



KINGDOM OF CAMBODIA
Nation- Religion- King

**Nation-wide Establishment Listing
of Cambodia 2009**

Enumerator's Manual

(Draft)

**National Institute of Statistics, Ministry of Planning
Phnom Penh, Cambodia**

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1. Introduction

The Nation-wide Establishment Listing (EL2009) will provide, for the first time, a clear picture of the economic development in the whole areas of Cambodia through surveying the activities of the establishments and their workers, including those under small and medium-size enterprises. The results are expected to be used as the sampling frame for more detailed surveys of establishments and enterprises on the production of goods and services. They are needed for the national and regional planning for the social and economic development and the improvement of living conditions of people of Cambodia.

In the past, the National Institute of Statistics (NIS) of the Ministry of Planning implemented three industrial establishment surveys in 1993, 1995 and 2000 respectively. These surveys provided, although the coverage was limited to the industrial establishments, important data that estimates the level of economic achievements of the country including the national income. Unfortunately, however, Cambodia could not produce any establishment statistics after 2000, except for a limited listing of industrial establishments in 2006 and an establishment survey in 2007 in Phnom Penh under a JICA Project on Improving Official Statistics in Cambodia. EL2009 will, therefore, be expected to close this serious gap of economic statistics in this country.

EL2009 will be implemented by the NIS of the Ministry of Planning with the technical and financial support of the Government of Japan and the Japan International Cooperation Agency (JICA) under a JICA Project on Improving Official Statistics in Cambodia Phase II.

2. Objectives

EL2009 is aimed at constructing a comprehensive list of establishments, the basic units of economic activities, in all industry groups except individual proprietorships in agriculture, forestry and fishery. The list will provide information on the development economic activities in Cambodia and serve for various users such as the policy makers and government officials at national and local levels, NGOs, private sectors, researchers and the donor communities. The list will contain the following topics:

1. Name of establishment
2. Sex of representative of establishment
3. Address of establishment
4. Registered to Ministry of Commerce or not
5. Ownership of organization (Legal status)
6. Head office or branch
7. Number of persons engaged by sex
8. Kind of business activities
9. Telephone number

Based on the list, the following statistical tables will be compiled by each of the industry groups and the geographical areas (Nation, Province, Districts, Communes and Villages).

1. Number of establishments by ownership of organization, head office or branch, and size of establishment
2. Number of persons engaged by sex, ownership of organization, and head office or branch
3. Ratio between Cambodian and foreign, between individual and incorporated, and between state-owned and private
4. Number of female representative of establishment.

3. Scope and coverage

EL2009 will cover all the establishments operating in Cambodia as of 9 February 2009 except individual proprietorships in agriculture, forestry and fishery. Common households, which employ servants and other domestic workers, and those producing undifferentiated goods and services for own use, are not treated as an establishment in this listing, although they can be seen as the units of economic activities (=establishments) by some economics definitions. Also excluded from the listing are the purely administrative offices of the Central and Local Governments as well as the extraterritorial organizations and bodies specified as such in the United Nations International Standard Industrial Classification of Economic Activities, Revision 4.

EL2009 is to cover all the establishments, where an establishment is defined as a unit of economic activities managed by a single ownership in a fixed location with some durable facilities. The units of economic activities in a signed lot of a big market or on the street with fixed facilities are included, but street vendors or street service providers who do not have fixed facilities are not listed as an establishment.

The geographic coverage of EL2009 is the whole territory of Cambodia.

4. Reference date and enumeration period

The reference date is as of 9 February 2009 and the enumeration period is from 9 February to 8 March 2009. It means that all establishments operating on 9 February 2009 will be listed and all topics should be reported as of 9 February 2009.

5. Planning of listing

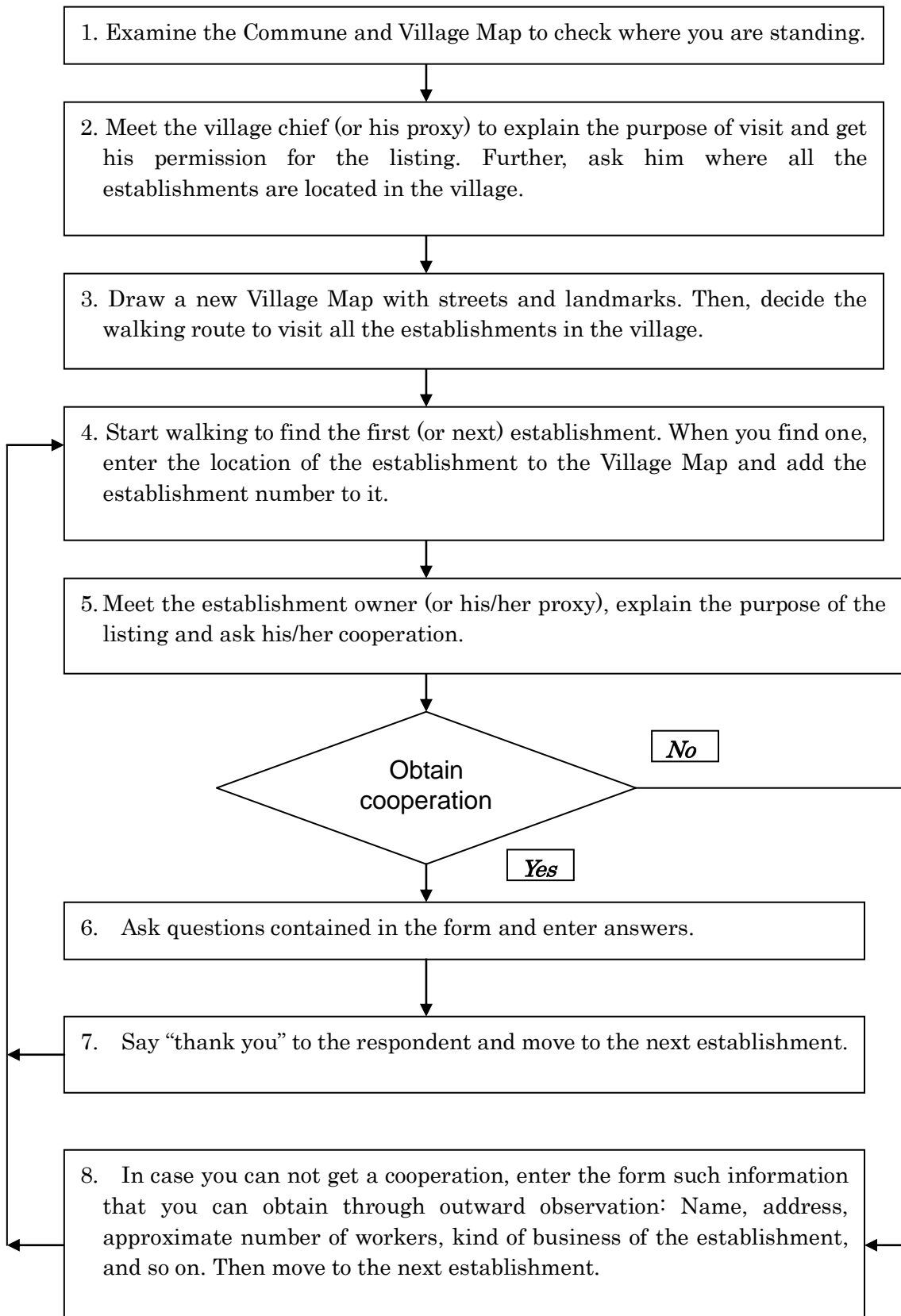
Following the successful Establishment Listing in Phnom Penh Municipality in 2006, whose coverage was limited to the “industrial” establishments, the Economics Statistics Department of the NIS , with support of JICA, conceived a plan to expand the listing to “all” industries (except individual proprietorships in agriculture, forestry and fisheries) and to all geographical areas of Cambodia. The planned listing of establishments is scheduled from 9 February to 8 March 2009, using the village maps prepared for the 2008 Population Census.

The training of enumerators and supervisors will be conducted from 2 to 7 February 2009 in the NIS in Phnom Penh, where the NIS staff provides the enumerator’s manual, village maps, other necessary documents and stationeries. The training put emphasis to the importance of preparing the new village maps, the correct identification of establishments and how to get the cooperation from the owners or their proxies of establishment.

6. Implementation of listing

Field workers for EL2009, both enumerators and supervisors, are mainly selected from the staff of the NIS and the Department of Planning in each Province. The training is conducted from 2 to 7 February 2009 and the field work will begin from 9 February to 8 March 2009 (for 28 days). The Provincial Coordinator will go around the Province and advise the activities of enumerators and supervisors. In order to assure the quality of listing, the Provincial Coordinators, supervisors and enumerators will meet in the quality assurance meetings as needed.

Listing procedure (Diagram)



After the training each enumerators and supervisors will receive the instruction as to the areas for which they will be responsible for a complete listing of establishments. They will also receive materials needed for the listing such as the listing forms, pencils, eraser, pencil sharpener and bag to carry those materials to the field. The document permitting the listing will have been obtained from the District Office by the Provincial Coordinators, so that the enumerators can go to the first assigned village for enumeration.

Below are the steps for the enumerator to follow when he/she goes to a village.

- (1) Check the map
Check the Commune and/or Village Map and verify the location on the map where you are standing.
- (2) Meet the village chief
Meet the village chief or his/her proxy, explain the purpose of your visit, and ask his/her permission to conduct the listing. Ask him where all establishments are located in the village.
- (3) Draw a new village map for the establishment listing
Draw a new village map with streets, rivers, lakes and other landmarks. Decide the listing routes to go around the village to visit all the establishments.
- (4) Follow the listing route to find establishments
Begin to walk along the listing route and find the establishment. When you find one, enter the location of the establishment on your new village map and give a consecutive number starting from 1. Use the same number to enter the first column of the form.

What is an establishment?

An establishment is a fixed place where some kinds of economic activities are taking place, such as shops, factories, sawing business, barber, schools, pagodas, electric companies, etc. An establishment has a permanent or semi-permanent facilities and installations at a fixed location.

If there is no fixed facilities?

Mobile retailers, peddlers, roadside restaurant that has no fixed facilities are excluded from the listing.

Two owners in one location?

If two independent owners, such as a jeweler and a jewel maker in the same enclosure, share one location they should be treated as two establishments.

(5) Meet the owner or his/her proxy

When you enter the establishment, ask to meet the owner, manager, administrator, super-intendment, or someone who can answer the topics representing the establishment. After a greeting, you introduce yourself saying that you come for a simple statistical listing and ask for his/her cooperation. You explain that statistics produced will be essential for the socio-economic development and well being of people in Cambodia. **You must assure him/her that all the information you receive will be used only for statistical purpose and will be kept secret to other government offices, the police or the tax collector.**

Explain the followings:

- **Who you are:** You are from Department of Planning in the Province or the National Institute of Statistics (NIS), a responsible organization in Royal Government of Cambodia for providing useful data used for the socio-economic development of Cambodia (show your ID if required).
- **Objective:** The objective of the survey is to obtain data on how many number of establishments in many industries there are in the Province and how they are contributing to the socio-economic development of Cambodia.

Please explain the following if you feel difficult to obtain cooperation from a respondent:

- **Independent from tax authority:** The objective of the listing is NOT related to tax collection purpose.
- **Legal background:** This listing is one of the statistical surveys determined in Statistical Law enacted in 2005. A respondent is obliged to answer the topics and the NIS keeps secret of the information the respondent provided.
- **Survey items and length of survey:** We ask only nine topics including the name, sex of representative, address, registered or not, ownership of organization, head office or branch, number of persons engaged, kind of business activity, and telephone number of the establishment which will be completed within five minutes.
- **Dissemination:** We will make the result of data available to people within this year.

Sometimes you may not obtain understanding from a potential respondent. In such a case, you should record the establishment based on the information from the outside of its premise or asking its neighbors roughly about the establishment (see details in **(8) In case of absence or refusal.**)

(6) Ask topics

After the owner (or his proxy) agrees to cooperate, ask topics contained in the form one by one, and enter the answers to the assigned space of the form.

Name of establishment (or representative)

Ask the name of an establishment registered in a business register formally obtained by a relevant ministry. One good way is to ask them to show the permission from a ministry. If a respondent do not provide its formal (registered) name,

- record the name shown on its signboard (if available)
- ask him/her how to call an establishment by themselves or
- ask the name of an establishment representative

Sex of representative of establishment

Ask the sex of an establishment representative, and select the code from the box for Column 4 on the bottom of the form and enter 1 or 2.

Address of establishment

Record the house and street number of an establishment if available.

Registered to Ministry of Commerce or not

Ask whether an establishment is registered to Ministry of Commerce or not, select the code from the box for Column 6 on the bottom of the form, and enter 1 or 2.

Ownership of organization

Ask the ownership of organization of an establishment registered in a business register formally obtained by a relevant ministry. One good way is to ask them to show the permission from a ministry and check the ownership written on the permission.

Select the ownership from the following answering branches according to Articles of “Law on Commercial Enterprises” effective from 26 April 2005:

1. Individual Proprietorship (not registered)
2. General Partnership (Article 12, 23, 42, 75, and 80)
3. Limited Partnership (Article 64, 71, 72, 76 to 79)
4. Cooperative
5. Private Limited Company (Article 86)
6. Public Limited Company (Article 87)
7. State-owned
8. Non-governmental Organization
9. Commercial Representative Office of Foreign Company (Article 274 to 277)
10. Branch of Foreign Company (Article 278 to 282)
11. Subsidiary of Foreign Company (Article 283 to 286)
12. Others

If a respondent do not provide its formal (registered) ownership,
➤ select the ownership shown on its signboard, if available
➤ if not available, select Individual Proprietorship establishment

Head office or branch

If a company or an owner has two or more places to run his business, select the major place as the head office and the others will be branches of an enterprise. If there is only one place to run the business, it is a single unit establishment.

Number of persons engaged daily last week

The number of workers refers to those who worked in the last week including the day of your visit. If number changes daily, put the average number to the form.

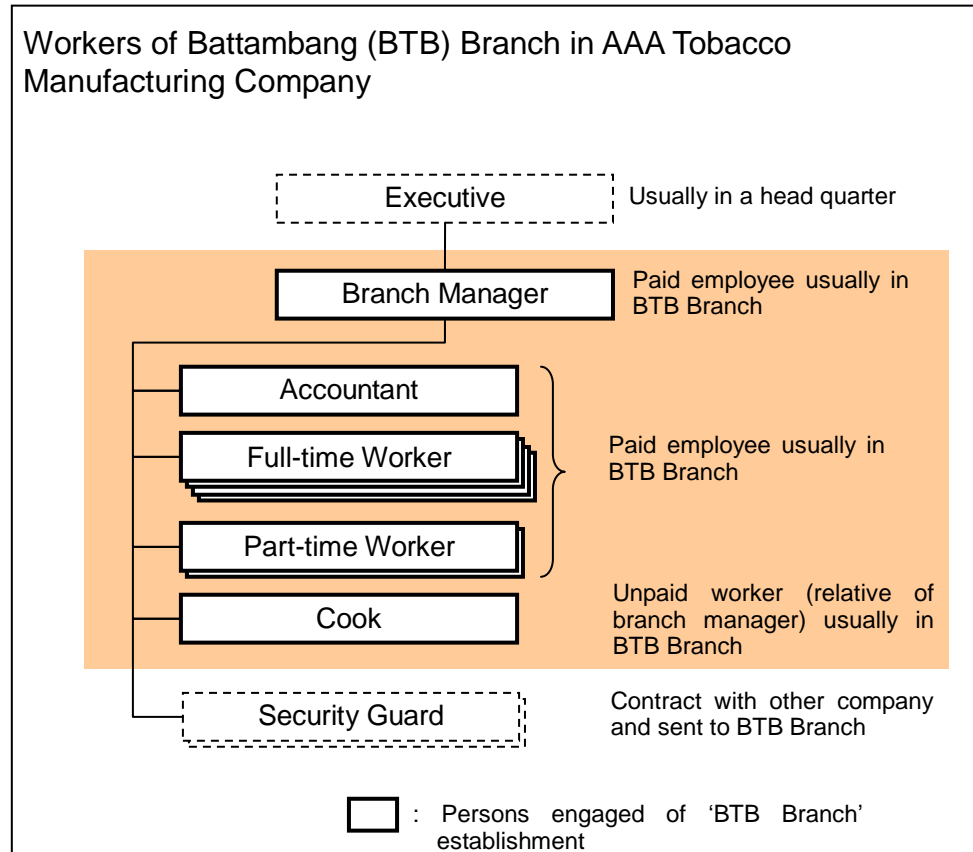
The following persons engaged are included

- the person(s) engaged who own or manage an establishment
 - and mainly work within a premise of an establishment
- the persons engaged who are hired by an owner or a manager of an establishment
 - and mainly works within a premise of an establishment
 - and mainly works outside of a premise of an establishment (but not a different premise of an enterprise that an establishment is controlled by) but they come back mainly in an establishment or their manager is in an establishment

The following persons are not include

- the person(s) who own or manage an establishment
 - and mainly work within a premise of an different establishment
- the persons are NOT hired by an owner or a manager of an establishment
 - but mainly works within a premise of an establishment

More illustrations



This example shows who are included as persons engaged of an establishment.

Kind of business activities

For “Kind of business activities”, be sure that the activities are clearly described. If the establishment is selling, or producing certain goods or services, ask what kinds of goods or services are provided, whether customers are individual consumers (retail trade) or other dealers, companies, factories or offices (wholesale trade).

If the main activities are the following, they are **not included** in the listing:

Individual proprietorship in Farming, Forestry, Fishing;
Private households which employ servants, guards, etc

Service activities such as below are also **included**:

Schools
Hospitals
Pagoda
Nursery home
• • • •

Telephone number

Record the telephone number of an establishment or the mobile number of an establishment representative if available.

(7) Say “Thank you.”

When you finish the interview of the owner or his/her proxy, check the entries of the form to confirm that all the topics are recorded. Then, say, “thank you” to the owner or his/her proxy and go to find the next establishment and repeat the procedures (4) ~ (7).

(8) In case of absence or refusal

If, however, the owner or his/her proxy is absent and nobody can answer the topics, ask when you should come back to see him/her. Before you leave the establishment, enter certain topics, which can be filled in by outward observations but do not necessarily require the interview with the owner or his/her proxy to fill in the form, such as:

1. Name of establishment
2. Address of establishment
3. Approximate number of worker (group A, B, C or D)
4. Kind of business activities
5. Telephone number of establishment

Visit the establishment again at the time when the owner or his proxy is likely at the site and have an interview to fill in the form completely.

In case that the owner or his/her proxy should refuse to cooperate, ask the help of your supervisor to assist you to persuade him/her. If all fails (this will not happen very often), fill in the form based on the outward observations just like in the case of absence.

You should record an establishment based on the information from the outside of its premise.

- See the signboard or address plate of the establishment
- Ask its neighbors roughly about the establishment
- **Name and Address:** See the signboard or address plate. If impossible, just ask its neighbor the name of an establishment or name of an owner of an establishment.
- **Number of persons engaged:** Estimate rough number of workers by looking at a premise of an establishment or ask its neighbor, and write down with the following category which is based on the definition of SMEs by Ministry of Industry, Mines, and Energy in 2005:
 - A) 1 – 10 persons (Micro establishment)
 - B) 11 – 50 (Small establishment)
 - C) 51 – 100 (Medium establishment)
 - D) 101 and over (Large establishment)
- **Kind of business activity:** You can just imagine its activity by looking at a premise of an establishment, or ask its neighbor.