micro-data could not ensure proper anonymization, putting INSTAT at risk of disclosing some sensitive data. Therefore they recommend ***(Rec. 47)*** that INSTAT defines rules of data protection and statistical disclosure control using specific software such as mi-Argus, Tau-Argus, the R package sdcMicro, etc. Moreover, reviewers envisage ***(Rec. 48)*** that the production of micro-data for is differentiated for public users (PUF) and micro-data for researchers (MFR or scientific use files - SUF). Legislation in force already supports and regularises such level of access to micro-data by researchers.

204. In addition, a safe room could be established in INSTAT's premises where scientists can analyse more detailed micro-data which exclude only direct identifiers ***(Rec. 49)***. Results from such analysis and everything that comes out the safe room must be checked in order not to disclose sensitive information.

205. Regarding access to micro-data allowed for research purposes, INSTAT tries to fulfil the needs of users as much as possible but at the same time to respect data confidentiality. Rules and protocols in the respect of confidentiality are foreseen in the Law No. 9180, date 5.2.2004 "On Official Statistics", as amended, in article 15" Confidentiality" paragraph 6, 7: "Access to confidential data shall be limited to persons who in the performance of their tasks contribute to the production of official statistics and to the extent that access to these data is necessary for the production of the said statistics. Access for scientific research purposes shall be limited according to the paragraph 7 of this article." and 7.: "Access to confidential data for scientific and research projects may be granted by the General Director of INSTAT for a limited period, provided that the data concerned do not allow direct identification. The recipient must sign a contract with INSTAT by which:

    a. there is an assurance that the envisaged results will not refer to identifiable units or allow indirect identification;
    b. the standard of protection of confidential data within the research project is assured;
    c. there is an obligation to destroy the data once the project is terminated, with written notification of that destruction to INSTAT."

206. There is an organizational unit that has the responsibility to meet user needs. Custom-designed analyses are provided when feasible and public is informed. The subject matter staff offers assistance to all users via email.

All the users can express their needs at the link http://www.instat.gov.al/en/about-us/contact-us.aspx and can request some custom-designed analyses. A person in the dissemination unit receives the requests from users and sends them to the specific unit responsible for the requested analysis and data.

207. Users are kept informed about the methodology of statistical processes, concepts and definitions. 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. The methodological notes are published at INSTAT's website as follow:

- http://www.instat.gov.al/en/themes/labour-market.aspx?tab=tabs-4
- http://www.instat.gov.al/al/themes/tregu-i-punës.aspx
- http://www.instat.gov.al/al/themes/tregu-i-punës/publications/books/2015/rezultate-të-anketës-së-forcave-të-punës,-tr-2-2015.aspx
- http://www.instat.gov.al/al/themes/tregu-i-punës/publications/books/2015/tregu-i-punës-2014.aspx

208. There is no standardized metadata repository available to users, which facilitates access and understanding of statistical information. However, INSTAT is currently working in cooperation with Statistics Sweden to finalise a standardized metadata system, called Metaplus, to be made available to the internal users. This repository will contain a number of internal existing documents, organised and classified, which give detailed information about all the process steps. This repository could be a core system for processing statistical service within the office. Moreover, part of the documents in this system is available to the users on the website.

209. Quality reports are prepared by the LFS unit, according to the ESS Handbook for Quality Reports, containing more detailed metadata and quality indicators; however they are not fully published. Only some key quality indicators for the main LFS estimates (unemployment rate, employment rate, labour force, employment, etc.) are placed in the publications of quarterly and annual results.

210. Reviewers have been informed that Project 5 under Multi-beneficiary IPA 2014 programme will cover the "pilot project on quality" and that for that purpose a new methodological unit in charge of all quality dimensions has been recently established in INSTAT.

Reviewers recommend ***(Rec. 11)*** that INSTAT prepares and provides more detailed methodological notes to advanced users of official statistics and researchers. INSTAT should publish more details about methodology on the web, in the press release, or a link to a more detailed methodological note and quality report. More information is needed on innovations introduced and changes occurred in the LFS (introduction of new ISCO, NACE and ISCED, increase of the sample size, change in the weighting procedure, change in the frame etc.).

211. Reviewers recommend ***(Rec. 50)*** to calculate standard quality indicators, especially those requested in Eurostat's Quality Report for the LFS, and to publish a comprehensive quality report for the LFS.

4. RECOMMENDATIONS

212. This chapter contains a summary of the full list of recommendations. They are grouped by principles of the ESCoP. In this respect, being relevant for different principles some of the recommendations are very interrelated. Moreover, while most of these recommendations are LFS specific, recommendations number 8 and 41 are of more general nature.

Rec.1. INSTAT could more proactively engage with the owners of administrative data sources in order to facilitate the access to data useful to describe the labour market characteristics INSTAT is mandated by law to ask public organizations to collect and deliver administrative data, and to determine changes in existing or creating new administrative registers in order to allow for efficient extraction of data for statistical purposes.

Rec.2. INSTAT needs to employ additional staff for the current conduct of the LFS, in order to reduce the current burden on the staff and to implement further improvements.

Rec.3. INSTAT needs to develop a centralised framework for data and metadata management in order to facilitate process management and interaction between units and persons, contributing to enhance quality, improve transparency and timeliness, and minimise the risk of errors.

Rec.4. INSTAT should start consultation with Eurostat and all relevant parties (e.g. Statistical Council, Ministries, etc.) for the implementation of the classification of DEGURBA (degree of Urbanization). The degree of urbanization could be also useful to optimize stratification of the sample in order to improve efficiency.

Rec.5. INSTAT should not adapt the LFS to the new concepts of the 19th ICLS Resolution before this is decided by Eurostat, in order to maintain complete comparability with the other EU countries.

Rec.6. Regarding the implementation of new 19th ICLS resolutions at European level, and given the possible huge impact on the estimates, INSTAT should establish a Scientific Committee composed by national experts, government representatives, stakeholders and users in order to deal with the matter in the next years.

Rec.7. INSTAT should make sure - when introducing methodological changes - that the effect of these changes on the consistency of results is estimated.

Rec.8. INSTAT needs to take a more proactive role toward the Government: a) to see the relevance and high professionalism of its staff acknowledged, and achieve an equal level of salary compared to other public institutions; b) to obtain more flexibility and autonomy when it comes to recruiting new staff.

Rec.9. INSTAT should create an internal training programme for all staff, which takes care of the continuous vocational training on statistical methods, software and advanced IT technology for data collection and data management.

Rec.10. INSTAT should implement a work organization which promotes and encourages more 'informal' training and knowledge sharing to all staff categories.

Rec.11. INSTAT should produce more detailed documentation about the LFS methodology and quality and make it available on the website to satisfy the need of the most advanced users and researchers.

Rec.12. INSTAT should study the possible beneficial effect of a change to a 2-2-2 rotational pattern (and in case, of the composite estimator) in order to improve precision of estimates of changes and of longitudinal estimates at three and 12 months.

Rec.13. INSTAT should start to regularly produce a longitudinal database and flow estimates, both at three and twelve months, according with the current Eurostat methodology.

Rec.14. INSTAT should proceed as soon as possible, and then on annual bases, to update the frame from which the LFS samples are selected. The sampling frame of dwellings should be updated, not only for the new sample of the first wave, but also for the new dwellings in subsequent waves.

Rec.15. After the frame is updated, INSTAT should be able to include new eligible units in the sample and to estimate the under-coverage occurred in recent years.

Rec.16. INSTAT should put in place automatic batch procedures to process the files received from interviewers, to update the database of the completed interviews, to check for errors, and to produce a complete set of field and quality indicators.

Rec.17. INSTAT should fully exploit the potential of the electronic questionnaires CAPI, in order to allow for different adaptations of wording of questions for different categories of respondents (e.g. do not know answers should be allowed only for proxy interviews; question on hours worked could be asked in different ways to employees and to self-employed).

Rec.18. INSTAT should record the preferred contact time during each interview which may facilitate contacts at further waves, thus reducing total non-response rate.

Rec.19. INSTAT should exploit the potential of mixed mode such as CAPI-CATI, if needed for improving efficiency of data collection and reduce burden and costs.

Rec.20. It is recommended that, after the interview, the interviewers deliver an information note to the households containing the telephone numbers of the INSTAT offices to which the respondents can address further requests for information/clarifications.

Rec.21. INSTAT should add suitable questions (or response categories to existing questions), at the end of the household questionnaire, in order to: i) assess the eligibility/non-eligibility of the selected households; ii) precisely identify non-respondents; and iii) estimate over-coverage.

Rec.22. INSTAT should verify whether non-response and panel attrition is correlated to individual and/or to household characteristics and study possible effects of different non-response rates for different sub-groups in different localities.

Rec.23. INSTAT should find ways to reduce the rate of proxy interviews (at least during the first wave of the LFS), and to carry out an assessment/measurement of the effects of proxy interviews on the quality of the estimates.

Rec.24. INSTAT should take full advantage of the panel rotation and of the electronic questionnaire, either introducing dependent interviewing to reduce burden on respondents, or using built-in longitudinal checks in the questionnaire in order to solve longitudinal inconsistencies during data collection.

Rec.25. INSTAT should improve the process for codification according to the ISCO and NACE classifications, taking advantage of the longitudinal structure of the sample and/or dependent interviewing.

Rec.26. INSTAT should improve the set of quality indicators, calculating some editing and imputation indicators for specific variables (e.g. at least those used for the main indicators), by linking the un-corrected data with the corrected ones.

Rec.27. INSTAT should compute quality indicators, coming from the editing and imputation procedures disaggregated by interviewer, supervisor and regional office, in order to take specific and targeted corrective actions when needed.

Rec.28. INSTAT should consider the use of probabilistic methods for imputation against item non-response for the variables that are crucial for dissemination or calculation of main LFS indicators.

Rec.29. INSTAT should fully exploit the possibility given by the calibration estimator (within the current weighting procedure) in order to enhance the quality of the estimates, by imposing more constraints at the final calibration stage, fully in line with the EU regulation.

Rec.30. INSTAT should carry out more analysis to understand the characteristics of non-respondents, to assess performances of the method currently used for the total non-response adjustment in the weighting procedure, and to eventually find better ways to adjust the weights for total different non-response rates and attrition.

Rec.31. INSTAT should adopt a written revision policy which clearly states the guidelines and principles to be followed and when a revision of past data has to be done.

Rec.32. INSTAT should continue investigating the feasibility and possible advantages associated with the use of administrative data (e.g. social insurance, registered unemployed jobseekers, formal employment, education, etc.) as statistical sources (if recognised to be of good quality) in order to create a statistical register of employment as well as for the purpose of the LFS.

Rec.33. INSTAT should make use of coordinated samples to avoid selecting the same household for participation in more than one survey, or to the same survey, in subsequent years.

Rec.34. INSTAT should carry out general user satisfaction surveys on a regular basis in order to assess the relevance of the main LFS outputs. Moreover a section for feedback from user should be easily accessible on the website in the LFS main page.

Rec.35. INSTAT should progressively modify the current LFS infrastructure (e.g. electronic questionnaire, survey design, computing resources , procedures, process organization etc.) o make it more flexible in order to quickly respond to new user needs in the future.

Rec.36. INSTAT should calculate the precision of the estimates required to assess compliance with the Eurostat precision requirements as stated in the Article 3 of the council regulation (EC) No 577/98.

Rec.37. INSTAT should compute and publish standard errors and confidence intervals for every publication, at quarterly and annual level, for both level estimates and variations.

Rec.38. INSTAT should analyse longitudinal data to assess differences between proxy answer and direct answer.

Rec.39. INSTAT should regularly conduct analysis to verify possible interviewers' misconduct and effect on the quality of data.

Rec.40. INSTAT should use the longitudinal data to assess possible coding errors of occupations and industries.

Rec.41. INSTAT should anticipate the dissemination of the release calendar at least three months before the end of the year (to be in line with the international recommendations). A date for release of micro-data could also be fixed.

Rec.42. INSTAT should put in place procedures to routinely recode the national quarterly LFS micro-data into the Eurostat format and start sending these file to Eurostat.

Rec.43. INSTAT should regularly (at least annually) produce reconciliation tables which highlight differences between estimates from the LFS and from other statistical sources.

Rec.44. The question on "contact with the public employment office" should be better clarified to be sure that it is in line with the EU Regulation (i.e. only some kind of contacts can be actually considered active steps)

Rec.45. INSTAT should take the necessary actions to be able to produce and disseminate all the Eurostat LFS main indicators, with their relevant breakdowns, on quarterly basis (e.g. creating a specific standardized program to recode national variables and automatically create a standard table with all these indicators).

Rec.46. INSTAT should extend the content of the current data warehouse available on the website by adding more indicators (e.g. annual data at prefecture level), and including time series of seasonal adjusted data.

Rec.47. INSTAT should use suitable software in order to properly anonymise the micro-data contained in the Public Users File (PUF) made freely available to the general public on the website.

Rec.48. INSTAT should differentiate the production of micro-data for public users (PUF) and for researchers (scientific use files - SUF). Legislation seems already support, and regularise, such level of access to micro-data by researchers.

Rec.49. INSTAT should establish a safe room in INSTAT premises where scientists can analyse more detailed micro-data, avoiding disclosing sensitive information.

Rec.50. INSTAT should calculate standard quality indicators, especially those requested in Eurostat's Quality Report for LFS, and publish a comprehensive quality report for the LFS.

5. ANNEX – SR AGENDA

Sector Review of
Labour Force Survey

INSTAT

Albanian Institute of Statistics

Tirana - Albania

Draft Agenda

Draft, February 6

Date and place of the SR

Date	February 8-12, 2016
Place	INSTAT premises – Tirana - Albania

Assessment team

GOPA-expert:	Mr. Antonio R. Discenza (*leading expert*)
	Mr. Mario Gavrić

Monday, 8February 2016		
10:00-11:00	Welcome and introductory meeting with LFS WG and other representatives of INSTAT Short introductory presentation by reviewers	Review team LFS working team
11:00-12:00	Presentation by INSTAT on the statistical system in and the Labour Force Survey in Albania	Review team LFS working team
12:00-13:30	Lunch break	
13:30-15:00	Questions for review: **Institutional Environment** • Principle 2 - Mandate for data collection of Official Labour Force Statistics • Principle 3 - Adequacy of resources • Principle 6 - Impartiality and Objectivity	Review team LFS working team
15:00-15:30	Coffee break	
15:30-16:30	Questions for review: **Institutional Environment (cont.)** • Principle 2 - Mandate for data collection of Official Labour Force Statistics • Principle 3- Adequacy of resources • Principle 6- Impartiality and Objectivity	Review team LFS working team
Tuesday, 9 February 2016		
09:00-11:00	General Presentation by INSTAT on existing methodological framework, Statistical Processes, guidelines and relevant documentation General discussion on statistical Methodology and statistical processes – Sampling, weighting, measurement errors etc.	Review team LFS working team
11:00-11:30	Coffee break	
11:30-12:30	**Statistical Processes:** • Principle 7 - Sound methodology	Review team LFS working team
12:30-14:00	Lunch break	
14:00-15:30	**Statistical Processes:** • Principle 8 - Appropriate Statistical Procedures	Review team LFS working team
15:30-15:45	Coffee break	
15:45-16:30	**Statistical Processes:** • Further discussion on Principles 7 & 8	Review team LFS working team
Wednesday, 10 February 2016		
09:00-11:00	**Statistical Processes:** • Principle 9 - Non-excessive burden on respondents	Review team LFS working team

	• Principle 10 - Cost effectiveness	
11:00-11:30	Coffee break	
11:30-12:30	**Statistical Output:** • Principle 11 – Relevance • Principle 13 – Timeliness and Punctuality	Review team LFS working team External communication team
12:30-14:00	Lunch break	
14:00-15:30	**Statistical Output:** • Principle 12 – Accuracy and Reliability	Review team LFS working team Dissemination team
15:30-15:45	Coffee break	
15:45-16:30	• Principle 14 – Coherence and Comparability	Review team LFS working team National Accounts team
Thursday, 11 February 2016		
10:00-11:00	• Principle 15 – Accessibility and Clarity	Review team LFS working team
11:00-11:30	Coffee break	
11:30-12:30	Discussion on LFS Task Force Recommendations	Review team LFS working team
12:30-14:00	Lunch break	
14:00-15:30	Further questions / requests for clarifications made by reviewers	Review team LFS working team
Friday, 12 February 2016		
08:30-11:00	Presentation by reviewers: Preliminary recommendations Discussion on Recommendations and Future plan of action	Review team LFS working team
11:00-11:30	Coffee break	
11:30-12:30	Discussion on Recommendations and Future plan of action (cont.)	Review team LFS working team International Relations Unit
12:30-14:00	Lunch break	