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ADMINISTRATIVE DATA ON LABOUR MARKET

Reference Metadata in Euro SDMX Metadata Structure

(ESMS)

INSTAT

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Reference Metadata

1. Contact	
1.1. Contact organisation	Institute of Statistics, INSTAT
1.2. Contact organisation unit	Labour Market Statistics Unit, Department of Sectoral Statistics
1.3. Contact name	Julinda Hackaj
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2. Metadata update	
2.1. Metadata last certified	24.07.2024
2.2. Metadata last posted	24.07.2024
2.3. Metadata last update	24.07.2024
3. Statistical presentation	
3.1. Data description	Administrative data on labour market contain employment, unemployment and labour force data. The main objective of the Administrative Labour Market Statistics is to present the current situation regarding employment (jobs) and registered unemployment, meeting the objectives set out in the production of official statistics and meeting the requirements of users.
3.2. Classification system	For the classification and codification of Labor Market statistics is used: • For professions ISCO 08; • For Economic activities NACE Rev.2.
3.3. Sector coverage	This information covers data on: 1. Labour force balance;

	2. Registered jobseekers by sex and education level;
	3. Employed in public sector by main occupation groups;
	4. Employment by administrative source and agricultural sector;
	5. Registered jobseekers.
3.4. Statistical concepts and definitons	**Employment in the state sector** consists of all employees in the central government, local government and public and non-budgetary public enterprises. **Employment in the non-agricultural private sector** consists of all working age persons who have a job as wage-earner or self-employed as declared in the General Taxation Directorate. **Registered unemployment** consists of all persons enrolled in employment offices based on DCM no. 70, dated 11.02.1999 "On the identification of unemployed jobseekers". According to this law, "**jobseeker**" is any unemployed person, available for employment, which is periodically submitted to the relevant employment office. Such persons are also those who are in employment or self-employed, but who require a new job. The jobseeker is a person who: a. Lives in Albania; b. Is over 16 years old; c. Appears in persons at the Employment Office to find work; d. Is fit for work.
3.5. Statistical unit	The statistical units of the Administrative Labour Market Data are employment in the non-agricultural private sector, employment in the state sector, employment in the private agricultural sector and registered unemployment.
3.6. Statistical population	The statistical population refers to population that benefits from service: labour force, unemployed registered jobseekers by gender and education level, legislators, senior officials and managers, professionals, technicians and associate professionals, clerks, workers, employed in public sector, employed in non-agriculture private sector, employed in agriculture private sector, newly registered jobseekers, registered jobseekers with disabilities, Roman and Egyptian registered jobseekers, registered jobseekers receiving unemployment benefit, registered jobseekers in social assistance.
3.7. Reference area	Labour Market Administrative statistics data cover the entire territory of the Republic of Albania.
3.8. Time coverage	Data are available from 2000 ongoing for: • Data related to statistics Administrative Labour Market Statistics on the labor force balance; • Registered jobseekers by gender and education level; • Employed in public sector by main occupation groups. Data is available from 2000 ongoing for: • Employment by administrative source and agricultural sector; • Registered jobseeksers.

3.9. Base period	Not applicable.
4. **Unit of measure**	In Labour Market statistics the unit of measurement is in number, percentage and ALL.
5. Reference period	The reference period for Labour Market Statistics on Administative data is 31 December 2023.This report refers to 2023.

6. Institutional mandate	
6.1. Legal acts and other agreements	➢ The legal basis on National Level consist on: • Law No.17/2018 "On Official Statistics" • Official Statistics National Program 2022-2026: • Memorandum of cooperation drafted with other institutions.
6.2. Data sharing	Administrative data on Labour Market are not transmitted to EUROSTAT. Currently, INSTAT fills out a series of questionnaires of international organisms on employment and registered unemployment, such as EUROSTAT, ILO, etc.

7. Confidentiality	
7.1. Confidentiality - policy	The data collected are considered as strictly confidential and used only for statistical purposes and scientific research in accordance with the national Statistical Law No.17/2018 "On Official Statistics", date 10.03.2018 and the Law No. 9887, dated 10.03.2008 "Personal Data Protection", Article 31 of the Law No.17/2018 "On Official Statistics" clearly define that all statistical information collected by INSTAT are confidential and may only be used or published in such summary tables that do not identify the information of the unit. The direct identification is called when a statistical unit is directly identified by the name, address or any officially recognized identification number. When data processing is performed in such a way as to enable the data subject to be identified, the data must be coded immediately so that the entities are no longer recognized.
7.2. Confidentiality - data treatment	Albanian Institute of Statistics protects and does not disseminate data it has obtained or it has access to, which enable the direct or indirect identification of the statistical units. Albania Institute of Statistics takes all appropriate preventive measures so as to render impossible the identification of individual statistical units by technical or other means that might reasonably be used by a third party. Statistical data that could potentially enable the identification of the statistical unit are disseminated by Albania Institute of Statistics if and only if: a) These data have been treated, as it is specifically set out in the Regulation, in such a way that their dissemination does not prejudice statistical confidentiality or b) The statistical unit has given its consent, without any reservations, for the disclosure of data.

	The confidential data that are transmitted to Albania Institute of Statistics are used exclusively for statistical purposes and the only persons who have the right to have access to these data are the personnel engaged in this task. Issues referring to the observance of statistical confidentiality are examined by the staff working in Albania Institute of Statistics. The responsibilities of this staff are to recommend on: which detailed level the statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible; the anonymization criteria for the microdata provided to users; the access granting to researchers on confidential data for scientific purposes. Published data are at aggregate level, individual data are not published.
8. Release policy	
8.1. Release calendar	Notifications about the dissemination of statistics are published in the release calendar, which is available on the website. The announcements and delays are pre-announced in this calendar. In case of delays, the date of future publication must be specified, as well as the reasons for the delay.
8.2. Release calendar access	The Calendar of publications is available on INSTAT website.
8.3. User access	In accordance with article 34 of Law No. 17/2018 "On Official Statistics", official statistics are disseminated so that all users have an immediate and equal right and all possible forms of media are used. INSTAT and statistical agencies, having in the program the responsibilities of dissemination, seek to meet every requirement of any organization or individual for unpublished data or specific analysis. The following dissemination channels are used to release the results: 1. Website – online release; 2. Written request; 3. Publication; 4. Data request, section available for external users.
9. Frequency of dissemination	Administrative Labour Market data are published on the INSTAT Website on a quarterly and annual basis.
10. Accessibility and clarity	
10.1. News release	Press release contains information on the main indicators of Labour Market Administrative Statistics such as: employment in the state sector, employment in the non-agricultural private sector, registered unemployment etc. The press release of the Labour Market Administrative Statistics is published online on the INSTAT website.
10.2. Publications	Results for Administrative Labour Market Statistics are published in: "Administrative data on labour market", "Labour Market", "Statistical Yearbook" and "Regional Statistical Yearbook". • "Administrative Data on Labour Market"

	• "Labour Market" • "Statistical Yearbook" • "Regional Statistical Yearbook" Users can find the results on the INSTAT website.
10.3. On-line database	Data are published on official website of INSTAT in the following link: Database.
10.4. Micro – data access	Databases at micro level for Labor Market are not published due to confidentiality reasons. Aggregated data is the only type of data that is provided to external users. Even the micro data are not published they can be accessed based on the article 34 of Law No. 17/2018, "On Official Statistics".
10.5. Other	Users can send other specific requests through a dedicated session for contacts on the link below: Contact.
10.6. Documentation on methodology	A brief explanation of the definitions, key concepts and methodological explanations for users is published in the press release and publications. Additional information is provided to internal users when needed. On the INSTAT website there is a section related on Methodology on Labour Market Statistics.
10.7. Quality documentation	The sector of Labour Market Statistics document all processes and procedures used for calculations related to Administrative Data on Labor Market for internal purposes.
11. Quality managment	
11.1. Quality assurance	INSTAT is committed to ensure the highest quality with respect to the compilation of statistical information. In accordance with the Statistics Law, INSTAT use statistical methods and processes in compliance with internationally recognized scientific principles and standards conduct ongoing analyses of the statistics with a view to quality improvements and ensure that statistics are as up to-date. In performing its tasks it follows the general principles of quality management from the European Statistics Code of Practice. INSTAT declares that it takes into account the following principles: impartiality, quality of processes and products, user orientation, employee orientation, effectiveness of statistical processes, reducing the workload for respondents. Quality controls and validation of data are actions carried out throughout the process. The staffs is involved in different stages of index calculation, such as the data collection, data control, data input and other necessary control are all well trained. This helps the staff to know the enterprises and their responsibilities and keep an updated collaboration.
11.2. Quality assessments	Labour market administrative data statistics are administrative data. These are compared with data from previous years to distinguish whether the data is

	coherent or they had major differences.

12. Relevance	
12.1. User needs	Users of Administrative data on labour market are classified as external and internal. ➢ External users are: • Public Administration Institutions; • Universities; • Businesses; • The general public and other stakeholders; • National non-profit organization; ➢ Internal users are those within the institution of INSTAT, who use Administrative data on labour market statistics as input for their work.
12.2. User satisfaction	Page Views (Hits) about Administrative data on labour market in 2023 are around 11.075 clicks. INSTAT, has conducted the survey to measure user satisfaction. Referring to the question: How do you evaluate the overall quality for "The Administrative Data on Labour Market"? on a scale of 1 (very poor) to 5 (very good), users rated the data quality with an average of 3,99 (79.8%). INSTAT organizes every year User Satisfaction Survey.
12.3. Completeness	The completeness of the Labour Market Statistics data for 2023 is judged by comparing the quality and quantity of indicators covered in INSTAT with those of the Official Statistics National Program 2022-2026. The degree of completeness of the data for Labour Market is 100% for 2023.

13. Accuracy and reliability	
13.1. Overall accuracy	Overall, the data is checked with previous years to identify any significant changes in the data. In cases where changes are encountered, INSTAT notifies the relevant data sources to inform about the findings found in order to correct this data if deemed necessary or to be officially confirmed.
13.2. Sampling error	Not applicable.
13.3. Non - sampling error	Data review occurs only if the relevant institutions review the data sent to INSTAT for the purpose of updating or any potential human error. If the relevant institutions review the data sent to INSTAT, these changes will be reflected in the nearest publication and brief explanatory information will be provided to users. Non- sampling errors are treated based on the Error Treatment Policy.

14. Timeliness and punctuality

14.1. Timeliness	The results of Labour Market Statistics are published on the INSTAT website, 206 days after the end of the reference period (T + 206 days). The reference period for the results of Labour Market Statistics is December 31st, 2023. <table><tr><td>Reference period</td><td>12/31/2023</td></tr><tr><td>Date of publication</td><td>07/24/2024</td></tr><tr><td>Timeliness</td><td>206</td></tr></table>
14.2. Punctuality	Labour Market Administrative data are published based on the publication calendar. The publication of Labour market administrative data has been punctual in 100% of the publications made over the years. <table><tr><td>Reference period</td><td>12/31/2023</td></tr><tr><td>Date of announcement</td><td>07/24/2024</td></tr><tr><td>Date of publication</td><td>07/24/2024</td></tr><tr><td>Time lag</td><td>0</td></tr></table>

15. Coherence and comparability

15.1. Comparability - geographical	Labour Market Statistics are presented at the country level. These statistics are relatively comparable as the institutions that provide us with the data coordinate the data collection process.
15.2. Comparability - over time	Labour Market Statistics related to statistics on the labour force balance, registered jobseekers by gender and education level, employed in public sector by main occupation groups date back to 2000 referring to the statistical database providing a time comparability of 24 years (CC2=Jlast-Jfirst+1=24). Labour Market Statistics related to: employment by administrative source and agricultural sector, registered jobseeksers date back to 2000 referring to the statistical database providing a time comparability of 24 years (CC2=Jlast-Jfirst+1=24). The data are constantly checked to ensure their comparability over time.
15.3. Coherence - cross domain	Not applicable.
15.4. Coherence - internal	The internal consistency of the data is checked before being finalized. The relation between the variables and the coherence in the various series are also checked.

16. Cost and burden	The staff involved in the preparation of labour market statistics is: 1 employee at the INSTAT headquarters, as labour market statistics data are provided by administrative sources in cooperation with the General Directorate of Taxation and the National Employment Service.
17. Data revision	
17.1. Data revision - policy	Revision policy is done in accordance with general Revision Policy and Errors Treatment Policy introduced by INSTAT in the links below: • Revision policy • Errors treatment policy
17.2. Data revision - practise	In the case when local authorities report changes to the data and send this information to INSTAT, this information will be updated and published in the next month's publication accompanied by an explanatory note to the user. No reviews of "Administrative data on Labor Market" for 2023 have been conducted, subject to this report.
18. **Statistical processing**	
18.1. Source data	Information on Labor Market Statistics is collected from administrative sources in the framework of Memorandum of Cooperation, respectively with: • General Directorate of Taxes, for all individuals registered in the Payroll form; • National Employment Service, for all persons registered as unemployed jobseekers.
18.2. Frequency of data collection	Labor Market Statistics data are collected from administrative sources on a quarterly and annual basis, with monthly details.
18.3. Data collection	The Institute of Statistics organizes the work for the calculation of Labour Market indicators and statistics for 2023, oriented by the Program of Official Statistics and the Law on Statistics. The General Directorate of Taxation, the Regional Statistical Offices and the National Employment Service are the main source of data for all indicators published under this program.
18.4. Data validation	Logical and mathematical controls are done to the Labour Market data. These controls are performed throughout the data processing process, for all indicators that INSTAT publishes. Among the methods of verifying administrative data we can mention: Check for completeness of data, consistency over time, arithmetic corrections (should not be too high), summary checks, check of time series if there are large deviations, etc.
18.5. Data compilation	Not applicable.

18.6. Adjustment	Not applicable.
19. Comment	
Annex	