

# **Outline of the 2011 Economic Census of Cambodia**

## **1. Purpose of the Census**

The Census aimed:

- a) to provide 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 the nation, policy-making, calculating national accounts etc., and which academic researchers and other users need for their own study,
- b) to provide the directories of establishments and enterprises as the master sampling frame of various sample surveys on businesses.

## **2. Reference date of the Census**

The Census was taken as of 1<sup>st</sup> March 2011.

## **3. Period of the Census enumeration**

The census enumeration was conducted within one month period from 1<sup>st</sup> March to 31 March 2011.

## **4. Legal basis of the Census**

The Census was 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 (Refer to Appendix 7 and 8.)**

The Census covered all establishments which existed at the reference date in the territory of the Kingdom of Cambodia.

The following establishments, however, were 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 T Activities of households as employers; undifferentiated goods-and services-producing activities of households for own use” specified in the ISIC;
- d) Establishments classified into “Section U, Activities of extraterritorial organizations and bodies” 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 → Provincial Director (Provincial 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 Officers (6 persons) → Regional Officers (24 persons) → Assistant Regional Officers (84 persons) → Supervisors (484 persons) → Enumerators (4,030 persons)

### 2) ROs and AROs

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

### 3) Main Duties of ROs and AROs

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

## **8. Method of the Census enumeration**

- 1) The Census enumeration was carried out through a method in which an enumerator visited each establishment within a certain enumeration area, interviewed the owner or manager of the establishment or his/her substitute who was entitled to represent the establishment, and filled in the Census Form.
- 2) In addition to this, a self-enumeration method was applied to the establishment, which requested to fill in the form by themselves.
- 3) In case that the enumeration did not finish due to reasons of establishments until 20<sup>th</sup> March 2011, “Special Survey Team” carried out the enumeration.

## **9. Enumerator**

4,030 enumerators were employed temporarily for the Census. Each enumerator was assigned to one or two more villages, or one enumeration area which had been demarcated to accomplish their duties which were described in Enumerator’s Manual.

## **10. Supervisor**

484 supervisors were employed temporarily for the Census. Each supervisor was assigned several enumerators to accomplish their duties which were described in Supervisor’s Manual.

## **11. Training of local staff, supervisors and enumerators**

- 1) The training of provincial staff was done twice in the NIS: the first one was for two days on 14 and 15 December 2010; the second one was for five days from 17 to 21 January 2011.
- 2) The training of district and commune chiefs was done for a half day on 18 or 25 February 2011 in each province.
- 3) The training of supervisors and enumerators was done for five days between 14

and 25 February 2011 in each province.

- 4) Core Staff of NIS and the trainers of trainees (hereinafter, it refer to as TOT), which were assigned from among the staff of NIS were charged with the training of the above-mentioned seminars.
- 5) TOTs carried out the duties as ROs and AROs at the stage of the Census-conducting.

## **12. Submission of documents to the superior organizations**

- 1) The enumerators submitted the documents including the Census Forms which were scrutinized completely to their supervisor no later than April 1<sup>st</sup> (Friday) 2011.
- 2) Finally, the Provincial Census Officers submitted 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 or Provincial Department of Commerce
- 4) Names of ministries which have issued a license or an 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 hours
- 10) Number of persons engaged by sex, employment status and nationality during one week before 1<sup>st</sup> March 2011
- 11) Kind of main business activities (Industrial classification)

### **[Topics 12) to 14) relate with the following establishments only.]**

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

### **[Topics 15) to 21) 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 Balance Sheet and Income Statements?

[In the following cases:

- \* All establishments whose response to the topic 5) is other than **General Partnership, Limited Partnership, Private Limited Company, Public Limited Company or Subsidiary of Foreign Company.**
  - \*\* Establishments whose response to the topic 5) is **General Partnership, Limited Partnership, Private Limited Company, Public Limited Company or Subsidiary of Foreign Company** and the response to the topic 15) is “No”]
- 16) Total amount of sales, operating expenses, and employees’ salaries and wages per day or per month, and number of working days in February 2011 or past recent

month

[In the following case:

\* Establishments whose response to the topic 5) is **General Partnership, Limited Partnership, Private Limited Company, Public Limited Company or Subsidiary of Foreign Company** and the response to 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 liabilities at the end of December 2010
- 20) Total amount of current liabilities at the end of December 2010
- 21) Total 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 Lists and Summary Sheets were checked and tapped in the computer in NIS, and were tabulated as the Preliminary Results.

##### 2) Final Results

a) Manual editing and coding are being done at NIS by province one after the other immediately after NIS receives the Census Forms and related documents and keeps them systematically in the storage in NIS building.

b) The data entry is being done manually and the computer editing and the tabulation will be done.

c) This work will be done by province one after the other in NIS.

##### 3) Analysis of the results

The results will be analyzed from various viewpoints.

##### 4) National Atlas

Statistical maps of the country and each province will be compiled.

##### 5) Database

Databases will be constructed for more academic analysis and as the master sampling frame of various economic sampling surveys.

#### **15. Dissemination**

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

1) Preliminary results were released on 8 August 2011

##### 2) Final Results

a) Basic results on national and province are to be released by March 2012

b) Detailed results are to be released by March 2013

3) Results of Analysis are to be released by October 2012

4) National Atlas is to be published by July 2012

5) Databases are to be constructed by March 2013.

#### **16. Statistical Tables to be produced**

The following statistics are to be produced by national, province, district, commune and small area:

1) Distributional statistics cross-tabulated by various topics

2) Average amount of sales, expenses etc. per establishment or enterprise classified by selected topics.

#### **17. Safekeeping of the Census Forms and other related documents.**

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

## **18. Mapping**

Village Boundary Maps were drawn on the basis of Village Maps of 2008 Population Census by province in order to instruct survey areas to enumerators. Villages with a large number of establishments were divided into Enumeration Areas. The Enumeration Area Maps were drawn in order to instruct the area of the 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 for two weeks.
- b) The pretest aimed to test form-designing, enumeration methods, instructions to be included in the enumerators' manual and so on, and the results were utilized for making appropriate plans for the 2011 Economic Census.

### **2) Pilot survey**

- a) The survey was carried out as of 1<sup>st</sup> March 2010 (one year before the Census date) during 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 were surveyed.
- c) The pilot survey aimed:
  - (a) to test the final draft of the Census Form and other documents;
  - (b) to test work procedures of every stage of enumerators, supervisors, local government offices and NIS;
  - (c) to test tabulation methods to be adopted, and
  - (d) to gain statistical data on large-scaled enterprises and others.
- d) The results were released in the October 2010.

## **20. Post-census stage's business**

- 1) Post Enumeration Survey was carried out in July 2011 in order to analyze coverage errors and content errors of the Census.
- 2) The Inter-censal Economic Survey is planned to be carried out in 2014 on the basis of the database constructed on the Census data in order to provide updated statistics on economic activities of establishments and enterprises of the country.