

Schema of the 2011 Economic Census of Cambodia

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

[Administrative line]

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

[Census Line]

Director General of the National Institute of Statistics, the Ministry of Planning (Director General of GECC) →Senior Census officer →Regional Officer →Assistant Regional 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

- 1) The Census enumeration is carried out through the method that an enumerator visits each establishment within a certain enumeration area, interviews the owner or manager of the establishment or his/her substitute who is entitled to represent the establishment, and fill in the Census Form.
- 2) In addition to this, the self-enumeration method can be applied to the establishment, which requests to fill in the form by themselves.
- 3) In case that the enumeration does not finish due to reason of establishments until 20th March 2011, “Special Survey Team” carries out the enumeration.

9. Enumerator

The enumerators are employed temporarily for the Census. Each enumerator is assigned one or two more villages, or one or two more enumeration areas which have been demarcated to accomplish their duties which are described in Enumerator’s Manual.

10. Supervisor

The Supervisors are employed temporarily for the Census. Each supervisor is assigned several enumerators to accomplish their duties which are described in Supervisor’s Manual.

11. Training of local staff, supervisor and enumerator

- 1) The training for provincial staff is done at the seminar held in the NIS.
- 2) The training for district and commune chief, supervisors and enumerators is done at the seminars held in the Province.
- 3) Core Staff of NIS and the trainer of trainee (hereinafter, it refer to as TOT), which assigned from among the staff of NIS are charged in the training of the

above-mentioned seminars.

- 4) The TOTs carried out the duties as the RO and the ARO at the stage of the Census-conducting.

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 1st (Friday) 2011.
- 2) Finally, the Province Census officers submit the documents to NIS Census officer by the prescribed date of April 2011 after checking them.

13. Topics to be studied

- 1) Name of establishment, Address of establishment and Telephone number of establishment, Contact person
- 2) Sex of representative of establishment and nationality of owner of establishment
- 3) Registration to Ministry of Commerce
- 4) Names of ministries which has obtained 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, employment status and nationality at the end of February of 2011
- 11) Kind of main business activities (Industrial classification)

[The topics 12) to 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 or per month, and number of working days in the recent month
[In case that the response of the topic 15) is “Yes”.]
 - 17) Total amount of assets at the end of December 2010
 - 18) Total amount of equity held at the end of December 2010
 - 19) Total amount of non-current and current liabilities at the end of December 2010
 - 20) Amount of revenues and expenses during 2010, under “Accrual basis accounting” which records revenues and related expenses during 2010.

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 in the storage in NIS building.

b) The data entry is done manually and the computer editing and the tabulation are done.

c) This work is done by Province one after the other in NIS.

3) Analysis of the results

The results are analyzed from various viewpoints.

4) National Atlas

Statistical maps of each province and nation are compiled.

5) 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 August 2011.

2) Final Results

a) Basic results on national and Province are released by March 2012.

b) Detailed results are released by June 2012

3) Results of Analysis are released by October 2012

4) National Atlas is published by July 2012.

5) Data base is constructed by July 2012.

16. Statistical Tables to be produced

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

1) Distributional statistic cross-tabulated by the topics

2) 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. Mapping

Village Boundary Maps were drawn on the basis of Village Map of 2008 Population Census by Provincial Office in order to instruct the survey area to the enumerators. Villages with large number of establishments were divided into Enumeration Areas. The Enumeration Area Maps are drawn in order to instruct the area of a selected Enumeration Area to the enumerator.

19. Pretest and pilot survey

1) Pretest

a) The pretest was carried out in around 15 Villages in Phnom Penh city as of 15

December 2009 with two weeks period.

- b) The pretest aimed to testing Form-designing, enumeration methods, instruction in enumerators' manual and so on, and the results were utilized for making the appropriate plan for the 2011 Economic Census.

2) Pilot survey

- a) The survey was carried out as of 1st March 2010 (one year before the Census date) within one month of March 2010 in around 200 Villages/Enumeration Areas selected on the basis of the sampling theory from among all Provinces.
- b) In addition to this, all large-scaled establishments with 100 employees and more are surveyed.
- c) The pilot survey aimed:
 - (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 and others.
- d) The statistical data are released in the October 2010.

20. Post-census stage's business

- 1) Post Enumeration Survey is carried out in June 2011 in order to analyze coverage errors and content errors of the Census.
- 2) The Economic Statistics Survey is carried out in 2014 on the basis of the Data Base constructed on the Census Data in order to provide with detailed financial statistics of the corporation.