



# **Palestinian Central Bureau of Statistics**

**Communication & Information Survey 2010**

**User's Guide**

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## Concepts and Definitions

This chapter presents the definitions of the concepts used in the preparation of the survey tools on which data collection and processing were based. These concepts and their definitions are based on international recommendations in the fields of economic statistics and national accounts while taking into consideration the particular aspects of the Palestinian Territory.

### **Statistical Unit:**

It is an economic entity that is capable, in its own right, of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities.

### **Employed Persons:**

Males and females working in the enterprise, including owners, self-employed, unpaid family members, or waged workers who receive their compensations in cash or in kind during a specific reference period. However, this term does not include trainees, those on assignments outside the enterprises, or on long unpaid leave.

### **Output:**

This is the value of the final products of goods and services produced by an establishment, which is used by other units as self-consumed or for the purposes of self gross fixed capital formation. Production includes two categories: Final products and the so-called under operating products. Production can be classified as follows: market outputs, outputs of private account, and other non-market outputs.

### **Intermediate Consumption:**

The value of the goods and services consumed as inputs and used or transformed during the production process. It is measured during a specific period in time in a way similar to measuring production. Intermediate consumption is estimated by purchase price, which is defined as the producers' price plus transportation and wholesale and retail trade margins. The value of gross intermediate consumption with respect to the total economy is the same whether calculated by purchase or producers' price. However, on a detailed level, the two evaluations vary.

### **Value Added:**

Value added is a central concept of production and refers to the generated value of any unit that carries out any productive activity. Gross value added is defined as the value of gross production less the value of intermediate consumption.

### **Compensations of Employees:**

Compensation of employees is the total remuneration, in cash or in kind, including social security contributions, payable by an enterprise to an employee in return for work done by the latter.

### **Taxes on Product:**

Those are taxes that are compulsory cash or in kind payments payable by producers to the general government. It consists of taxes on products payable on goods and services at production, sale, or exchange and other taxes payable on production by resident producers as a result of carrying out the production process.

**Assets:**

It is tangible or intangible (computer software, artistic original) that comes as an output of the production process .It is used frequently or continuously in other production process for more than one year period.

**Depreciation:**

This is the value of the assets which can be reproduced and depreciated during the year: depreciation is calculated on the current substitutive value.

**Operating surplus:**

Value added minus (compensation of employees plus net taxes on production minus subsidies and custom fees plus depreciation).

**Gross Fixed Capital Formation:**

The gross fixed capital formation of an institutional unit or sector is measured largely by the value of its acquisitions, less disposals of new or existing fixed assets. Disposals do not include consumption of fixed capital. Fixed assets consist of tangible or intangible assets that have come into existence as outputs from processes of production and that are themselves used repeatedly or continuously in other processes of production over periods of time of more than one year.

**Main Economic Activity:**

This is the main work of the enterprise based on the (ISIC, rev4) and that contribute to the large proportion of the value added, whenever more than one activity exists in the enterprise.

## Survey Questionnaire

They are one forms of the Communication and Information survey questionnaire 2010 of the Palestinian Territory, it's related to household and branches, and the non-financial companies sector. The questionnaire contains of the following main variables:

- 1.The persons engaged in enterprise and compensation of these employees.
2. Value of output from the main activity and secondary activity.
3. Production inputs of goods and services.
4. Payments and transfers.
5. Taxes on production.
6. Assets and capital formation

## Data Set Linkage

In this CD-ROM there are 11 data file for questionnaire related, with one key variable(Enterprise number) in each file to allow the linkage between these files. The following table describes the files names, content, and identification variables.

File Name	Content	Identification Variables
Identification data	Identification data	Est_no: Enterprise number
Fixed assets	Data about enterprise Fixed assets.	Est_no: Enterprise number
Good purchased for resale(Trade activity)	Purchasing goods for selling purpose.	Est_no: Enterprise number
Employment and Employees Compensation	Employed persons and their compensations	Est_no: Enterprise number
Various payments and transfers	Various payments and transfers	Est_no: Enterprise number
Other Production Expenditures	Other output expenses	Est_no: Enterprise number
Goods Production Inputs	Goods production inputs	Est_no: Enterprise number
Revenues of Services Rendered to Others	Revenues of services rendered to others	Est_no: Enterprise number
Fees and Tax on Production	Taxes on production	Est_no: Enterprise number
Various transfers and revenues	Various transfers and revenues	Est_no: Enterprise number
Fuel and oil	Fuel and oil	Est_no: Enterprise number

## Target population

PCBS depends on the International and Industrial Classification of all economic activities, version 4, (ISIC – 4) by the United Nation to classify the economic activities. All enterprises and establishments are classified according to the Establishments Census 2007, which works in agreement with (ISIC – 4).

Communication and Information survey covers all establishments of the following main activities:

1. Publishing activities (58).
2. Motion picture video and television programme production sound recording and music publishing activities (59).
3. Programming and broadcasting activities (60).
4. Telecommunications (61).
5. Computer programming consultancy and related activities (62).
6. Information service activities (63).

## **Sample and Frame**

The number of Enterprise in Communication and Information survey for the base year 2010, amounted to (467), which form the whole frame in the West bank and Gaza Strip.

## **Reference Date**

It is the period which data are gathered about, the period of this data is 2010 ( 1/1/2010 – 31/12/2010).

## **Data Collecting**

### **Workers Selection and Training:**

The interviewers in the fieldwork are selected from the experienced ones in the statistical work and they are also trained theoretically and practically.

### **Fieldwork operations:**

They are initiated after the recruitment and training of qualified interviewers. The PCBS's Fieldwork Directorate administers fieldwork activities including interviewing activities.

### **Data Gathering Method:**

Data are gathered by using an interview with the enterprise owner or general manager by applying the survey questionnaire.

### **Fieldwork editing:**

The interviewer and supervisor firstly edit technically the questionnaire according to editing rules.

### **Office Editing:**

The office editor also edits the questionnaire in order to be ready to be sent to coding and data entry.

### **Coding:**

After the editor finishes editing the questionnaire, a coding are used according to (ISIC – 4), then the questionnaire is transferred to data entry.

## **Response Rate**

### **Definitions**

#### **1. Non response of which:**

- Completely closed after or through 2010.
- Temporarily closed
- Could not reach the address
- Refusal

- The Balance isn't ready
- Israeli Ownership
- Different Ownership
- Other

## 2. Over Coverage of which:

- Enterprises practice economic activities out of the survey.
- Repeated
- Central government
- Agricultural Appropriation
- Branch Keep No Records
- Isn't an Enterprise as Recognized
- Completely closed before 2010.

3. Net Sample = sample – over coverage.

4. Over coverage ratio mistakes =  $\frac{\text{sum of over coverage stages}}{\text{Sample}} * 100\%$

5. Non response =  $\frac{\text{non response stages}}{\text{Net sample}} * 100\%$

6. Response ratio = 100% – non response ratio

Response rate values:

- Sample size was 473 institution in the Palestine Territory .
- Non-response cases was 62.
- Over coverage cases was 162.
- Net sample = 473–162 = 311
- Response rate: 80.1% .
- Non-response rate: 19.9 % .

## Quality

### 1. Accuracy of the Data:

#### 1.1 Statistical Errors:

The findings of the survey are not affected by statistical errors due to using comprehensive counting.

#### 2.1 Non-Statistical Errors

These types of errors could appear on one or all the survey stages that include data collection and data entry:

Response errors: these types of errors are related to, responders, fieldworkers, and data entry personnel's. And to avoid mistakes and reduce the impact has been a series of actions that would enhance the accuracy of the data through a process of data collection from the field and the data processing.

## **2. Comparability**

The data are compatible with ISIC-4 on economic activities, whereas previous reports published adhered to ISIC-3 of economic activities.

## **3. Data Quality Control**

### **1.3 . Fieldwork**

- A specialized fieldwork team with economic background was selected; the team was trained theoretically and practically on the survey s' questionnaire.
- The main fieldwork team was selected based on skills acquired the training course.
- Field work visits were made by both fieldwork and project management staff for monitoring and following up data collection process and progress of work. There was an average of two visits for each governorate. About 95% of completed questionnaires was reviewed and corrected if needed; comments and notes were directed to the team accordingly.
- Different levels of supervision and monitoring took place according to the following division:
  - Fieldworkers
  - Fieldworkers supervisors
  - Fieldwork coordinator. (Each has responsibilities in monitoring )
- Project management received a daily progress report about completeness and response rates.
- A refresher training course was conducted during the stage of data collection for emphasizing the main issues of training and answering questions of fieldworkers about issues faced in the field.
- Some institutions were visited by field workers for a second time to confirm the accuracy of the data obtained in the first interview. These institutions were selected randomly by withdrawing a random sample of 5% of the original sample of the survey, and then the data were compared with data from series surveys.

### **2.3 Data Processing**

To ensure the quality and consistency of data, a set of measures was introduced as follows:

- Creation of a data entry program prior to the collection of data to ensure this would be ready.
- A set of validation rules were applied to the program to check the consistency of data.
- The efficiency of the program was pre-tested by entering a few questionnaires, including incorrect information, and checking its efficiency in capturing the incorrect information.
- Well-trained data entry personnel were selected and trained for main data entry.
- Weekly data files were received by project management to be checked for accuracy and consistency: correction notes were provided to data entry management for implementation.

**4. Notes on Data.**

1. Financial data were collected in NIS, US \$ and JD.
2. There was a high percentage of non-response data in Gaza Strip in 2010 .

**5. Exchange rates:**

US \$ / NIS = 3.7299

US \$ / JD = 0.7090