الجمهورية اللبنانية
مكتب وزير الدولة لشؤون التنمية الإدارية
مركز مشاريع ودراسات القطاع العام

BMB - LDK
Programme Monitoring Consultants to the
Office of the Minister of State for Administrative Reform
Beirut - Lebanon

Memorandum

To:	Dr Raymond Khoury, TCU Director, OMSAR Mr. Atef Merhi, IDU Acting Director, OMSAR Mrs Roula Kabbani, EU Project Coordinator, OMSAR
From:	Dimitrios Sfikas, PMC Team Leader
Date:	25 February 2002
Subject:	**Mission Report on the first mission to CAS for the Development of Economics Surveys for Lebanon.**

Please find attached for your review and approval the Mission Report on the first mission to the Central Administration of Statistics for the Development of Economic Surveys for Lebanon of the Short term Business Survey Expert Mr. Hilmi Dabbagh.

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PMC Team Leader

Republic of Lebanon
Office of the Minister of State for Administrative Reform
Center for Public Sector Projects and Studies
(C.P.S.P.S.)

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Assistance to the Central Administration of Statistics (CAS)

Mission Report on the first mission for the

Development of Economic Surveys for Lebanon

January 26 – February 8, 2002

Programme Monitoring Consultancy

Hilmi Dabbagh

Short Term Expert on Business Survey

OMSAR, Beirut, February 2002

Summary Recommendations

The report presents the current status and recommendations for each main undertaking in the CAS November 2000 strategy plan in the area of economic statistics as was discussed with the CAS senior staff. The summary of the recommendations is as follows:

- To implement a system of six integrated economic surveys covering industry, internal trade, services, contractors, transport and communications and financial services. For the reference year 2001, only the first five surveys are to be carried out, and to add the financial services survey beginning from the reference year 2002.
- As a sampling frame for the 2001 surveys, the 1996 census data is to be used with an updated master sample based on area sampling concept. A listing exercise is to be done first for the sampled ILOTS to estimate the growth in the number of establishments from 1996 until 2001. This master sample is to be essentially used for industry, internal trade and part of services activities. As for transport, construction contractors and the other part of services, the registers expected to exist at some government and professional institutions that organizes the profession for these activities, are to constitute the sampling frame.
- The Census of Building, Dwellings and Establishment will be carried out during the current year. The questionnaires that will be used were discussed for consistency and streamlining purposes. The census data is then to be used as sampling frame for the 2002 round of surveys.
- The census will also be needed as a sampling frame for the household survey intended from the beginning of 2002. This survey is to cover all economic activities of the informal sector apart from construction and transport informal activities, for which separate special surveys are to be implemented together with the 2002 round of the six main surveys.
- The report discusses the definition of the informal sector as opposed to the formal sector in a way that suits the Lebanese particularities.
- In respect of compilation of National Accounts, an approximate estimation of the GDP is to be compiled for 2001, based mainly on the five aforementioned surveys. For 2002 a better estimation is perceived with the improvement of the sampling frame resulting from the new census for the six main surveys and initiation of transport and construction informal surveys. GDP to be compiled, similarly to 2001, from the production side only.
- From 2003 onwards, with the results of the household survey ready, a supply-use table is to be constructed as a basis for a better estimation of GDP.

Introduction

This report documents the work undertaken by the consultant during a mission that was carried out at the Central Administration of Statistics (CAS) of the Republic of Lebanon from 26 January to 8 February 2002. The consultant has terms of reference (TORs) that cover several missions of four man months until the end of September. A copy of the consultant's TORs is annexed to this report (annex number 1).

Due to the nature of the tasks pertaining to the area of the economic surveys, for which the consultant is providing technical assistance, it would not be possible to list the work completed in each mission according to specific items in the TORs. Each mission will add incrementally to achieve the over-all TORs by the end of all missions.

The work of a short-term consultant cannot be accomplished without assistance and cooperation. In this respect I owe special gratitude to the support received from Dr Maral Tutelian, the Director General of the CAS. During the mission there were long and very fruitful discussions with Dr Tutelian and the senior staff in the CAS. These staff consisted of Ms Najwa Yacoub, Head of National Accounts and Mr Nader Keyrouz, Head of Economic Statistics. They have contributed significantly to the formulation of the recommendations presented in this report. The staff also included, Ziad Abdallah, Head of Computer Systems and Daher Doumit, the Head of Fieldwork Department. The CAS Director General and staffs not only were highly professional but also extremely friendly and hospitable.

The mission worked closely with the Institutional Development Expert Prof Sten Johansson who acts as coordinator within the CAS for the various short-term mission inputs. He was always available for discussions on all aspects of the work. The mission also coincided with the mission of Dr Arij Dekker, the Data Base Expert, which was very beneficial for the progress in the interrelated areas.

The PMC Project Management Expert Mr van Golverdinge and the rest of the PMC staff provided valuable administrative and logistical support to make the mission successful.

Prioritization of Tasks for Economic Statistics

During the consultant mission, the overall CAS-project related tasks were discussed with the CAS Director General and senior staff, Prof Sten Johansson and Dr Arij Dekker in several plenary meetings. Prof Johansson has made my work easier by already introducing options and recommendations to the CAS during his previous missions. Prioritization of data collection as a prerequisite for the compilation of national accounts was agreed on. The order of statistical undertakings in the economic field as currently stands is as follows:

- The first round of economic surveys will be carried out during this year (2002) with 2001 as a reference year. The surveys will focus on data needed for the compilation of production and generation of income accounts in the group of "industrial accounts" as defined in the 1993 SNA. This will provide a reasonable base for the estimates of gross domestic product for Lebanon from the production side only. As a sampling frame for the surveys, the 1996 Establishment Census will be basically used with the creation of a master sample that is based on area sampling. The proposal suggests supplementing this with lists of establishments from professional and public administrations for those kinds of activities that are perceived to be confined and to have a reasonable level of quality and coverage at these administrations. The components of the survey system and coverage are further discussed below.

- During 2002 the CAS will also implement a Building, Dwelling and Establishment Census (BDEC). This is a vital exercise to create the sampling frame for the intended household budget survey as well as to comprehensively improve the sampling frame for the future business surveys.

- In 2003 a second round for the business surveys for the reference year 2002 will be carried out, but this time based on the business register resulting from the BDEC 2002. The surveys will also enable the compilation of the gross domestic product from the production side only. Further improvements on the informal sector coverage for 2002 would improve the quality of estimates.

- From the beginning of 2003, the CAS will conduct a household budget survey throughout the whole calendar year. The results of the survey, in addition to the data collected from the third round of the business surveys, including some informal sector surveys, should enable to establish supply-use tables as a basis for preparing production account and generation of income account. The initiation of the supply-use tables will by itself identify data gaps and other quality problems that should be given some more attention in data collection for later years. The supply-use table methodology should improve the quality of the GDP estimates, as the essence of it will be to reconcile production and imports with exports, consumption and capital formation, in a systematic approach. This will also warrant a revision for the 2001-2002 GDP estimates.

- Data collected should also enable the preparation of institutional sector accounts from production to capital account. Although data collected could in theory enable this starting for the year 2002, the endeavor should be made starting from 2003 for the whole economy at the first stage and for the institutional sectors in later years.

Formal versus Informal Sectors

Similarly to other developing countries, informal economic activities are expected to have a relatively important role in the economy of Lebanon.

During the consultant mission, preliminary discussions covered the definition and the coverage of the informal sector in Lebanon. The 1993 SNA provides some guidelines on the definition of the informal sector, but leaves some room, arguably on purpose, for more specific definitions to be adopted by the national statistical offices.

The consultant suggested one "pragmatic" and easy to use definition. Formal sector includes all economic units, which are covered by the establishment censuses/ business register. This means that any establishment with "fixed address" premises that carries out economic activity clearly enough for the field workers in the censuses to count, falls in the formal sector. This automatically means that any economic activity practiced outside the scope of this definition is considered as part of the informal sector. Prime among these are smaller scale construction and transport activities.

On the question on how to cover the informal sector, Lebanon, similarly to other countries in the region, is expected to have the construction and transport as major activities that have the informal sector participating significantly in their over all output. Therefore, it would be rather beneficial to develop special surveys to cover these activities in the best quality possible. While in respect of the rest of economic activities, such as trade, manufacturing and some services, the household budget survey would be the best avenue to collect data on informal production.

Needless to say that well thought through questionnaires are needed to avoid any double counting of production between the economic surveys, the informal construction and transport surveys and the household budget survey.

Structure and Coverage of the System

A system of six integrated economic surveys is proposed to cover institutional (enterprises) and functional units (establishments) practicing the following economic activities as classified in the tabulation categories within the ISIC (rev. 3). These surveys are:

1. Industrial Survey: covering tabulation categories: Mining and quarrying (C); Manufacturing (D); and Electricity, gas and water supply (E).
2. Services Survey: for the tabulation categories: Hotels and restaurants (H); Real estate, renting and business activities (K); Education (M); Health and social work (N); and Other community, personal and services activities (O).
3. Contractors' Survey: covering the establishments engaged in Construction activities (F).
4. Domestic Trade Survey: covering tabulation category: Wholesale and retail trade, repair of motor vehicles, motorcycles and personal and household goods (G).
5. Transport Survey: for the tabulation category: Transport, storage and communications (I).

6. Financial Intermediation Survey: covering tabulation category (J), which includes banking and other similar financial activities, insurance and financial auxiliary activities.

When reviewing the rest of the tabulation categories in ISIC, it would be noted that those economic activities have their own particularities. They can be covered either from: administrative records such as the public administration and defense activities, which are usually collected from the government fiscal statements; or by a different system of surveys that might be established for agriculture activities.

For the year 2001 it is recommended that only the first five surveys be initiated. The surveys will cover only the formal sector as defined above. This includes construction survey, which will cover only the "registered" contractors and the transport survey to cover the "formal" establishments only. As for the financial intermediation, it would be worthwhile to check the data collected by the Central Bank in Lebanon and if perceived to be reasonably good enough for the GDP estimates, the financial intermediation Survey is to start from 2002. In regard to money exchangers and insurance agents some ad hoc and quick data collection is to be improvised.

With respect to the informal sector, also some approximate estimates for all possible activities are to be carried out. Details of such exercises are to be suggested and discussed in future missions.

The reason why no informal sector detailed surveys are recommended for the year 2001 is to enable the CAS staff to focus on the five major surveys, given that it will be their first experience for such an undertaking. Add to this the workload they will be having for the current year due to other tasks.

For 2002 the system of six coordinated surveys is to be implemented, i.e. to add the financial intermediation to the set of surveys. Detailed surveys for informal transport and construction activities could also be initiated. The household budget survey will be already in the field collecting some information about other informal activities not covered by the aforementioned ones but for the 2003 reference year.

In respect to 2003, the set of the six major surveys as well as the informal surveys are to be executed. The results of the household budget survey will be ready for that year by 2004. The establishment of the first ever supply-use table for Lebanon should then be feasible if other assumptions prove to be realistic. The first is relevant to data on agriculture activities. It is assumed that the Ministry of Agriculture will by then have implemented surveys covering activities delineated in tabulation categories (A) – Agriculture, hunting and forestry as well as category (B)- Fishing. The preliminary information as per now is that the Ministry of Agriculture does conduct some sort of survey, which could be on quantities and not values of production (to be checked). The CAS has to discuss future plans with the Ministry and arrange for coordination of activities.

It is also assumed that the Ministry of Finance has reasonably detailed data on the closing accounts of all government institutions, those that are in the fiscal budget and those that

have their separate budgets. By the same token, data on local government accounts should be possible to be obtained by the CAS.

The data on foreign trade are also crucial for the construction of the supply-use table. Currently, the primary information available to the CAS is that these statistics are available at the Department of Customs. However, details on the foreign trade and government sector are to be checked during future missions for the consultant. Classifications and systems used are very important to know.

Even for the years 2001 and 2002, data on agriculture and government accounts is needed for the national accounts preliminary estimates, but the level of accuracy and details could be more tolerated.

A Key Point

The work of developing the system of business surveys in the CAS should be based on the fact that these surveys should aim basically at providing the required data for the compilation of national accounts in accordance with the recommendations of the 1993 System of National Accounts, written jointly by the UN and four other international agencies. Data collected from economic surveys will by time form a growing database, which will serve many data users with different needs, but a clear priority should be given to the requirements of national accounts compilation. This means that in the data collection process it could be possible to add a few variables that are not relevant to national accounting in case deemed extremely needed by some important users. However, burdening the surveys with many variables should be avoided, given that national accounts by themselves are very demanding.

The main principle in the development of the business survey system consisting of six surveys is to standardize and harmonize the concepts, definitions and data collection procedures as much as possible. Survey questionnaires, being the tool for data collection have to be harmonized to the maximum extent with flexible room for the particularities for each survey.

Merits of the Proposed System of Economic Surveys

Establishing an integrated standardized system for economic surveys will have several significant benefits. Among others these include:

1. Speed and easy data collection for all economic activities covered by the proposed survey system in accordance with harmonized concepts, definitions and instructions.

2. Speed and low costs for the training operations of the fieldwork teams for the different surveys. It should make it possible to use the same fieldwork team in more than one survey. Only little additional training will be needed for the particularities of each survey.

3. Simplify and speed up the automated data processing for the surveys. This will lead to faster release of survey reports and findings. This factor is becoming a very vital aspect in the work of central statistical organizations all over the world, given the overwhelming public need for the most recent statistical data.

4. Ease and speed of the usage of the survey data in national accounts' compilation, which will lead to faster release of the important macroeconomic aggregates.

Content of the Economic Surveys

It is quite evident that for the year 2003, the survey questionnaires have to be detailed enough for the purpose of the intended supply-use table construction. It was very helpful that the PCBS in Palestine provided to the CAS a soft copy of all its survey questionnaires. The consultant worked on those questionnaires previously in the PCBS and they proved to be adequate for the national accounts compilation purposes including the preparation of supply-use tables. Certainly, thorough discussions are needed to accommodate the questionnaires to the Lebanese environment on top of suggesting some general improvements. It is very important to take into account that Lebanon has a standard accounting system based on the French system. This must be carefully considered in the questionnaire designs. It is always advisable to use the terminology practiced by the businesses and not impose "strange technical" language on the respondents.

However, it could be questionable whether such very detailed questionnaires would be really needed for the surveys rounds of 2001 and 2002. The consultant recommended keeping the questionnaires items as intended for the 2003 for two main reasons:
Experience shows that, especially with small establishments, it is quite possible to forget revenue or expenses items. Specifying them in the questionnaire usually should minimize that risk. In many cases the questions will be answered with zeros or be blank, albeit some big establishments might use them all. The other reason for maintaining the long questionnaire is to ease the training of the CAS staff and provide consistent accumulated experience about them.

In a later stage, possibly starting from 2004, two versions of the questionnaire could be introduced, an extended version for large establishments and a shorter version for smaller ones. The establishment census and updates should provide indication on the size as per agreed on criterion.

Tentatively, it is suggested to seek classification of enterprises (to which establishments belong to) to their institutional sectors, as defined in the 1993 SNA. This will help avoiding some questions for small enterprises, which belong to the "household sector", so that the deletion of some question to arrive to the short questionnaire is based on this concept. This is possible when we have information on the "incorporation" of the enterprise, size of employment and book- keeping status. All the latter variables are already suggested in the intended establishment census.

On the last day of the consultant's mission, a long discussion session over the PCBS industry survey questionnaire took place. Discussion was held with Ms Yaaoub, Head of National Accounts and Mr Keyrouz, Head of Economic Statistics. Some minor modifications to the

questionnaire were agreed on. It was agreed to take off the quantities of the intermediate and production goods in order to slightly simplify the data collection process in the first round. The industry questionnaire usually can be considered as the "master" questionnaire in the integrated set of economic survey questionnaires. The CAS staff will then review the rest of the questionnaires and adjust the training manuals accordingly.

Sampling frame and Sample Design for the first Round of Economic Surveys

As mentioned above, for the first round of economic survey for the reference year 2001, only the 1996 establishment census is available to be used as a sampling frame.
Given that this census is now six years old, obviously its data is outdated and some update would be inevitable to be able to be used as a sampling frame for any survey. Ideally, the best would be a comprehensive update covering all establishments in the Lebanese territories, but this is an option that needs long preparations and high resources. The CAS is planning to conduct a full census this year but it could not be ready to use for the first round of the economic surveys. Therefore, other means have to be improvised.

The basic concept of the proposal discussed here is based on conducting area sampling enumeration to estimate the growth in the number of establishments between 1996 and the current year. However, in respect of some services activities, other sources could be used to supplement the area sampling that will basically benefit the information on the population number for the establishments practicing the activities of manufacturing, trade and some services. Firstly, the complimentary method is briefly described and then the area sampling methodology is discussed.

Specific Services Activities

It is believed that some services establishments must be comprehensively registered either at government or professional institutions. This would for example include: hospitals, doctors' clinics, hotels, restaurants, lawyers and engineers. A list of possible activities and relevant institutions that could have a register of all establishments practicing these activities was drafted and presented to the CAS staff (annex number 2). It is hoped that the institutions have the variables needed to constitute a good sampling frame. The most important variables are the number of persons engaged, the address and the exact economic activity. Needless to say that the media on which such registers exist is to be checked. If it is possible to obtain a soft copy, it will make the CAS mission much easier.

Depending on the standard and quality of the registers, it could be that the number of persons engaged and addresses are either not available or have bad or outdated data. In this case, the CAS staffs have to exert some effort to try to contact the listed establishments in order to get these data. This could be achieved by phone calls only. Obviously, the reason for the attempt to create sample frames for these activities (from sources other than the area sampling discussed below) is to ensure better representation for these activities, which could be concentrated in certain geographic areas.

Area Sampling

In the first step, two strata are to be defined according to size of establishments in terms of the number of persons engaged. Therefore, a specific number has to be defined as a boarder line. Looking at the distribution of all establishments enumerated in 1996 Census by employment size, fifty persons engaged could be a reasonable border number for this purpose. Then a stratum for "large" establishments is defined for those that have fifty or more persons engaged, and the second for those that have less than fifty persons engaged.

The list of the large ones is to be prepared from the 1996 Establishment Census database and then updated through contacts with the government agency responsible for registering new enterprises, i.e., the Company Registration in the Ministry of Justice. The CAS did sincere attempts to have this data in cooperation with the Ministry, but then the attempt was stopped because of the effort spent to locate the new enterprises, which was to no avail in most cases. However, I think it is still worth to try collecting information about the "large" enterprises that started after the 1996 Census. If Ministry of Justice does not have this information then some professional agencies could be tried, such as the champers of commerce, the Lebanese Industrialist Association and similar agencies. Some manual work is deemed necessary to avoid recording enterprises already existed in the 1996 Census database or registered in more than one agency. Enterprises that started their activity after 1996 Census should be contacted (possibly by phone) to check their number of persons engaged, their economic activity and address.

As for the "small establishments" stratum, it is proposed to design a small area sample to update the population number as follows: A list of all ILOTS (as defined in the geographical statistical system in the 1996 Census) is to be prepared. Each ILOT will show number of establishments according to 1996 Census.

It would be then also beneficial to define another criterion for stratification purposes. The criterion is relevant to the density of the establishments in the ILOTS. This would help in having more harmonious strata in the sampling frame. So that we have highly populated ILOTS with minimum agreed on number of establishments. These ILOTS are called self-representing ILOTS. These self-representing ILOTS are to be fully covered by the update exercise.

A sample from the rest of the ILOTS is to be selected as first stage sampling unit. This sample can be randomly selected. It is not possible at this stage to recommend a size for the self-represented ILOTS until a full list containing the frequency by ranges of establishment number is extracted from the 1996 Census data. Then, to define a cutoff number, one would try to strike a balance between including a reasonable number of self-represented ILOTS and the cost that will be associated with the coverage of these ILOTS, given that these ILOTS will be fully covered with the listing exercise.

A complete listing for all establishments in the selected ILOTS is to be undertaken. The listing exercise has to be based on updating the 1996 database, which will be preprinted to the fieldwork team with the same variables as collected in the 1996 Census. There would be no harm in covering all establishments regardless of size or economic activity.

The CAS has conducted a survey for new buildings licensed between 1994 and1997. Then these buildings were surveyed for new establishments. The CAS is currently working on the data entry for this survey. If the results get ready soon, the data should be integrated with the

1996 Census data before the new sampling and listing begins. The ILOTS that are known to have witnessed a big construction activity, especially for commercial buildings should be added to the self-representing stratum.

Final Sample Design

Assuming that we have reached adequate registers for some services activities and also we could fully list establishments with fifty persons engage and more, also that data entry and processing of the listing stage is completed, what remains is to do the second stage sample. The establishment sample will be based on the following:

- All establishments in the "large" stratum are selected. What could be enumerated in the listing stage is to be checked against other sources.
- For the activities that adequate registers, based on the administrative lists, are achieved, a sample proportional to number of establishment in each stratum sorted by the employment size is to be designed.
- In particular construction contractors and transport and communication establishments, should be separated and sampled according to employment size (only those in the formal sector).
- Establishments engaged in non-profit services to households are also to be separated in the register and sampled separately due to the different treatment they entail in the compilation of their value added.
- For the rest of activities the results of the ILOTS listing are to be used. In the updated ILOTS establishments are to be sorted by their economic activity on two-digit level for each survey sampling selection. The activities covered in the administrative registers are of course to be excluded. Also the establishments within each ILOT are to be sorted by size of employment. The latter represents an implicit stratum criterion. Then a small random systematic sample is to be selected. Sample size to consider the survey budget.

The details of the methodology above remain as guidelines and some modifications could well deemed to be necessary when the practical work with data and numbers takes place.

Timing Plan for the First Round of Economic Surveys

Priority was given to the estimate of the survey budget. Therefore a quick estimate for the sample size was improvised (annex number 3). The consultant also listed all activities of the survey cycle. The CAS staff will work on assessing the dependency between the different activities as well as the period need to complete each task. The list of tasks is annexed in annex number 4.

The Census of Buildings, Dwellings and Establishments

As mentioned above, the CAS intends to carry out a Census of Buildings, Dwellings and Establishments (CBDE) during the current year. During the consultant mission two project teams were nominated to initiate the planning tasks for this Census. The consultant joined the team that was in charge of the questionnaires and manuals design. The plenary meetings with the other projects team discussed whether the new Census should be based on the concept of updating the 1996 Census or implement a completely new Census. After reviewing all the pros and cons it was decided to follow the second option. It was also agreed to cover the southern territories that were liberated in 2000 and covered by a similar census last year. This

is to ascertain that there is a national database that has exactly the same reference time and the same variables.

In the exercise to review the 1996 CBDE questionnaires, some modifications were introduced. This in essence included the elimination of variables that proved to have no immediate demand by any users. The answers sub-choices for all questions were streamlined to ensure consistency and harmony in the questions addressed. The feedback on the issues and concerns, as experienced during the south territories census, was fully considered in the revision. In the building questionnaire one additional variable relevant to the construction material was introduced. The logic behind this addition was to enable better stratification for the purposes of the household budget survey. A copy of the revised questionnaires is attached in annex number 5 to this report. The CAS staffs have to modify the manual to accommodate for the changes made on the questionnaires.

Another team worked on the timing plan and budget of the BDEC. Plenary meetings discussed mutually the work of all teams.

Tasks for the CAS Staff

With the statistical undertakings that were discussed and planned for the current year, the CAS staffs are having a really busy year. To assist the staff in prioritizing their activities, at least until the consultant returns in his second mission, a list of possible tasks were discussed with the senior staff in the field of economic statistics in the CAS. This list is presented in annex number 6.

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List of annexes

Annex 1. Terms of Reference for the Economic Surveys Expert

Annex 2. List of Possible Activities with potential administrative registers

Annex 3. Estimation of surveys' sample size for the budget purposes

Annex 4. List of Economic Surveys planned tasks

Annex 5. Building, Dwellings and Establishment Census questionnaires for 2002

Annex 6. List of possible future tasks for the CAS staff

Annex 1

Terms of Reference
for the Business Survey Expert
ARLA-PMC Project

1. Background Information

According to Lebanese Law, the Central Administration of Statistics (CAS) is responsible for establishing the system of economic surveys that is necessary for the compilation of National Accounts. In practice, the system must be built practically from scratch. There is a sampling frame only from 1996 that must be updated. According to the strategy plan adopted in November 2000 by the CAS, a full update of the sampling frame will be done in time for sampling of establishments for a set of annual economic surveys to be launched in the second quarter of 2002 and then again in 2003 with 2002 as reference year. Data on household consumption and production will be captured by a household budget survey for 2002. SUT methodology will then be applicable and 2002 can be base year for the National Accounts.

2. Proposed specific objectives

The main purpose of the mission is to advise the CAS staff in the design of the set of annual economic surveys needed for National Accounts according to SNA 93. This includes the questionnaires, the manuals, and pilot surveys as basis for final design of the set of surveys.

3. Main activities to be undertaken

a) Presentation of the business survey methodology according to the most recent international manuals with special attention to interface between the formal economy and the (informal) household economy.

b) Assist the relevant CAS staff in the analysis of available questionnaires and manuals used in countries in the region as well as in some EU countries as a basis for designing questionnaires and manuals for Lebanon.

c) Assist the relevant CAS staff to design questionnaires with manuals, the special adaptations needed for the different branches and the special solutions probably needed for construction and transport in Lebanon.

d) Assist the relevant CAS staff in making manuals and logistics for the data processing of the surveys.

e) Assist the relevant CAS staff in planning and implementing a set of pilot surveys to test questionnaires, manuals and calculations as well as manuals and computer programs for data processing of the surveys and in drawing the appropriate conclusions from the pilot as to final survey design.

f) Assist the relevant CAS staff in planning for the system of dissemination of survey results in the form of National Accounts tables, press releases, publications and Internet release of statistics for the branches covered by the surveys.

4. Location :

Central Administration of Statistics, Beirut.

Profile of the expert

Degree MA or PhD in Economics, Statistics or Business administration; Fluent in English or French;
At least 5 years of recent experience of work with business survey design and management in a national statistical institute.
Experience as technical assistance expert in developing countries to assist in business survey design and management.

5. Expected duration and start date

Four man-months, divided into a series of 3-5 missions in the period from January to September 2002. The exact timing will depend on the timing and progress of work in the CAS.

6. Expected outputs

Input to the technical reports to be produced by the relevant CAS staff on the design of annual economic surveys for Lebanon to be launched in the second quarter of 2002 with 2001 as reference year.

Mission reports to be submitted to the PMC team leader in English or French before the end of each mission.

Annex 2

Possible sources for establishments listings in Lebanon

	Activity	Possible Sources		
		1	2	3
1	Hotels	Ministry of Tourism		
2	Restaurants	Ministry of Tourism		
3	Hospitals and major clinics	Ministry of Health		
4	Private schools	Ministry of Education		
5	Universities	Ministry of Higher Education		
6	Non-profit organizations	Ministry of Social Affairs		
7	Doctors clinics	Association of Medical Doctors		
8	Consulting engineers	Association of Engineers		
9	Lawyers	Association of Lawyers		
10	Dentists	Association of Dentists		
11	Registered Contractors	Association of Contractors	Ministry of Public Works	
12	Transport companies	Ministry of Transport ?		
13	Travel agents	Association of Travel Agents		
14	Cinemas	Ministry of Tourism?		
15	Newspapers	Ministry of Information		
16	News agencies	Ministry of Information?		
17	Sport clubs	Current survey ?		
18	Hair dressers	Association of hair dressers		

Notes

1) This list is based on the experience in other regional countries (and some may not even exist in Lebanon) and certainly not an exclusive list. The CAS staff could add other possible sources based on their knowledge and contacts. They can also add other activities to the list.

2) Things to check when contacting the sources:
   - on what kind of media the database is kept (soft or hard)
   -what does the source itself think about comprehensiveness (for example does the Ministry of Tourism have a full list for hotels in Lebanon).
   - Does the database include all the variables we need for sampling (size of employment, clear address).

Annex 3

Economic Surveys for 2001 Round

Preliminary sample size estimate for the year 2001

FRAME	1	2	3	4	5	6	7	Total
Employment size	1-4	5-9	10-19	20-49	50-99	100-199	>200	
Industry	29154	4422	1363	613	139	53	38	35783
Construction	1860	307	100	56	12	6	13	2355
Internal trade	120054	3834	967	368	74	44	13	125356
Services	38650	2878	1420	970	329	149	97	44491
Transport	2640	371	169	67	20	10	5	3282
Total	192358	11812	4019	2075	575	262	167	211266
% of total	91.0%	5.6%	1.9%	1.0%	0.3%	0.1%	0.1%	

Finance	1015	301	372	158	40	29	20	1936

Sample Ratio	1	2	3	4	5	6	7
Employment size	1-4	5-9	10-19	20-49	50-99	100-199	>200
Industry	3	10	20	30	100	100	100
Construction	3	10	20	100	100	100	100
Internal trade	3	10	20	30	100	100	100
Services	3	10	20	100	100	100	100
Transport	3	10	20	100	100	100	100

Sample size	1	2	3	4	5	6	7	Total
Employment size	1-4	5-9	10-19	20-49	50-99	100-199	>200	
Industry	875	442	273	184	139	53	38	2004
Construction	56	31	20	56	12	6	13	194
Internal trade	3602	383	193	111	74	44	13	4421
Services	1159	288	284	970	329	149	97	3276
Transport	79	37	34	67	20	10	5	252
Total	5771	1181	804	1388	575	262	167	10147

Notes:

1) 1996 Census figures were blown up by 20%
2) Finance to start for 2002
3) Cost per questionnaire below includes fieldwork, printing and training
4) If increase the ratio of first stratum to 4% cost will jump to $ 242000

Budget		
Questionnaires	Cost per quest. $	Total $ US
10200	20.00	204000.00

Manpower estimates				
Questionnaires	Quest. per interviewer per day	Field work days	Number of interviewers	Number of supervisors - one per 5 interv.
10200	1.3	45	174	35
		60	131	26

Annex 4

Timing Plan for Economic Surveys 2001

Surveys: industry, services, internal trade, contractors and transport

No	Activity	Estimated time-working days	From	To
	Preparation Stage			
	Preliminary sample size estimate			
	Prepare plan and budget			
	Discuss and modify questionnaires			
	Discuss and modify manuals			
	Prepare master sample questionnaire and manual			
	Prepare editing rules			
	Prepare coding rules			
	Prepare processing programs			
	Pilot surveys			
	Sampling			
	Data collection			
	Editing			
	Data entry			
	Tabulation			
	Finalize survey design			
	Review and finalize questionnaires and manuals			
	Review and change data processing programs			
	Print survey quantity			
	Adjust processing software			
	Supplementary register sources			
	Research activities and institutions			
	Data collection from institutions			
	Collect missing data by contacting establishments			
	Master sample			
	Field work team recruitment			
	Training			
	Division of teams and mobilisation			
	Field work for master sample update			
	Editing			
	Coding			
	Data entry			
	Data file for sampling			
	Final sample			

Combine master sample with other sources

Final sample completed

Recruitment of all temporary staff

Administrative procedures

Final selection

Training

Training of trainers

Training of field work team

Training of office editors and coders

Training of data entry operators

Field work

Division of teams and mobilization

Data collection

Field editing

Office work

Office editing

Coding

Data entry

Final editing

Tabulation

Tabulation check

Draft methodology

Complete draft report

Report approval

Publication

Documentation

Document procedural history

Discuss and document improvements for future rounds

Annex 5

الجمهورية اللبنانية
ادارة الاحصاء المركزي

احصاء المباني والمؤسسات
استمارة المبنى
Building Questionnaire

الرقم المتسلسل للمبنى*

١- موقع المبنى
رقم الخريطة | رقم الحزيرة 116 | رقم المبنى على الخارطة #on map

القضاء: Caza
المنطقة العقارية: Realest. district

القطاع: Sector
رقم العقار: Realest # | رقم البلوك Block #

٢- العنوان Address
الشارع او قرب Street
رقم المدخل في الشارع # of entrance on st.

اسم المبنى او المالك Name of owner or building main occupant

٣- حالة المبنى
١- منجز صالح للاستعمال
٢- منجز صالح للاستعمال جزئيا*
٣- غير صالح للاستعمال
٤- مرتحل
٥- قيد الانشاء (سنة المباشرة بالتأسيس في حال وجود أي نشاط انشائي ---------)

٤- مادة البناء الخارجية الغالبة
١- بيطون بدون إكساء أو مكسو بأية مادة أخرى
٢- بيطون مكسو بالزجاج و/أو الالمنيوم
٣- حجر
٤- خفان مكسو بالرخام أو الحجر
٥- خفان مكسو بأي شكل آخر
٦- أخرى حدد: ----------

٥- وجهة استعمال المبنى
١- للسكن فقط Residential only
٢- لغير السكن فقط Non-Res. only
٣- مختلط Mixed
٤- غير محدد (قيد الانشاء) Undefined (under const.)
٥- شاغر Vacant
٦- مغلق (إذا لم يتم تحديده) Closed (if not specified)

٦- تاريخ انجاز المبنى
٠- غير معروف
١- ١٩٥٠ وقبل 1950
٢- ٥١-٦٠ 51-60
٣- ٦١-٧٠ 61-70

Year of completion
٤- ٧١-٧٥ 71-75
٥- ٧٦-٨٠ 76-80
٦- ٨١-٨٥ 81-85
٧- ٨٦-٩٠ 86-90

٨- ٩١-٩٣ 91-93
٩- ١٩٩٤ وبعد حدد السنة 1994 & after specify

٧- تجهيز المبنى
Facilities

مصعد	موقف سيارات	باب أو حاجز	مولد كهرباء	نظام تلفوني	شبكة مياه	شبكة مجاري
١-نعم	١-نعم	١-نعم	١-نعم	١-نعم	١-نعم	١-نعم
٢-لا	٢-لا	٢-لا	٢-لا	٢-لا	٢-لا	٢-لا
Lift	Parking	Gate	Generator	Telecom	Water	Sewage

8- محتويات المبنى
Network Network Well

عدد الطوابق الكلي (أرضي وما فوق) # of floors
عدد الطوابق تحت الأرض Underground

عدد الوحدات # of Units | للسكن Res. | لغير السكن Non-Res. | سكن وعمل Mixed | غير مستعمل Unused
مجموع كافة الوحدات عند استمارات المؤسسات في المبنى Total

ملاحظات حول المبنى ----------
Notes

Cage 4 — Ilot

لائحة الوحدات في المبنى 8-	(سكن وغير سكن)	الشارع	المزيرة

رقم المعرف للمبنى

رقم المتسلسل	الطابق	الحالة في الطابق	وضعة استعمال للسكن (رمز)	نوع وحدة السكن (رمز)	نوع وحدة غير السكن ونشاطها	الوحدات السكنية: مساحة الوحدة بالمتر المربع	الوحدات السكنية: طريقة الاشغال (رمز)	اسم المؤسسة او اسم شاغل الوحدة (ملاحظات)	#
			شكن 1- سكن وعمل 2- غير السكن 3- غير محدد (قيد الانشاء 4- شاغر 5- (سقف (طابق لم يتم تعميره 6-	السكني 1- ثانوي 2- شاغر 3-	مؤسسة انتاج دائم 1- مرفق او موسمي 2- دائرة عامة 3- وحدة نشاط مستأجر 4- شاغر 5- غير ذلك محدد 9-	Built area m²	طريقة الاشغال 1- ملك 2- ايجار 3- محتل 4- غير ذلك محدد 9-		
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

Cage 6 — Ilot

لائحة الوحدات في المبنى 8-	(سكن وغير سكن)	السنى	المزيرة
		الرقم المعرفي للسنى	

رقم السطر	السكن	الحالة في السكن	وجهة استعمال السكن (رمز)	نوع وحدة السكن (رمز)	نوع وحدة غير السكن ونشاطها	الوحدات السكنية: مساحة الوحدة بالمتر المربع Built Area m²	الوحدات السكنية: طريقة الإشغال (رمز)	اسم المؤسسة أو اسم شاغل الوحدة (ملاحظات)
			تسكن 1- سكن ونشاط 2- غير السكن 3- غير محدد (قيد الانشاء) 4- شاغر 5- (سكن (إذا لم يتم تحديده 6-	سكني 1- ثانوي 2- شاغر 3-	مؤسسة قطاع خاص 1- مرفق أو مؤسسي 2- دورة عامة 3- وحدة نشاط مستقل 4- شاغر 5- غير ذلك محدد 9-		ملك 1- إيجار 2- محتل 3- غير ذلك محدد 9-	
01								
02								
03								
04								
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06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								

If branch
≠ of headoffice

سنة مباشرة النشاط	هل المؤسسة مسجلة في السجل التجاري؟ 1-نعم مسجلة 2-غير مسجلة	سنة التسجيل	رقم التعريف في وزارة المالية	وضع المؤسسة في المشروع (ارجع لائحة الرموز في أسفل الصفحة)	عدد الفروع (0 كان لا توجد) (2)	رقم الهاتف	هاتف خلوي	بريد الكتروني
Year of actual start	Is est registered in the commercial register Yes 1 No 2	Year of Registration	# in Ministry of Finance	Economic organization 1- Sole est. 2- Headoffice with branches 3- Branch with no book keeping 4- Branch without book keeping	# of branches	Phone #	Mobile #	Email

وضع المؤسسة في المشروع:
1- منشأة منفردة
2- مركز رئيسي له فرع أو أكثر
3- فرع يمسك حسابات
4- فرع لا يمسك حسابات
5- غير ها حدد

Annex 6

List of Possible Tasks for the CAS Staff until April

1 Building and Establishment Census

1.1 Finalize questionnaires design
1.2 Draft manuals

الجمهورية اللبنانية
مكتب وزير الدولة لشؤون التنمية الإدارية
مركز مشاريع ودراسات القطاع العام

2 Economic surveys 2001

2.1 Modify PCBS questionnaires
2.2 Modify manuals
2.3 Draft coding manual
2.4 Draft manual editing rules
2.5 Draft computer validation rules
2.6 Draft dummy tables (tabulation plan) - low priority
2.7 Sample design for each survey (related to task 3)

3 Sampling frame for 2001 round

3.1 Research what activities could have reliable listing sources (see attached list)
3.2 Contact sources and check their database (media, quality of coverage, sufficiency of variables for
3.3 Obtain useful databases
3.4 Supplement databases by missing variables needed for sampling purposes such as number of employees

4 National accounts

4.1 Check availability and usability of data at Ministry of Agriculture
4.2 Check availability and usability of data for public sector accounts at the Ministry of Finance
4.3 Check financial institutions (banks, credit companies and money exchangers) data at the Central Bank
4.4 Check insurance data at the Ministry of Economy

Republic of Lebanon
Office of the Minister of State for Administrative Reform
Center for Public Sector Projects and Studies
(C.P.S.P.S.)