

Processes	Sub -processes	Sub-process description
1. Specify needs		
	1.1 Identify needs	<p>The need to maintain a statistical business register (hereinafter referred to as SBR) is due to the ever-increasing demand towards the information (statistical indicators) included in it of both the main specialized structural subdivisions maintaining statistics of the RA Statistical Committee (Armstat) and statistical information users.</p> <p>The maintenance of the SBR for Armstat's internal purposes is used to update, supplement, and complete the information on the existing legal entities and individual entrepreneurs (hereinafter referred to as Units) available in the sectoral databases of the main specialized structural subdivisions of Armstat.</p> <p>The use of the updated SBR database data for internal purposes also serves as an information base for the implementation of census and sample surveys. Based on the updated SBR database data, the range of units required for the implementation of the sample or exhaustive census is prepared for this purpose in accordance with the task posted by the concerned specialized structural units of Armstat implementing statistics, using appropriate tools.</p> <p>The use of the updated SBR database data for external purposes serves as an information base for processing, summarizing and disseminating statistical summarized information, including the maintenance of small and medium enterprise statistics, the completion of questionnaires submitted by international organizations, for the purpose of providing information requested by governmental bodies and other users, while following the legal requirements attributed to their confidentiality.</p> <p>All collected or received nominal data on Units included in the SBR are strictly confidential and may be used for only statistical purposes in accordance with the fundamental principles of official statistics established by law.</p>
	1.2 Consult and confirm needs	<p>In order to study the demand of users for information, the draft annual statistical program is presented to the public through the official website of Armstat and (due to lack of funds) to about 147 main statistical information users (state bodies, scientific-educational institutions, judicial bodies, banking system, business frames, public</p>

		<p>and international organizations and mass media) selected by sampling. The survey of users' opinions on statistical indicators is carried out both through working discussions with them and through the "User Satisfaction Survey" questionnaire available on the official website of Armstat (see the link https://www.armstat.am/en/?nid=131):</p> <p>In addition, the complete set of documents related to the preparation of statistical programs is also submitted to the Public Council of Official Statistics Users (see the link https://www.armstat.am/am/?nid=761). Based on the suggestions / remarks submitted by the latter, the final versions of the drafts of those programs are formed, after which they are submitted to the State Council on Statistics of RA (hereinafter referred to as the SCS) for approval.</p>
	<p>1.3 Establish output goals</p>	<p>The basis for the implementation of official statistics in the territory of the Republic of Armenia is statistical programs (hereinafter referred to as Programs). A five-year program is developed to define the directions of official statistical activities, and an annual program is developed to determine the measures to ensure the implementation of those directions.</p> <p>The programs include the statistical information needed to monitor the economic, demographic, social and environmental situation of the country, taking into account the limitations of available resources, the scope of responsibilities imposed on statistical information providers, and cost-effectiveness. The activity directions and events envisaged by the Program take into account the comparability of the country's indicators with the international statistical standards, ensure their possible stable periodicity in order to identify trends in the long terms and proportionality with the resources allocated to official statistics on an annual basis.</p> <p>Within the framework of "Business Statistics Improvement" component of the Twinning project "Support to the Statistics of Armenia" , experts on the business register of the Statistics Denmark provided relevant recommendations in 2011 aimed at the continuous improvement of the business register maintained by Armstat.</p> <p>Within the framework of the World Bank's "Implementation of the National Strategic Plan for Strengthening the National Statistical System" project Twinning Partnership with Armstat, in 2020, recommendations were provided aimed to improve the SBR maintained by Armstat.</p> <p>Armstat regularly defines the SBR strategy, which includes possible SBR developments for the next 5 years. From the point of view of users of statistical information, all the</p>

		<p>initiatives related to the development of SBR are based on the following concepts:</p> <ul style="list-style-type: none"> - Improving the overall quality of the SBR database, - Enrollment completion of units included in SBR, -Reducing the statistical burden on statistical information providers (respondents), -Methodological support for the formation of an unified administrative information system in the Republic of Armenia and its use for statistical purposes.
	1.4 Identify concepts	<p>The SBR is a constantly updated database on the actual location of registered / recorded and operating Units, main and non-main types of economic activity, average annual number of employees and other indicators defined in point 2.2, which is maintained for statistical purpose, in particular for the purpose of conducting observations and surveys, designing their sampling, conducting business demography, processing and disseminating summary information.</p> <p>Acting Units are the units with at least a positive turnover and / or average annual number of employees as a result of economic activity in the reporting year.</p>
	1.5 Check data availability	<p>The sources of the SBR informational database formation are direct and indirect sources. The direct sources are the documents filled in by the respondents (statistical reports, references, etc.). Indirect sources are information received / available from administrative registers and from other sources. The information obtained from direct and indirect sources is used in the result of their comparison, logical and arithmetical verification, reliability assessment and adjustment. Information sources for conducting SBR can also be reliable information posted in public open sources.</p> <p>The SBR database is updated annually as of the 1st of January.</p> <p>The information stored in the SBR database is updated based on the information collected / received from the following sources:</p> <ol style="list-style-type: none"> 1) Reports submitted by respondents on SBR 2) Other statistical documents submitted by respondents 3) Data collected as a result of targeted surveys (including one off) conducted by Armstat. 4) Data accessible from the electronic register of the Legal Entities State Register Agency of Ministry of Justice 5) Data submitted by the State Revenue Committee 6) Data received from other administrative sources 7) Reliable data from public open sources.
	1.6 Prepare business case	Information on SBR is collected / received through

		<p>statistical reports approved by the State Council on Statistics and on the basis of pre-approved agreements, memoranda of understanding, and other documents between Armstat and bodies maintaining administrative register.</p> <p>Prior to the approval of the statistical reports and the instructions for their completion by the State Council on Statistics and its state registration by the Ministry of Justice as a normative legal act, a study of international experience of the indicators included in them and instructions for their completion is carried out, as well as working discussions are held with representatives of various stakeholders.</p> <p>Working discussions on the agreements, memorandums of understanding and other documents approved between the Armstat and the administrative register-maintaining bodies are carried out, as a result of which the stuff of the indicators to be submitted, the frequency of their submission, the methodology, etc. are clarified.</p>
2. Design		
	2.1 Design outputs	<p>The data of the SBR are collected / received on the basis of the Law on Official Statistics, Programs, as well as the following Resolutions of the State Council on Statistics: Resolution No. 05-N "On Approving the Procedure for Collecting Statistical Data" of June 20, 2016; Resolution No. 13-A of May 5, 2021 "On approving the procedure for maintaining the statistical business (entrepreneurial) register"; Resolution No. 24-N of October 19, 2018 "On Approval of the Statistical Report No. 1-BR (Annual) Statistical Report on the Business (Entrepreneurial) Register of Legal Entities and the Instruction for its Completion". Receipt of relevant information from administrative registers is regulated according to the provisions approved by the joint orders of the Minister's of Justice N 85-N of June 13 of 2011 and the President's of Armstat N 68-N, as well as according to the provisions N575-A of the President of Armstat of September 2, 2014 and the Minister of Finance N124-A of September 4, 2014.</p> <p>The design of SBR resulting indicators is carried out in accordance with the structure and methodology of statistical summary information to be published (for example, small and medium enterprises in the Republic of Armenia, see the link https://www.armstat.am/en/?nid=82&id=2346), and regarding the statistical information users' and international organisations' requeries by different groupings (for example, according to certain types of</p>

		<p>economic activity or administrative-territorial division of the Republic of Armenia) according to the structure of indicators presented in them and corresponding groupings. The design of SBR output data for internal use in Armstat is carried out in accordance with the task posed by the specialized structural divisions of Armstat maintaining statistics.</p>
	2.2 Design variable descriptions	<p>The SBR database includes the following information on Units:</p> <ol style="list-style-type: none"> 1) Identification code (IDC), if available, 2) Taxpayer Registration Number (VAT ID), 3) Registration / accounting number in the state register of legal entities, if available, 4) Date of registration / accounting in the state register of legal entities, if available, 5) Full name (in case of an individual entrepreneur-name and surname), 6) Type of organization, 7) Information on the founders / shareholders (state, community, citizen, legal entity, foreign: state, community, citizen, legal entity), 8) Location address (registration / counting), telephone number, postal code, e-mail address, 9) Address of the place of economic activity, telephone number, postal code, e-mail address, 10) The main and non-main types of economic activity, 11) By the types of economic activity, income from the sale of products, goods, works, services (excluding VAT and excise taxes), 12) By the types of economic activity, the average annual number of employees, 13) Availability of separate divisions, representations (including in foreign countries). <p>The following statistical classifications are used in SBR:</p> <ul style="list-style-type: none"> - Revision 2 of the classification of types of economic activities (https://www.arlis.am/Annexes/5/2020_N1077hav.doc). - Classification of administrative division units (https://www.arlis.am/DocumentView.aspx?DocID=139115). - Classification of institutional sectors of economy (https://www.arlis.am/DocumentView.aspx?docid=143434). -World countries classification (http://www.cisstat.com/class/razdel/kcm_cisstat.pdf).
	2.3 Design data collection	<p>The collection / receipt of SBR information from direct and indirect sources is carried out on an annual basis in accordance with the documents mentioned in part 2.1.</p>
	2.4 Design frame and sample	<p>The population of the SBR includes all the Units that carried out economic activity in the reporting year. It is</p>

		<p>formed in the result of Armstat's annual collection of information on legal entities in the non-financial business sector of the economy, the information on units held by Armstat's specialized structural Divisions, as well as in the result of comparing, summarizing and adjusting the information provided to Armstat by the State Revenue Committee.</p> <p>For the purpose of updating and completing the sectoral statistical databases, information on newly registered / accounted Units in the State Register Agency of Legal Entities of the Ministry of Justice is provided on a quarterly basis to the Armstat regional and Yerevan city departments. In addition, Information on Units not included in the Armstat's Statistical Monitoring Field provided by the State Revenue Committee is provided to Armstat Specialized Structural Divisions on an annual basis.</p> <p>The sectoral sample Populations required for the monitoring of the specialized structural subdivisions of Armstat are formed on the basis of the SBR in accordance with the position of the task presented by the latter.</p>
	2.5 Design processing and analysis	<p>After collecting / receiving statistical information on SBR from direct and indirect sources, the statistical indicators are subjected to arithmetical and logic tests. In addition, statistics obtained / collected from different sources relating to the same Unit are compared, on the basis of which, and, if necessary, by contacting the relevant reporting Units, as a result of assessing the reliability of the information, appropriate adjustments are made to the indicators.</p>
	2.6 Design production systems and workflow	<p>Preparatory work is carried out in all the processes from the collection of statistical information to their summarization. In particular, the respondents are provided with relevant information, instruction, methodological clarifications when needed, etc. Regular trainings are provided for the specialists involved in the work of SBR through professional courses, study and exchange of international experience in the sphere.</p> <p>In addition, information processing toolsets are regularly updated and improved.</p>

3. Build	3.1 Build collection instrument	<p>There are paper and electronic means available to ensure the statistical reporting forms needed to collect the information and the instruction to complete them. In addition, there is an electronic platform for respondents on the Armstat website (https://www.armstat.am/en/?nid=9), which is aimed to facilitate the relationship between Armstat and the respondents.</p> <p>Armstat has online e-access platforms or pre-designed electronic toolsets with administrative registers to get information on SBR from administrative sources.</p>
	3.2 Build or enhance process components	<p>There are guidelines and instructions for cross checking the information. In the SBR information input software there are necessary tools to ensure the arithmetical and logical verification of the entered data, comparisons with the data of the previous period.</p>
	3.3 Build or enhance dissemination components	<p>The main users of SBR information are the main specialized structural divisions of Armstat. The necessary information from the upgraded SBR database is provided in accordance with the task posed by the latter. The SBR summary information is processed and provided in accordance with the format of inquiries submitted by international organizations and other users, following the provisions relating to statistical confidentiality established by law.</p> <p>The structure and content of SBR-based SME indicators are consistent with the previously prepared format according to international methodological recommendations.</p>
	3.4 Configure workflows	<p>The preparation of statistical products on the basis of an updated database of SBR is carried out in successive stages:</p> <ol style="list-style-type: none"> 1) Collecting information from a direct source, performing arithmetic and logic checks and inputting in a pre-designed input software, 2) Obtaining information from indirect sources and adapting to statistical purposes, 3) Compilation of information collected / received from direct and indirect sources, detection of inaccuracies, correction, 4) Summarizing of information collected / received from

		<p>direct and indirect sources and formation of an updated SBR database,</p> <p>5) SBR updated database use:</p> <ol style="list-style-type: none"> a. for internal use, b. for preparing and distributing statistical summarized information, c. to process and provide requested information to users by various groupings.
	3.5 Test production system	In case of changes and implementation of additions in the composition of the information received from the SBR reporting forms or from administrative sources, the information processing tools (input software, information comparison and crosschecking tools, etc.) are tested in order to detect and correct possible mistakes and inaccuracies.
	3.6 Test statistical business process	In case of inclusion of a new indicator in the reporting forms of the SBR, field tests of the questionnaire are carried out and the indicator's perception by the statistical respondents is tested. Appropriate changes are made in the instructions and methodological guidelines of their completion.
	3.7 Finalize production system	<p>Methodological clarifications on the completion of the indicators in the statistical questionnaires are provided to the respondents, either in written or oral form, by telephone or by electronic means.</p> <p>Information on integrity violations and inaccuracies found in the information obtained from administrative sources is submitted to the relevant administrative body for correction.</p> <p>The opinions, suggestions and remarks of the providers of statistical information on the indicators and users of statistical products are being summarized and finalized.</p>
4. Collection		
	4.1 Create frame and select sample	<p>Based on the information collected / received from direct and indirect sources, the updated SBR database is summarised, which includes all the Units that have performed economic activity during the reporting year.</p> <p>Based on the SBR, Armstat sectoral statistical sample combinations are formed according to the task posed by the specialized structural divisions of Armstat, using appropriate tools. This information is used by those units for exhaustive or sample observations.</p>

	4.2 Set up collection	<p>SBR information is collected by hand, by mail and e-mail.</p> <p>In order to organize the collection of SBR information by hand and mail, an order is issued for the printing of statistical reports (if necessary, instructions for their filling in) in accordance with the number of previously known available respondents, printed and distributed to the relevant respondents.</p> <p>Respondents wishing to submit statistical information electronically notify Armstat in advance and then submit the information electronically.</p> <p>Armstat website has tools and procedures developed for collecting reports electronically.</p> <p>The responsible staff of Armstat regional specialized divisions have the relevant knowledge and skills to organize the process of collecting statistical information.</p>
	4.3 Run collection	<p>The collection of information from the direct source of the SBR is carried out by the Armstat regional / Yerevan city departements in accordance with the Resolution No. 05-N of 20.06.2016 "On approving the procedure for the collection of statistical data" of the State Council on Statistics.</p> <p>Obtaining information from indirect sources of SBR is done by Armstat Business Register, Sampling and Classifications Division via online or electronic means.</p>
	4.4 Finalize collection	<p>The collected information is subjected to arithmetic and logical verification. If necessary, the respondent submitting the information is contacted to verify the accuracy of the information provided.</p>
5. Process		
	5.1 Integrate data	<p>Input of the information collected by hand is carried out with both mechanical, and by entering information directly into the electronic environment.</p> <p>Information collected / received from direct and indirect sources is integrated into a one joint database, excluding duplication.</p>
	5.2 Classify and code	<p>The economic activity carried out by the unit or the place of economic activity of that unit is classified and coded by the respondents independently, using the statistical classifications developed in advance for that purpose. Relevant references to these classifications are available in both paper and electronic versions of the SBR.</p> <p>Classifications and coding of information obtained from indirect sources on SBR are performed by the</p>

		administrative registers that provide that information using administrative information collection systems.
	5.3 Review and validate	Incomplete, distorted or incomplete information is verified, as well as incorrectly encoded information is being complied with the requirements of existing statistical classifications. Incomplete, distorted or with integrity violations coded information verification is implemented, as well as matching incorrectly coded information to the requirements of existing statistical classifications. Using the relevant information provided by the State Revenue Committee and the State Register of Legal Entities of the Ministry of Justice, which are sources of administrative information for Armstat, Unit identification codes' comparisons and compliance is performed. At the same time, comparisons of information obtained from direct and indirect sources are also made in terms of other indicators of SBR (income, average annual number of employees, types of economic activity, place of economic activity, etc.). As a result of the performed comparisons, the preliminary data of the SBR are adjusted and revised.
	5.4 Edit and Impute	In case of gaps in the information received from direct and indirect sources, or in case of integrity violations and in case of impossibility to contact the respondents for their correction, ensuring the accuracy and completeness of that information, reliable information published in public open sources or information about the previous period of that Unit is used.
	5.5 Derive new variables and units	New variables are formed as needed based on the updated SBR database. For example, groupings of units determined by the average annual number of employees for the purpose of maintaining small and medium enterprise statistics or by administrative-territorial division.
	5.6 Calculate weights	The information collected / received from direct u indirect sources ensures the integrity of the SBR, therefore there is no need to calculate additional weights.
	5.7 Calculate aggregates	Based on the entered information, if necessary, summary grouped data are calculated according to the organizational and legal forms of the Units, types of economic activity, regional / Yerevan city affiliation, income, average annual number of employees, etc.

	5.8 Finalize data files	In order to meet the requests submitted by information users (including international organizations), based on the information of the SBR, complex groupings are calculated, if necessary, using combinations of several indicators at the same time.
6. Analyse		
	6.1 Prepare draft outputs	Based on the summary information on the SBR, the indicators, groups, indexes, as well as dynamic series are constructed as needed.
	6.2 Validate outputs	During the processing of SBR indicators, the methodology of their preparation is followed: definitions, classifications, processing dates, etc.
	6.3 Interpret and explain of outputs	After receiving the summary indicators of SBR, they are logically analyzed using the dynamics of the relevant indicators from previous years. In case of detection of irregular phenomena, the mentioned comparisons are made in the micro-levels of data, as a result of which the changes in the relevant indicators are identified, adjusted and / or interpreted.
	6.4 Apply disclosure control	The confidentiality of both statistical indicators to be published and those requested by users of statistical information, that is the protection from the dissemination of personal (nominal) information, in accordance with the provisions on the confidentiality of the Law "On Official Statistics", is strictly maintained.
	6.5 Finalize outputs	After checking the reliability of the SBR information and adjusting the indicators, it is brought to a standard structure, which makes easy its further application for statistical purposes.
7. Dissemination		
	7.1 Update output	Each year, as of January 1, the structure of the VBR database is updated due to changes in the data structure to be collected / received. Dimensions of summary information prepared on the basis of SBR data are updated according to the dimensions of the information to be disseminated (published, provided to users, including international organizations).

	7.2 Produce dissemination products	Distributable statistical products based on an updated SBR database are small and medium-sized entrepreneurship statistics, as well as various groupings on Units to respond to the information users (including inquiries from international organizations). Non-disseminated statistical information based on the updated VBR database is the necessary information provided to Armstat's specialized structural divisions.
	7.3 Manage release of dissemination products	The statistical information to be disseminated is published within the terms defined by the statistical programs, and the answers to the inquiries submitted by users (including international organizations) are provided within the terms requested or prescribed by law.
	7.4 Promote dissemination products	The information to be disseminated by the SBR is included in the statistical programs. These programs, as well as statistical products based on SBR, are published on the official website of Armstat.
	7.5 Manage user support	The SBR statistical output also contains information on its production methodology. Besides, methodological clarifications are provided to the SBR product users, if necessary.
8. Evaluation		
	8.1 Gather evaluation tools	Sources of quality assessment and reliability of SBR indicators are comparisons of information on the same Unit from different sources. Suggestions and remarks on the methodology, composition and structure of indicators used in the production of SBR statistical products are also provided by the users of that product.
	8.2 Conduct evaluation	Comparison of information obtained from different SBR sources reveals discrepancies with comparable indicators, classifications used, etc., which are identified and adjusted with the corresponding Units. As a result, appropriate methodological clarifications are provided to those Units to avoid such inconsistencies and inaccuracies in the future.

	8.3 Agree an action plan	<p>Comparisons of information from different SBR sources also reveal the reasons of the discrepancies. Such reasons, in addition to the unreliable information presented by respondents, may also be possible discrepancies in administrative or statistical systems, in particular, differences in the composition, structure, classification of calculation methodologies used, etc.</p> <p>If such circumstances are identified, necessary work is carried out in the statistical systems, in cooperation with the administrative register bodies, in order to eliminate such discrepancies in the future.</p>
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