STANDARD SUMMARY PROJECT FICHE

1. Basic Information
   1.1. Desirée Number: SK0010
   1.2. Title: SMEs census to improve and align business registers
   1.3. Sector: Statistics – SK00/IB/ST.01
   1.4. Location: Slovak Republic

2. Objectives

   2.1. Overall Objective:
       - Legislation and administrative structures and procedures in state statistics aligned with EU regulations

   2.2. Project Purpose:
       - Statistical Business Register with particular regard to SMEs aligned with EU regulations and SMEs census carried out.

   2.3. Accession Partnership and NPAA priority

       Accession Partnership – Medium-term priorities
       “Strengthen statistical capacities”

       NPAA
       The 2000 Slovak NPAA (chapter 3.3.3 Statistics) foresees the SMEs census as one of the priority tasks to be performed by the Statistical Office in the period 2000/2002.

3. Description

   3.1. Background and justification:

       The establishment of Business Registers is foreseen by the EU Council Regulation 2186/93 of 22nd July 1993 on Community coordination in drawing business registers for statistical purposes. They are particularly important as a necessary tool in keeping track of the structural changes in the economy brought by such operations as joint-ventures, partnerships, buy-outs, mergers and take-overs.

       The Slovak register of the statistical units is not yet in full compliance with the EU Council Regulations 696/93 and 2186/93. It still requires the introduction of local unit in the register, as a result of the census of SMEs, and the profile of large enterprises.

       The development of these registers is long and costly and can be carried out only in two stages, the first of which must relate to harmonisation of the basic units in those registers in accordance with an established timetable.
Since 1993, the Statistical Office has been updating the register, making also use of other available administrative sources (registers kept by other administrative bodies or public organizations). However, the register includes a number of entities (approx. 25%) which are no longer active or are definitely extinguished.

With the aim at improving statistical comparability in order to meet Community requirements, the following steps will have to be undertaken:
1) carry out the census of SMEs,
2) ensure suitable, harmonized administrative sources for continuous updating of the Statistical Register.

This project aims also at harmonizing the registers on SMEs kept by other state administration bodies and public organizations.

3.2. Linked activities:

Since 1995, the SOSR (Statistical Office of the Slovak Republic) participates in the international pilot project DOSME (Demography of Small and Medium Sized Enterprises), which is a continuation of the project PECO Panel. The project is focused on studying the structure of statistical registers and the “life” of statistical units – enterprises. The aim of this project is to monitor the establishment of new enterprises by sample surveys.

The 1999 National Programme includes Phare support to the SOSR in order to carry out a Farm Structure Census. The aim of this project is to create the harmonized farm register and European database of agricultural statistics.

3.3. Results:

1) Update of Statistical Business Register achieved

Through the SMEs census, the units with unknown status of activities will be removed from the register, variables and identifiers will be updated;

2) Register of local units established and statistical reporting extended

Based on the results of the SMEs census, the register of local units will be created and it will be embodied into the structure of business register aligned to EU regulations.

3) Business registers used by different institutions are compatible and administrative capacities are adequate for maintaining business registers

Assess existing registers, agree on compatibility measures and prepare the legal framework for co-operation. This will require i.a. the updating, upgrading and harmonization of registers in order to achieve interchangeability of data.

3.4. Activities

The project envisages three main activities as follows:
3.4.1. High reliability of Statistical Business Register achieved

This sub-project focuses on the update of the existing statistical business register, the establishment of the Register of Local Units, its integration into existing register and the harmonization of the statistical business register with the relevant EU legislation EC 696/1993 and 2186/1993. The following objectives are foreseen:

- **Update of the statistical Business Register on the basis of the census data** - The update will ensure that only economic active SMEs will be statistically registered. The identification and variables of the unit report will be also updated. This will have a radical impact on the outputs as it will improve the accuracy of selective file allocation and classification in the analytical tables.

- **Integration of the Register of Local Units** - The establishment of the Register of Local Units will create the pre-conditions for the process of conversion of statistical register systems of the Slovak Republic to fulfil the requirements of EU Regulation No. 2186/93. The Register of Local Units will be linked with the statistical register of enterprises. This will allow to carry out new sample surveys at the level of local units, improving at the same time the quality of regional statistics.

- **Alignment of the structure of the Statistical Business Register with relevant EU legislation** - The establishment of the Register of Local Units will require the adjustment of the structure of statistical reports on economic subjects (enterprises). Accordingly, it will be necessary to review and assess the content and structure of the register and its degree of harmonization with the requirements of EU regulations.

3.4.2. Register of local units established and statistical reporting extended

This concerns the actual SMEs census implementation. Approx. 180 enumerators will be trained and the data concerning about 300,000 SMEs collected. This sub-project entails the following specific activities:

- **Design of the census documentation, including the questionnaire**
- **Printing and distribution of the census questionnaires**
- **Training of enumerators** - Approx. 180 enumerators will be trained in data collection and in computer and communication skills. The final success of the census largely depends on effective training of interviewers and the quality of their fieldwork.
- **Development of an ad-hoc application software for the SME census**
- **Supply of the necessary hardware and software**. It is foreseen to procure 20 notebooks (8 regional offices of the SOSR – 2 notebooks for smaller regions, 3 notebooks for larger regions with high density of SMEs). The enumerators performing in the field will use these notebooks.
- **Information campaign** - An information campaign will be launched to increase the business public awareness and contribute to higher return of filled-in questionnaires. The awareness campaign will be carried out through different media, publication of articles and advertisements in newspapers and economic journals at national and local levels, printing and distribution of leaflets etc.
- **Execution of the SME census in the field** (including interviews carried by enumerators)
- **Entry and editing of data**
- **Processing of the census data** - The legal form of the unit, its regional situation, activity code and its size category will be used as primary stratification keys.
• Analysis and use of census data - The processed data of the SME census will be used mainly for the following purposes: i) to update the statistical register of enterprises; ii) to establish and update the register of local units; iii) to produce analytical and summary output tables

The execution of SME census in the field will be financed by the Slovak government (including salaries of enumerators, printing of questionnaires, etc.).

3.4.3. Business registers used by different institutions are compatible and administrative capacities are adequate for maintaining business registers

This sub-project will focus on the analysis and design of harmonization measures of various business registers, preparation of relevant legislation supporting the obligations of mutual cooperation and the update and harmonization of particular registers

• Assessment of the existing legal framework and proposal of new/amended legislation ensuring the adoption of measures leading to the mutual harmonization of various administrative registers in line with EU regulations;
• Update, upgrade and harmonization of registers - The harmonization of the various administrative registers will be ensured on the basis of so called reference register. The latter should include files of all units of harmonized registers as concerns the identification and classification of (public) data.
• Establishment of a mechanism for regular update of registers - The reference register would serve not only for information of wider public, but also for interconnection of particular harmonized registers. This will ensure the unification of the statistical files and a common updating of registers as regards the units and identification data. The update of the reference register will be carried out once a year.
• Procurement of hardware and software necessary for the establishment of the Register of Local Units and the Reference Register
• Carry out training needs analysis of the staff of various administrative registers
• Organization of training sessions, seminars and workshops

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Phare will support the Slovak Statistical Office in carrying out the activities above described through a twinning arrangement. The selected PAA will assist the Slovak authorities in the following tasks:

- technical supervision of the census
- elaboration of the census documentation,
- advice by assessing the existing IT facilities,
- guide in diversify of communication channels
- participation on training activities linked with the technical implementation of the census and development of the communication skills of enumerators,
- assess the existing registers and propose compatibility measures
- prepare legal framework for co-operation of administrative registers
- carry out training needs analysis
In carrying out the above tasks, the PAA may be complemented by a limited number of Member States short-term experts, as appropriate.

The PAA should have the following profile:
- preferably the candidate should be an employee of equivalent Member State Statistical Office;
- at least 10 years experience in maintenance and updating of statistical register;
- experience in use of Business Register for statistical purposes;
- experience in registers administration
- proven capacity in advising in harmonization of different registers;
- sound organizational skills
- University degree
- good oral/written knowledge of English.

The overall budget for the implementation of the twinning activities as described above is 300,000 EUR.

The budget allocation for the public awareness campaign is 50,000 EUR. This activity will be tendered out in compliance with Phare tendering rules.

4 Institutional Framework

Beneficiaries:

The project will be implemented under the overall supervision of the Slovak Statistical Office. The latter is responsible for the collection, processing and dissemination of statistical information. The SOSR also co-operates with a number of international institutions e.g. EUROSTAT, national statistics services in a number of countries and institutions such as World Bank, IMF, ILO, etc.

As this project aims at harmonizing, updating and upgrading a number of inter-related business registers existing in Slovakia, the following institutions will be involved in this project:
- Ministry of Justice responsible for maintaining the business registers of legal persons. Eight District Business Courts in Slovakia ensure this task.
- Ministry of Interior responsible for maintaining the craft registers. 78 craft departments in District Offices are responsible for this task.
- Ministry of Finance for maintaining the registers of taxpayers.
- Employment Fund responsible for the register of payers of employment contributions.
- Social Insurance, which keeps the register of payers of social contributions.
- NADSME - as the user of the results of the SMEs census. NADSME will be involved in the preparation of the questionnaire.

The project will not lead to any change of the existing institutional framework of the above-mentioned institutions. In addition to alignment, updating and upgrading of data and reports produced, the project will strengthen the administrative capacities of the section of the SOSR, which is responsible for maintaining the business register.

Twinning:
The preparation and technical supervision of the SME census will be ensured by a PAA (12 m/m assignment). The PAA will be involved in the preparation and monitoring of the SME census and assist in the harmonization of the various administrative registers. The PAA should have experience in census organization and harmonization of statistical and business registers.

5 Detailed Budget (in MEUR)

<table>
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<tr>
<th>Phare Support</th>
<th>INV</th>
<th>IB</th>
<th>Total Phare (INV+IB)</th>
<th>National co-financing</th>
<th>TOTAL</th>
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<td>Total</td>
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6. Implementation Arrangements

6.1 Implementing Agency

CFCU
Mlynske Nivy 61, Bratislava 84 000, Slovakia
Project Authorizing Officer (PAO) – Milan Michalicka
Tel.: 00421-7-53418093/4
Fax: 00421-7-53418095

6.2 Twinning
Beneficiary institution: Statistical Office of the Slovak Republic
Mileticova 3, 82467 Bratislava, Slovak Republic
Contact person: Mr. Stefan Schill, Vice-president

6.3 Non-standard aspects: not relevant

6.4 Contracts:
1 twinning covenant – 300.000 EUR
1 T.A. contract (public awareness campaign): 50.000 EUR
1 supply contract – 150.000 EUR

7. Implementation Schedule

7.1 Call for proposals/Start of tendering: 4th quarter 2000
7.2 Start of project activity: 2nd quarter 2001
7.3 Project Completion: 2nd quarter 2003

8. Equal Opportunity
Equal opportunity principles and practices in ensuring equitable gender participation in the project will be guaranteed

9. Conditionality and sequencing
- Availability of co-financing from the state budget
• Effective cooperation of other administrations keeping business register
• Adoption of relevant legislative amendments, in order to ensure the sustainability of the operation of the statistical business register.
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### Overall objectives:

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<tr>
<th>Sources of verification</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>Legislation and administrative structures and procedures in state statistics aligned with EU</td>
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<tr>
<td>Statistical Business Register (SBR) especially with regard to SME improved and aligned with EU standards</td>
<td>EU standards in Business Register achieved</td>
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### Project purpose:

<table>
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<th>Sources of verification</th>
<th>Assumptions</th>
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<tr>
<td>Statistical Business Register (SBR) especially with regard to SME improved and aligned with EU standards</td>
<td>EU standards in Business Register achieved</td>
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### Results:

<table>
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<th>Sources of verification</th>
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<tr>
<td>High reliability of Statistical Business Register achieved</td>
<td>Subject matter departments of SOSR External users EUROSTAT Census evaluation report Yearly programme of statist. surveys EUROSTAT Pre-Accession reports Reports on census and other surveys</td>
</tr>
<tr>
<td>Register of Local Units established and statistical reporting extended</td>
<td>Subject matter departments of SOSR External users EUROSTAT Census evaluation report Yearly programme of statist. surveys EUROSTAT Pre-Accession reports Reports on census and other surveys</td>
</tr>
<tr>
<td>Business registers used by different institutions are compatible and administrative capacities are adequate for maintaining business registers</td>
<td>Subject matter departments of SOSR External users EUROSTAT Census evaluation report Yearly programme of statist. surveys EUROSTAT Pre-Accession reports Reports on census and other surveys</td>
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</table>

1. High reliability of Statistical Business Register achieved
2. Register of Local Units established and statistical reporting extended
3. Business registers used by different institutions are compatible and administrative capacities are adequate for maintaining business registers
### Activities:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Specification of means</th>
<th>Specification of costs</th>
</tr>
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<tbody>
<tr>
<td>1.1. Update Statistical Business Register from census data</td>
<td>National co-financing</td>
<td>0.35 MEUR (overall amount covering below listed tasks)</td>
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<tr>
<td>1.2. Integrate the Register of Local Units</td>
<td>National co-financing</td>
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<td>1.3. Assess and align the structure of Statistical Business Register with relevant EU legislation</td>
<td>Twinning</td>
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<tr>
<td>2.1. Preparation of census documentation</td>
<td>Twinning – PAA 300,000 questionnaires</td>
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<td>2.2. Printing and distribution of questionnaires</td>
<td>Twinning</td>
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<tr>
<td>2.3. Training of approx. 180 enumerators</td>
<td>Twinning</td>
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<td>2.4. Development of ad-hoc software for the SME Census</td>
<td>Equipment (20 notebooks)</td>
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<td>2.5. Supply of hardware and software</td>
<td>Technical assistance - adverts in media, printing materials</td>
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<td>2.6. Launch information campaign</td>
<td>180 enumerators, 300,000 questionnaires</td>
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<tr>
<td>2.7. Conduct the SME Census in the field</td>
<td>Data entry from 300 000 questionnaires</td>
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<tr>
<td>2.8. Enter and edit data</td>
<td>Update the statistical register of enterprises; establish and update the register of local units</td>
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<tr>
<td>2.9. Processing of census data centrally</td>
<td>Twinning</td>
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<tr>
<td>2.10. Analyse and utilise census data</td>
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<tr>
<td>3.1. Assess the existing legal framework and proposal of new/amended legislation</td>
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<tr>
<td>3.2. Update, upgrade and harmonize registers</td>
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### Business identification unified in Statist. Business Register, Tax Register, Employment Register, Social Insurance Register and Register of Crafts and Trade Licenses

Staff of the SOSR and co-operating institutions trained in hardware and software delivered to SOSR

### Project reports

Training reports

Invoices

Installation protocols

### Appropriate staffing of SOSR

Twinning 0.35 MEUR (overall amount covering below listed tasks)

Twinning – PAA 300,000 questionnaires

Equipment (20 notebooks)

Technical assistance - adverts in media, printing materials

180 enumerators, 300,000 questionnaires

Data entry from 300 000 questionnaires

Update the statistical register of enterprises; establish and update the register of local units

Twinning

Financed by the Slovak government

Financed by the Slovak government

Financed by the Slovak government

Financed by the Slovak government
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<tr>
<td>3.3. Establish a mechanism for regular updating of registers</td>
<td>Twinning</td>
<td>0.115 MEUR</td>
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<td>3.4. Carry out a training needs analysis</td>
<td>Twinning</td>
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<tr>
<td>3.5. Organize training sessions, seminars and workshops</td>
<td>Twinning - 1 seminar for 30-40 participants, 1 conference for 50-60 participants</td>
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<tr>
<td>3.6. Supply of hardware and software</td>
<td>1 server, 9 workstations, operation system UNIX, 9 non-concurrent RDBS</td>
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**TIME IMPLEMENTATION CHART FOR PROJECT NR. SK0010**

**SMEs Census**

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<td>2. T.A. (awareness campaign)</td>
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<td>3. Equipment supply</td>
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C: Call for proposals
T: Tendering
I: Implementation
SMEs Census to improve and align business registers – Project nr. SK0010

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (MEUR)

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