



HELLENIC REPUBLIC



MINISTRY OF ECONOMY AND FINANCE



**GENERAL SECRETARIAT OF
THE NATIONAL STATISTICAL SERVICE
OF GREECE**

SHORT-TERM STATISTICS

NATIONAL METHODOLOGY

Industrial labour input Indicators ¹

¹ This is part of the STS Sources Update 2007, which was sent to Eurostat.

GREECE

Industrial labour input Indicators (2007)

Base information

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The Data: coverage, periodicity and timeliness

Coverage characteristics

Activities covered

According to the STS- Regulations(STS-R) data has to be transmitted for C, D ,E of NACE Rev.1.

Geographical area covered

The geographical coverage of the survey is the whole Greece.

Size classes covered

All size classes are covered.

Other inclusions or exclusions

None

Reporting unit

Enterprise in which all kind of activity units (KAU) are surveyed

Observation unit(s)

The observation unit is the kind-of activity-unit (KAU).

Planned changes in the population surveyed

None planned.

Periodicity

According to the STS-R, the reference period is at least quarter. Therefore data collection is quarterly.

Timeliness

The Industrial Labour Input Indicators should be published as following: 75 days after the end of the reference quarter for Number of persons employed and 105 days after the end of the reference quarter for Hours worked and Gross Wages and Salaries. When published, data are considered final.

Access by the public

Advance dissemination of release calendar

Release dates are fixed in advance for a calendar year. Precise dates of release are published by NSSG before the end of each year for the forthcoming calendar year. The calendar is distributed to the press and is available to all interested parties.

This calendar with information on release dates for the whole year is also available on the official website of the NSSG (www.statistics.gr) under the item "Calendar of Press Releases".

Simultaneous release to all interested parties

No users or anyone else outside NSSG have prior access to the data before its general release.

Data is released simultaneously to all interested parties through a special table, which is posted on the official NSSG website(www.statistics.gr), according to the release calendar schedule. This table is also available by fax or e-mail to all interested parties. In addition data is

transmitted to Eurostat on the pre-announced day of release. According to the release calendar data is transmitted to Eurostat at the same time of national publication

Integrity

Dissemination of terms and conditions under which official statistics are produced, including confidentiality of individual responses

The National Statistical Service of Greece is a public agency, supervised by the Ministry of Economy and Finance, responsible for the conduct and dissemination of official statistics. Provision has been made in specific articles of the Foundation Law 3627/56 and of the Law 2392/96 so as to assure confidentiality of individual data. These laws govern all individual statistics collected by the NSSG. According to the above laws, individual data are subject to confidentiality and cannot be published or made available to any person or organization. Principles of methodology as well as data dissemination can be freely determined by the NSSG, taking into account international practices and, in particular, existing Eurostat recommendations, instructions and norms related to the corresponding statistical item.

Identification of internal government access to data before release

There is no governmental access to data before its release.

Identification of ministerial commentary on the occasion of statistical releases

No ministerial commentary is attached to the data released by NSSG.

Provision of information about revision and advance notice of major changes in methodology

There is a formal revision policy. The index is revised every five years according to STS requirements. Major changes in methodology of the Industrial Labour Input indicators, are provided through a special publication and news release at the completion of the entire procedure of the revision simultaneously with the first release of the revised data.

The above revision as it was said takes place every 5 years accompanying the re-basing of the index and the re-adaptation of the weighting system. For these major changes in methodology the public is informed in all relevant publications at the time they are introduced.

Quality

Dissemination of documentation on methodology and sources used in preparing statistics

A special methodological document is published containing detailed information on the sources and the methodology used. This can be found at the official website of the NSSG (www.statistics.gr).

Dissemination of information that support statistical cross-checks and provide assurance of reasonableness

No such information is disseminated.

Dissemination

Name of national paper publications

Not applicable as at present there is only electronic dissemination.

Name of national electronic dissemination

Every three months, around 75 days after the end of the reference quarter, the Division of Population and Labour Market Statistics / Wages and Salaries statistics section of NSSG draws up a table on the newly calculated Labour Input Indicators in Greek and English. This table is available on the NSSG's website <http://www.statistics.gr>.

Description of standard tables produced

Data is presented in the form of indices.

Indices are published only at 2-digit level in a gross and working day adjusted form.

Planned changes in national dissemination methods

None currently planned.

Summary methodology

Analytical framework, concepts, definitions and classifications

Type of source

NSSG uses direct statistical survey in order to compile the Industrial Labour Input Indicators. This statistical survey covers Section F of NACE Rev.1 that is Division 45.

Name of indicator/source

Industrial Labour Input Indicators:
Number of persons employed(210)
Hours worked(220)
Gross Wages and Salaries(230).

Legal basis

1)General NSSG Legislation: Decree 3627/56 and Law 2392/96, governing the organisation of the National Statistical Service of Greece and the obligation of respondents to supply data and safeguard the confidentiality of data.

2)Eurostat legislation:The legal basis for the STS indices is Council Regulation No 1165/98 of 19 May 1998 concerning short-term statistics (STS-R) and Regulation (EC) No 1158/2005 of the European Parliament and of the Council of 6 July 2005 amending Council Regulation (EC) No 1165/98. The definitions of short-term statistics variables are laid down in Regulation No 588/2001 of 26 March 2001 implementing Council Regulation No 1165/98 of 19 May 1998 and in the Commission Regulation 1503/2006. The derogations of STS-R are laid down in the Commission Regulation 606/2001 and in the Commission Regulation 1502/2006.

Obligation on units to provide data

Decree 3627/56 and Law 2392/96. Fines may be imposed on non-respondents but they are not applied in practice.

Date of first use as a source

2005

Reference year of this report

2007.

Register on which the source is based

NSSG Business Register

Planned changes in legal basis, obligation to respond and register used

None planned.

Questionnaires used in the survey

A unique pre-codified quarterly questionnaire is used for the collection of data .
The questionnaire is designed in order to provide information for the number of persons employed for wages and salaries and for hours worked

Planned changes in national questionnaires

None.

List and definition of variables

According the methodological manual as following:

- Number of persons employed (210)

The objective of the index of the Number of Persons Employed is to show the development of employment in Industry.

The number of persons employed is defined according STS methodology as the total number of persons who work in the observation unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams). It includes persons absent for a short period (e.g. sick leave, paid leave or special leave), and also those on strike, but not those absent for an indefinite period. It also includes part-time workers who are regarded as such under the laws of the country concerned and who are on the payroll, as well as seasonal workers, apprentices and home workers on the payroll.

The number of persons employed excludes manpower supplied to the unit by other enterprises, persons carrying out repair and maintenance work in the observation unit on behalf of other enterprises, as well as those on compulsory military service.

Unpaid family workers refer to persons who live with the proprietor of the unit and work regularly for the unit, but do not have a contract of service and do not receive a fixed sum for the work they perform. This is limited to those persons who are not included on the payroll of another unit as their principal occupation.

According to this definition, the groups included are:

- all paid employees, including the following categories as long as they are included on the payroll:
 - home workers,
 - apprentices / trainees,
 - paid working proprietors and paid family workers,
 - persons on temporary leave (maternity, sickness leave, strike, lock-out, etc.) for a definite period,
 - part time workers,
 - temporary workers,
 - seasonal workers,
- unpaid persons employed:
 - unpaid working proprietors (owners),
 - unpaid family workers.

The groups excluded are:

- agency workers (except for the activity in which such employment agencies are classified),
- persons on indefinite leave (e.g. long term sickness, military service or social service),
- persons carrying out repair or maintenance work on behalf of other observation units and other staff borrowed from other observation units,
- family workers included on the payroll of another unit as their principal occupation.

- Hours worked index(220)

It is the objective of the hours worked index to show the development in the volume of work done.

The total number of hours worked represents the aggregate number of hours actually worked for the output of the observation unit during the reference period.

This variable excludes hours paid but not actually worked such as for annual leave, holidays and sickness leave. It also excludes meal breaks and commuting between home and work.

Included are hours actually worked during normal working hours; hours worked in addition to those; time which is spent at the place of work on tasks such as preparing the site and time corresponding to short periods of rest at the work place.

If the exact number of hours actually worked is not known, it may be estimated on the basis of the normal number of working hours and the average rate of absences (sickness, maternity, etc.).

According to this definition, the items included are:

- the total amount of all hours actually worked:
 - during regular working hours,
 - overtime, whether paid or unpaid,
 - during nights, Sundays or public holidays,
- the time spent on tasks such as work preparation, preparing, maintaining and cleaning tools and machines and writing up work cards and reports,
- time spent at the place of work during which no work is done owing to, for example, machine stoppages, accidents or occasional lack of work but for which payment is made in accordance with the employment contract,
- short rest periods at the place of work, including tea and coffee breaks.

The items excluded are:

- hours paid but not worked due to leave, sickness, accidents, strikes, lock outs, slack time, etc.,
- time spent for meal breaks,
- commuting between home and work.

- Gross wages and salaries (230)

The objective of the wages and salaries index is to approximate the development of the wage and salaries bill.

Wages and salaries are defined as the total remuneration, in cash or in kind, payable to all persons counted on the payroll (including home workers), in return for work done during the accounting period, regardless of whether it is paid on the basis of working time, output or piecework and whether it is paid regularly.

Wages and salaries include the values of any social contributions, income taxes, etc. payable by the employee even if they are actually withheld by the employer and paid directly to social insurance schemes, tax authorities, etc. on behalf of the employee. Wages and salaries do not include social contributions payable by the employer.

Wages and salaries include: all gratuities, bonuses, ex gratia payments, 13th month payments, severance payments, lodging, transport, cost-of-living, and family allowances, tips, commission, attendance fees, etc. received by employees, as well as taxes, social security contributions and other amounts payable by employees and withheld at source by the employer.

Payments for agency workers are not included in wages and salaries.

According to this definition, the items included are:

- ☐ all basic wages & salaries payable at regular intervals,
- ☐ enhanced rates of pay for overtime, nightshift, weekend work, etc.,
- ☐ any allowances, gratuities or bonuses paid by the employer, such as:
 - cost of living, housing, local or expatriation allowances,
 - food allowances,
 - allowances for travelling to and from work,
 - holiday bonuses, 13th month pay,
 - allowances actually paid for annual holidays not taken,
 - output, production or productivity bonuses,
 - extra allowances for extreme working conditions like dust, dirt, temperature, smoke, danger, etc.,
- exceptional payments to employees who leave the enterprise, if those payments are not linked to a collective agreement ,
- allowances for improvement proposals and patent fees paid to the person employed,
- directors' and employees' fees,
- family allowances paid by the employer under a collective agreement,
- ☐ commissions,
- ☐ value of bonus shares distributed free to the employees,
- ☐ payments made by employers to employees under saving schemes or other schemes,
- ☐ taxes, contributions and other sums payable by employees and deducted by employers,
- ☐ any payment in kind.

The items excluded are:

- ☐ statutory social contributions payable by the employer,
- ☐ collectively agreed, contractual and voluntary social contributions payable by the employer,
- ☐ imputed social contributions (social benefits paid directly by the employer),
- ☐ allowances paid to employees for the purchase of tools, equipment and special clothing needed for their work or that part of their wages and salaries which under their contracts of employment are required to devote such purchases,
- ☐ taxes paid by the employer on the total wages and salaries paid,
- ☐ reimbursement of employees for travelling, removal, separation, hotel and entertaining expenses, telephone fees etc. incurred in the course of their duties,
- ☐ expenditure for vocational training (training costs), excluding apprentices wages and salaries,
- ☐ wages and salaries which the employer continues to pay in the event of illness, occupational accident, maternity leave or short-time working,
- ☐ other labour cost expenditure payable by the employer:
 - recruitment costs,
 - social expenditure such as the reimbursement of current expenditure on the transport of employees to and from work, whether this is carried out by the enterprises' own means of transport or by third parties on behalf of the enterprise, payments to trade union funds,
- ☐ stock options.

Planned changes in information collected

None planned.

Scope of the data

Activities covered

According to the STS- Regulations data has to be transmitted for C, D ,E of NACE Rev.1.

Geographical area covered

The geographical coverage of the survey is the whole Greece.

Size classes covered

All size classes are covered.

Other inclusions or exclusions

None

Reporting unit

Enterprise

Observation unit(s)

The observation unit is the kind-of activity-unit (KAU).

Planned changes in the population surveyed

None planned.

Accounting conventions

Data collected refers to employment during the calendar quarter period.

Nature of the basic data

Data collection media

Data is collected by a postal questionnaire.

Timetable of data collection

Questionnaires are sent to the enterprises at the end of the reference quarter asking for a reply within 20 days. The survey closes in t+71 days.

Sample or census

For the purpose of the complete survey not only for industry and Industrial but also for services, a sample of enterprises was selected. The method of one – stage stratified sampling was applied in the survey, considering the enterprise as the survey unit.

The sampling frame was based on data coming from the register of enterprises compiled by administrative sources (Social Insurance Foundation).

Criteria for stratification

The enterprises included in the survey were stratified as follows:

- By economic activity (two – digit NACE Rev.1 code)
- By the size of enterprises. The enterprises were stratified into 6 size classes determined by their average annual employment as presented below:

Size class h	Number of employees
1	1-9
2	10-49
3	50-249
4	250-499
5	500-999
6	1000+

Threshold

The total sample size for the complete survey that includes industry, Industrial services was 1.500 enterprises (sampling rate = 0.77%).

All the enterprises are surveyed on a sample basis while the distribution of sampling units in each division of all geographical regions was conducted by applying the optimal allocation method.

The enterprises belonging to the 6th size class were surveyed exhaustively.

Frequency of updating the sample

Response rate

The response rate depends on the size of the firm. The response rates are higher when measured by value covered than by number of units.

Actions to speed up or increase the rate of response

There is a telephone follow up of non-respondents, while personal interviews can be used too.

Frequency of data collection

Data is collected quarterly.

Planned changes in data collection methodology

None planned.

Compilation practices

Estimates for non-response

Non-response is treated by using results of previous periods.

Estimates for grossing-up

Not applicable

Confrontation with other data sets

Regular crosschecks are made with information from the other surveys.

Comparison is done with Production Index in Industrial as well as with production value data results from the Annual Industrial Survey. In addition cross-checks with other data such as Industrial Cost /Prices Index are done on regular basis.

Type of index :Simple chain index as follows:

For each division (division= two-digit economic activity)

y_{kqhi} : the value of variable y (employment, wages, hours worked)

N_{kh} : the total number of enterprises belonging to stratum h

n_{kh} : the number of the respondent enterprises

$\alpha_{kh} = \frac{N_{kh}}{n_{kh}}$: the extrapolation factor

Y_{kqhi} : the total for variable y of all enterprises in stratum h for the quarter q

Y_{kq} : the total for all enterprises in all strata belonging to division k

The estimation of Y_{kq} is calculated as follows:

$$\hat{Y}_{kq} = \sum_h \alpha_{kh} \sum_i y_{kqhi}$$

Estimation of the index

The base year is the year 2000 (2000=100) and the index is computed by the formula:

$$I_{kq} = I_{k(q-1)} \frac{\hat{Y}_{kq}}{\hat{Y}_{k(q-1)}}$$

For the first quarter of the base year 2000 the index was calculated as follows:

$$I_{k,1} = \frac{Y_{k,q,0}}{Y_{k,0}}, \text{ where } Y_{k,0} = \sum_q \frac{Y_{q,0}}{4}$$

For the aggregated index the next formulas were applied:

$$I_{tot} = \sum I_{kq} W_k, \text{ where } W_k = \frac{\hat{Y}_{k,0}}{\hat{Y}_{tot,0}} \text{ and}$$

$\hat{Y}_{k,0}$: the total annual values of $y_{k,0}$, obtained from the structural business surveys with reference year 2000

$$\hat{Y}_{tot,0} = \sum \hat{Y}_{k,0}$$

Calculations made

Working day adjustment is also applied to the collected data. The correction for the working days is done by taking into account the number of working days in the reference quarter. The method used for WDA is the proportional method according to the following procedure:

Greece classified the KAUs into groups according to the days these KAUs operate every quarter. For Industrial, there is only one group of KAUs, those that belong into enterprises that operate only in official working days because only in official working days function the enterprises.

Then, for this group, for each quarter and for each year, Greece calculates the working day adjustment.

NSSG applies working day adjustment (WDA) to the collected data but does not apply any seasonal adjustment method to the collected data.

Verification of data: Data is validated by comparing responses with the data for the corresponding quarter of the previous year of the same enterprise. Direct communication with the establishment follows up on detected outliers.

Base year

2005

Method of weighting

For the aggregated index I_{tot} the next formulas were applied:

$$I_{tot} = \sum I_{kq} W_k, \text{ where } W_k = \frac{\hat{Y}_k}{\hat{Y}_{tot}} \text{ and}$$

$$\hat{Y}_k = \sum_q \hat{Y}_{kq}, \text{ the total for all enterprises in all strata belonging to section k for the previous year}$$

$$\hat{Y}_{tot} = \sum_k \hat{Y}_k$$

Planned changes in production methods

None planned.

Other aspects

Summary description of quality criteria calculated for national purposes

None specific.

Costs of data collection

According to the results of the 2006 cost and burden survey it is estimated that there are needed 3623 human hours of work for the permanent staff for the Industrial Labour Input variables of STS regulation for one year for the NSSG.

Treatment of confidential data

Not applicable. The reporting is done at the 2-digit level of NACE Rev.1. At these levels the data is not considered confidential.

Transmission to Eurostat and further use of the statistics

Data is transmitted to Eurostat at the time of the national publication, that is for the time being 75 days after the end of the reference quarter, using the GESMES coding system taking into account the special cases for industry via GENEDI. Data can be presented either in its gross form or in a working day adjusted form.