

Index of hours worked in industrial enterprises

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1	Contact	
1.1	Contact organisation	Statistics Lithuania (SL)
1.2	Contact organisation unit	Industry Statistics Division
1.3	Contact person	Nina Grebinskaja
1.4	Contact person, position, area of responsibility	Deputy Head
1.5	Contact person's postal address	29 Gedimino Ave., LT-01500 Vilnius, Lithuania
1.6	Contact person's email address	nina.grebinskaja@stat.gov.lt
1.7	Contact person's phone No	+370 5 236 4758
1.8	Contact person's fax No	+370 5 236 4749
2	Metadata update	
2.1	Metadata last certified	2015-05-20
2.2	Metadata last posted	2016-04-13
2.3	Metadata last update (revision, check)	2016-03-30
3	Statistical presentation	
3.1	Description of statistical information (main characteristics, purpose)	The objective of the indicator is to show changes in the time worked in industrial enterprises.
3.2	Classification(s), classification system	National version (EVRK Rev. 2) of the Statistical Classification of Economic Activities in the European Community (NACE Rev. 2)
3.3	Institutional sector coverage	Non-financial enterprises engaged in industrial activity (i.e. listed in sections B, C, D and Division 36 of Section E of NACE Rev. 2).
3.4	Definition(s)	Hours worked is the total number of hours worked by employees during the reference quarter. This includes all hours worked, including overtime, night work, working on weekends and public holidays; time spent on preparation for work, short rest periods; time spent at the place of work during which no work is done (due to technical obstacles) but for which payment is made in accordance with the legislation or collective agreement. Hours paid for but not worked (such as sickness, strike, annual leave) are excluded. Index of hours worked represents changes in the time worked

		over a certain period of time.
3.5	Statistical unit	Kind-of-activity unit (KAU)
3.6	Statistical population	The statistical survey population includes enterprises of all sizes and types with the main economic activity defined in sections B, C, D and Division 36 of Section E of NACE Rev. 2
3.7	Geographical coverage	Country
3.8	Time coverage	Since I quarter 1998.
3.9	Base period	2010
4	Measurement unit(s) / expression	Index
5	Reference (reporting) period	Quarter
6	Institutional mandate	
6.1	Legal acts and other agreements	Council Regulation (EC) No 1165/98 of May 1998 concerning short-term statistics, as last amended by Commission Regulation (EC) No 461/2012 of 31 May 2012.
6.2	Statistical data exchange	–
7	Confidentiality (legal acts providing for statistical data confidentiality)	
7.1	Confidentiality policy	In the process of statistical data collection, processing and analysis and dissemination of statistical information, Statistics Lithuania fully guarantees the confidentiality of the data submitted by respondents (households, enterprises, institutions, organisations and other statistical units), as defined in the Confidentiality Policy Guidelines of Statistics Lithuania .
7.2	Data confidentiality regulations	Integrated Statistical Information System Data Security Regulations and Rules for the Secure Management of Electronic Information in the Integrated Statistical Information System, approved by Order No DI-42 of 20 February 2015 of the Director General of Statistics Lithuania.
8	Release policy	
8.1	Release calendar	Statistical information is published in accordance with an approved release calendar.
8.2	Link to the release calendar	http://osp.stat.gov.lt/en/kalendoriai
8.3	Release procedure	Statistical information is published on the Official Statistics Portal , according to an approved statistical information release calendar pursuant to the Rules for the Preparation and Dissemination of Statistical Information, approved by Order No DI-212 of 26 September 2014 of the Director General of Statistics Lithuania.
9	Frequency of dissemination	Quarterly.
10	Dissemination format	
10.1	News release	–
10.2	Publications	–
10.3	Databases	Database of Indicators (Business statistics -> Industry -> Quarterly industrial indicators -> Index of hours worked in industry).
10.4	Access to micro data	–
10.5	Other	Eurostat's database
11	Methodological documentation	http://osp.stat.gov.lt/en/metodai50
12	Quality management	
12.1	Quality assurance	The quality of statistical information and its production process is ensured by the provisions of the European Statistics Code of Practice. In 2007, a management system, conforming with the requirements of the international quality management system standard ISO 9001, was introduced at Statistics Lithuania.
12.2	Quality assessment	Data quality is in accordance with principles of accuracy and reliability, timeliness and punctuality, coherence and compatibility. Before the results are presented to users, additional statistical data quality control at the macro data level is performed. Statistical indicator estimates are compared with those from the previous period and the corresponding period of

			the previous year. The coefficient of variation (relative standard error), used as the main measure of the accuracy of estimate, does not exceed 3 per cent.			
13	Relevance					
13.1	User needs		The main users of statistical information are State and municipal authorities and agencies, politicians, the media, research and business community, students, whose needs are satisfied without a breach of the confidentiality principle.			
13.2	User satisfaction		From 2005, user opinion surveys have been conducted on a regular basis. Official Statistics Portal traffic is monitored, website visitor opinion polls, general opinion poll on the products and services of Statistics Lithuania, target user group opinion polls and other surveys are conducted. In 2007, the compilation of a user satisfaction index was launched. The said surveys are aimed at the assessment of the overall demand for and necessity of statistical information in general and specific statistical indicators in particular.			
13.3	Completeness of statistical information		The indicator is published at the level of sections B, C, D and Division 36 of Section E of NACE Rev. 2 and Main Industrial Groupings. The contents of the indicator comply with the EU requirements.			
13.3.1	Degree of completeness of required information		100 per cent of information produced in accordance with the Official Statistics Work Programme is published.			
14	Accuracy and reliability					
14.1	Overall accuracy		The survey is conducted using a sampling method. The sample frame is based on the information from the Statistical Business Register about the number of employees and income of enterprises. Companies are divided into strata according to the kind of activity and the number of employees. The sample size is divided into strata by reducing the variance of estimates of the number of employees at a fixed sample size. The sample represents about 80 per cent of the total number of employees and about 95 per cent of income.			
2015, quarters			I	II	III	IV
14.2	Sampling error					
	Coefficient of variation, %	Hours worked	0,28	0,29	0,31	0,36
14.3	Non-sampling error		–			
14.3.1	Non-response error		–			
14.3.1.1	Unit non-response rate		6,9	7,7	8,0	8,7
14.3.1.2	Item non-response rate	Hours worked	6,9	7,7	8,0	8,7
15	Timeliness and punctuality					
15.1	Timeliness		Statistical information is published on the 90 th day after the end of the reference quarter.			
15.2	Punctuality		Statistical information is published in accordance with an approved release calendar .			
15.2.1	Percentage of statistical information released on time		100 per cent			
16	Comparability					
16.1	Geographical comparability		Statistical information is comparable across the EU.			
16.2	Comparability over time		Full comparability is ensured.			
16.2.1	Length of comparable time series		Since I quarter 1998.			
17	Coherence					
17.1	Cross-domain coherence		The values of the indicator “Hours worked” are coherent with structural business statistics (SBS), labour statistics.			
17.2	Internal coherence		–			

18	Administrative burden for respondents (time used by one respondent to fill in a statistical questionnaire)	Average time spent by a respondent on the filling-in of a statistical survey questionnaire in 2014 – 38 minutes.
19	Revision of statistical information	
19.1	Revision policy	Revisions of statistical indicators are performed in accordance with the General Principles behind the Performance, Analysis and Announcement of Revisions of Statistical Indicators , approved by Order No DJ-262 of 30 December 2013 of the Director General of Statistics Lithuania. Users are informed about scheduled revisions in advance through a Calendar of Scheduled Revisions of Statistical Indicators.
19.2	Revision practice	The index for the previous quarter is revised on a quarterly basis.
19.2.1	Average of the change obtained during the revision	–
20	Statistical data processing	
20.1	Statistical data source	Primary statistical data are collected using the following monthly questionnaires: Monthly industrial enterprise activity questionnaire P-11 (sections B and C). For sections D and E36, the following statistical questionnaires are used: Monthly natural gas supply questionnaire PD-11, Monthly electrical energy generation questionnaire PEG-11, Monthly electrical energy transmission questionnaire PEP-11, Monthly electrical energy distribution and supply questionnaire PET-11, Monthly heat generation and distribution questionnaire PŠ-11, Monthly water collection and distribution questionnaire PV-11.
20.2	Periodicity of statistical data collection	Quarterly.
20.3	Statistical data collection	Statistical data are collected through an electronic statistical data preparation and transfer system <i>e-Statistics</i> , email, fax, mail. Survey questionnaires (only in Lithuanian).
20.4	Statistical data validation	Statistical data quality control requirements are provided in a survey programming work technical specification. The error protocol, the completeness and reliability of the statistical data entered are checked, links between indicators are analysed, etc. Statistical data are corrected taking into account the type of error – some errors may be ignored, while others must be corrected. A decision on whether to correct the error that may be ignored is taken by an employee checking the filled-in questionnaires. The errors that must be corrected are always corrected. To ensure statistical data quality, additional primary database check (re-editing) is performed. After summary results have been obtained, statistical data are compared with those for the previous period and the same period of the previous year, as well as with data from other surveys (structural business, labour statistics).
20.5	Production of statistical information	The indicator “Hours worked” is calculated based on the data on enterprises sampled for the statistical survey. The estimates are computed using regular stratified random sampling formulae (ratio estimator). The index of hours worked is calculated in comparison with the quarterly average of 2010 (base year). The process of the preparation of statistical information is described in the Industrial enterprise activity statistical survey methodology (only in Lithuanian).
20.6	Adjustment	–
21	Comments, links to related metadata	
		–