

Outline of the 2011 Economic Census of Cambodia

(Draft)

1. Purpose of the Census

The Census aims:

- a) to provide with the fundamental statistics on the current status of the business activities of the establishments and enterprises including the financial aspects, which central and local governments require for profiling of the nation, policy-making, calculating of System of National Account etc., and academic researchers and other users need for their own study,
- b) to provide with the directories of establishments and enterprises for the sampling frame of various sample surveys on businesses.

2. Reference date of the Census

The Census is taken as of 1st March 2011.

3. Period of the Census enumeration

The census enumeration is conducted within one month period from 1st March to 31 March 2011.

4. Legal basis of the Census

The Census is taken on the basis of the following legislation:

- a) Statistics Law, Article 6 and 7
- b) Sub-decree on Defining Date, Organizing and Proceeding of Cambodia 2011 Economic Census

5. Coverage of the Census

The Census covers all establishments which exist at the reference date in the territory of the Kingdom of Cambodia.

The following establishments, however, are excluded:

- a) establishments classified into “Section A, Agriculture, forestry and fishing” specified in the United Nations International Standard Industrial Classification of Economic Activities, Revision 4 (hereinafter, quoted as the ISIC)
- b) establishments classified into “Section O, Public administration and defense; compulsory social security” specified in the ISIC,
- c) establishments classified into “Section U, Activities of extraterritorial organizations and bodies” specified in the ISIC,
- d) establishments classified into “Section T Activities of households as employers; undifferentiated goods-and services-producing activities of households for own use” specified in the ISIC.

6. Enumeration unit

The establishment as an enumeration unit for the Census is defined as follows, according to UN definition:

The establishment can be defined as an economic unit that engages, under a

single ownership or control - that is, under a single legal entity - in one, or predominantly one, kind of economic activity at a single physical location – for example, a mine, factory or workshop.

7. Organization

1) Chain of command

Director General of the National Institute of Statistics, the Ministry of Planning (Director General of GECC) → **Province Director** (Province Census Officer) → **District Chief** (District Census Officer) → **Commune Chief** (Commune Census Officer) → **Supervisors** → **Enumerators**

2) RO and ARO

RO (Regional Officer) and ARO (Assistant Regional Officer), which are appointed among from the staff of the NIS, are allocated to each Province.

3) Main Duties of RO and ARO

- a) coordinating Census work with NIS and Provincial government,
- b) ensuring exact implementation of training sessions held in every stage,
- c) guiding or assisting Province Directors, District and Commune census officers regarding implementation of the Census,

8. Method of the Census enumeration

The Census enumeration is carried out through the method that an enumerator visits each establishment within a certain enumeration area, interviews the owner manager of the establishment or his/her substitute who is entitled to represent the establishment, and fill in the Census Form, and fill in the Census Form using Supplementary Questionnaire if necessary.

9. Enumerator

The enumerators are employed temporarily for the Census. Each enumerator is assigned one or two more enumeration areas which are rearranged as mentioned below to accomplish their duties on the prescribed way:

10. Training of local staff, supervisor and enumerator

- 1) The training of the local staff, the supervisor and the enumerator are done basically by the methodology that the eligible staff of superior organization train the staff of inferior organization.
- 2) The RO and the ARO guide and supervise these trainings, and have lecture if necessary.

11. Rearrangement of the enumeration area maps of the Nation-Wide Establishment Listing of Cambodia 2009

- 1) The village maps of the Nation-Wide Establishment Listing of Cambodia 2009 are used as the enumeration area maps of this Census basically.
- 2) Some of these enumeration areas, however, contain a large number of establishments that were beyond one Census-enumerator's capability in the condition that he/she was required to deal with within one month. These enumeration areas need to be divided into several blocks so that all enumerators can accomplish completely their duties with the similar work load as planned.

12. Submission of documents to the superior organizations

- 1) The enumerators submit the documents including the Census forms which are scrutinized completely to the supervisor no later than April 2nd (Friday) 2011.
- 2) Finally, the Province Census officers submit the documents handed from the District Census officers to NIS Census officer no later than April 30th 2011 after checking them.

13. Topics to be studied

- 1) Name of establishment, Address of establishment and Telephone number of establishment, Internet Mail Address, Contact person
- 2) Sex of representative of establishment
- 3) Registration to Ministry of Commerce
- 4) Names of ministries which has obtained for a license or approval for operating the businesses.
- 5) Ownership of establishment (Legal status)
- 6) Single unit, Head or branch office
- 7) Tenure, kind and area of business place
- 8) Year of starting business
- 9) Business hour
- 10) Number of persons engaged by sex and employment status
- 11) Kind of main business activities (Industrial classification)

[The topics 12 and 14 relate with the following establishments only.]

- 1) Response of the topic 5 is **General Partnership, Limited Partnership, Private Limited Company, Public Limited Company or Subsidiary of Foreign Company;**
- 2) Response of the topic 6 is **Single unit or Head office.**
- 12) Number of branch offices
- 13) Total number of the entire regular employees at the end of December of 2010
- 14) Kind of main and second main businesses as the entire enterprise

[The topics 15 to 20 relate with the following establishments only.]

- Response of the topic 6 is **Single unit or Head office.**
- 15) Does this establishment or this enterprise keep documents of the Capital Contributions, the Balance Sheet and the Income Statements?
[In case that the response of the topic 15 is “No”.]
 - 16) Total amount of sales, operating expenses, and employees’ salaries and wage per day, and number of working days in the recent month
[In case that the response of the topic 15 is “No”.]
 - 17) Total amount of assets at the end of December 2008
 - 18) Total amount of equity held at the end of December 2008
 - 19) Total amount of non-current and current liabilities at the end of December 2008
 - 20) Amount of revenues and expenses during 2008, under “Accrual basis accounting” which records revenues and related expenses during 2008.

14. Tabulation and Data processing

- 1) Preliminary Results
The data of the Establishment List are checked and tapped in the computer in NIS, and are tabulated as the Preliminary Results.
- 2) Final Results
 - a) Manual editing and coding are done at NIS by Province one after the other immediately after NIS receives the Census Forms and related documents and keep

- them systematically by Province in the storage in NIS building.
- b) The data entry is done manually and the computer editing and the tabulation are done.
 - c) These works are done by Province one after the other in NIS.
- 3) National Atlas
Statistical maps of each province and nation are compiled.
- 4) Data base
Data base is constructed for more academic analysis and for the sampling frame of various economic sampling surveys.

15. Dissemination

The results of the Census are released through the various media such as publication, CD Rom, Internet on the following schedule

- 1) Preliminary results are released by July 2011.
- 2) Final Results
 - a) Results of local area are released between August 2011 and January 2012 by Province.
 - b) National Results are released by March 2012.
- 3) National Atlas is published by May 2012.
- 4) Data base is constructed by March 2012.

16. Statistical Tables to be produced

The following statistics are produced by Province, District, Commune and small area:

- 1) Statistics on demography of establishments,
- 2) Distributional statistic cross-tabulated by the topics,
- 3) Averaged amount of sales, expenses etc. per establishment or enterprise classified by selected topics..

17. Safekeeping of the Census Forms and other related document.

The Census Forms and other related documents are kept in appropriate way in every stage of enumerators, supervisor, local government office and NIS as well so that the Statistics Law, Article 22 may be not violated.

18. Pretest and pilot survey

1) Pretest

- a) The pretest aims to test Form-designing, enumeration methods, instruction in enumerators' manual and so on, and to make the appropriate plan for the 2011 Economic Census.
- b) The pretest is carried out in around 15 enumeration areas/blocks in Phnom Penh city as of 15 December 2009 with two weeks period.

2) Pilot survey

- a) The pilot survey aims:
 - (a) to test the final draft of the Census form and other documents,
 - (b) to test work procedure of every stage of enumerators, supervisors, local government office and NIS,
 - (c) to test the tabulation methods to be adopted,
 - (d) to gain the statistical data on the large-scaled enterprises.
- b) The survey is carried out as of 1st March 2010 (one year before the Census date)

within one month of March 2010 in around 200 enumeration areas/block selected on the basis of the sampling theory from among all enumeration areas in around 90 Districts in all Provinces.

- c) In addition to this, all large-scaled establishments with 101 employees and more are surveyed.

19. Post-census stage's business

- 1) Post Enumeration Survey is carried out in May 2011 in order to analyze coverage errors and content errors of the Census.
- 2) The regular sampling survey is designed on the basis of the Data Base constructed on the Census Data in order to provide with detailed financial statistics of the corporation.

20. Fund contribution

This is not fixed yet. Therefore, the amount of available fund may make this plan change.

21. The estimated number of establishments to be surveyed

Around 400,000 establishments are expected to be surveyed in the Census, since the number of establishments as of 9th February 2009 was 375,095 according to the preliminary results of the Nation-wide Establishment Listing of Cambodia 2009.