

Outline of the Pilot Survey of 2011 Economic Census of Cambodia

(Draft)

1. Purpose of the Pilot Survey

The pilot survey aims:

- (a) to test the final draft of the pilot survey 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.

2. Reference date of the Pilot Survey

The pilot survey is taken as of 1st March 2010.

3. Period of the Pilot Survey enumeration

The pilot survey enumeration is conducted within one month period from 1st March to 31 March 2010.

4. Legal basis of the Pilot Survey

The pilot survey 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 Pilot Survey

The pilot survey 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 pilot survey 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 pilot survey 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 pilot survey,

8. Method of the Pilot Survey enumeration

The pilot survey 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 pilot survey form, and fill in the pilot survey form using Supplementary Questionnaire if necessary.

9. Enumerator

The enumerators are employed temporarily for the pilot survey. Each enumerator is assigned one or two more enumeration areas.

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. Submission of documents to the superior organizations

- 1) The enumerators submit the documents including the pilot survey forms which are scrutinized completely to the supervisor no later than April 2nd (Friday) 2010.
- 2) Finally, the Province Census officers submit the documents handed from the District Census officers to NIS Census officer no later than April 30th 2010 after checking them.

12. 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 2009
- 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 2009
 - 18) Total amount of equity held at the end of December 2009
 - 19) Total amount of non-current and current liabilities at the end of December 2009
 - 20) Amount of revenues and expenses during 2009, under “Accrual basis accounting” which records revenues and related expenses during 2009.

13. Samples

- a) 199 enumeration areas/blocks are selected on the basis of the sampling theory from among all enumeration areas in around 112 Districts in all Provinces.
- b) In addition to this, all large-scaled establishments with 100 employees and more are surveyed.