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

Memorandum

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Mrs Roula Kabbani, EU Project Coordinator, OMSAR

From: Dimitrios Sfikas, PMC Team Leader

Date: 15 October 2002

Subject: **Mission Report to CAS - Development of Economics Surveys
for Lebanon.**

Please find attached for your review and approval the Mission Report to the Central Administration of Statistics for the Development of Economic Surveys for Lebanon of the short term Economic Survey Management Expert Mr. Hilmi Dabbagh.



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Office of the Minister of State for Administrative Reform
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(C.P.S.P.S.)

ARLA PROGRAMME

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Programme Monitoring Consultants

Document for Discussion and not binding OMSAR/PMC and EC

Development of Economic Statistics for Lebanon

August 15 – September 26, 2002

by Hilmi Dabbagh

Short Term Expert on Economic Statistics

OMSAR, Beirut, September, 2002

Summary

Preparation for the Census of Buildings, Dwellings and Establishments (CBDE) was intensified during the summer in order to start the fieldwork operations planned to commence early August. CAS appointed a number of the fieldwork team members and work started on an update of the building maps. However, in the beginning of August, the Prime Minister's Office requested to review the recruitment process of the fieldwork team. This review is still underway and the consequence of this intervention is that the work of the CBDE was practically put on hold since August 5, 2002..

Despite this impediment, the work on preparation improvements continued. An outline for the publication of CBDE results was drafted and a tabulation plan was prepared. In the context of discussing CBDE publications, important decisions that could be universal for all CAS future publications, were taken by CAS management.

In the National Accounts area, a research on the software to be used by CAS was initiated, a high level working-plan was drafted and questions relevant to NA needs from the planned household budget survey were drafted.

Additional changes to the questionnaires for the business surveys were integrated. Specific needs of the Banque du Liban were identified and included as well. A first draft for a questionnaire for financial intermediation activity was completed.

During the Consultant mission an update of the technical assistance plan was agreed on with CAS, OMSAR and PMC. An update of the monitoring sheet was also completed.

A monitoring mission requested by the EU with a specialist in official statistics production visited CAS during the Consultant's mission. The Consultant provided the requested information and gave his comments on the developments within CAS.

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Introduction

The NA Consultant's mission at the Central Administration of Statistics (CAS) took place from August 15 to September 26. This is the fourth mission of this expert.

This report covers the work carried out by the Consultant during the mission. Activities undertaken are grouped under four main headings as listed in the Terms of Reference. A copy of this ToRs is attached in Annex 1.

According to the technical assistance plan drafted last April by EUROSTAT and approved by the EU, this mission will be dealing with Component 1 of the project, viz. the Census of Buildings, Dwellings and Establishments (CBDE) and start preparatory work for the National Accounts component of the project. However, the Consultant, due to work demands and priorities, was involved in a number of other activities on the other two areas, i.e., business surveys and coordination of the project. Such flexibility was implied when the aforementioned technical assistance plan listed the Consultant's missions.

A one-week mission for the Consultant for Institution Building (Prof. Sten Johansson) coincided with the NA Consultant's mission. Fruitful discussions took place in all interrelated areas.

Coordination of ARLA programme to CAS

Given the delay occurred on the CBDE implementation mentioned later in this report, the first question faced CAS was in regard of the timing of the Database Expert mission pertaining to data processing of the CBDE scheduled in September. CAS perceived that the mission has to be postponed. The Consultant dealt with this issue in coordination with Mr. Chris le Blanc, the ARLA Technical Management Expert.

The Consultant held two meetings with the OMSAR's coordinators, Mrs. Kabbani and Mrs. Alamedine. In the first meeting, together with Prof. Johansson, a review of the progress using the monitoring system drafted last mission was presented. The difficulties encountered and suggestions on how to deal with them were discussed in both meetings. In the second meeting an updated technical assistance plan for the period of six months from October 2002, based on the current TA plan, was discussed and agreed on after consultation with CAS. The Consultant was asked to coordinate contacts and get CVs for future experts missions. Preliminary contacts have been already established with the expert for business surveys sampling.

At the end of the mission, an update of the monitoring sheet was produced and discussed with the Project Coordinator in the presence of the PMC Team Leader and PMC Technical Management Expert. Since the last update in July, only two expert missions took place; viz. Prof Johansson and the NA Consultant. The updated monitoring sheet was also presented to CAS, OMSAR and EUROSTAT and is attached to the report in Annex 2.

The Consultant prepared a hard copy of all project expert mission reports from inception to date for easy reference by all users. A soft copy is also now available with the Consultant and the PMC Administrative Coordinator (Beindy Dagher).

During the Consultant's mission a Monitoring and Evaluation mission took place. This mission included, in addition to the usual two monitors for the ARLA project, an expert specialized in the area of official statistics, Dr. Athanassia Xenaki. The Consultant met all three monitors, separately had long discussions with Dr. Xenaki and provided the information requested.

The Census of Buildings, Dwellings and Establishments (CBDE) 2002

Recruitment of Fieldwork Team

The recruitment procedures were organized under the supervision of the CBDE Higher Committee consisting of Dr Tutelian, the Director of Administrative Directorate, Head of Administrative Affairs Department in the Directorate and the four Statisticians in CAS.

The starting point for the recruitment process was preparing the document "Principles of Resorting to Persons from outside CAS to Carry out Statistical Undertakings". The document consists of seven pages and duly signed by Dr Tutelian. It conforms to the Lebanese Civil Service regulations for hiring temporary staff in the government agencies.

For each category of the CBDE fieldwork team, the document points out the qualifications required, brief job description and remuneration. The categories include: interviewers, team leaders, controllers, supervisors (in charge of the operations on the governorate level), editors and coders, GIS trainers, ILOT digitizers, data entry operators and statistical table producers.

This document was declared to the public on the bulletin board in the main entrance in CAS during the two weeks opening period for the applicants as was advertised about these positions in four main newspapers in Lebanon. The two weeks period also conforms to the civil service regulations.

CAS has also prepared draft contracts for each position of the fieldwork team. The contract encompassed a brief job description for the tasks pertaining to each position. All applicants were also asked to fill in a questionnaire designed by CAS to establish a database for all those who work in fieldwork operations for future needs. The questionnaire covered the applicant identification data, qualifications, previous experience, time availability and preferred work geographical area.

Previously, CAS occasionally used to inform the Lebanese universities and higher colleges about its need for temporary staff for fieldwork operations. But this time Dr Tutelian restricted the notification to the public by advertisement through the media to guarantee equal opportunity for all applicants.

Total number for fieldworkers as planned is 906. CAS received 1236 applicants, but only 1175 were eligible applicants as per the conditions of the recruitment. The difference is mainly due to the condition of having the Lebanese citizenship for ten years. 140 candidates withdrew from the recruitment process either before or after the training course. 1058 candidates started the training course but only 961 persons completed it. After netting the withdrawals 724 candidates were tested in the field. Out of these 620 persons were recruited. Details of numbers by each position category are outlined in a table below.

Recruitment process seems to have gone very smoothly without any complaints except one case. A candidate sent to a newspaper a complaint that his application was

ignored and he was not contacted to attend the training course. The CAS human resource staff assured that he was contacted and a message was left at his home. When propping deeper into the cause of the problem, it was found that due to a human error, his phone number was mistyped in the contacts list, and thus the phone call was made to a wrong household. Needless to say that one human mistake in 1236 applications should not be of a concern for anyone.

Table1. CBDE recruitment data

Category	Planned positions	All applicants	Eligible	Trained	Withdrawn*	Field tested	Recruited
Interviewers	600	770	738	652	131	438	413
Team leaders	100	98	93	71	22	71	71
Controllers	85	124	122	76	46	59	48
Editors & coders	40	140	135	93	15	92	38
Supervisors	9	14	14	14	5	9	9
Digitizers	20	9	8	8	0	8	8
Data entry operators	40	63	59	46	13	46	32
GIS trainers	2	8	6	1	5	1	1
Table producers**	10	10	-	-	-	-	-
Total	906	1236	1175	961	237	724	620

*Withdrawn at the different stages; before, during or after training or moved to a different category.

** Recruitment is postponed until later stage, when data is almost processed.

CBDE Fieldwork Blocked

With the successful completion of training course and the ready preparations for all census administrative and technical requirements, the fieldwork operations were ready to launch.

On July 31, CAS officially appointed 9 supervisors, 71 team-leaders and 8 ILOT digitizers. On August 1, the supervisors and team-leaders were sent to the field to start working on updating the ready ILOTS to reflect the changes on buildings as opposed to the maps they were given. The appointed digitizers started directly working in the office using the special software after getting trained on their tasks. On August 5, whilst CAS was about to officially appoint the 413 interviewers, Dr Tutelian received a written request from the Prime Minister Office to provide a list of all applicants and all those who have been recruited for the CBDE for a review and approval by the Prime Minister, who is also the minister responsible for the CAS. The CAS in response prepared several lists that included: all applicants, applicants who have been rejected for failing to provide all needed documents, those who did not fulfill the condition of being Lebanese citizen for at least ten years, applicants who failed to attend the training course, applicants who did not complete the training course, those who withdrew after the training course and finally those who completed all the requirements, passed the test and were consequently eligible for appointment. These lists were sent on August 12.

On August 19, CAS decided to stop the work of the already appointed team as a precautionary measure until the approval on the rest of fieldworkers is granted, as the work of the CBDE cannot be partitioned and if the interviewers do not do their work the census cannot be implemented. CAS did not receive an official response from the PM office before September 16. The letter that is dated on September 13 and signed by the DG of the Council of Ministers requested three further clarifications on the recruitment process. Dr Tutelian replied to the letter clarifying where the answers to two out of the three new questions could be found in the lists sent earlier, while the answer to the third question is to be found in the document titled "Principles of Resorting to Persons from outside CAS to Carry out Statistical Undertakings", which was sent to PMO earlier than the afore-mentioned lists.

The delay in of the fieldwork operation had and will have several negative impacts on the current and future work of CAS. This includes:

1. The CBDE is the prerequisite for the other components of CAS work plan for building the economic statistics system. The CBDE will provide a high quality sampling frame for all business and households surveys including the planned household budget survey for 2003. The first round of business surveys planned for 2003 with 2002 as reference year will also be completely dependent on samples withdrawn from the CBDE establishments register. This means that the time plan for these components may have to be reviewed and consequently the work on national accounts estimates has to be re-planned.
2. For the number of persons engaged in the businesses, the CBDE questionnaire has June 30 as the reference point of time. This is an ideal reference point as it represents the mid year date. With the delay of the fieldwork operation, the reference point has to be changed, as most businesses in Lebanon may not hold records for their workforce and therefore it creates a quality issue if asked after a long period of time.
3. The majority of the fieldwork applicants were university students. The fieldwork was planned to be completed before the start of the coming academic year late September, or some short time after that depending on the university. If CAS now tries to conduct the fieldwork, assuming an approval is shortly granted, many applicants would not be able to participate due to their education commitment. There is also a risk that non-student candidates have already found other jobs in the meantime and that the whole recruitment process must start all over again or that a second round of recruitments must be carried out.
4. Those who can participate in the operation would need to be re-trained given the time elapsed since the training course. Cost and time factors involved have to be considered. Needless to say that those who will be recruited to compensate for the withdrawals will need to go through the training course as well.
5. CAS staff learned that many applicants were considering other jobs when the opportunity of working with CAS arose and therefore they have discarded other opportunities or commitments giving the priority to the CAS job. This is very unfair for those applicants.

6. This discouraging experience for the applicants could cause negative response on CAS future manpower needs for any fieldwork operation. It would be very unconstructive if manpower becomes an impediment for surveys and censuses implementation.

Documents Preparation

Despite the above-mentioned impediment, preparatory work for the CBDE was carried on.

After the completion of the training course, CAS CBDE team conducted a field test for the trainees. Although a pilot survey was carried out previously, but this test was also meant to test the questionnaires given that some further changes were introduced last time.

The consultant was involved in reviewing the test filled in questionnaires. 27 questionnaires were reviewed and several questions and issues were pointed out. These points were discussed with Mr Ziad Abdulah and Mr Nader Keyrouz, two statisticians in the CBDE Higher Committee who were also in charge of the training course. Resolutions on these points were reached and documented. The document (in Arabic) is attached to the report in annex 3. There were twenty points that needed some minor changes in the questionnaires or further clarification in the manual, while there were six points that indicated the need for some further clarification in the future round of training.

Among the points in the first group was the agreement that the interviewers would answer only with the number of the proper choice for the multi choice question as opposed to the previous instructions required both the text and the number of the choice. This change entailed thorough and involving changes to the manual. Other examples are: the treatment of multi-activities establishments, treatment of doctors who rent a time window in other doctor clinics, agriculture producer selling on the side of the road and buildings and dwelling cases that would be difficult to complete all their questions due to their status.

During the consultant absence, CAS staff completed detailed job descriptions for the fieldwork team as well as for all the office work teams. The CAS staffs have also produced a well thought off editing and coding document for the treatment of CBDE returns. The latter document was reviewed by the consultant and discussed with the statistician in charge. It was then amended by CAS staff to reflect the changes occurred due to all improvements mentioned above. The progress in all these areas made it possible to proceed in the production of final version for both fieldwork and office work manuals as was previously agreed on by the CBDE Higher Committee.

GIS System

As was reported before, the urban areas were covered by satellite images that were taken from the Army. Supplementary images for the rural areas were recommended by the GIS expert to be purchased from the exclusive agent for Russian satellite images in Lebanon against 26,000 Euro. CAS has already completed all the digitizing and

produced ready maps for the CBDE fieldwork team covering 6000 ILOTS in the urban areas.

On August 3, the CAS received from the Minister of State for Administrative Reform a letter advising that, due to regulatory reasons, the EU delegation could not approve the purchase of the Russian satellite images. However, European images could be purchased for 400,000 Euro as opposed to the 26,000 Euro for the Russian images.

CAS decided to quit the usage of these images. For Rural areas CAS will follow the "old fashion" hand sketches. After the fieldwork update of the ILOTS with the surveyed buildings, they will be digitized using topographic maps provided to CAS by the Department of Remote Sensing in Lebanon.

Data Processing

The hardware and software needs for CAS recommended by the data expert were tendered internationally according to the EU regulations. The tenders will be opened in October and then it will take one month to prepare the contract and two months time for material delivery. So CAS should receive these equipments around mid February 2003.

In order to process the CBDE data with reasonable speed, CAS is planning to rent some PCs. Then the machines used currently for the GIS work will be allocated for data entry when all GIS work is completed. However, there is a concern that the budget item that can be used for renting the PCs is not enough to for the time period needed to process the data in the most efficient manner, but it seems CAS does not have any other option in this area.

CBDE results publications

The consultant worked with the statistician in charge on the tabulation plan for the census tables. 27 tables were drafted, 16 for buildings and dwellings and 11 for establishments. One comparison table between 1996 and 2002 data were drafted for both buildings and establishments. These dummy tables (meaning have no data) are currently being produced on Excel by CAS staff.

The consultant recommended publishing the CBDE results in two separate reports, one for buildings including the dwellings and one for establishments. Major argument for such separation is that users would mostly be interested on one area or the other, which makes separate reports to be more relevant and economical. CBDE Higher Committee headed by Dr Tutelian adopted the recommendation.

CAS Publications Content and Format

With the discussions over the CBDE results publication, some points that are universal to all CAS future publication were relevant and therefore were discussed on this basis.

Content of CAS statistical reports

Given that all statistical surveys and censuses, regardless of their area, have many common features, the consultant recommended to the CAS to adopt a standard outline for all CAS reports. CAS DG approved the concept. The consultant together with a CAS statistician prepared a draft outline that was discussed by the DG and the four statisticians in CAS. The agreed-upon outline is attached to the report in annex 4. This outline will be used in the CBDE report.

Foreign language

Lebanon uses French as the official foreign language. CAS previously published in Arabic and French and tried to include English in some publications as well to satisfy the need of some users, especially international organizations. However, when using the three languages the reports tables become a bit crowded and not very elegant to present.

Dr Tutelian decided to have both CBDE reports in two versions. The first would be in Arabic and English and the second in Arabic and French.

Numeral format

It was agreed to use the Arabic (currently called Latin) numbers format in all the CAS reports, whether in the tables or in the numbers that come in the text. This is much more handy and makes it easy to produce and read.

National Accounts

Work plan

Together with the statistician in charge of National Accounts Department, a high level plan for producing national accounts of Lebanon was drafted. The plan, which is attached in annex 5, was based on the following principles and assumptions:

- Basic data from planned surveys and administrative records are available on time.
- That CAS tries to publish the NA figures for a reference year before the end of the next year as in the international practices.
- The expansion in the compiled aggregates and details of accounts is gradual, so that every year some more details are added.
- The household budget survey for 2003 will be implemented in order to be able to build the supply use tables for 2003 as a basis for 2003 GDP.
- That the work plan for price indices is implemented on time.
- There are more university graduates with suitable specialization joining the NA department before March 2003.
- That there is a full cooperation between CAS and the Banque du Liban to mutually calculate international income and transfers needed to compile some NA aggregates.
- The agreement between CAS, Ministry of Economy and Trade, Eurostat and EU

- delegation last April was considered.
- Ministry of Agriculture is able to provide data with reasonable quality on agriculture activity.
 - That there is enough technical assistance provided to CAS in all economic statistics areas.
 - Plan is flexible and to be adjusted based on progress in all needed building blocks for the compilation exercise.

Given that the experience so far has proved that such assumptions may easily not materialize, the work plan at this stage is to be considered as an internal document for CAS and does not constitute any commitments before external parties.

A rudimental detailed task list the rest of 2002 was also drafted together with the statistician in charge of NA Department.

National Accounts software

A preliminary research to decide on the NA software to use in CAS was initiated.

ERETES

The consultant contacted the Eurostat to have information about ERETES in English. A power point presentation was received.

ERETES was developed under the sponsorship of Eurostat, the French Ministry for Cooperation and INSEE. It is based on Progress database with Builder interface. The presentation states that it is a multi user, multi post software.

A mission for installing and training on ERETES under MED-NA visited CAS on May 2001. The expert suggested a detailed implementation calendar that extends from first semester of 2001 to first semester of 2005. Six missions for installing and training are suggested and some 5,200 Euro total costs is estimated for Progress database purchase; 4300 Euro for the administration terminal and 300 Euro for each one of three suggested additional users terminal.

In order to be further educated about the software, an email was sent to both the Moroccan and Tunisian central statistical offices inquiring with specifics about their experience with ERETES, as these two countries seem to have used it for the compilation of their national accounts.

UNSD software

An email was sent to the United Nations Statistics Division (UNSD) inquiring about the software they recommend. To the consultant's information a spreadsheet was developed by the previous inter-regional NA expert in the UN. However, the UNSD provided another contact person, Mr Vu who was also contacted in his return. But unfortunately no response was received until the end of the current mission.

NA needs from the household budget survey

The household budget survey would be the best source of data to cover income and transfer transactions for the households sector (as one of the five sectors defined in the 1993 SNA). It would also be the best vehicle to cover the production of the informal activities. The latter as was defined in an earlier mission in agreement with CAS staff include all those producers who don't have clearly defined premises for production that would be counted in the establishment census.

Draft questions to be included in the HBS were discussed and agreed on. Those are attached to the report in annex 6.

Economic Surveys

The integrated five economic surveys

In a previous mission the consultant worked with CAS staff on drafting the questionnaires for five integrated surveys covering industry (mining, electricity and water, and manufacturing), internal trade, services, transport and construction contractors. A draft manual for industry survey was also prepared.

A visit to Banque du Liban (BDL) was organized. On September 3, the statistician in charge of NA department together with the consultant visited Ms Claud Sa'adeh and Rula Na'oum in The Department of Statistics and Economic Research in BDL, which is in charge of preparing the balance of payments (BOP).

The system of the five integrated surveys was explained to BDL staff and then the draft questionnaire of industry survey was presented to BDL for them to check on the questions they would need for the BOP. The latter would be a base for the planned Rest of the World Account in CAS NA work plan.

On September 20, CAS received the feedback from Ms Sa'adeh. The suggestions revolve on one point. Where the questionnaire requested goods, services and transfers values to be broken down into local or external, Ms Sa'adeh suggests collecting these on the basis of resident and non-resident concept. Partially, the change was done for some items while it was not possible to do for others for conceptual or practicality reasons.

Discussions with BDL staff covered other areas including the intended comprehensive reporting system recommended by the IMF and covering all banks in Lebanon called International Transactions Reporting System (ITRS). The BDL will implement this system starting from January 2003 and is currently training all banks staff on this system. However, the ITRS covers only transactions over 10,000 \$US and is obviously limited to transactions taking place through the banking system.

Discussions also covered definition of residents with respect to non-Lebanese labors working in Lebanon. Discussions covered availability of data on compensations of both residents and non-residents. BDL advised that there are some estimates.

However, until the ITRS is in place, there is no data on net property income from abroad. Both these items are vital to compile the Gross National Income for Lebanon.

Considering BDL requests and other issues, further discussions for preparing the questionnaires for the first round of the surveys occurred during this mission. A new draft for the five surveys was agreed on and CAS staff will work on their production soon.

Financial intermediation survey

A questionnaire for financial intermediation survey was drafted. This survey is to cover banks and financial institutions and money exchangers.

The CAS statistician in charge of NA contacted the relevant section in Banque du Liban to check the data that all banks are requested to provide to BDL on a regular basis to verify if these data would be sufficient for the purposes of NA compilation. CAS got a copy of the form the BDL use. The form is extremely long and exhaustive with respect of bank financial transactions and assets, however, it does not inquire about the inputs nor the components of the value added, such as the compensation of employees, consumption of fixed capital and taxes. Therefore a survey for these institutions seems to be inevitable. The survey would cover all banks and other financial institutions working in Lebanon and a sample of money exchangers.

List of annexes

Annex 1. Terms of Reference for the consultant

Annex 2. Monitoring sheet for ARLA to CAS as on 9/2002

Annex 3. Conclusions from reviewing CBDE test questionnaires

Annex 4. CAS publications draft outline

Annex 5. CAS national accounts compilation plan 2002-2005

Annex 6. Suggested questions for HBS needed for national accounts

Terms of Reference
Expert for National Accounts and underlying system of
economic statistics
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 by the CAS in November 2000 and updated in April 2002, a new census for the buildings, dwellings and establishments will be done during this year 2002. This census is planned, among other things, to update the sampling frame for a set of annual economic surveys to be launched in 2003 with 2002 as reference year and then be repeated every year afterwards. Data on household consumption and production will be captured by a household budget survey for the reference year 2003. SUT-methodology will then be applicable for 2003, which can be referred to as the base year for the Lebanese National Accounts.

2. Proposed specific objectives

The main purpose of the expert's several missions is to advise the CAS staff on the design of the establishment census and the set of annual economic surveys needed for National Accounts compilation. This includes the questionnaires, the manuals, and pilot surveys as basis for the final design of the set of surveys. The expert is also to advise the CAS staff on the compilation of National Accounts according to the 1993 SNA.

3. Main activities to be undertaken

3.1 Sampling frame for economic surveys / CBDE

Assist the CAS staff in the design of the Census of Buildings, Dwellings and Establishments planned to be carried out during the current year 2002. In particular this includes collecting the primary data on all economic establishments in Lebanon needed to establish a high quality sampling frame for the set of annual economic surveys. Task includes preparation of all design documents as well as assistance in drafting the reports.

3.2 Economic Surveys

Assist relevant CAS staff in the planning of business surveys to start for the first round in 2003 with 2002 reference year. This includes design of questionnaires, manuals and other documents covering the different industrial branches in Lebanon.

3.3 Compilation of National Accounts

- a) Provide theoretical training to the CAS staff on the concepts of National Accounts according to the 1993 SNA.
- b) Advise the CAS staff on the compilation methodology for the GDP from both production and consumption sides. This includes the preparation of the surveys and administrative data sources to be used in the compilation exercise.
- c) Assist the CAS staff in establishing preliminary requirements for the preparation of the supply-use table as a basis for the GDP compilation for the year 2003.
- d) Cooperate and coordinate the activities of the specialized experts who will provide complementary technical assistance in specific NA areas. This includes the expert for the financial intermediation industry, government sector and rest of the world account to guarantee seamless technical assistance to the CAS staff.

3.4 Coordination of ARLA programme to CAS

In full cooperation with the team leader, coordinate the missions of the short-term experts to the CAS. This includes:

- a) Draft the TORs for all short-term experts in consultation with the team leader and the CAS.
- b) Ascertain that the experts get all what they need to complete their missions – this covers access to the ground information the experts need to analyze the current status. It also includes explanations and discussions with the short-term experts on the structure of ARLA programme to CAS and all relevant technical mutual sides.
- c) Provide feedback on the expert's reports in consultation with the team leader and CAS staff.

4. Location

Central Administration of Statistics, Beirut

5. 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 and national accounts compilation in a national statistical institute;
Experience as technical assistance expert in developing countries to assist in

business survey design and management and compilation of national accounts.

6. Expected duration and start date

2,5 man months, divided into two missions one month in June and 1,5 man-moths in August/September of 2002 The exact timing of the second mission will depend on the timing and progress of the work in the CAS.

7. Expected outputs

Progress reports to be submitted to the PMC team leader in English before the end of each mission or directly after that.

Overall objective: Building a system of official statistics sufficient for modern National Accounts according to international standards and recommendations						
ID	Component	Sub-components	Specific objectives	Expected output	Time span	Assumptions/ risks
0	Institutional development - Team leader	<ul style="list-style-type: none"> 0. Strategy plan for economic statistics system. 1. Human resource development. 2. Organization development. 3. Legislative framework. 4. Financial management. 5. IT system development 	<ul style="list-style-type: none"> (a) sustainable institutional capacity building (b) provisional GDP estimates 1997-2000 (c) updated sampling frame by new census (d) a system of annual economic surveys (e) a household survey. 	Technical assistance to enable CAS to implement the main economic statistics data collections for compilation of National Accounts	2000-2005	Strong commitment by the Lebanese Government to provide resources and support to the CAS
ID	Tasks	Local staff	Experts	Progress to date	Tangible output	Problems/ delays
0.0.1	Develop strategy plan and follow-up of implementation.	Dr Maral Tutelian and team of statisticians	Prof. Sten Johansson (TL team leader), Idilio Freire, Hilmi Dabbagh	Task completed with November 2000 strategy plan. Follow-up is ongoing process	Reports by Johansson and Dabbagh	Critical assumptions on staffing and other support not met
0.0.2	Adapting strategy plan to changing circumstances	Dr Maral Tutelian	Prof Johansson and Mr Freire	1. Decision to discontinue work on NA 1997-2000	Report on available sources for NA compilation by Freire	Fatal gaps and inconsistencies in available statistical sources

	Dr. Maral Tutelian	Prof. Johansson	2. Decision to postpone census from 2001 to 2002	Critical assumptions not met as stated in 2nd and 3rd 2001 TL reports	Delays in staffing the computer department and providing maps
	Dr. Maral Tutelian	Prof. Johansson and local expert Dr Khalil	3. Decision to postpone the household survey from 2002 to 2003	Discussion in 3rd, 4th and 6th TL reports	Consequence of Census postponement. Also contract problems for Local expert Dr Khalil
	Dr. Maral Tutelian	Prof. Johansson and Mr Hilmi Dabbagh	4. Decision to cancel economic surveys for 2001	Dabbagh's 2nd report	Government decision that expert group in Ministry of Economy compile NA 1997-2001
0.1.1	Dr. Maral Tutelian	Prof. Johansson	Task completed	Memo in 3rd mission TL report	
0.1.2	Dr. Maral Tutelian	Prof. Johansson	Task completed. The Decree is outdated in relation to modern production methods	Memo in 3rd and 7th TL mission reports	
0.1.3	Dr. Maral Tutelian	Prof. Johansson	Task completed. Shows that CAS is severely understaffed	-Memo in 3rd TL mission report. - Updated survey in 8th TL mission report	

0.1.4	Proposals for staff to be recruited for the short term	Dr. Maral Tutelian	Prof. Johansson	<ul style="list-style-type: none"> -13 new staff in place since October 2001, 15 additional to be recruited by December 2002 - The four statisticians to be promoted to senior statisticians. - Fieldworkers to be recruited. - Job description and educational requirements for the new staff categories drafted 	<ul style="list-style-type: none"> -Memo in 3rd and 7th TL mission reports - Job descriptions in 8th mission report 	
0.1.5	Staff capacity and capability building strategy	Dr. Maral Tutelian	Prof. Johansson	-Discussions resulting in strategy to do what can be done without change of Decree	-Notes in 2nd mission report	Long difficult process to effect change
0.2.1	Organizational principles for statistical agencies	Dr. Maral Tutelian	Prof. Johansson	Discussions with CAS management	Notes in 2nd mission report	Low priority for the time being
0.2.2	Analysis of the 1980 Decree on CAS	Dr. Maral Tutelian	Prof. Johansson	Discussions with CAS management	Memo on priorities in the Decree	
0.2.3	Memo on proposed future organizational structure	Dr. Maral Tutelian	Prof. Johansson	Initial discussions	Notes in 2nd mission report	Low priority for the time being
0.3.1	Overview of statistics laws in other countries	Dr. Maral Tutelian	Prof. Johansson	Collection of statistics laws in other countries		Low priority for CAS for the time being
0.3.2	Analysis of the 1979/1980 legislation on CAS	Dr. Maral Tutelian	Prof. Johansson	Partial analysis discussed		Low priority for CAS for the time being

0.3.3	Memo on proposals for new legislation for the CAS	Dr Maral Tutelian	Prof. Johansson	Not started	Long difficult process to effect change
0.4	Financial management	Dr Maral Tutelian	Prof. Johansson	Not started. Special system for CAS cannot be initiated	No priority for CAS for the time being
0.5.1	Hardware needs now and in the future	Mr Ziad Abdullah	Dr Dekker, Dr Catinis	Equipment needs specified and modified with changing needs	Long delays in delivery because of regulations on tendering
0.5.2	Software policy for the CAS, now and in the future	Mr Ziad Abdullah	Dr Dekker	Not started	
0.5.3	Data access and data protection policies for the CAS	Dr Maral Tutelian	Prof. Johansson	Not started	

Updating sampling frames for economic and household surveys

ID	Component	Sub-component	Specific objectives	Expected output	Time span	Assumptions/ risks
1	Updating the information concerning statistical units	1.1- Census of buildings, dwellings & establishment 2002 1.2- Establishment listing update 2004	Provide updated sampling frame for business and households sample surveys	Detailed report on the results including the characteristics of buildings, dwellings & establishments in Lebanon	Jan 02- Feb 03 Aug 04- Dec 04	-Equipment provided in due time including satellite images -Need to continue this activity after Sept 02

ID	Tasks	Local staff	Experts	Progress to date	Tangible output	Problems/ delays
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1.1.1.1	Prepare GIS strategy and establish system	IT dept. - started the implementation	Mr Brown provided advice on the strategy.	<ul style="list-style-type: none"> - Strategy in place - Ilots progressively digitized - Buildings progressively numbered - All urban areas Ilots completed ready for fieldwork - Work on the rural areas ceased due to staff recruitment delay (see below) 	Mr Brown mission report (March 02)	<ul style="list-style-type: none"> - Equipment to be provided through international tender not on time - Satellite images funds provided on time - The Russian images can't be purchased for regulatory reasons, hand sketches are used instead
1.1.1.2	Prepare processing strategy and establish system	IT dept. - started the implementation	Dr Dekker provided advice on the strategy and support in program development	<ul style="list-style-type: none"> - Strategy in place - Computer applications partially completed - Data entry program completed and tested - Equipment tender-ed internationally, delivery is mid Feb 03 - CAS will rent some PCs to speed up data processing 	Dekker's mission reports (February and July 2002)	<ul style="list-style-type: none"> - Equipment to be provided through international tender not on time - Feb 03 is too late for the census processing and a concern that the budget item for the rent is not enough

1.1.3	Documents and tests preparations (budget, plan, pilot, questionnaires, manuals etc...)	SPS dept. NA dept. IT dept.- Essential documents ready or in final stages of development	- Mr Dabbagh advised on the questionnaire design, field work and office manual. Also assisted in pilot assessment and the consequent document alternations. - Dr Dekker advised on the fieldwork reporting and quality control	- On schedule to start fieldwork in August 2002 - Office work manual completed - Additional refinements on the questionnaires and manuals after completion of pilot survey	- Applicable documents available - Mr Dabbagh 1st and 3rd mission reports - Dr Dekker 2nd mission report - Mr Dabbagh 4th mission report
1.1.4	Training of field and office staff	SPS, FWO and IT depts.	Mr Dabbagh assisted in the design of the training curriculum, distribution to shifts and timetable	- Plans and training materials prepared - 961 candidates for all categories trained - 724 candidate field tested	- Relevant documents available - Mr Dabbagh 3rd mission report - Prof Johansson 8th mission re-port and Dabbagh 4th mission report
1.1.5	Fieldwork operations	FWO dept. - Field staff requirements specified; known quality workers contacted	No immediate involvement	- Call for field staff placed - 9 supervisors, 8 digitizers and 71 team-leaders appointed on July 31 - Appointment of 413 interviewers postponed pending a review of the recruitment process by the Prime Minister	About 900 temporary staff employed - Review process in the Prime Minister's Office on-going since August 12. - Census field operations on hold since August 5 until today (September 23)
1.1.6	Editing and coding	SPS dept. - ISIC Rev. 3 codes available; editing rules being formulated	Editing rules reviewed by Dabbagh	Documents ready and included in the office work manual	Relevant documents available

1.1.7	Processing data	IT dept. - take first responsibility	No immediate involvement	Not started	-Equipment to be provided through international tender not on time - Budget item for renting PCs is not enough for the period needed for optimal processing speed
1.1.8	Quality control	SPS and IT depts.	Dabbagh and Dekker share experience	Plan formulated As scheduled	None
1.1.9	Dissemination (electronic and printed dissemination)	- SPS and the statistician in NA	Dabbagh advised on the tabulation plan and reports outline	-Tabulation plan drafted - Report outline drafted	Dekker's mission report July 2002 -Dabbagh 4th mission report - Draft tables and reports outline

Economic surveys

ID	Component	Sub-component	Specific objectives	Expected output	Time span	Assumptions/ risks
2	Economic surveys covering: -Industry -Services -Internal trade -Construction -Transport -Financial services (starting from the 2nd round)	1.1 1st round 1.2 2nd round 1.3 3rd round	Provide basic data on all branches of economy for the compilation of national accounts	Reports detailing results of the economic surveys	Nov 02- Dec 05	-Approval and budget allocated by the government -Technical assistance provided -Local Staff recruited -Need to continue this activity after Sept 02

ID	Tasks	Local staff	Experts	Progress to date	Tangible output	Problems/ delays
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2.1.1	Budget and timeline preparation	SPS dept. worked according to the expert recommendations	Mr Dabbagh provided advice	A draft budget prepared	Mr Dabbagh mission report (February 02)	
2.1.2	Sampling design	SPS and NA dept. worked according to the expert recommendations	Mr Dabbagh provided advice	Preliminary design prepared	Mr Dabbagh mission report (February 02)	
2.1.3	Questionnaires /tests	NA and SPS dept. worked on the documents according to the expert recommendations	Mr Dabbagh provided advice	-First draft of questionnaires prepared - A questionnaire for financial intermediation enterprises drafted - Further discussions and modifications on the first draft took place	-Dabbagh mission report (February 02) -First draft of questionnaires prepared - Dabbagh 4th mission report (September 02)	
2.1.4	Manuals	NA and SPS dept. worked on the documents according to the expert recommendations	Mr Dabbagh provided advice	-First draft prepared for industry	-Mr Dabbagh first mission report (February 02) -First draft available for industry	
2.1.5	Pilot survey					
2.1.6	Training					
2.1.7	Fieldwork operations					
2.1.8	Editing and coding					
2.1.9	Data control					
2.1.10	Processing data					
2.1.11	Analyzing results					
2.1.12	Dissemination					

Integrated household survey

ID	Component	Sub-component	Specific objectives	Expected output	Time span	Assumptions/ risks
3	Household budget & living conditions survey	1.1 1st round 2003 1.2 2nd round 2004 1.3 3rd round 2005	-Provide basic data on households consumption for national accounts purposes -Provide social statistics for policy makers	-Detailed report on households consumption -Weights for a national CPI -Social indicators on main sectors of social concern	On going-June 06	-Senior local expert recruited a.s.a.p. -TA from INSEE provided -Budget available for 2nd & 3rd round -Government approval -Need to continue this activity after Sept 02

3.1.1	Sampling design	SS & IT dept.	<ul style="list-style-type: none"> -Mr Wilms funded by INSEE -Local expert Mrs. Khalil -Prof Johansson 	Preliminary TA provided	<ul style="list-style-type: none"> -Mr Verger & Mr Wilms mission report July 01. - Prof Johansson's reports 	<ul style="list-style-type: none"> -Need to recruit INSEE experts under ARLA -local expert's contract suspended, need to be reinstated a.s.a.p. - Contract problem for the local expert has not been resolved. On hold since April 02 - Survey file is cleared from the Auditing Office. Spending authorized by the PM conditioned on a PM review of fieldwork staff recruitments - A risk of lengthy review process to cause further delay
3.1.2	Questionnaires /tests	SS & NA. dept.	<ul style="list-style-type: none"> -Mr Verger funded by INSEE -Local expert Mrs. Khalil - Prof Johansson 	First draft of questionnaire modules available	<ul style="list-style-type: none"> -Mr Verger & Mr Wilms mission report July 01 -Mrs. Khalil report July 01 - Follow-up in TL mission reports 	<ul style="list-style-type: none"> -Need to recruit INSEE's experts under ARLA -local expert's contract suspended, need to be reintegrated a.s.a.p.
3.1.3	Manuals					
3.1.4	Pilot survey					
3.1.5	Training					
3.1.6	Fieldwork operations					

3.1.7	Editing and coding					
3.1.8	Data control					
3.1.9	Processing data					
3.1.10	Analyzing results					
3.1.11	Dissemination					

Nationa Accounts

ID	Component	Sub-component	Specific objectives	Expected output	Time span	Assumptions/ risks
5	National accounts	1. Staff training 2. NA for 2002 3. NA for 2003 4. NA for 2004	Compile GDP and other aggregates according to the 1993 SNA	- Press release for 2002 - Reports for the years 2003 onwards	2002- 2005	- Buildings, dwellings and establishments Census for 2002 implemented according to plan - Economic surveys implemented according to plan - Household budget survey implemented according to plan - Cooperation of government agencies in providing administrative records data

ID	Tasks	Local staff	Experts	Progress to date	Tangible output	Problems/ delays
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الجمهورية اللبنانية

مكتب وزير الدولة لشؤون التنمية الإدارية
مركز مشاريع ودراسات القطاع العام

5.1.1.1	Train CAS staff on basic NA concepts and methodology	NA and SPS depts.	Dabbagh	<p>- A training session was carried out in April</p> <p>- Further training sessions were planned but left for MED-NA special training expert mission in November 02</p>	- Dabbagh 2nd mission report (May 02)	
5.2.1	NA for 2002	NA dept.	Dabbagh	<p>- Preliminary contacts and research for NA software to be used by CAS</p> <p>- Questions to cover informal sector production through HBS drafted</p> <p>- Needs of Bank of Lebanon (BOL) for balance of payments (BOP)/ rest of the world account (ROW) accounts through economic surveys discussed with BOL</p>	- Dabbagh 4th mission report (Sep 02)	

تعداد المباني والمؤسسات 2002

ملاحظات واستنتاجات نتيجة مراجعة استمارات الاختبار
استدعت إجراء بعض التغيير في الاستمارة و/ أو التعليمات

1. الإجابة عن الأسئلة التي لها خيارات فرعية هل تتم بذكر رقم الخيار المناسب فقط أم كتابة الخيار نصاً مع الرقم؟ لقد لوحظ أن المحققين أجابوا بالأسلوبين ويفضل التوحيد.
القرار: بعد نقاش مستفيض عن مميزات كل حل تم الاتفاق على أن تتم الإجابة بالرمز فقط وهذا يتطلب إجراء بعض التعديل على الاستمارة وتعديل فصل "تعليمات استيفاء حقول الاستمارات" في كتيب التعليمات.
2. إذا كانت وجهة استعمال الوحدة غير محددة (قيد الإنشاء أو شاغر أو مغلق) كيف تتم الإجابة على الأسئلة الأخرى (سواء بالنسبة للوحدة السكنية أو غير السكنية)؟
القرار: توقف الإجابة على باقي أسئلة الوحدة أو المنشأة وتضاف ملاحظة بذلك على الاستمارة والتعليمات.
3. بالنسبة لسؤال عدد الطوابق التابعة للوحدة، ماذا يجب إذا كانت الوحدة في طابق واحد هل يجب بالرقم (1) لكل حالة أم يترك فارغاً؟
القرار: تتم الإجابة على السؤال فقط إذا امتدت الوحدة على أكثر من طابق واحد (سواء للوحدة السكنية أو غير السكنية) وتعديل الاستمارة والتعليمات لتوضيح ذلك.
4. إذا كانت وجهة استعمال الوحدة للسكن والعمل، أي من الأسئلة اللاحقة تتم الإجابة عليه، أسئلة الوحدة السكنية أم غير السكنية؟
القرار: إذا كانت الوحدة للسكن والعمل تتم الإجابة على كل الأسئلة المتعلقة بالوحدات السكنية وغير السكنية. يتم التأكيد على ذلك في التعليمات.
5. هل يعتبر كل من طابق موقف السيارات والملجأ وغرف التخزين وحدات؟ البعض من المحققين اعتبرها كذلك.
القرار: كلا لا تعد هذه كوحدات ويتم التوضيح في التعليمات.

6. غرف أو مسكن الحارس (الناطور) هل هي وحدة سكنية أو غير سكنية؟

القرار: يعتبر مسكن أو غرفة الحارس وحدة سكنية في كل الحالات. يتم التأكيد في التعليمات.

7. ماذا يصنف مسكن الحارس في نوع وحدة السكن (أساسي أم ثانوي)؟

القرار: يضاف خيار جديد "مسكن حارس" إلى الاستمارة وتعديل التعليمات.

8. إذا كان المبنى بأكمله أو إحدى وحداته إدارة عامة أو دار عبادة أو مؤسسة دولية أو سفارة، هل نستوفي بيانات الوحدة؟

القرار: نعم تستوفي بيانات الوحدة. مذكورة في الفصل الأول من التعليمات ويؤكد على ذلك في فصل التعاريف.

9. إذا كانت الوحدة غير السكنية شاغرة (دكان أو مكتب) هل تستوفي بيانات المنشأة؟ بعض المحققين استوفوها.

القرار: كلا باعتبار أنه لا يوجد منشأة تعريفًا ويتم التأكيد على ذلك في التعليمات.

10. إذا كانت مادة البناء الخارجية الغالبة خفان موزق بدون دهان أو رشة، ماذا تصنف؟

القرار: تصنف أيضا مع الحالة (4) في الخيارات ويتم تعديل الاستمارة وتوضيح التعليمات لذلك.

11. إذا كانت حالة المبنى " قيد الإنشاء مع وجود نشاط إنشائي " كيف تتم الإجابة على الأسئلة اللاحقة

أي: مادة البناء وجهة استعمال المبنى وتاريخ الإنجاز وتجهيز المبنى ومحتوياته؟

القرار: بشكل عام تتم الإجابة على أي من الأسئلة إذا كانت الإجابة معروفة وذلك حسب الحالة في لحظة الزيارة. فإذا كانت الإجابة غير معروفة يكتب " غير معروف " وينطبق ذلك على كل الأسئلة المذكورة أعلاه وهي:

- مادة البناء الخارجية: يذكر الخيار المناسب إذا كانت مادة البناء في لحظة الزيارة معروفة.
- وجهة استعمال المبنى: إذا كانت وجهة استعمال المبنى محددة في لحظة الزيارة تكتب وإذا كانت غير محددة يتم اختيار " قيد الإنشاء " .
- تاريخ إنجاز المبنى: تحدد السنة إذا كانت معروفة ويكتب " غير

معروف " إذا لم تكن معروفة.

- تجهيز المبنى ومحتوياته: تستوفى حسب ما هو متوفر في وقت الزيارة.

يوضح ما هو أعلاه في كتيب التعليمات.

12. إذا كان المبنى غير منجز والنشاط الإنشائي متوقف كيف نجيب على الأسئلة اللاحقة؟

القرار: نفس أسس الإجابة على المبنى قيد الإنشاء أي حسب الوضع في لحظة الزيارة وتكون سنة الإنجاز "غير معروف"

13. هل نستوفي ربط المراكز بالفروع لمؤسسات البنوك حيث يمكن أن يكون هناك عشرات الفروع مما سيستغرق وقتا طويلا للاستيفاء؟

القرار: استيفاء نموذج الربط غير مطلوب من البنوك حيث سيتم الحصول على كتيبات من البنوك توضح الفروع التابعة لها ويتم إجراء العمل على ذلك مكتيبا.

14. في المبنى " قيد الإنشاء " ما هو الفاصل لتعريف انه توجد وحدة أو لا توجد وحدة وكيف تعد؟

القرار: يتم تعريف وحدة وعدها إذا تم تقطيع جدرانها واتضحت معالمها ومدخلها. وهذا يعني انه إذا كان الطابق لا يزال يقتصر على أعمدة وسقف فلا تعد الوحدات في مثل هذا الطابق. وهذا منسجم مع الإجابة على السؤال (11) أعلاه. يتم توضيح ذلك في التعليمات.

15. ماذا تعتبر المساكن التي يستأجرها الطلاب كأفراد أو كمجموعات من حيث " نوع وحدة السكن " (ولا يقصد هنا مجتمعات سكن الطلبة الجامعي حيث تعتبر هذه لغير السكن)؟

القرار: تعتبر هذه المساكن سكن ثانوي. يوضح ذلك في التعليمات.

16. المساكن الثانوية يمكن أن تكون مملوكة ومستخدمة بشكل دائم من نفس الأسرة أو تعرض للإيجار لمن يرغب، كيف تصنف كل من الحالتين من حيث " نوع وحدة السكن "؟

القرار: المساكن المملوكة والمستخدمة من قبل نفس الأسرة تعتبر سكن ثانوي أما المساكن التي توجر في المواسم تصنف أيضا سكن ثانوي إذا كانت مشغولة وقت الزيارة وشاغر إذا كانت غير مشغولة. يوضح ذلك في التعليمات.

17. أكشاك بيع المنتوجات الزراعية على طرف الطريق هل تعتبر منشآت يتوجب عدها.

نقاش: تراعى النقاط التالية:

من حيث التعريف لا تعرف أية منشأة إذا لم ترتبط بمكان ثابت، إذ يتوجب تعريف وجود مبنى أولا وعليه الأكشاك المؤقتة غير مشمولة.

إن صاحب الحيازة الزراعية يبيع إنتاجه أسوة بالمصنع وهذا جزء غير منفصل من نشاطه الزراعي. إذا باع صاحب مزرعة اضافة الى انتاجه منتجات الاخرين فهو يمارس بذلك نشاط التجارة كنشاط ثانوي اذ لا يعتقد انه سيكون بمقدوره فصل بيانات هذا النشاط لتعريف منشأة نشاط تجاري مستقلة.

القرار: إذا كان مكان البيع (الكشك) مؤقتا لا يعد. وإذا كان ثابتا وصاحبه هو صاحب الحيازة الزراعية المنتجة للسلع المعروضة (حتى لو كان يبيع منتجات الاخرين بشكل جزئي) ايضا لا تعد. أما اذا كان مكان البيع ثابت ويبيع فيه صاحبه منتجات الاخرين فيتم تعريف وعد مبنى ومنشأة تجارية.

18. هل تعد مزارع الدواجن والابفار وغيرها من المزارع الحيوانية؟

القرار: كلا لانها يفترض ان تكون مشمولة بالاحصاءات الزراعية التي تنتجها وزارة الزراعة.

19. إذا مورس اكثر من نشاط اقتصادي واحد في نفس المكان كيف نعاملها؟

نقاش: نظام الحسابات القومية يعرف العديد من الوحدات الإحصائية وفقا لما يتناسب مع حاجة الدراسة الإحصائية. في هذا التعداد الوحدة الإحصائية المعتمدة هي المنشأة (مع محاولة ربط المنشآت بمؤسساتها الام). ومن حيث المبدأ اذا مورس اكثر من نشاط اقتصادي واحد في نفس وحدة المكان (مثال ذلك محل لبيع الحلويات وبنفس الوقت يحضر ويبيع العصير) وأمكن فصل حسابات كل مدخلات ومخرجات كل نشاط على حدة فإنه يتم تعريف منشأة لكل نشاط وإلا فإنه تعرف منشأة واحدة ويعتبر نشاطها الرئيسي هو النشاط الذي يشكل اكبر دخل لها والباقي أنشطة ثانوية. وفي واقع الحال يستبعد أن تتوفر بيانات مستقلة عن كل نشاط وعليه تعامل كما هو مذكور كمنشأة واحدة.

القرار: اذا مورس اكثر من نشاط واحد في نفس المكان ولم يكن بالإمكان فصل بيانات كل نشاط تعد كل الأنشطة كمنشأة واحدة والا يعتبر كل نشاط منشأة مستقلة. وينطبق ذلك على:

- الكافيتيريا في المدرسة او المستشفى. على الاغلب هذه تدار من متعدد يمسك حسابات مستقلة عن المدرسة او المستشفى وبالتالي يجب الانتباه لعددها واستيفاء بياناتها كمنشأة مستقلة.
- أنشطة الخدمات او التجارة التي تمارس في المنشآت الواقعة في الفنادق الكبيرة (الملاهي الليلية ومصابغ تنظيف وكوي الملابس والمطاعم والمحلات التجارية حيث يرجح ان تدار تكون المحلات مؤجرة لمنشآت مستقلة (ربما باستثناء مطاعم الفندق نفسه الذي يدار غالبا من نفس

الفندق) .

20. كيف نعامل الأطباء الذين يعملون في عدة عيادات من خلال استئجار فترات زمنية لتقديم خدماتهم في هذه العيادات؟

القرار: اتفق أن يعد كل طبيب يمارس نشاطا في نفس العيادة كمنشأة مستقلة ويحدد تنظيمه الاقتصادي فيكون مركز رئيسي للطبيب (أو الأطباء) الرئيسي وفرع يمك حسابات (أو لا يمك حسابات) للأطباء الآخرين بشرط أن يكون اسم الطبيب مدرج على لوحة أسماء الأطباء الذين يمارسون نشاطهم في تلك العيادة، ويتم استيفاء نموذج مراكز وفروع كالعادة. ثم يتم لاحقا فرز ومعالجة هؤلاء الأطباء مكتبيا لتحديد المركز الرئيسي والفروع التابعة لكل طبيب. يوضح ذلك في التعليمات.

ملاحظات على استيفاء المحققين لاستمارات الاختبار

لا تحتاج لتغيير في الاستمارة أو التعليمات

إضافة إلى الملاحظات السابقة هناك بعض الملاحظات الأخرى التي لم تستدع إجراء أي تعديل في الاستمارة أو التعليمات ولكن يطلب التأكيد عليها في التدريب القادم.

1. لوحظ أن البعض استعمل الأرقام الهندية أو خليط من الهندية مع العربية ويجب التأكيد على المحققين باستعمال الأرقام العربية (حاليا اللاتينية) فقط.
2. لوحظ أن البعض أهمل الإجابة على سؤال عدد الطوابق التابعة للوحدة أو أجاب بصفر. لقد تم حل هذه النقطة من خلال التعليمات الجديدة التي تنص على انه يتم ذكر عدد الطوابق وذلك فقط للوحدات التي تمتد على اكثر من طابق واحد (سواء كانت سكنية أو غير سكنية).
3. لوحظ أن شرح وصف موقع المبنى مختصر وغير كاف ومطلوب التفصيل لتسهيل الوصول للمبنى في زيارات مسوح مستقبلية
4. لوحظ أن البعض ذكر تاريخ إنجاز المبنى عندما لم يكن ذلك مطلوباً، المطلوب التأكيد بان التاريخ مطلوب فقط إذا كان الإنجاز تم عام 1994 فما بعد.
5. لوحظ انه في كثير من الحالات لم يتم استيفاء اسم شاغل الوحدة السكنية أو اسم المنشأة للوحدة غير السكنية. المطلوب التأكيد على استيفائها.
6. لوحظ انه استوفيت بيانات منشآت بدون وجود وحدات مقابلة. التأكيد على المحققين بوجود وحدة غير سكنية (أو مسكن وعمل) مقابل كل منشأة.

Annex 4

CAS Publications Outline

(Suggested report chapters)

نشرات إدارة الإحصاء المركزي

(مقترح فصول النشرة)

Introduction

Purpose of survey / census
Survey coverage

المقدمة

هدف المسح / التعداد
شمولية المسح

Terminology and definitions

التعاريف والمصطلحات المستخدمة

Methodology

Questionnaire
Sampling frame
Sample design and weights
Data collection method
Office operations
Data processing

المنهجية

الاستمارة
اطار المسح
تصميم العينة والاوزان
اسلوب جمع البيانات
العمليات المكتبية
معالجة البيانات وجدولتها

Estimates and data quality

Notes on data collection
Notes on data and tables
Response rates
Weights calculations
Estimates calculations
Variance calculations

التقديرات وجودة البيانات

ملاحظات على عملية جمع البيانات
ملاحظات على البيانات والجداول
معدلات الاجابة
حساب الاوزان
حساب التقديرات
التباين في التقديرات

Main results

(According to topic)

ابرز نتائج المسح
(حسب المواضيع)

Tables

الجداول الاحصائية

Figures

الاشكال البيانية

Annex 5

CAS NATIONAL ACCOUNTS COMPILATION PLAN FOR THE YEARS 2002- 2005

Component	2002			2003				2004				2005				2006					
	1	2	3	1	2	3	4	1	2	3	4	5	6	1	2	3	4	5	6	7	
Training																					
GDP from Production																					
GNI																					
NA press release																					
SUT & GDP																					
ROW account																					
GNI & disposable income																					
NA report																					
SUT & GDP																					
GDP at constant prices																					
ROW account																					
GNI & disposable income																					
GNI & disp. income at const. Prices																					
NA report																					
SUT & GDP																					
GDP at constant prices																					
ROW account																					
GNI & disposable income																					
GNI & disp. income at const. Prices																					
Institutional sectors accounts*																					
NA report																					

Plan as on 09.2002

* Sequence of accounts from production to capital account only

مسح ميزانية الاسرة

أسئلة مقترحة لاستمارة المسح تلزم للحسابات القومية

أولاً: أسئلة لكل فرد يعمل في الأسرة

السؤال الأول

إذا كان صاحب عمل أو يعمل لحسابه هل العمل:

- 1- في منشأة اقتصادية مستقلة .
- 2- في البيت (أو جزء مخصص منه) مع وجود إعلان يدل على النشاط .
- 3- في البيت (أو جزء مخصص منه) بدون إعلان يدل على النشاط.
- 4- في مكان متحرك (مركبة أو عربة متحركة).
- 5- يعمل لحسابه في نشاط الإنشاءات ولا توجد منشأة اقتصادية رسمية .

السؤال الثاني

وصف النشاط الاقتصادي للمنشأة التي يعمل بها أو يديرها أو للعمل الذي يقوم به لحسابه؟

السؤال الثالث

هل المنشأة التي يعمل بها أو يمتلكها مسجلة في السجل التجاري؟

- 1- نعم
- 2- لا

السؤال الرابع

إذا كان صاحب عمل أو يعمل لحسابه هل المنشأة التي يديرها تمسك قيود محاسبية منظمة؟

- 1- نعم
- 2- لا

ثانياً: سؤال إضافي في نهاية الاستمارة بعد الاتفاق

إذا مارس أي من أفراد الأسرة نشاطاً اقتصادياً في المنزل بدون وجود إعلان عنه أو من خلال مكان متحرك (مركبة أو عربة) أو مارس نشاط إنشاءات بدون وجود منشأة رسمية:

- 1- رقم الفرد في كشف الأسرة:
- 2- قيد قيمة الانتاج الاجمالي خلال الشهر الحالي من النشاط الاقتصادي (إذا كانت صناعة تذكر إجمالي قيمة الانتاج، تجارة إجمالي الهامش التجاري، خدمات أو نقل إجمالي الإيرادات، انشاءات إجمالي قيمة الانتاج):

3- دون فيما يلي بنود الإنفاق على مصاريف هذا النشاط

رقم البند في الاستثمار	إذا كان الإنفاق جزءاً مما ذكر في الاستثمار قدر النسبة المئوية من الإجمالي التي تتعلق بالعمل	القيمة	البند
			اجور عاملين
			مواد اولية
			محروقات
			ايجار ابنية
			ايجار معدات
			كهرباء
			مياه
			قطع غيار
			مصاريف اخرى (حدد)
			-1
			-2
			-3
			-4
			المجموع

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

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