



Quality Report
for the statistical survey
LABOUR COST SURVEY, 2012

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1. Introduction into the statistical survey and its output – Survey methodology

1.1. Purpose and periodicity of survey implementation

The Republika Srpska Institute of Statistics has carried out the Labour Cost Survey since 2009. The survey is carried out once every four years.

The purpose of the Labour Cost Survey is to obtain data on the level and structure of labour costs of the employer on the basis of labour force engagement and to allow the comparison of labour costs at the Republika Srpska market with those in the neighbouring countries.

1.2. Legal basis and responsibility of statistical institutions

This statistical survey is carried out in accordance with the Law on Statistics of Republika Srpska (“Official Gazette of Republika Srpska”, No. 85/03) and pursuant to the Statistical Programme of Republika Srpska for the period 2013 – 2017 and the current Work Plan of the Republika Srpska Institute of Statistics.

1.3. Observation unit

Observation units are sampled business entities registered in Republika Srpska.

1.4. Data collection

Data are collected once every four years, with a questionnaire designed in accordance with the European Union Regulations (530/199, 1726/1999 и 1737/2005).

1.5. Coverage

Data are obtained through the Reports on labour costs. This four-year survey covers sampled business entities with headquarters in Republika Srpska. Pursuant to the EU Regulations, excluded are the following sections of the Classification of Economic Activities (KD BiH 2010 which in its content and structure fully complies with the EU Statistical Classification of Economic Activities NACE Rev.2): A-Agriculture, forestry and fishing and O-Public administration and defense, compulsory social security. Out of 2,476 business entities in the framework, 1,287 were selected into the sample.

The sample is designed as a stratified random sample with total size determined in accordance with the pre-defined quality assessment of key parameters. The stratification of framework enterprises is done based on divisions and size of enterprises, defined by number of employees. All strata with 50 or more employees are fully covered by the sample, while random selection of enterprises was done in strata with more than 10 and less than 50 employees.

1.6. Definitions

Total labour costs include compensation of employees (including payments in money or in kind and employer contributions for social insurance), vocational training costs, other costs and taxes referring to employees which are considered labour costs. Total labour costs are reduced by the amount of received subsidies on the basis of labour costs.

Compensation of employees includes gross wages and gross wage remuneration (gross wage for performed work and time spent at work, bonuses and incentives, wage remuneration for annual leave or sick leave, and other wage remuneration), recourse, jubilee benefits, transport fees, luncheon vouchers, and remuneration in kind (wage paid in kind or with products of the enterprise, vouchers, housing, costs of the use of company cars for private purposes, and other payments in kind).

Training costs include costs for services of vocational training institutions, costs for participation in courses, fees of instructors not employed by the enterprise, costs for additional resources and tools used in the training.

Other costs include costs for hiring new staff and costs for work clothing provided by the employer.

Subsidies include non-refundable payments made by the government or other entities with the purpose of paying for a part or for entire labour costs. In this survey, total labour costs are reduced by the amount of subsidies.

Performed hours of work include performed, actually worked hours of work in full-time, part-time or overtime work, as well as hours when employees were at work but did not work due to a malfunction or cleaning of machines, preparation or cleaning of tools, current lack of working tasks, work on job reports, etc. Excluded are paid and unpaid hours of work when employees did not work or were absent from workplace (daily break longer than 30 minutes, annual leave, sick leave at the employer's expense, public holidays, paid absence, transport to/from work).

1.7. Data processing

Editing and processing of statistical materials are organised centrally, i.e. at the headquarters of the Republika Srpska Institute of Statistics.

In the application for data entry there are integrated controls which prevent an entry of computationally or logically incorrect data into the database. This entry method results in a database with logically and computationally correct data.

1.8. Data publishing

Results were published on 30th April 2014, i.e. 16 months after the end of the reference period, at the Institute's website (as a release). Data are presented as absolute values (absolute numbers).

http://www2.rzs.rs.ba/static/uploads/saopstenja/rad/troskovi_rada/Troskovi_rada_2012.pdf

1.9. Key variables

- Number of employees payments refer to, by working hours;
- Paid hours of work by working hours;
- Gross wage for performed work and time spent at work;
- Wage remuneration;
- Other remuneration;
- Other costs related to the labour force engagement;
- Labour cost subsidies.

1.10. Key statistics

- Average monthly costs per employee;
- Average costs per paid hour;
- Average costs per performed hour;
- Structure of labour costs.

1.11. Questionnaire

The questionnaire is available at the website of the Republika Srpska Institute of Statistics at http://www2.rzs.rs.ba/static/uploads/obraci/rad/Obrazac_ATR_2012.pdf

The questionnaire consists of three tables:

Table 1. Number of employees wages refer to, by working hours;

Table 2. Paid hours of work, by working hours;

Table 3. Costs based on labour force engagement;

1.12. Contact information

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2. Relevance

Key users of the labour market statistics data are:

Council of Ministers of BH, Government of Republika Srpska, ministries of labour and social policies; Directorate for Economic Planning; Directorate for European Integration; Labour and Employment Agency of Bosnia and Herzegovina, Employment Office of Republika Srpska; Chamber of Commerce, Agency for development of small and medium-sized enterprises of Republika Srpska, municipalities, municipal agencies for development of small and medium-sized enterprises, Integral Inzenjering, Mercator, Economics Institute, faculties, RTRS, BN TV, Alternativna TV, BHT1, Glas Srpske, Nezavisne Novine, Pres, etc.).

2.1. Quality and performance indicator – Rate of available ESS statistics (R1)

The rate of available statistics represents the ratio between available statistics and statistics required (prescribed) by ordinances and regulations (primarily ordinances and regulations of the European Commission and other relevant international organisations).

Labour Cost Survey was carried out for the second time, which means that users are not yet familiar enough with the survey itself. Therefore, it is impossible to calculate the ratio between user needs and available statistics.

Regulation (EU) 1737/2005 defines a total of 32 mandatory variables, grouped into five main groups: A – data on employees, B – data on performed hours of work, C – data on paid hours of work, D – data on labour costs, and E – data on number of observation units in the framework and in the sample. Labour Cost Survey carried out in Republika Srpska in 2012 did not include the following variables defined in the Regulation:

- variables related to the category “Apprentices” A.13, A.131, B.13, C.13, D.112, D.123,
- variable D.4 Taxes on employees.

3. Accuracy

3.1. Sampling errors

3.1.1. Method of sampling error calculation

Sampling errors are presented for the following statistics and/or variables: total annual labour costs by section of activity, total annual labour costs by division of activity, total annual labour costs by size of the business entity, average costs per performed hour by section of activity, and average costs per performed hour by size of the business entity.

The framework for the sample selection was created on the basis of the Statistical Business Register. The framework covers 2,476 enterprises with 10 or more employees. Out of 2,476 business entities in the framework, 1,287 were selected into the sample.

The sample is designed as a stratified random sample with total size determined in accordance with the pre-defined quality assessment of key parameters. The stratification of framework enterprises is done based on divisions and size of enterprises, defined by number of employees. All strata with 50 or more employees are fully covered by the sample, while random selection of enterprises was done in strata with more than 10 and less than 50 employees

3.1.2. Sampling error – Quality and performance indicator – Coefficient of variation (A1)

Table 1. Standard errors and coefficients of variation for total labour costs in 2012 by section of the Classification of Economic Activities

Section	Name of the section	Total labour costs, KM	Standard error, KM	Coefficient of variation, %
B	Mining and quarrying	113,042,938	335,199	0.3
C	Manufacturing	451,613,474	2,170,050	0.5
D	Electricity, gas, steam and air-conditioning supply	196,306,770	172,616	0.1
E	Water supply, sewerage, waste management and remediation activities	71,713,632	2,347,359	3.3
F	Construction	117,733,001	3,749,195	3.2
G	Wholesale and retail trade, repair of motor vehicles and motorcycles	253,046,242	7,084,490	2.8
H	Transport and storage	136,441,388	2,034,208	1.5
I	Accommodation and food service activities	20,368,812	1,145,831	5.6
J	Information and communication	118,832,641	245,768	0.2
K	Financial and insurance activities	126,459,010	0	0.0
L	Real estate activities	4,269,708	360,690	8.4
M	Professional, scientific and technical activities	55,220,672	2,056,256	3.7
N	Administrative and support service activities	22,610,321	0	0.0
P	Education	371,169,195	3,426,905	0.9
Q	Human health and social work activities	300,827,214	2,041,827	0.7
R	Arts, entertainment and recreation	28,357,128	285,085	1.0
S	Other service activities	12,686,892	359,723	2.8
	Total	2,400,699,037	10,029,998	0.4

Table 2. Standard errors and coefficients of variation for total labour costs in 2012 by size of the business entity

Size of the business entity	Total labour costs, KM	Standard error, KM	Coefficient of variation, %
10_49	487,419,271	10,029,998	2.1
50_249	876,983,380	0	0.0
250_499	241,581,846	0	0.0
500_999	354,960,947	0	0.0
1 000+	439,753,592	0	0.0
10-	2,400,699,037	10,029,998	0.4

Table 3. Standard errors and coefficients of variation for average labour costs per performed hour in 2012, by section of the Classification of Economic Activities

Section	Name of the section	Average labour costs per performed hour	Standard error, KM	Coefficient of variation, %
B	Mining and quarrying	13.9	0.04	0.3
C	Manufacturing	6.6	0.02	0.4
D	Electricity, gas, steam and air-conditioning supply	13.9	0.01	0.0
E	Water supply, sewerage, waste management and remediation activities	8.7	0.20	2.4
F	Construction	6.6	0.13	2.0
G	Wholesale and retail trade, repair of motor vehicles and motorcycles	6.7	0.13	2.0
H	Transport and storage	8.1	0.16	1.9
I	Accommodation and food service activities	6.0	0.19	3.2
J	Information and communication	14.3	0.01	0.4
K	Financial and insurance activities	16.0	0	0.0
L	Real estate activities	9.0	0.87	9.6
M	Professional, scientific and technical activities	9.3	0.32	3.4
N	Administrative and support service activities	6.1	0	0.0
P	Education	11.0	0.07	0.6
Q	Human health and social work activities	12.0	0.06	0.5
R	Arts, entertainment and recreation	7.6	0.04	0.5
S	Other service activities	9.7	0.31	3.2
	Total	9.06	0.03	0.4

Table 4. Standard errors and coefficients of variation for average labour costs per performed hour in 2012, by size of the business entity

Size of the business entity	Average labour costs per performed hour	Standard error, KM	Coefficient of variation, %
10_49	7.0	0.11	1.5
50_249	8.7	0.0	0.0
250_499	9.3	0.0	0.0
500_999	11.6	0.0	0.0
1 000+	11.7	0.0	0.0
10-	9.06	0.03	0.4

3.1.3. Explanations

Sampling errors occur due to the fact that the Survey is implemented on a sample or its part, not on the entire target population. Coverage of the entire population (census implementation) would require much more time and significantly higher financial resources. It is also a fact that there are numerous possible samples for one survey, with each sample resulting in certain estimates of key indicators and these estimates would be more or less different. Sampling errors, which, unlike the non-sampling ones, are measurable, indicate the level of reliability of assessed indicators, that is, they provide the measure of variation of indicator assessments from all possible samples. Coefficient of variation (CV) and confidence interval are used as checks of the reliability of assessed indicators.

3.1.4. Activities to reduce sampling errors

Sampling errors on key indicators are entirely acceptable.

3.2. Non-sampling errors

3.2.1. Coverage errors

Coverage errors refer to differences between target population and population selected into the sample.

3.2.1.1. Quality and performance indicator– Overcoverage rate (A2)

The survey covers all employees the payments refer to, regardless of them being employed on a permanent or on a temporary basis, working full-time or part-time. The survey does not cover employees who have not received their wages, employees who have received reimbursed wages or reimbursed wage remuneration, and persons who work on the contract basis, on the basis of contracts on temporary and occasional jobs, on the basis of copyright contracts, or on the basis of contracts signed with youth or student services.

Out of 2,476 business entities in the framework, 1,287 were selected into the sample. Pursuant to the EU Regulations, excluded are the following sections of the Classification of Economic Activities (KD BiH 2010 which in its content and structure fully complies with the EU Statistical Classification of Economic Activities NACE Rev.2): A-Agriculture, forestry and fishing and O-Public administration and defense, compulsory social security.

All enterprises with 50 or more employees were included in the sample.

Overcoverage in the survey occurred in the form of enterprises which had been closed, enterprises which did not work, and enterprises which had no employees in 2012, but which were selected into the sample nevertheless.

Table 5. Number of business entities in the framework and in the sample and sampling rate, by size of the business entity

Size of the business entity	Number of business entities in the sample	Number of business entities in the framework	Sampling rate
less than 20	272	940	29%
20-49	313	834	38%
50-99	426	426	100%
100-199	154	154	100%
200-499	84	84	100%
500-	38	38	100%
Total	1,287	2,476	52%

Table 6. Number of business entities in the framework and in the sample and sampling rate, by section of activity

Section	Name of the section	Number of business entities in the framework	Number of business entities in the sample	Sampling rate
B	Mining and quarrying	22	20	90.9
C	Manufacturing	624	358	57.4
D	Electricity, gas, steam and air-conditioning supply	28	26	92.9
E	Water supply, sewerage, waste management and remediation activities	82	55	67.1
F	Construction	221	82	37.1
G	Wholesale and retail trade, repair of motor vehicles and motorcycles	599	159	26.5
H	Transport and storage	124	36	29.0
I	Accommodation and food service activities	50	31	62.0
J	Information and communication	46	42	91.3
K	Financial and insurance activities	28	28	100.0
L	Real estate activities	14	8	57.1
M	Professional, scientific and technical activities	132	63	47.7
N	Administrative and support service activities	27	27	100.0
P	Education	307	210	68.4
Q	Human health and social work activities	98	80	81.6
R	Arts, entertainment and recreation	48	44	91.7
S	Other service activities	26	18	69.2
	Total	2,476	1,287	52.0

Table 7. Number of business entities in the framework and in the sample and sampling rate, by division

Division	Number of business entities in the framework	Number of business entities in the sample	Sampling rate
05	6	6	100.0
07	4	4	100.0
08	12	10	83.3
10	114	44	38.6
11	9	9	100.0
12	1	1	100.0
13	13	12	92.3
14	43	27	62.8
15	26	26	100.0
16	133	41	30.8
17	13	11	84.6
18	11	9	81.8
19	5	5	100.0
20	11	9	81.8
21	2	2	100.0
22	35	17	48.6
23	30	16	53.3
24	12	12	100.0
25	72	31	43.1
26	9	8	88.9
27	12	12	100.0
28	9	9	100.0
29	16	15	93.8
30	2	2	100.0
31	30	24	80.0
32	5	5	100.0
33	11	11	100.0
35	28	26	92.9
36	42	26	61.9
37	1	1	100.0
38	35	24	68.6
39	4	4	100.0
41	91	33	36.3
42	60	31	51.7
43	70	18	25.7
45	44	12	27.3
46	282	74	26.2
47	273	73	26.7
49	92	22	23.9
52	30	12	40.0
53	2	2	100.0
55	36	19	52.8
56	14	12	85.7
58	5	5	100.0
59	2	2	100.0
60	13	13	100.0
61	8	8	100.0
62	15	11	73.3
63	3	3	100.0
64	14	14	100.0
65	9	9	100.0
66	5	5	100.0
68	14	8	57.1
69	13	10	76.9
70	9	6	66.7
71	83	23	27.7
72	8	8	100.0
73	7	6	85.7
74	2	2	100.0
75	10	8	80.0

77	2	2	100.0
78	2	2	100.0
79	4	4	100.0
80	8	8	100.0
81	7	7	100.0
82	4	4	100.0
85	307	210	68.4
86	80	62	77.5
87	15	15	100.0
88	3	3	100.0
90	4	4	100.0
91	14	12	85.7
92	22	21	95.5
93	8	7	87.5
94	19	11	57.9
95	2	2	100.0
96	5	5	100.0
Total	2,476	1,287	52.0

3.2.1.2. Undercoverage error

There were no such cases.

3.2.1.3. Measures to reduce sampling errors

3.2.2. Measurement errors

3.2.2.1. Controls to detect measurement errors

Before proceeding to the data entry, questionnaires are reviewed and, if irregularities which could be corrected based on other data are detected, the controller telephones a person responsible in the business entity in order to correct data in the questionnaire using the information provided.

As a system (a programme or similar) to monitor these activities has not been established, we cannot provide correct data on the number of corrections or information about variables on which these corrections were made.

It was estimated that corrections were mainly made on the following variables:

- Paid but not performed hours of work,
- Wage remuneration

3.2.2.2. Reasons for the occurrence of measurement errors

Reasons for the occurrence of measurement errors may be:

- design of implementation instruments (questionnaires, manuals).
- non-response of data providers,
- lack of records for certain statistics.

3.2.2.3. Procedures in cases of measurement errors

A person responsible for the methodological support eliminates errors. For this purpose, he/she uses other data from the questionnaire, which prove to be useful when correcting inaccurate data, as well as notes written at the end of the questionnaire. If this is not sufficient, a responsible person from the reporting unit is contacted via telephone in order to correct inaccurate data.

3.2.2.4 Quality and performance indicator – Data editing rate (A3)

There are no accurate records of corrections in the data editing phase. The rate is estimated at 25%.

3.2.2.5 Measures to reduce measurement errors

3.2.3. Non-response errors

3.2.3.1. Quality and performance indicator – Non-response rate of reporting unit (A4)

Non-response rates

Year	Non-response rate (%)	Respondent households	Non-respondent households	Total
2009	6.5 %	1,013	70	1,083
2012	5.0 %	1,223	64	1,287

Response rates by size of the business entity and by division of the Classification of Economic Activities %

Division	Size of the business entity by number of employees					Total
	< 20	20-49	50-109	110-249	250+	
05	100.00	100.00			100.00	100.00
07		100.00			100.00	100.00
08	100.00	100.00	100.00			100.00
10	100.00	81.82	85.71	100.00	100.00	90.91
11	80.00	100.00	100.00	100.00		88.89
12					100.00	100.00
13	100.00	80.00	100.00		100.00	91.67
14	100.00	80.00	93.75	100.00		92.59
15	100.00	25.00	83.33	85.71	100.00	80.77
16	80.00	92.86	100.00	100.00		95.12
17	100.00	100.00	100.00		100.00	100.00
18	100.00	100.00		100.00		100.00
19		100.00	100.00		100.00	100.00
20	100.00	100.00	100.00		100.00	100.00
21		100.00		100.00		100.00
22	80.00	80.00	100.00	100.00		88.24
23	100.00	80.00	100.00	100.00		93.75
24	100.00	100.00		100.00	100.00	100.00
25	100.00	83.33	100.00	75.00	100.00	93.55
26	0.00	60.00	100.00			62.50
27	100.00	100.00	100.00	100.00		100.00
28	100.00	100.00	50.00	100.00		88.89
29	60.00	100.00	60.00	100.00	100.00	73.33
30		50.00				50.00
31	100.00	80.00	100.00	83.33	100.00	91.67
32	75.00	100.00				80.00
33	100.00	75.00	100.00	100.00	100.00	90.91
35	80.00	100.00	100.00	100.00	100.00	96.15
36	100.00	100.00	100.00	100.00	100.00	100.00
37	100.00					100.00
38	80.00	100.00	100.00	100.00		95.83
39	100.00	100.00				100.00
41	100.00	100.00	92.31	100.00	100.00	96.97
42	100.00	100.00	100.00	100.00	100.00	100.00
43	60.00	100.00	100.00	100.00		88.89
45	100.00	100.00	100.00			100.00
46	100.00	96.00	96.67	100.00		97.30
47	100.00	100.00	85.19	84.62	100.00	91.78
49	80.00%	83.33%	100.00%	100.00%	100.00%	90.91%
52	80.00%	100.00%	100.00%	100.00%		91.67%
53			100.00%		100.00%	100.00%
55	100.00%	100.00%	100.00%	100.00%		100.00%
56	100.00%	80.00%	100.00%			91.67%
58	50.00%	100.00%		100.00%		80.00%

59	100.00%					100.00%
60	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
61	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
62	80.00%	80.00%		100.00%		81.82%
63	100.00%		100.00%	100.00%		100.00%
64	100.00%	100.00%		100.00%	100.00%	100.00%
65		100.00%	100.00%	100.00%		100.00%
66	100.00%	100.00%				100.00%
68	80.00%	100.00%	100.00%			87.50%
69	100.00%	100.00%	100.00%			100.00%
70	100.00%			100.00%		100.00%
71	100.00%	100.00%	75.00%	100.00%		91.30%
72	100.00%	66.67%				87.50%
73	100.00%	100.00%				100.00%
74	100.00%	100.00%				100.00%
75	100.00%	100.00%	100.00%			100.00%
77		100.00%				100.00%
78	100.00%				100.00%	100.00%
79	100.00%	100.00%				100.00%
80	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
81	100.00%	100.00%	100.00%			100.00%
82	50.00%					50.00%
85	100.00%	96.00%	100.00%	100.00%	100.00%	99.52%
86	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
87	66.67%	100.00%	100.00%	100.00%	100.00%	93.33%
88	100.00%	100.00%				100.00%
90	100.00%	100.00%	100.00%			100.00%
91	100.00%	100.00%	100.00%			100.00%
92	100.00%	80.00%	100.00%	66.67%		90.48%
93	80.00%	100.00%	100.00%			85.71%
94	100.00%	100.00%	100.00%			100.00%
95	100.00%		100.00%			100.00%
96		100.00%	100.00%			100.00%
Total	92.65%	92.65%	96.75%	96.20%	100.00%	95.03%

3.2.3.2. Quality and performance indicator – Non-response rate of variable (A5)

Since there is no procedure to record the non-response number per specific variable, the rate can only be estimated and the table below presents estimates for specific variables.

Estimated non-response rates for specific variables

Name of the variable	Code	Non-response rate, 2009	Non-response rate, 2012
Full-time employees	A.11	18%	14%
Part-time employees	A.12	24%	17%
Paid full-time hours of work	C.11	16%	12%
Paid part-time hours of work	C.12	24%	17%
Performed full-time hours of work	B.11	36%	28%
Performed part-time hours of work	B.12	28%	27%
Wage remuneration	D.1113	34%	30%

3.2.3.3. Procedures in cases of non-response

If data were missing, i.e. if answers to certain questions/variables were not provided, responsible persons from reporting units were contacted via telephone in order to complete the missing values. Exceptionally, if a connection via telephone was not established or if a person was not able to provide answers, values of variables were estimated based on historical information or based on average values.

3.2.3.4. Procedures to reduce non-response rates

Writing precise methodological explanations that refer to specific questions (variables).

3.2.3.5. Quality and performance indicator – Rate of imputed data (A6)

Missing values were imputed for questions (variables) for which surveyed persons did not know or did not want to provide an answer.

There is no procedure to record imputed data.

3.2.3.6. Quality and performance indicator – Number of errors, by type (A7)

There were no errors, which means that the methodology was applied properly and that there were no incorrect data in the press release. Thus, the analytical presentation and diagrams did not provide a false image of published data.

3.2.3.7. Quality and performance indicator – Average size of revision (A8)

Revision was not planned or implemented.

4. Timeliness and punctuality

4.1. Timeliness of release

4.1.1. Quality and performance indicator – Timeliness of preliminary results (T1)

End of reference period	Preliminary results	Number of days between the end of reference week and publishing of preliminary results
31 st December 2012	30 th April 2014	T+16

4.1.2. Quality and performance indicator – Timeliness of final results (T2)

End of reference period	Final results	Number of days between the end of reference week and publishing of final results
31 st December 2012	30 th April 2014	T+16

Activity plan for the Labour Cost Survey 2012 is presented in the table below:

Activity	Planned deadline	Implementation within the deadline
Preparation of questionnaires for printing	31 July 2013	yes
Sample selection	31 August 2013	yes
Printing of questionnaires	31 August 2013	yes
Training for statisticians from regional offices	02 September 2013	yes
Development of a data entry programme	30 September 2013	yes
Sending questionnaires to reporting units	30 September 2013	yes
Reporting units submit questionnaires to regional offices	31 October 2013	yes
Regional offices submit questionnaires to the RSIS	30 November 2013	yes
Data entry	31 December 2013	yes
Data control	28 February 2014	yes
Weighting and analysis	28 February 2014	yes
Data publishing	30 April 2014	yes

4.2. Punctuality of release

4.2.1. Quality and performance indicator – Punctuality of release (T3)

Preliminary and final data are published within planned deadlines.

4.3. Reasons for significant delays and measures to improve timeliness and punctuality of release

There were no delays, thus, all publications were released within specified deadlines.

5. Accessibility and clarity

5.1. Accessibility

Users of statistical data can easily and quickly access the data, as these are published at the Institute's website and in printed publications.

5.1.1. Dissemination channels

Number	Dissemination channels	Used
1	Website – online publishing	YES
2	Written requests of users according to their specification	YES
3	Data published via telephone	YES
4	Digital media (CD, floppy disk, etc.)	NO
5	Data presented at press conferences	NO
6	Thematic bulletin	YES
7	Special printed publications	NO
8	Databases available to external users	YES
9	Statistically protected microdata	NO

5.1.2. Quality and performance indicator – Rate of used dissemination channels (AC1)

The rate of used dissemination channels is 56% (5/9X100).

5.1.3. Methods of dissemination

The following methods of dissemination were used to publish results:

Number	Method of dissemination	Used
1	Website – online publishing	YES
2	Websites of other institutions	YES
3	Websites of international institutions	NO
4	Written requests	YES
5	Telephone mediation	YES
6	Digital media (CD, floppy disk, etc.)	NO
7	Data presented at press conferences	NO
8	Yearbook	YES
9	This is Republika Srpska	YES
10	Release	YES
11	Thematic bulletin	NO
12	Special publications	NO
13	Eurostat's publications	NO
14	Publications of other international organizations (OECD, MMF)	NO
15	Databases for internal use	YES
16	Databases available to external users	YES

5.1.4. Quality and performance indicator – Rate of used dissemination methods (AC2)

The rate of used methods of dissemination is 56.3% (9/16X100).

5.1.5. Quality and performance indicator – Number of accesses to the online database (AC3)

There is no procedure to record the number of accesses to the LCS data.

5.2. Clarity

In addition to data, publications also provide methodological explanations and definitions of main indicators and concepts.

5.2.1. Printed publications and Internet publication

- Release "Labour Costs in 2012 – Final data"

5.2.1.1. Disseminated results

Survey results are presented as absolute numbers, expressed in thousands and percentages. Data are presented in tables.

5.2.1.2. Level (level of detail) of dissemination

Data are presented by section of activity, at the Republika Srpska level.

5.2.1.3. Metadata

Not subject to special analysis.

5.2.1.4. Measures to improve clarity of disseminated results

Data are presented clearly.

5.2.2. Quality and performance indicator – Rate of metadata completeness (AC4)

Not subject to special analysis.

6.1. Comparability over time**6.1.1. Quality and performance indicator – Length of comparable time series (CC1)**

Between 2009 and 2012, the survey was carried once in four years. The survey has been carried out twice, which means that the indicator value is 2.

Labour costs in 2012 compared to 2009

Sections	Labour costs in 2012, KM		Labour costs in 2009, KM		Indices 2012/2009	
	per employee	per performed hour	per employee	per performed hour	per employee	per performed hour
Total	1,396.0	9.0	1,200.3	7.8	116.3	116.4

Structure of total labour costs in 2009 and 2012

	Total (without deduction of subsidies)	Gross wage for performed work and time spent at work	Wage remuneration	Other remuneration	Other costs related to the labour force engagement
2010	100	76.2	9.7	11.7	2.4
2012	100	77.6	10.9	10.2	1.3

6.1.2. Breaks in time series

There have been no breaks in annual time series.

6.1.3. Other factors affecting comparability over time

A factor which could affect the comparability of time series is the fact that the first survey was carried out based on 2009 as the reference year, while the regulation provides that 2008 is the reference year.

6.2. Geographical comparability

6.2.1. Comparability with other members of the European Statistical System

Comparison with results in the European Statistical System is possible, because the survey was carried out in accordance with the Regulations of the European Commission No. 530/199, 1726/1999 and 1737/2005.

6.3. Seasonal adjustment

Data have not been seasonally adjusted, because this survey is carried out every four years.

6.4. Coherence between preliminary and final data

6.4.1. Dissemination policy for preliminary data

Preliminary data are same as final ones.

6.4.2. Quality indicator – Coherence between preliminary and final data (CC2)

Preliminary data are same as final ones, thus the indicator is not calculated.

6.4.3. Reasons for significant differences between preliminary data

There are no differences between preliminary and final data.

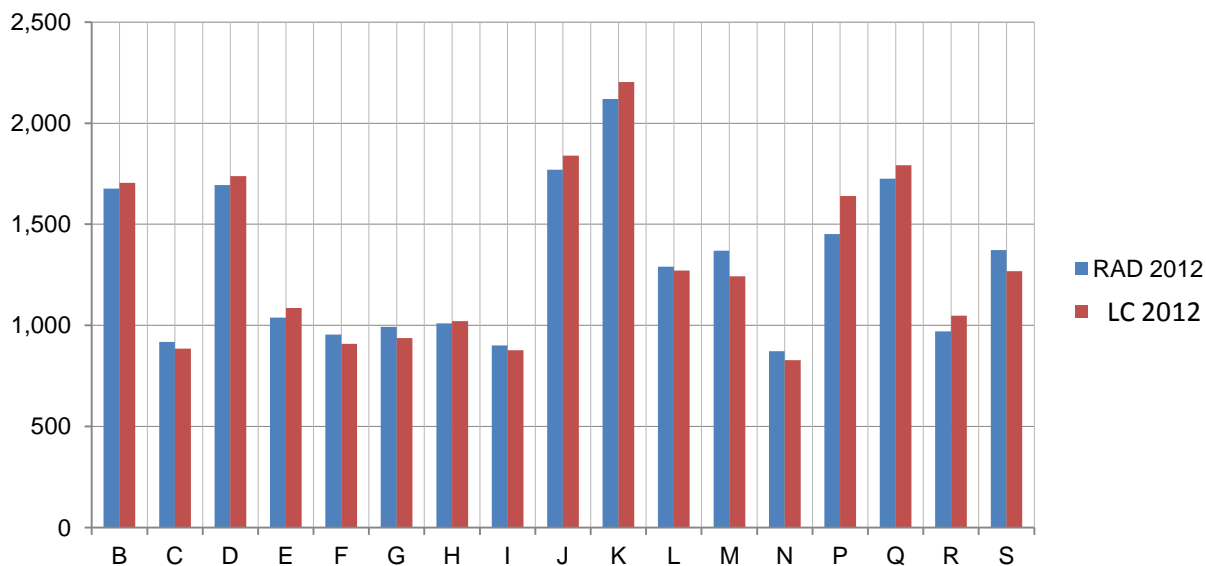
6.5. Coherence with results of the reference survey

6.5.1. Brief description of the reference study

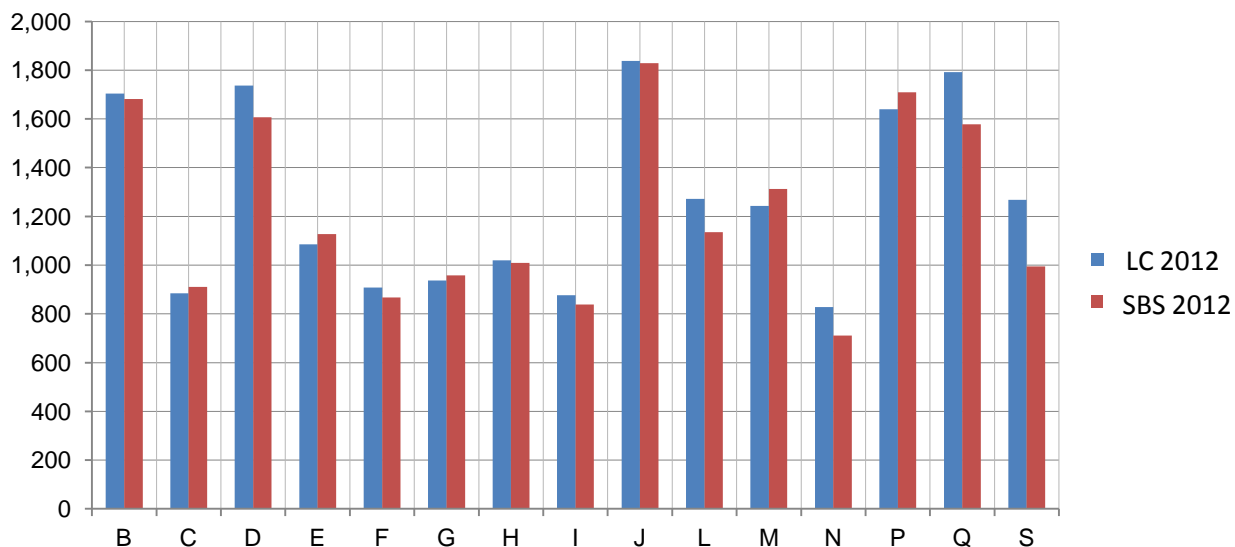
Data on the number of employees and their wages can be compared with data on the number of employees collected through the regular Semi-annual survey on employees and their wages (RAD-1).

6.5.2. Quality and performance indicator – Compliance with the reference data (CC3)

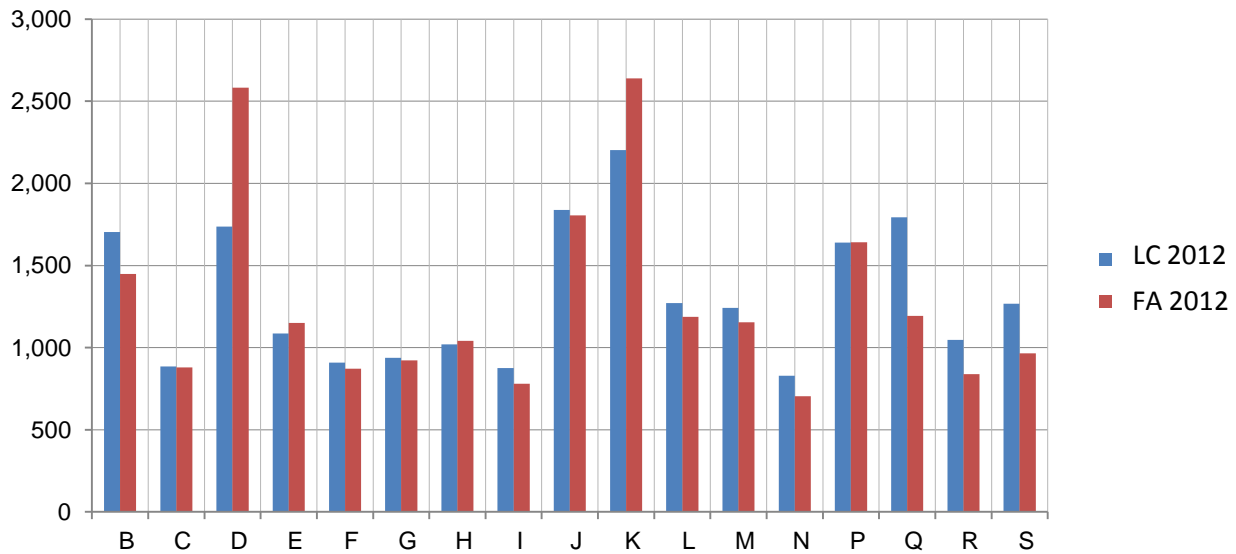
Gross wages in 2012 (Report on labour costs LC vs Report on employees and their wages RAD-1)



Gross wages in 2012 (Report on labour costs LC vs Report on Structural Business Statistics SBS)



Gross wages in 2012 (Report on labour costs LC vs final accounts FA)



6.5.3. Reasons for significant discrepancies

Discrepancies between labour costs and RAD

- Report on labour costs refers to the costs incurred in 2012, which were paid as on the day when the questionnaire was filled out, while the statistical survey on employees and their wages (RAD-1) refers to the costs paid during the observation period, regardless of when they occurred.

Observation units in the LCS are business entities, while in RAD observation units are local units (if they are engaged in other activity or if they are not in the municipality where the headquarters are located).

7. Concessions – compromises between output quality components

Not subject to special analysis.

8. Assessment of users' needs and perceptions

8.1. Classifying and understanding users

Key users of the data are:

Council of Ministers of BH, Government of Republika Srpska, ministries of labour and social policies; Directorate for Economic Planning; Directorate for European Integration; Labour and Employment Agency of Bosnia and Herzegovina, Employment Office of Republika Srpska; Chamber of Commerce, Agency for development of small and medium-sized enterprises of Republika Srpska, municipalities, municipal agencies for development of small and medium-sized enterprises, Integral Inzenjering, Mercator, Economics Institute, faculties, RTRS, BN TV, Alternativna TV, BHT1, Glas Srpske, Nezavisne Novine, Pres, etc.).

8.2. Measuring users' perceptions and user satisfaction

8.2.1. Quality and performance indicator – User satisfaction index (US1)

There is no specific user satisfaction survey for this product.

8.2.2. Quality and performance indicator – Time elapsed since the last user satisfaction survey (US2)

There is no specific user satisfaction survey for this product.

9.1. Costs of the Republika Srpska Institute of Statistics

9.1.1 Quality and performance indicator – Annual operating costs, average by main cost components (PCR1)

Not subject to special analysis.

9.2. Burden and costs of respondents/reporting units

Not subject to special analysis.

9.2.1. Quality and performance indicator – Annual burden on respondents in hours and/or financial indicators (PCR2)

Not subject to special analysis.

9.3. Measures to reduce costs and burden

Measures to be taken to reduce costs and burden on reporting units:

- reduced number of contacts with reporting units,
- use of administrative data,

10. Confidentiality, transparency and protection

10.1. Confidentiality

The confidentiality of statistical data is stipulated in the Law on the protection of personal data ("Official Gazette of BH, No. 49/06) and staff implementing the survey is obliged to protect the confidentiality pursuant to the same law. Data confidentiality and protection of personal data are regulated in Chapter VII of the Law on Statistics of Republika Srpska, Articles 25, 26, 27, 28 and 29 ("Official Gazette of Republika Srpska", No. 85/06).

10.2. Transparency

Users are familiar with the method of data use. No errors have been detected in the published editions, therefore there has been no need to correct these or publish them.

10.3. Protection

See chapter 10.1.

11. Conclusion

In the future period, it is necessary to:

- Establish procedures for complete records of corrections in the phase of data editing for all variables (not only for key variables);
- In cooperation with IT staff, develop a system for recording the number of accesses to the on-line data base and number of accesses to electronic bulletins and releases for specific statistical fields (statistical surveys);
- Through a specific User Satisfaction Survey, provide information about user satisfaction for specific statistical surveys.