

**Statistical product–The main indicators of economic activity of commercial organizations (annual)**

<b>Processes</b>	<b>Sub-processes</b>	<b>Sub-process description</b>
<b>1 Specify needs</b>		
	<b>1.1 Identify needs</b>	Taking into account the need for statistical calculation of macroeconomic indicators and maintenance of statistics of non-financial institutions, the annual reports on the main indicators of economic activity of the companies have been introduced in accordance with the requirements of the handbook on ‘System of National Accounts 2008’.
	<b>1.2 Consult &amp; confirm needs</b>	The working discussions with CJSC "Electric Networks of Armenia" and CJSC "Gazprom Armenia" and other interested organizations were conducted to provide clarifications related to the information collection.
	<b>1.3 Establish output objectives</b>	The statistical information users’ opinion related to the Five –Year and Annual Statistical Programs is periodically studied to reveal their attitude related to the inclusion of the proposed new indicator, as well as to the available indicator, the requirements and expectations. The information users opinions on the statistical indicators are studied through the work discussions with them, as well as through the “User satisfaction survey questionnaire” which is available on Armstat website (see: <a href="https://www.armstat.am/am/?nid=131">https://www.armstat.am/am/?nid=131</a> ).

	<b>1.4 Identify concepts</b>	The necessity of the introduction of the indicators in the reporting forms is stipulated by the formation of database needed for the calculation of the national accounts system indicators in the Republic of Armenia as well as the formation of the statistical data required by the users.
	<b>1.5 Check data availability</b>	Data collection is carried out by the statistical reporting forms, according to the Annual and Five-Year Statistical programs. There aren't administrative and non-statistical sources for the data collection.
	<b>1.6 Prepare business case</b>	Before the approval of the statistical report form by the State Council on Statistics and its state registration by the RA Ministry of Justice, as a legal act, discussions with different institutions, research organizations, and users are carried out, as well as the international experts' opinion is taken into account.
<b>2.Design</b>		
	<b>2.1 Design outputs</b>	The data are collected based on the Law on "Official Statistics" and "Five Year Statistical Program", as well as the Resolution No. 05-N of RA State Council on Statistics "On Approval of the Procedure for the collection of statistical data" dated 20 June 2016 and Resolution "On Approval of Annual Statistical Program", as well as the Resolution No. 76-N of RA State Council on Statistics dated 30 November, 2018 "on approval of reporting form on " main indicators of economic activity of organization" and the instruction of filling in it.
	<b>2.2 Design variable descriptions</b>	The main indicators of the economic activities of non-financial commercial organizations according to the Classification of Types of Economic Activity (NACE). Particularly: expenditures related to product, goods, works and services production, sales during the reference period, subsidies and taxes - related to the current activity, reserves as of the beginning and end of the reference period, as well as information on the basic and non-basic types of activity and on the expenditures for production of output, goods, works

		<p>and services and expenditures of sales.</p> <p>The Classification of Types of Economic Activity is used for the collection of indicators (Order of the Minister of Economy of RA N-1579 RA, OB 04.11.2013 30/(474)1, dated 10 December 2019) (NACE Rev.2) (see: <a href="https://www.armstat.am/am/?nid=370">https://www.armstat.am/am/?nid=370</a>)</p>
	<b>2.3. Design collection</b>	<p>Statistical data collection is carried out through the statistical reporting form approved by the RA State Council on Statistics. The representative sampling is used for information collection. The collection of reports is implemented by the territorial units of Armstat.</p>
	<b>2.4 Design frame and sample</b>	<p>The basic information is collected from legal entities, The organizations having 30 and above employees and/or revenue exceeding 1 billion (about 1300) are covered exhaustively in the list of organizations submitting annual statistical reports, which provides a high degree of accuracy. Information from other organizations is collected by sampling. A statistical business registry is used to form the general population for the sampling implementation. The sample is stratified according to the types of activities and the size of the staff and the number of employees, depending on the available resources, it comprises about 1000 units. Thus, the information is collected from 2300 legal entities in total .</p>
	<b>2.5 Design processing and analysis</b>	<p>After the collection of information the statistical indicators are subject to arithmetic and logical checks, and in case of necessity the appropriate adjustments are carried out also by contacting the relevant organizations that provide the information. In case of submission of not reliable, incomplete or corrupted information on indicators, in case of need the process of verification is also implemented according to the requirements of the Article 169.2 of RA Code on “Administrative Offences”, as a result the prior period data are subject to be adjusted.</p>
	<b>2.6 Design production systems and workflow</b>	<p>The preparatory work is carried out for all processes from the collection of information and until its publication, particularly, related to the appropriate notification of</p>

		respondents, the training of the staff through professional courses etc.
<b>3.Build</b>		
	<b>3.1 Build collection instrument</b>	The statistical reporting form needed for the collection of information and the instruction for filling in it, are available in paper and electronic form (see link <a href="https://www.armstat.am/am/?nid=547">https://www.armstat.am/am/?nid=547</a> ).
	<b>3.2 Build or enhance process components</b>	The methodological guidelines and instructions necessary for information verification are available. Input software (Microsoft Office Access) has necessary tools for arithmetical and logical checks of input data.
	<b>3.3 Build or enhance dissemination components</b>	The dissemination of information is possible in paper, as well as in electronic form of publication of information on annual basis in accordance with the Annual Statistical Program.
	<b>3.4 Configure workflows</b>	The derivation of statistical product is carried out by the following successive stages: <ol style="list-style-type: none"> <li>1. Data collection,</li> <li>2. arithmetical and logical checks and adjustments,</li> <li>3. Data input through the pre designed input software (Microsoft Office Access software),</li> <li>4. comparison of obtained summary data with the corresponding time series,</li> <li>5. dissemination of data in paper or electronic forms through the yearbooks, informational reports, statistical handbooks, as well as through the official response letters to the official requests.</li> </ol>
	<b>3.5 Test production system</b>	Due to indicators changes in the statistical reporting form the input software is regularly undergoing to relevant changes. The testing of software is also carried out in case of need.
	<b>3.6 Test statistical business production</b>	In parallel with the inclusion of the indicator in the statistical reporting form, the field examination of the latter is implemented to reveal the opportunities of the respondents to provide with the indicator, as well as to test their understanding of it.

	<b>3.7 Finalize production system</b>	The composition of methodological clarifications on the completion of indicators available in statistical reporting form and provision to the statistical data providers (respondents) is carried out. The consents of data providers got during the workshops are summarized.
<b>4.Collection</b>		
	<b>4.1 Create frame and select sample</b>	The information general population is formed in the result of data collection that includes the statistical information collected from the non-financial trade organizations in the economy.
	<b>4.2. Set up collection</b>	In order to organize the collection of statistical data, the formation of order on printing of relevant statistical reporting form and in case of need of the instruction of filling in it, their printing and distribution to the relevant organizations is implemented according to the number of organizations previously known as subject to observation. At the same time the statistical reporting forms and the instruction of filling them are accessible on the Armstat official website. The required network resources for the report collection in the electronic form are in place.  The responsible staff of structural and territorial units has relevant knowledge and skills for the organization of the statistical information's collection process.
	<b>4.3 Run collection</b>	Statistical data collection is carried out by the Armstat territorial units, regional agencies, as well as by the relevant unit of Armstat, by hand , mail and electronic - system means according to the Resolution of RA State Council on Statistics No 05-N on the "Approval of the Procedure of the collection of Statistical Data" dated 20 June 2016.
	<b>4.4 Finalize collection</b>	The collected data, after being arithmetically and logically cross checked, is input in the electronic environment. Automatic and electronic methods are used to direct input of data in electronic environment.
<b>5.Process</b>		

	<b>5.1 Integrate data</b>	The unification of relevant data received from the Armstat Yerevan and marz agencies in one common database is implemented, in a result of which the duplications are excluded.
	<b>5.2 Classify and code</b>	The coding process by the main type of activity of the organization according to the classification of economic activities (NACE Rev. 2), as well as the encoding of marz and territorial units in accordance with a predetermined order are implemented.
	<b>5.3. Review and validate</b>	The cross checking of incomplete and corrupted presented data , as well as the compiling of incorrect encoded data with requirements of pre-approved classifications is implemented. In the case of need, the validation of relevant codes on registration in the tax bodies, identification, registration of organizations in state register is implemented using the data provided by the business register maintained by the Armstat and by the body of the RA Ministry of Justice implementing state register of legal entities being used as an administrative data source.
	<b>5.4 Edit and impute</b>	The missing data is filled by the sum total of relevant data of indicators presented for 1-4 quarters. The completed data in case of being available for the next periods is subject to adjustment.  Data on reserves balance at the beginning of the year are adjusted in comparison with the balance at the end of the previous year.
	<b>5.5 Derive new variables and units</b>	Additional calculations and estimations for the calculation of other indicators are not available.
	<b>5.6 Calculate weights</b>	
	<b>5.7 Calculate aggregates</b>	The summary data by separate statistical indicators are derived based on the input data through the pre-designed software.
	<b>5.8 Finalize data files</b>	Often, the calculation of primary indicators based on the preliminary information that are subject to further adjustment is done due to the necessity to obtain operative statistical

		data.
<i>Analysis</i>		
	<b>6.1. Prepare draft outputs</b>	The creation of indicator groups, as well as time series of statistical indicators is implemented based on obtained statistical summary data particularly on expenditures related to product, goods, works and services production, sales during the reference period, subsidies and taxes - related to the current activity, reserves as of the beginning and end of the reference period, as well as information on the basic and non-basic types of activity and on the expenditures for production of output, goods, works and services and expenditures of sales.
	<b>6.2 Validate outputs</b>	The methodological requirements to the received indicators are strictly followed during the whole process of receiving according to the pre-defined classifications, methodological guidelines and the instruction on completing the statistical reporting form.
	<b>6.3 Interpret and explain of outputs</b>	The logical analysis of the received summary indicators is carried out taking into account the impact of various phenomena taking place in the economy.
	<b>6.4 Apply disclosure control</b>	The confidentiality of statistical indicators (not containing individual (personal) data) that is subject to publication, as well as requested by the users of statistical information is strictly followed according to the Law on Official Statistics and the Resolution of the SCS No 53 " Approval of the Order on Protection of Statistical Confidentiality" dated 25 June 2001, and only summarized data are provided (see: <a href="https://www.armstat.am/file/doc/99454478.pdf">https://www.armstat.am/file/doc/99454478.pdf</a> ).
	<b>6.5 Finalize outputs</b>	Before the dissemination of summary data, an analysis of the summary indicators and comparison of the relevant indicators of economic activities are carried out.
<i>Dissemination</i>		
	<b>7.1 Update output</b>	The work on the derivation and final checking of relevant

	<b>system</b>	tables of statistical indicators that are subject to publication is carried out, as well as the time series update is implemented. In case of the need the changes and/ or additions are made in the concepts and methodological explanations of the relevant indicator.
	<b>7.2 Produce dissemination products</b>	<p>All the production steps are implemented for the disseminating products: preparation of explanatory text, tables, charts and other materials, editing of these products and making them compliant with publishing standards.</p> <p>The information on the statistical indicators is published in paper form (hard copy) and electronic formats in Armenian, Russian, English through the yearbooks, statistical handbooks and monthly informational reports.</p> <ol style="list-style-type: none"> <li>1. Statistical Yearbook of Armenia (annual)</li> <li>2. Financial Statistics of RA (annual)</li> <li>3. For internal use</li> </ol> <p>Handbooks and publications are available on official web-page of Armstat  <a href="http://www.armstat.am/am/?nid=45">http://www.armstat.am/am/?nid=45</a>  <a href="http://www.armstat.am/am/?nid=80">http://www.armstat.am/am/?nid=80</a> )</p>
	<b>7.3 Manage release of dissemination products</b>	The dissemination of statistical data is carried out according to the schedule envisaged by the Five-Year and Annual Statistical Programs. In case of the changes and adjustments made in the indicators provided by the providers of statistical information the indicators already published by the Armstat are also being changed and adjusted correspondingly.
	<b>7.4 Promote dissemination products</b>	Submission of dissemination products. Use of tools to manage communication with users. Use of website, Facebook, etc.
	<b>7.5 Manage user support</b>	In case of the official request of the users of statistical information related to the information not being published, the calculation of additional indicators is carried out at possible extend and submitted to them following the principle of confidentiality of statistical information.
<b>Evaluation</b>		



	<b>8.1 Gather evaluation input</b>	If necessary, the summary data results for quarters are compared with annual data.
	<b>8.2 Conduct evaluation</b>	The comparisons of data on the same organizations received by the same source included in the different reporting forms are implemented from the point of view of the quality management of statistical indicators.
	<b>8.3 Agree an action plan</b>	In the case of detection of discrepancies between the data received from different sources on the same indicator being compared, the revealing of the possible reasons is carried out, and the corresponding final adjustment is implemented based on it.