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**Royal Government of Cambodia**

***Establishment Listing in Phnom Penh, 2006***

**Instructions for Enumerators**

National Institute of Statistics, Ministry of Planning  
Phnom Penh, Cambodia  
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# ***Establishment Listing in Phnom Penh, 2006***

## **Instructions for Enumerators**

### **1. Introduction**

Establishment Listing in Phnom Penh, 2006 (EL2006) is a first attempt of constructing a comprehensive list of establishments in selected industries such as Mining and Quarrying, Manufacturing, Electricity, Gas and Water. EL2006 will provide a clear picture of the industry development in Phnom Penh including small and medium enterprises. It is expected that the list is used as the sampling frame of further establishment surveys or industrial production surveys.

National Institute of Statistics (NIS), Ministry of Planning has implemented three industrial establishment surveys in the reference years of 1993, 1995 and 2000. These surveys provided important information of the Cambodian economy. It is also one of the most important sources of estimating National Accounts. However, unfortunately, Cambodia has no establishment statistics after 2000 Industrial Establishment Survey. EL2006 will be the first step of reconstructing establishment statistics in Cambodia.

EL2006 is implemented by NIS with technical support of Japan International Cooperation Agency (JICA) under the Project on Improving Official Statistics in Cambodia.

### **2. Objectives**

EL2006 is conducted to provide a comprehensive list of establishments in selected industries in Phnom Penh, which will serve the purpose of providing necessary information on the industrial development in the municipality for those who work for or are interested in the economic development of Cambodia, such as policymakers, government officials, researchers, NGOs, the private sector and the donor community. Specifically, the survey aimed at generating the following items.

1. name of establishment
2. address (district, commune, village; street number and house number if available)

3. the number of workers (total workers, male and female workers)
4. main activity (industry)

All tables based on the survey items above will be generated for each of the industry groups covered in EL2006, at the municipality level as well as for specific district. The following tables are to be developed.

1. Total number of establishment by district
2. Total number of establishment by main activity (industry)
3. Total number of workers by district
4. Total number of workers by main activity (industry)

### **3. Scope and coverage**

EL2006 is a survey covering establishments that were engaged at any time in the reference year in the following economic activities as classified under the United Nations International Standard Industrial Classification of Economic Activities (ISIC), Revision 4:

- Mining & quarrying (ISIC 05-09)
- Manufacturing (ISIC 10-33)
- Electricity, gas, steam and air conditioning supply (ISIC 35)
- Water supply; sewerage, waste management and remediation activities (ISIC 36 - 39)
- Wholesale and retail trade; repair of motor vehicles and motorcycles (except retail trade) (ISIC 45 - 46)
- Accommodation and Food service activity (ISIC 55 -56)

With respect to geographical coverage, the survey covered Phnom Penh Municipality.

### **4. Reference Period**

The reference period for EL2006 was the calendar year 2006.

Employment data referred to in the report are averages for all quarters of the reference year during which the establishment was in operation.

## **5. Survey Planning**

First, NIS and JICA experts discussed the approach to reconstruct establishment statistics in Cambodia. We reached the conclusion in which we would develop the sampling frame of establishments first by listing all establishments in a particular area, and then conducted a series of sampling surveys targeting specified industries there. This conclusion reflects the view that the past establishment surveys lack the comprehensiveness due to unavailability of up-to-date and complete business registers or other list of establishments / enterprises that are a good source of the sampling frame. In 2006, NIS with technical cooperation from JICA is aimed at developing the list of establishments in Phnom Penh and starts sampling surveys in 2007, while the list of establishments of the other area of Cambodia will be compiled in 2008 employing village list and maps developed through Population Census 2008.

Subsequently, the overall plan for listing establishments in Phnom Penh, including objectives, scope and coverage, and survey items are developed. Human resource and time schedule are considered based on the overall plan and the budget constraint. Questionnaire are constructed by NIS and examined through the pre-test jointly conducted by NIS and JICA experts.

Commune maps compiled by NIS in the Health Facility Mapping Project are selected as the maps for recording the location of establishment surveyed.

Training for supervisors and enumerators is held to provide sufficient knowledge and technique for surveying establishment. These trainings focus on identifying of correct location of an establishment on the map, gaining cooperation from an establishment owner and workers as well as a method of asking each survey item.

## **5. Survey Implementation**

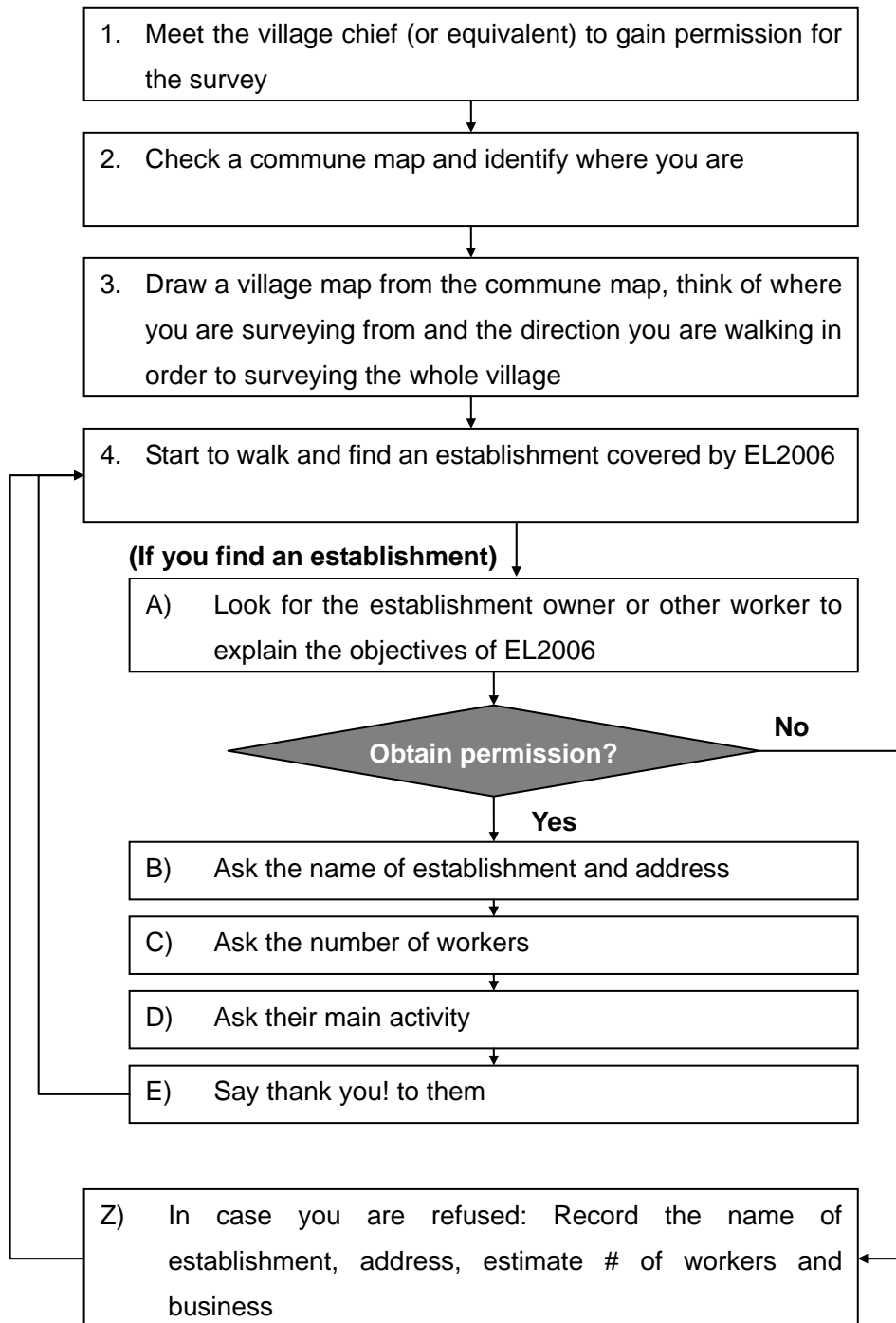
Fieldworkers are selected from NIS headquarter staff as well as provincial and district planning staff, and staff from the Ministry and Industry, Mine and Energy. After the series of training held in 25 - 27 October, 2006, the actual field enumeration is scheduled from 16 October to the end of this year. The field enumeration will be held three times (October, November, and December). After each term, the supervisors and the

fieldworkers join the meeting to discuss issues they face during the enumeration, and seek solutions for them.

Staff for editing and coding the questionnaire will be selected from NIS headquarters. After three-day training, editing and coding will start in November

## 5. Survey Procedure

The following is the step an enumerator follows when in a village.



**A) Look for the establishment owner or other worker to explain the objectives of EL2006**

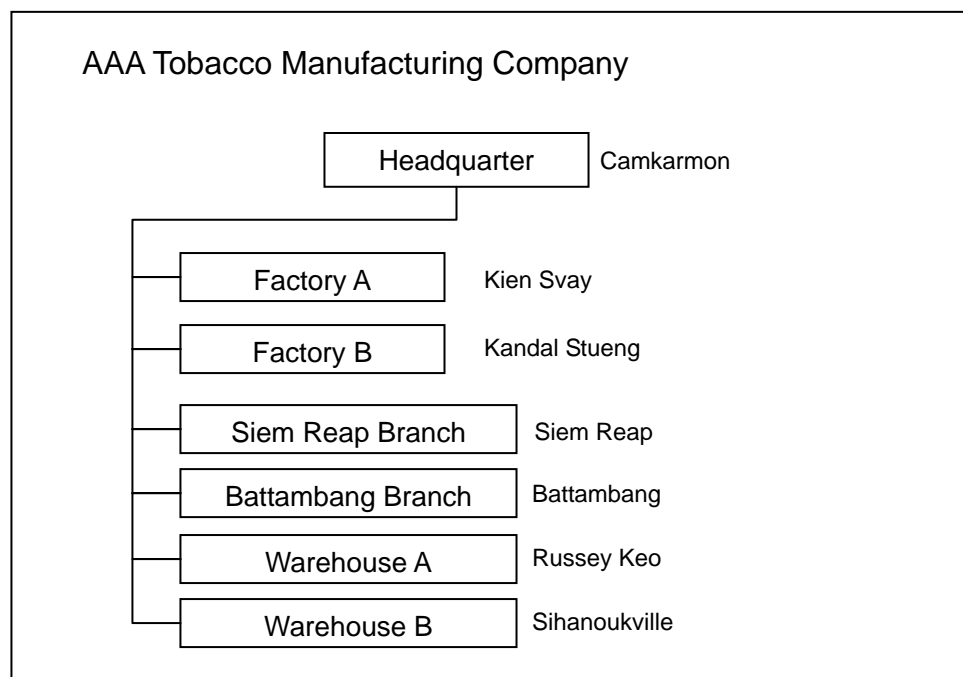
**Identify an establishment**

You are asked to identify all establishments in a village operated at the time of your visit.

Establishment is defined as below:

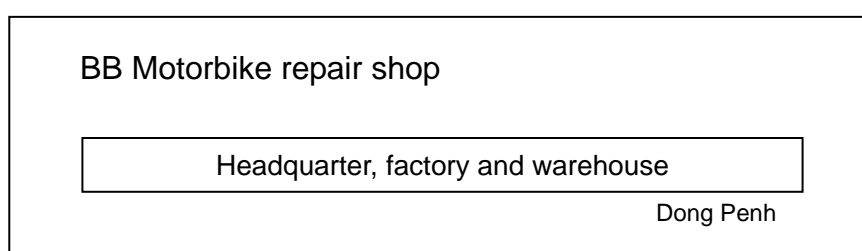
Establishment is an economic unit, which engages, under a single ownership or control, i.e. under a single legal entity, in one or predominantly one kind of economic activity at a single fixed location.

An establishment refers as an economic unit at a single location, such as a factory, mine, or store which produces goods or services. It is engaged predominantly in one type of economic activity. If an enterprise has many branches, factories and warehouses in different locations, each of the locations is regarded as 'an establishment'.



Each of the location, Headquarter, two factories, two branches and two warehouses are regarded as an establishment, even if they are all under the same enterprise.

Please note that some enterprises have headquarters and some divisions (such as a factory, branch and warehouse) in the same location. In such as case, the headquarters including some divisions are regarded as a single establishment.



On the other hand, you could find many enterprises that have only a single location where every operation is done.

### **Ask for cooperation**

After meeting an owner or other worker of an establishment you identify, you must explain EL2006 in order to obtain understanding and permission for the survey. The success of this step will make a good influence on gaining support of the future NIS surveys as well.

Please explain the following:

- **Who you are:** You are from National Institute of Statistics (NIS), a responsible organization in Royal Government of Cambodia for providing useful data used for 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 Phnom Penh and how they are contributing to 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 survey is NOT related to tax collection purpose
- **Legal background:** This survey is a part of so-called 'Establishment Census' determined in Statistical Law enacted in 2005. An respondent is obliged to answer the question and NIS keeps secret of the information which can specify a
- **Survey items and Length of survey:** We ask only four questions including Name, Address, the number of workers and the kind of activity done by an establishment, which will be completed within five minutes.
- **Dissemination:** We will make the result of data available to people early next 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 '**Z) In case you are refused**').)

## **B) Ask the name of establishment and address**

After successfully obtaining cooperation from a respondent, you first confirm the name and address of an establishment.

- **Name:** 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 themselvesor
  - ask the name of an establishment owner
- **Address:** Record House No. and Street No. of an establishment if

available.

After that, please do not forget to draw the location of the establishment on the village map.

### **C) Ask the number of workers**

The number of workers is identified as that worked in the week before your visit to an establishment.

The following includes in workers of an establishment:

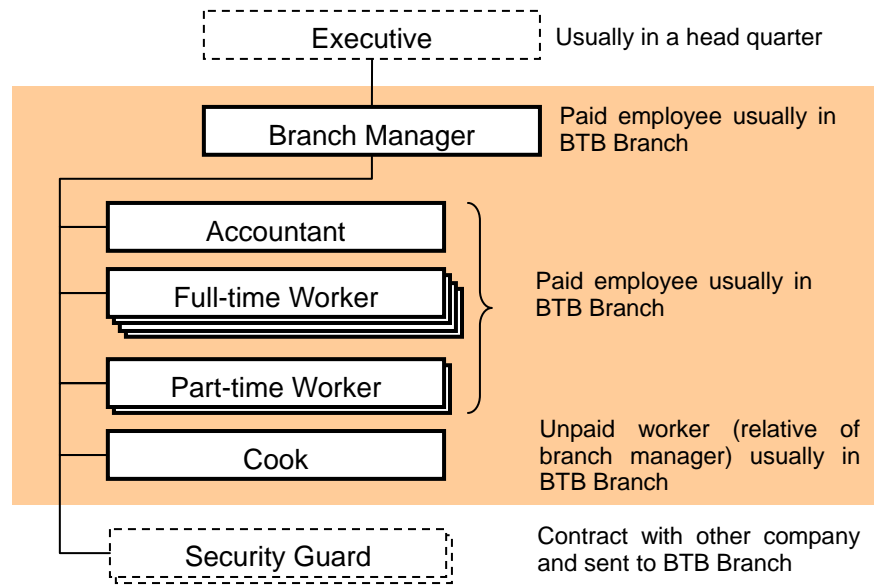
- the person(s) who own or manage an establishment
  - and mainly work within a premise of an establishment
- the persons who are hired by an owner or a manager of an establishment
  - and mainly works within a premise of an establishment
  - and mainly works outside of a premise of an establishment (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 DOES NOT include in workers of an establishment:

- 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

Please see the example below.

Workers of Battambang (BTB) Branch in AAA Tobacco Manufacturing Company



 : Worker of 'BTB Branch' establishment

This example is to show who are included as workers of an establishment.

#### D) Ask their main activity

The main activity of an establishment is asked and recorded in a word, but later in NIS headquarter office, is converted to the four-digit code of International Standard Industry Classification (ISIC) Version 3.1. To accomplish the conversion, it is important to identify the following:

- **Activity:** Produce products, repair products, provide a service or sell product
- **Good and/or service provided to their customer:** What kind of goods or materials they are producing, or repairing, or what kind of services they provide
- **Input:** What kind of goods or material they used for generating good and/or service (especially in Manufacturing)

If you find an establishment and there are many motorbikes there

- Activity
  - Manufacturing
    - ✧ Factory
  - Repair
    - ✧ Maintenance yard
  - Recycle
    - ✧ Collecting scrap motorbike
  - Service
    - ✧ Rental shop
    - ✧ Gas station
    - ✧ Washing station
    - ✧ Insurance dealer
  - Retail
    - ✧ Motorbike shop

If you find an establishment and there are many motorbikes there

- Good and/or service provided to their customer
  - Motorbike (finished good)
  - Secondhand motorbike
  - Parts of motorbike (battery, saddle, handle, ....)
  - Secondhand parts of motobike
  - Others (gasoline, insurance, ....)

If you find an establishment and there are making furniture

- Activity
  - Manufacturing
  - Repairing
  - Rental
- Good and/or service provided to their customer
  - Desk / Chair
  - Bookshelf
  - Door
  - Frame
  - Other (please specify)
- Input
  - Wood
  - iron or steel
  - Metal other than iron or steel

If you find a factory processing some food or drink...

- Good and/or service provided to their customer
  - Food
  - Beverage
  - Tobacco
  
- If food, you must determine the product from the following:
  - meat or meat product
  - fish or fish product
  - fruit or vegetable
  - grain mill
  - starches or starch product
  - prepared animal feeds
  - bakery products
  - sugar
  - cocoa, chocolate or sugar confectionery
  - noodles
  
- If beverage, you must determine the product from the following:
  - spirits; ethyl alcohol production from fermented material
  - wine
  - malt liquors and malt
  - soft drink; mineral water

Especially, very detailed information is required to identify good / material / service they provide (in order to convert the information to ISIC Ver 4 code).

### **Identify the main activity from many activities done in an establishment**

It is usual to operate different kind of activities in an establishment. Different establishment within the same enterprise may operate different

activities. To obtain the main activity of the establishment, you need to find an activity that contributes the biggest or the major portion of the gross output or sales of the establishment (theoretically, the contribution must be measured based on 'value-added', which is practically difficult to ask to a respondent.)

Two different types of establishments that operate different kind of activities should be considered:

- Different kind of activities (or productions) are operated in an establishment

By definition, you are required to identify the main activity as that generating the biggest 'value added'. However, usually an establishment owner or accounting staff does not know about it. So alternatively, you can ask

➤ the activity generating the biggest revenue (the value of shipment)

OR

➤ the activity the largest number of workers work

If you find an establishment manufacturing, repairing and washing a power generator

- From which activities do they earn the biggest revenue?

OR

- From which activities do the largest number of workers work?

- Production process of a single good contains different activities (called 'vertical integration')

An establishment may operate different activities to produce one

product. If they produce the final product that will be shipped to wholesale and retail establishment, the manufacture of the final product will be the main activity of the establishment

**E) Say thank you ! to them**

Please do not forget this!

**Z) In case you are refused**

You should record an establishment based on the information from the outside of its premise, if you are refused to ask you about the establishment. To do that

- 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.
- **The number of workers:** Estimate rough number of workers by looking at a premise of an establishment or ask its neighbor, and write down with the following category.
  - A) 1 – 10 persons
  - B) 11- 100 persons
  - C) 101 – persons
- **The main activity:** You can just imagine its activity by looking at a premise of an establishment, or ask its neighbor.