

**LONG-TERM STRATEGY ON THE USE OF ADMINISTRATIVE
DATA**

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INTRODUCTION

Since administrative data has special importance for statistics, most of statistical organizations of the world take constant measures to increase the usage level of administrative data for statistical purposes. Administrative data is collected, regardless of the statistical needs. Thus conducting of official statistics using information is economically viable and at the same time there is no need to answer the questionnaires by enterprises and organizations. Another advantage of using administrative data is to obtain information about the population checked. This in turn paves the way for implementation of the revised statistical surveys.

The main goal of long-term development of a strategy on the use of administrative data is reducing the burden on respondents, spending less for data acquisition surveys and censuses, establishing new administrative registers, defining directions of using administrative data.

Existence of several conditions in the countries of statistical organizations is required for using relevant administrative data. Initial conditions required for using administrative data in the statistical production are as follows:

- 1) Legal basis, 2) acceptance of benefits of using administrative data for public understanding and statistical purposes, 3) creation of a unified identification system among various sources used, 4) establishment of a comprehensive and reliable information exchange system between public authorities, 5) cooperation between state agencies. The availability of statistics in the above-mentioned conditions is suitable for regular use of administrative data possible.

Involvement of agencies with administrative data for State Statistics Committee of the Republic of Azerbaijan to cooperation and using administrative data in the organization of statistical observations is one of the priority fields and existing legislation fully leads to effective organizations of activities in this field. Thus, according to the item 13 of the Law “On Official Statistics”, the relevant executive authorities provide entrance of state statistics agencies to administrative data collected, developed and inserted in their databases, data registers and other files for the purpose of reducing the burden of statistical data units, avoiding duplication in the collection of data in the required level, content and time; provide data to them in the identified time and manner by program.

COMMON DATA ON ADMINISTRATIVE DATA

1. What is administrative data?

Administrative data is defined as data collected used for the purpose of management of tax, social payments and services and maintained in the executive authorities. Issues related to the administrative data have been more actual at the end of XX century around the world.

In 1996-1997 Eurostat Working Group investigated the ways to better the work associated with the use of administrative sources in the various statistical fields. This group used simple typology of data source compilation for the purpose of reviewing how the administrative data was determined. Thus, all data sources were divided into first sources (data collected for the statistical purposes) and other sources (all other data). Traditional or “limited” definition of administrative data in the European countries covers only non-statistical sources of public sector, so, detailed definition may cover private sector sources too.

2. Types of administrative data

There is huge amount of administrative data to be used for statistical purposes and is increasing gradually. However the list mentioned below is not complete, it reflects potential data collection and types as the last measures in the direction of operative identification of administrative data.

Example:

- Tax data
 - income tax
 - - VAT
 - Profit tax
 - Property tax
 - Import/export duties
- Social insurance data
 - Payments
 - discounts
 - Pension
- Health / education data
- Registration systems for person/business/property/transportation means
- Identification cards /passport/driving license
- Register of voters
- Farm register
- permission for construction work
- Internal accounting data on business
- Individual businesses that are data owners:
 - Credit organizations

- Business analytics
- Utility companies
- Phone manuals
- Retailers with warehouse registration card and etc.

3. Why is administrative data used?

The main advantage of using administrative data is to require less than statistical investigations. Normally surveys, especially censuses are very expensive process. On the contrary, administrative data is mainly free of charge depending on the data collection manner especially in the state agencies. Even it is paid the use of administrative data is much cheaper as opposed to the method of inspection data. Less labor is required for the processing of data and there is no need to answer follow-up. Given the volume and the size of the statistical business registers, using survey data covering exactly the method is shown to be extremely difficult and expensive.

For comparison it can be said that, there is a big difference between the per capita spending in the countries such as the UK, Austria and Finland in charge of the census of population on the basis of purely administrative data. It also envisages the advantage of being more widely used administrative data.

European countries conducting population census through administrative data and traditional manners

| Country | total cost (million euro) | Cost per capita (euro) |
|----------------|--------------------------------------|-----------------------------------|
| Belgium | 24 | 2,3 |
| Greece | 50 | 4,5 |
| Spain | 167 | 4,1 |
| France | 248 | 4,1 |
| Ireland | 44 | 11,2 |
| Italia | 298 | 5,3 |
| Luxembourg | 5 | 10,6 |
| Austria | 56 | 6,9 |
| Portugal | 46 | 4,5 |
| Finland | 0,8 | 0,2 |
| United Kingdom | 367 | 6,2 |

| Country | total cost (million euro) | Cost per capita (euro) |
|----------------|--------------------------------------|-----------------------------------|
| Norway | 15 | 3,3 |
| Switzerland | 99 | 13,6 |
| Czech Republic | 80 | 7,8 |
| Estonia | 10 | 7,4 |
| Hungary | 40 | 3,9 |

Using administrative data at the same time helps to reduce the burden on respondents. However enterprises understand the purpose of data provided for registration and tax purposes, they can accept the data collected for statistical purposes to be additional burden and less important. If enterprises provide detailed information to the other state agencies, they will be displeased with survey on acquisition of the similar data by the statistical agencies.

However administrative data usually covers prime aggregate approximately or completely, sample survey covers a small part. So, use of administrative data removes sampling error, possibility of surveys unanswered (reduces extremely) and conducts more comprehensive assessments of the various sub-aggregates. Comprehensiveness is of interest to more business registers, because such registers should cover all enterprises spent half work hours or more by an employee.

By creating access to more recent data, it is possible to improve the quality of business register by using administrative data, for example:

- Creation and closure date of the unit;
- Economic activity code (in enterprise group, subgroup, enterprise and local unit level);
- Information on the location of the unit (in the local unit level);
- Size of data (number of workers or turnover).

In addition to variable-term improvement, use of administrative data in some cases improves frequency of statistical data provided by direct surveys or business register. This is happening because designing, planning conduction of exam survey, analysis of chief aggregate and optimization of sample aggregate for conduction of the survey requires a lot of time. Usually this refers to a special or annual data collection. So access to relevant administrative data through the registry can be a more affordable solution. It should be noted that, reducing the frequency of indicators through use of administrative data can occur.

EXPERIENCE AND RECOMMENDATIONS OF EUROPEAN COUNTRIES ON ADMINISTRATIVE DATA

4. Legal bases

Legal bases pave the way for the use of administrative data for statistical purposes. National legislation should include provisions on the effectiveness of the use of administrative data not re- collection of data for statistical purposes. there are laws that authorize the use of administrative data by statistical organizations for statistical purposes of Northern European countries which have rich experience in the field of administrative data and there is also detailed information on data protection here. Statistics developers first have to use statistical data collected for other purposes in some northern European countries. Statistical organizations should examine existing data in the administrative data before the collection of direct data process. All data has to be stored in an efficient way to create respondents minimum inconvenience and expense.

5. Public support

Public opinion on the exchange of information differs among various state agencies. Wider use of existing data can increase the influence of statistical organizations; their activities can be more efficient and profitable. The society should appreciate highly advantage of the use of registers for statistical purposes; conduction of official statistics based on administrative data and understands that, it is necessary for conduction of statistics based on administrative data.

6. Unified identification system

One of the main factors in order to ensure the viability of the use of administrative data for statistical purposes is the use of a unique identification system for separate sources. The lack of a unique identification system makes it difficult to merge separate registers between administrative data manufacturers. The creation of a unique identification system for the main registers is the minimum requirement.

Unified identification codes are applied in the registers (individual identification numbers) used for conduction of statistics in the number of EU countries, there are unified identification systems for other- commercial, address, housing registers. There is a law on personal data processing reflecting the personal data processing rules. The purpose of the law is establishment of e-

registers reflecting personal data not violating legal rights on protection and privacy of the data of separate citizens and provides the use of them.

According to the law, data processing for statistical purposes is allowed even if there is no special purpose for data collection.

After processing data in the Statistical institutions, they should not be used for purposes other than statistics and surveys. Statistics organization for scientific research and statistical controls may allow access to private (closed) information. Regardless of the source data collected for statistical purposes are considered to be confidential. During private or commercial information is requested, direct or indirect recognition cases are usually excluded.

7. Cooperation with state agencies

For conduction of statistics based on register requires a joint effort, a serious and transparent commitment, as well as close cooperation between government authorities at the highest level. Conduction of such works in its turn means great support to statistical organizations in the negotiations with the administrative authorities that lead to acquisition administrative data. Cooperation between statistical organizations and state agencies with this or other registers is conducted bilaterally regularly in the framework of the national forum of register owners.

8. The use of administrative data in the conduction of statistics

Advantages and disadvantages of register method

The main advantage of carrying out statistics on the register is to spend quite a bit of data collection in this way, along with the fact that in principle cover all areas. More detailed data can be collected through the use of registers in comparison with the statistical observation (for example, on small area units or more detailed classifications).

Since the separate registers can be merged through precisely defined keys (the number of population, economic entities, address codes and so on.), the register method has great potential. Furthermore, that it is possible to combine data from different administrative registers, so their quality is high. When register information is used for statistical purposes, in particular, the data are consolidated for a few registers; it is possible to have difficulties in reconciling their appearance

and quality. As in the sample observation, in the register method there are answers non-covered or incompletely covered. In the education register of Norway entire population is not completely covered, because immigrants don't have to show their education while coming to the country. So, the Norwegian Central Bureau of Statistics holds special surveys in order to identify education of immigrants per every 10 years.

One of the major weaknesses of the statistics based register is to be highly related to the practice on identification and management of the state bodies responsible for conducting statistical register. Data collected from administrative data is different from data collected for statistical purposes. As a result, the content of such data, information about the quality of their preparation is not always possible to know. The best way to solve the problem – is the organization of close cooperation with the owners of the registry.

Statistics conducted based on only register

Some statistical data are made only through the use of registers. For example, data population, a variety of information on economic subjects, revenue and profit, data on crime and housing statistics. In some cases data of other sources can be used for assessment of quality of sample observation and data in the register, but can't be used for amendment of register data used in the statistics.

9. Register data used in the sample observation

Basis of the sample

Register data is used as basis on the organization of sample observation. Most of time register of population and economic subjects is used in the conduction of surveys. For example, population register covers important demographic data on age, sex, marital status, place of residence for the determination of sampling observation and population. In addition through using data from other registers, sampling observation can be conducted on the desirable subgroups (for example, students or employees working on order). For making up the sampling on enterprises and organizations, for example information on current industrial areas in the register of economic subjects and their places can be used.

Improvement of data

Data collected as a result of sampling observation is used for improving the quality of register data. Mistakes arising in collecting data can be identified through comparison (editing) of register data with observation data in the micro

level. Register data can be used in *issuance of code*. For example, if the name of workplace and address (organization) is obtained through interviews, field codes are available from the register of economic subjects. During the survey “lack of response” on unit or recovery of the missing information can be eradicated through applying to the register data (recovery of the missing data).

Register data can be used for calculation of weights during the assessment, for example, the age distribution of the population from the register can be properly assessed through the method of re-grouping.

Additional data

The register data can also be used to complete the examination of the data. For example, during the survey data on demography and education is obtained from register. One of the reasons for this is to save time during the survey, because time is the main factor affecting price. Moreover, in some cases, this method is possible to obtain more accurate data. For example, it is easier to get reliable information on the Register of wages and income, on the basis of those questions and answers.

Analysis of the lack of response

There is enough information on units rejecting interview and non-covered for certain reasons in the registers. Reliability of the sampling observations can be evaluated through the analysis of the lack of response.

10. Statistics conducted through co-ordination of sampling survey and register data

In some cases consolidation of administrative data and sampling survey should be taken into consideration for conduction of statistics. Household income statistics can be cited as an example. In the countries outside the household register household survey data combined with data from the income register. For example register data is done in the households, collected through interviews and used as a completion of observation data in the observation of the budget of household budget in Denmark, statistics of European Union (AI-81S) on income and living conditions of Denmark in most cases. Data used from register mainly covers information on income and sometimes employment.

During the combination of sampling observation and register data one of the methods of coordination is *issuance of macro-level weights*. Wide use of this method in the population census system of Netherland and living fund is an example.

Administrative register don't always include variables required for conduction of statistics. In this case, additional information can be collected through sampling surveys. Recovery of missing micro-level data can be an alternative for the consolidation of macro-level statistics. This method is conducted through implementation of evaluation relating to the data of sampling survey. Maybe in most of those including stratification different looking models have been used and divided by sudden changing in every stage. The consequence of such processes is related to the recovery of missing macro-level data.

11. Registers – general view

In this title information is provided on administrative data sources used in conduction of statistics of several European countries, register conception and their various types. Of course, individual countries are not completely identical in the registers, but it is very similar to their types.

What is register?

Register serves as a database for statistical and economic surveys as a system following demography and development of statistical units.

Updating the register – is understood as inclusion of new data, amendments in the register or enlargement, following data exposure any changing.

As a rule, register covers information on all unit groups observed among population (for example, individuals, buildings, enterprises). These units are identified based on the precisely collected rules, but their specifications are renewed according to the amendments exposure units. Register data can be maintained in several manners. However it should be noted that, all administrative registers used for statistical purposes in European countries are maintained in computers and information is available in the format read in special computers.

The main requirement is that, every unit of register should have unified identification code. It can be obtained through use of identification codes (keys) system, but if there is enough data on unit, identification can be obtained without codes (for these persons – name, address, birth date and etc.).

Ideally register used for statistics should be complete and precise. Uncompleted register can also be used for statistical purposes.

In practice most of registers includes several additional specifications (data) per every unit.

Administrative registers – first of all these registers are used in the administrative data systems. It means, they are used by private organizations or companies for production of information and implementation of services.

Most of administrative registers used for statistical purposes in EU countries covers all the country and is conducted along with the state agencies or local authorities. As well as individual registers are used. Insurance companies and organizations providing employment are samples.

Statistical registers are compiled based on the development of administrative register data. They can be established as a result of combination of information in the register data or several administrative sources.

Data files compiled during the traditional population censuses are not envisaged registers. Data should be collected during the base period (in the census year or day). However during development of data files covering separate areas based on the traditional census information of register data, the preparation method of statistics keeps the same. Since administrative registers are integral part of register-based statistical system, they are called *initial registers*. Statistical registers are called *secondary registers*.

Specialized and basic registers

Administrative registers are divided into specialized and basic registers according to its destination. “*Basic registers*” term is used for identification of statistical registers too.

Basic registers

Administrative basic registers are maintained as the main base source for public management. Their function – is calculation of population, note and follow existence of which units in population, the number of born and dead people. As well as, basic registers include identification information used in the other administrative registers.

Statistical basic registers are developed based the relevant administrative registers. They are substantial for all register system. Main purpose of them – is identification, maintenance of aggregates and reflection of transitions to other basic registers.

In practice administrative basic register will include data on identification of the unit, as well as other information – as a rule, cover information of general

interest in a number of departments. Central register of population (CRP) has data on every field (for example, gender, date of birth, marital status, number of children and others).

Basic registers should submit information on individual aggregates. For example, main population in CRP is living in the country. At the same time, CRP should provide information about population working in the country but living outside. Furthermore, according to the practice, units that are not already active should be maintained in the basic register. It means, CRP should cover information on deaths and emigrants.

Administrative basic registers include as follows:

- Register on population (population register)
- Property register (property, building and residential areas)
- Register of economic entities

All three register are available in each of the countries of Northern Europe. Furthermore, there is fourth register – register on the type of employment in Norway. Register on the type of employment (education activity related to the labor market, job and other activity types) is available in other countries too, but they are not basic.

Administrative basic register are organized differently in separate countries. For example, data on housing and building houses is included into the population information system in Finland, into the property and address information system in Norway and Denmark.

However, these differences are substantial in daily work and don't influence on the structure of the register based statistical system, since they have transition keys for combination of basic register of Northern European countries and other similar registers.

These combining keys are as follows:

- Personal identification numbers;
- Digital addresses;
- Identification numbers of economic entities.

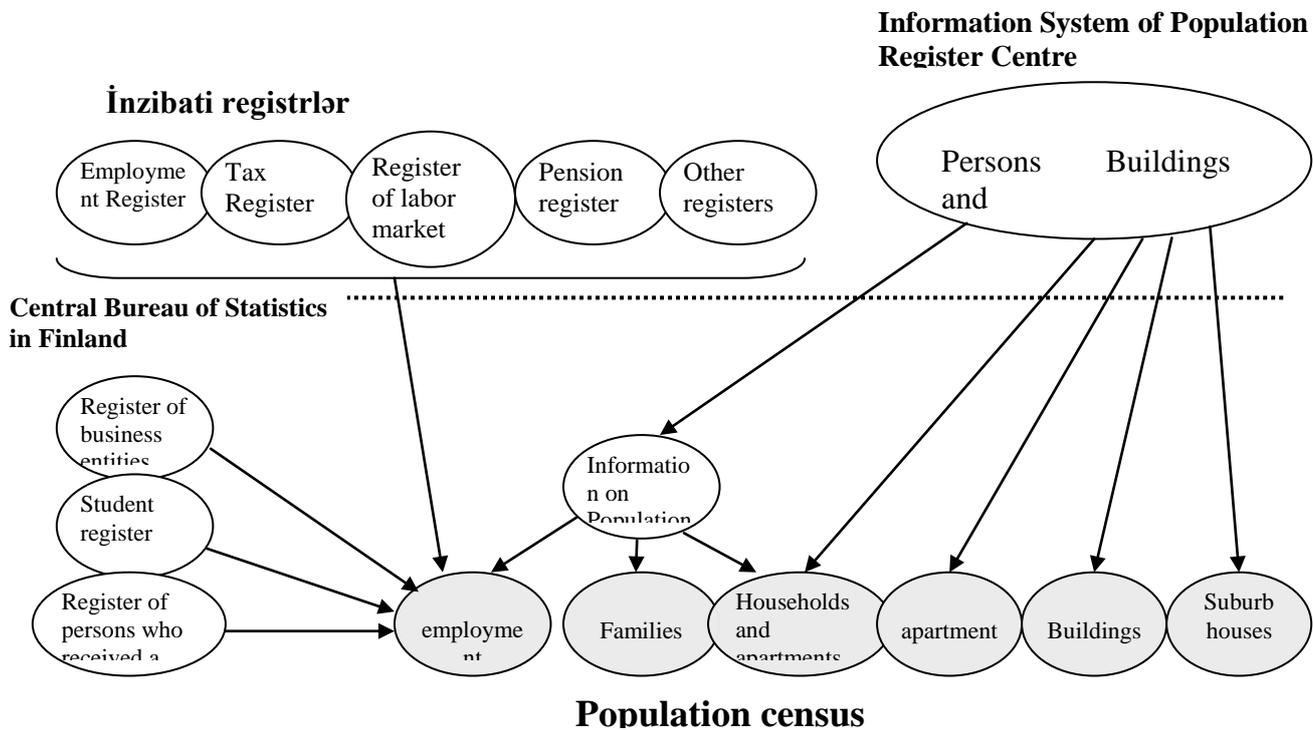
Specialized registers

Apart from administrative basic registers, specialized administrative registers serve for defined purpose or group of precisely defined purposes. Offices managing such register are the main users of such information and it influences on the origin of the data. Specialized registers get population or other important information from register, but transfer other information themselves.

Almost specialized registers of all Northern European countries use identification keys adjusted with the base register. Direct combination can be provided by this manner. However in some cases it is not clear framework in which to comply. For example, automobile register is a sample. Automobiles can be identified as a base unit, but not classified as a base, so register is not so important. Therefore, information on automobile owners is related to the population register, information on corporative automobiles is related to the register of economic entities. In such case, apart from the purpose, automobile register is envisaged as population register or register of economic entities.

Register based housing fund or population census system

Register based housing fund and population census is envisaged the best method of use of register for development of statistical data.



Base registers cover statistical units belonging to the population census: *individuals* living in the country, *buildings and residential areas* in the country, as well as companies and offices (register of economic subjects). All statistical units can be connected each other through identification system: persons – can be coordinated with *their farming and families, their houses and buildings, employers of their workplace*. Since all the buildings have coordinates, the place where all units are situated can be identified in the maps through the help of geographic coordinates.

Census data obtained from these sources and data on field statistics

Register based population census system covers several statistical subsystems including as follows:

- Demographic statistics;
- Population structure;
- Changes in the structure of the population;
- Family and economic statistics;
- Regional employment statistics;
- Income statistics;

- Education statistics;
- Statistics on education and those of scientific degrees;
- Students;
- Residential fund statistics;
- Residential condition statistics.

It means, users get renewed information (even in some fields per month or semester) on variables included into the census materials every year.

In the current section, we will focus more on the two subsystems:

Regional employment statistics and residential houses

Register based employment statistics belongs to the substantial statistical system. The main purpose of the statistical data is to provide annual regional information about economical activity of population: identification of them, main activity type, situation of employment, industry, work and career opportunities.

The initial collection of statistical data on employment based on the current system had been conducted in Denmark in 1980, in Finland, Norway and Sweden in the beginning of 1980s. Various registers are used in the development of the initial statistics of employment. Most of them are substantial for identification of economic activity type belonging to the employment statistics in the inspection day (for example at the end of year) or inspection week.

CURRENT SITUATION

12. Measures taken in the use of administrative data in the State Statistics Committee

Admission and use of administrative data for statistical purposes are permitted based on the Law of the Republic of Azerbaijan “On Official Statistics”, regulations of the central and local statistical agencies, as well as relevant to the principle “authority on data collection” of the Code of Standards of the state statistical offices of the Republic of Azerbaijan.

According to the Law of the Republic of Azerbaijan “On Official Statistics”, administrative data – is used in the official statistics and gathered related to the conduction of administrative data by the relevant executive authorities and other state agencies .

To get access to a wider range of administrative data the corresponding changes were made to the law of the Republic of Azerbaijan “On Official Statistics” in force since 18 February 1994 in 15.11.2011.

Based on the new changes, definitions on official statistics, administrative statistics and administrative data in the Law of the Republic of Azerbaijan “On Official Statistics” are improved and adjusted to the international requirements. According to the law, relevant administrative authorities provide the entrance of the state statistical agencies in the required level, size and time in order to reduce information burden of statistical units, avoid duplication of data collection, develop the official statistical materials to the administrative data sources, data registers and other files inserted in their databases, used by them and they submit information in the form and time identified by the statistical issues program. Submission of administrative data to the state statistical agencies is under supervision of the data producers and they are liable in the prescribed by the law for provision of entrance to the administrative sources for production of official statistical materials.

Statistical reports of the administrative data producers are ratified by the State Statistics Committee, lead to avoid parallelism, double work, use of unified classification and methods, adjustment of results obtained to the official statistics.

Use of administrative data can be classified in 2 directions. The first major issue is the formation of register, as well as administrative and statistical register based on the administrative data, the issue is the use of sources of data required for statistical production.

State register of statistical units reflecting statistical data by the State Statistics Committee is conducted, address and statistical indicators characterizing financial-economic activity, core and non-core activity of the physical and legal entities dealing with the other activity types and non-prohibited by the legislation, providing thrift-entrepreneurship.

Compilation and conduction of state register obtained from the relevant executive authorities conducting state register of legal entities and individual entrepreneurs and based on the other information is under supervision of the State Statistics Committee. Issuance of necessary information for compilation and conduction of state register obtained from the relevant executive authorities conducting state register of legal entities and individual entrepreneurs is the right of the State Statistics Committee. The right and obligation of the State Statistics Committee is approved by the Charter of the State Statistics Committee and Law.

The register system acting in the State Statistics Committee about 17 years consists of the following 3 registers:

1. Register of legal entities;
2. Register of individual entrepreneurs;

3. Register of rural households (share of families received land).

Collection of administrative data on register launched from the Ministry of Taxes, The State Committee for Securities, State Social Protection Fund, Central Bank, State Land and Cartographic Committee. The list of administrative data in these organizations is obtained and selected those to be used in the statistical practice. Specific agreements are developed and approved by taking into account the Law “On Official Statistics” and other relevant law affecting the activity of the organizations. The main reason of the agreements to be specific is the diversity of the organizational structure of each organization, frequency of data collection, diversity of data to be required from the State Statistics Committee.

In order to improve the use of administrative data in the statistical practice, an agreement on exchange of statistical data is signed between the State Statistics Committee and Central Bank, The Ministry of Taxes and State Social Protection Fund. According to the agreement with the State Social Protection Fund, State Social Protection Fund should provide transfer of information on employees of insurants registered as physical and legal entities, amount of compulsory state social insurance premiums, information about district (city) and gender distribution on older labor pensioners, the number of newly registered pensioners, average amount of pension appointed for them and etc to the State Statistics Committee.

According to the agreement with the Central Bank, Central Bank provides information on the share of foreign capital acting in the bank and non-bank credit organizations, Central Bank's profit and loss statement, summary report on profit and loss of commercial banks, consolidated balance of the bank, consolidated balance of the commercial banks to the State Statistics Committee.

In order to maintain a stable exchange of information between State Statistics Committee and State Social Protection Fund, Central Bank, work group consisting of 2 officials from both parties was established and the meeting of the work group is held based on the request of each party upon requirement. The main purpose of agreements is expansion of mutual exchange of information enables comprehensive and cost-effective diagnostics of economic processes and enhancing the flexibility of the exchange. As a result of the agreement, parties envisage advisable the exchange of information through the use of modern information technologies and undertake solution of the required technical problems enabling transfer of information in the required extent.

At the same time, the parties shall guarantee the data obtained as a result of the agreement to be used only for internal purposes and not to be given to third parties.

Measures in the field of signing of agreements with the State Securities Committee, the State Land and Cartography Committee in order to use administrative data are being taken currently too. Since collection of information from the several agencies that have administrative data has special importance and serves to reduce the information burden, plans to cooperate with other relevant administrative bodies that have administrative data as a continuation of the process in the future.

In order to reduce the amount of costs spent for the state statistical observations, administrative data should be used maximally and this necessity is reflected in the principle “Thrifty” of the Code of Practice of state statistical agencies.

State statistical agencies shall guarantee the confidentiality of administrative data used for statistical purposes. Protection of confidentiality I emphasized in the Law, charters of the state statistical agencies, as well as in the principle “Confidentiality of the statistical information” of the Code of Practice.

In order to reduce the loss of time and money spent for information burden and filling of reports, expanding the use of administrative data for official statistical purposes is envisaged in the “State Program on Development of Official Statistics in the Republic of Azerbaijan in 2013-2017”.

STRATEJIC DIRECTIONS

- Analysis of administrative registers existing in the country and the possibility of obtaining reporting data from administrative sources and registers used in the several statistical fields
- Organization of integration of data with the administrative data owners
- Determination of the unified identification systems
- Establishment of the statistical register system based on the administrative registers
- Establishment of administrative data section
- Establishment of IT infrastructure for transfer of administrative data into statistical data

STRATEJIC OBJECTIVES

13. Analysis of administrative registers existing in the country and the possibility of obtaining reporting data from administrative sources and registers used in the several statistical fields

Currently the State Statistics Committee of the Republic of Azerbaijan conducts exchange of information with the administrative data owners based on the

mutual cooperation agreement. Agreements signed between The Ministry of Taxes, State Social Protection Fund, Central Bank are examples, at the same time based on the disposal of the President of the Republic of Azerbaijan dated 1993, according to the verbal and written agreements with the State Customs Committee, the information is submitted to the State Statistics Committee by the Ministry of Justice of the Republic Azerbaijan on a quarterly, monthly and annually basis. However, there are numerous registers to meet the domestic needs in most of state agencies and the use of them for statistical purposes will enable to reduce the reporting burden of the respondents in the future.

For example, the register and the information contained in the register are as follows:

1. The name of the register: State register of municipalities

The information contained in the register:

- Information on establishment, combination, separation and elimination of municipalities, as well as changes in the names, number, size and borders of the territorial units that they cover
- Names of the territorial units covered and contained in the region (city)
- Address of the municipality (city, district, region, village, street and the number of the relevant building)
- Area size (by mentioning the size of the state, municipal and private properties separately)

The state register agency: the Parliament of the Republic of Azerbaijan

2. The name of the register: The unified license registers of the Republic of Azerbaijan

The information contained in the register:

- The name of the body issuing the license
- Activity type licensed
- The registration number and issuance date of the license
- The name and legal address of the legal entity issuing license to the legal entities
- Physical entities - name, surname and patronymic, data on ID (serial number, issuance date and agency, address)
- The amount of state duty
- The name, surname and position of the official responsible for signing license
- Validity period of the license
- Changes held on the license.

The registration body: The Ministry of Industry and Economy of the Republic of Azerbaijan

3. The name of the register: state register of measuring instruments

Information contained in the register:

- The name, type, modifications, executions, assignment, implementation field and main technical specifications of the measuring instruments
- Registration number of the measuring instruments
- According to the international agreements and interstate standardization rules, registration number of the measuring instruments of the other country in the state register during the recognition of tests and approval of type
- Registration date of the measuring instrument
- Name and address of the measuring instrument producer
- Registration number and validity period of the certificate on confirmation of measuring instrument type
- Name of the normative document that the measuring instrument is prepared based on it, examination method, date of cross examination interval
- The number and date of the decision on inclusion and removal of measuring instrument type into and out of register and change in the validity period of it in the register and changes in the register document by the Committee (the form of the register book of the measuring instruments is attached)

Registration body: the State Committee of Azerbaijan on Standardization, Metrology and Patents

4. The name of the register: The State Register of Azerbaijan on territorial units and regional offices

Information contained in the register:

- Information on registration and removal (cancellation, combination) of the territorial units and administrative regional offices;
- Information on naming and name changing of territorial units, administrative regional offices and their centers;
- Status and status changing of territorial units, administrative regional offices;

Registration body: Parliament of the Republic of Azerbaijan

5. The name of the Register: State Register of population of the Republic of Azerbaijan

Information contained in the register:

- Individual identification number;
- Surname (previous surnames);
- Name, patronymic, birth date, birth place, gender and nationality;

- Marital status;
- Military conscription;
- Registration and removal on place of residence and residential area;
- ID number (as well as the number of birth certificate and ID card of the person under the age of 16);
- Photo of the person reached the age of 16;
- Biometric data of the person reached the age of 16 (blood group, eye color, height);
- Individual identification number, surname, name, patronymic, birth place, birth date, nationality, ID number of the husband (wife);
- Individual identification number, surname, name, patronymic, birth place, birth date, nationality, ID number of the parents;
- Individual identification number, surname, name, patronymic, birth place, birth date, nationality, ID number of the child;
- Date of death.

Registration body: Ministry of Justice of the Republic of Azerbaijan

6. The name of the register: Address register of the Republic of Azerbaijan

Information contained in the register:

- coded number and the name of the territorial unit;
- type of the property address given;
- coded number (numbers) and the name of the transportation infrastructure ;
- address number containing figures providing individuality of the real-estate letters and symbols added to them if required;

Registration body: State Committee on Property Issues of the Republic of Azerbaijan

7. The name of the register: The register of medicines of the Republic of Azerbaijan

Information contained in the register:

- commercial name;
- international nonproprietary name;
- release form;
- producer;
- state registration date, number and validity period

Registration body: The Ministry of Health of the Republic of Azerbaijan

8. The name of the Register: Register of the goods containing objects of intellectual property

Information contained in the register:

- registration number of goods;
- the name of the goods (description);
- information on legal owner;
- information on the rights of objects of intellectual property;
- registration data of goods;
- code of goods on commodity nomenclature of foreign economic activity;
- information, phone number of those representing interests of the right owner in the cases and methods prescribed by law (name, legal address, e-address (if possible); the name, surname, patronymic, e-address, phone numbers (if possible));
- date and registration number of the letter sent to the customs authorities by the Committee on goods registered

Registration body: the State Customs Committee of the Azerbaijan Republic

9. The name of the register: Centralized Credit Register

Information contained in the register:

- the name of the bank;
- the number of the bank licensee;
- the name of the borrower;
- Physical and legal entities;
- Loan account number;
- Country of origin;
- TIN and ID number of the borrower;
- Bankruptcy status;
- The name of the owners of the majority of shares of the borrower;
- Legal TIN of the owners of the majority of shares of the borrower;
- ID number of the owners of the majority shares of the borrower;
- Loan currency;
- The amount initial and specified in the contract;
- The amount of the credit line;
- The outstanding amount of the credit;
- The annual interest rate of the credit;
- Credit assignment;
- Consumer loans to physical entities;
- Mortgage loans to physical entities;
- Trade and service sector;
- Energy, chemistry and natural resources sector;

- Agriculture and processing sector;
- Construction and real estate sector;
- Industry and production sector;
- Transport and communication sector;
- Oil sector;
- Other;
- Credit period (months);
- Credit date;
- Credit payment date on initial contract;
- Credit payment date on the last contract;
- The number of days of delinquent loan on contract;
- The number of days of interest on contract;
- The amount of interest non-received by the reporting date;
- The amount of interest non-received in the last 3 months;
- The number of credit extension and additional contracts;
- Classification group of the loan;
- The loan provided by cash;
- Satisfactory loans;
- Loans under supervision;
- Non-satisfactory loans;
- Dangerous loans;
- Bad loans;
- The status of the loan;
- Suspension status of calculation of interest;
- Charge-offs credit status;
- Fully paid;
- Restructured;
- Restructured and with non-calculated interests;
- With other status;
- Type of mortgage;
- Description of mortgage;
- Value of mortgage;
- State agency with registered mortgage;
- Registration date of mortgage;
- Registration number of mortgage

Registration body: Central Bank of the Republic of Azerbaijan

10. The name of the register: Register of national debt and state guarantee

Information contained in the register:

- Registration date and number of the debt and guarantee;
- The name of the creditor;

- Registration (identification) number issued by the creditor;
- The name and type of the debt on classification;
- Debt amount (with exchange type);
- Date of signing loan documents;
- Debt amount with Azerbaijani manat to the date of signing loan document;
- The name of the borrower;
- Establishment date and validity period of debt obligation;
- The purpose of the debt;
- Executive agency for the use of debt (main borrower, user or re-borrower);
- Source and period of loan repayment;
- Guarantee forms of obligation;
- Interest rate;
- Date of first payment on the main debt;
- Date of last payment on the main debt

Registration body: The Ministry of Finance of the Republic of Azerbaijan

11. The name of the register: The register of securities holders

Information contained in the register:

- Information on issuer:
 - Full name;
 - Legal address;
 - Number and date of the certificate on state registration;
 - Communication means (phone, fax etc.);
 - Name, surname, patronymic, position of officials;
- Information on securities issued by the issuer:
 - State registration number of securities and the name of registration body;
 - Type, form, amount, face-value of securities issued;
 - The amount of the distributed securities;
 - The amount of the non-distributed securities;
 - The amount of the repurchased securities;
- Information on security holders:
 - Information on physical entities should be reflected as follows:
 - Name, surname, patronymic;
 - Personal account number,
 - Personal account type;
 - Registration address;
 - Indicators of identity card;
 - The amount of securities owned, commitment loaded;
 - Interest rate of securities owned within an issue;

- Information on securities in the distribution owned;
- Information on securities owned distributed.
- Information on legal entities should be reflected as follows:
 - Full name;
 - Legal address;
 - Number and date of the certificate on state registration and name of the registration body;
 - Personal account number,
 - Personal account type;
 - The amount of securities owned, commitment loaded;
 - Interest rate of securities owned within an issue;
 - Information on securities in the distribution owned;
 - Information on securities owned distributed.
- Information on register holder:
 - Full name;
 - Legal address;
 - Communication means (phone, fax etc.);
 - Name, surname, patronymic, signature of the official and executive.

Registration body: the State Committee for Securities of the Republic of Azerbaijan

12. The name of the register: State registration of VAT payers

Information contained in the register:

- date of registration as VAT taxpayer, taxpayer's identification number;
- legal entity-taxpayer:
 - full name;
 - address;
 - property type;
 - activity types;
 - organizational-legal form;
- physical entity-taxpayer:
 - name, surname, patronymic;
 - nationality;
 - information on ID card;
 - residential address;
 - address of activity;
 - activity types

Registration body: the Ministry of Taxes of the Republic of Azerbaijan

13. The name of the register: State Register of Real Estate

Information contained in the register:

- address (is situated), name (type), field, assignment of the object;
- land plots, all objects regarding land, as well as water objects (reservoirs), forests, perennial plants, buildings, devices, non-residential areas, apartments, individual houses, garden houses, enterprises as property complexes, communications;
- subsoil plots

Registration body: State Register Service of Real Estate under State Committee on Property Issues of the Republic of Azerbaijan

14. The name of the register: Movable property register**Information contained in the register:**

- name, type, individual number (numbers) of movable property (internal parts);
- information on movable property owner and people with other property rights;
- information on documents approving movable property right and other property rights (through indicating document props);
- information on documents restricting movable property rights, transfer and cancellation of these rights(through indicating document props)

Registration body: State Committee on Property Issues of the Republic of Azerbaijan.

15. The name of the register: The state register of trademarks**Information contained in the register:**

- registration number of trademarks with the same certificate number given to the trademarks;
- registration date;
- expiry date of the registration of a trade mark;
- application number submitted for registration of trademark;
- date of inclusion of the application to the National Patent Examination Center for registration of trademark;
- date of exhibition and other priority;
- the number of application that is convention priority;
- registration date of application that is convention priority;
- country code of the application that is convention priority (according to the standards of WIPO);
- classes according to the Nitsa classification;
- disclamation (elements that are not subject to independent security object of the trademark);

- photo of trademark;
- demonstration of collective trademark;
- transliteration of trademark;
- translation of trademark and words in it;
- indication of trademark colors;
- name and address of legal entity, name, surname, patronymic, address, country code of physical entity of trademark;
- information on officials with usage right if collective trademark;
- date of publication of trademark

Information added into the register:

- information about contract on transfer of right on trademark to another or license contract regarding usage right of trademark;
- information on changes in the names of legal or physical entities with usage rights of trademark;
- information on expansion of the list of the registered trademark based on the homogenous goods and services on Nitsa classification, as well as narrowing the list of goods and services;
- information on changing of elements that don't change the substance of the trademark, extension of the validity period of registration of trademark;
- information on cancellation of registration of trademark by indicating the results;
- information on other changes regarding registration of trademark;
- information on improvement of technical or typographical errors

Registration body: Standardization, Metrology and Patents Committee of the Republic of Azerbaijan

16. The name of the Register: Civil Servants Register of the Republic of Azerbaijan

Information contained in the register:

- civil servants personal identification number;
- name, first name and patronymic;
- gender;
- date and place of birth;
- name of the state agency and position;
- employment;
- admission to civil service;
- qualifying degree of civil service;
- education;
- additional education;
- scientific degrees and academic titles;

- state awards;
- participation in the election bodies;
- Additional information;
- contact information

Registration body: The Civil Service Commission under the President of the Republic of Azerbaijan

17. The name of the register: The register of state information resources

Information contained in the register:

- information resources of state agencies;
- public funds were not established, but the information resources of state significance;
- information sources declared as national information sources;
- information sources participating in the exchange of information with the state information sources based on the initiative or agreement of property owners

Registration body: The Ministry of Communications and Information Technologies of Azerbaijan Republic

18. The name of the register: Environmental information analysis, storage, updating, objects register

Information contained in the register:

- the condition of the atmosphere (Meteorological and climatic conditions);
- water resources (surface and groundwater);
- the condition of lands;
- the study of geological conditions of subsoil;
- the condition of mineral-raw material sources and use of them;
- the condition of biological resources;
- the condition of vegetation and forest resources;
- the condition of fish, birds, as well as animals;

Monitoring of environmental pollution:

- air pollution
- land pollution;
- pollution of surface water;
- pollution of Caspian sea (lake);
- groundwater pollution;
- transportation of trans-boundary hazardous substances (sea, river and air means);
- chemical composition of precipitation;

- radioactive contamination (land, air and water);
- noise, vibration and electromagnetic effects;
- waste management;

Monitoring of specially protected natural territories:

- the condition of state nature reserves, reserves, national parks and nature monuments;
- environmental protection of specially protected natural areas;

Protection of environment:

- ecological security;
- measures on improvement of environment;
- other information envisaged in the legislation on environment

Registration body: The Ministry of Ecology and Natural Resources of the Republic of Azerbaijan

19. The name of the register: State Registration and State Register of Legal Entities

Information contained in the register:

- The name of the organization (company);
- Legal address of the organization;
- Organizational-legal form of the organization;
- Financial year;
- Taxpayer identification number (for commercial organizations), commercial organization registration number;
- Name, surname, patronymic, nationality and place of residence of the founder of the organization, name, legal address and registration of founder if legal entity;
- Name, surname, patronymic, nationality and place of residence of every founder of the organization;
- Place, organizational-legal form and registration of organizations within and outside of the Republic of Azerbaijan established by the legal entity

In addition to the information for legal entities, representative offices or branches of foreign legal entities provided above, the following information should be noted depending on the organizational-legal form of legal entity:

- Special partnership-amount of share of each partner;
- Limited liability companies or joint stock companies- the amount of the charter capital, the amount of share of each founder; while the establishment of the board of directors (supervisory board) name, surname, patronymic and place of residence of every member of it;

- Non-profit organizations - activities and objectives, area of activity, funds - Members of the board of trustees, the amount of charter capital, the amount of property share of founders

Registration body: The Ministry of Taxes of the Republic of Azerbaijan

20. The name of the register: The register of professional participants of the insurance market

Information contained in the register:

Data on insurers and reinsurers

- name, TIN;
- date of state registration;
- date of issuance of the license;
- address;
- phone, fax, website, e-mail address;
- leader;
- license changes;
- notes;
- Branches and representative offices: name, registration date, address, phone, fax leader.

Information on insurance brokers who are legal entities

- name, TIN;
- date of state registration;
- date of issuance of the license, license changes;
- head of the executive body;
- address;
- phone, fax, website, e-mail address;
- Branches and representative offices: name, registration date, address, phone, fax leader.

Information on insurance brokers who are physical entities

- Name, surname, patronymic, TIN;
- Information on ID card: serial number, date of issuance, name of the agency issuing ID card;
- Registration certificate in the relevant tax authority: number, date of issuance
- License: date of issuance, license changes;
- address;
- phone, fax, website, e-mail address

Information for insurance agents who are legal entities

- name, TIN;
- date of state registration;

- date of issuance of the license, license changes;
- head of the executive body;
- address;
- phone, fax, website, e-mail address;
- name of the insurer

Information for insurance agents who are physical entities

- Name, surname, patronymic;
- Information on ID card: serial number, date of issuance, name of the agency issuing ID card;
- Registration certificate in the relevant tax authority: number, date of issuance, TIN;
- License: date of issuance, license changes;
- address;
- phone, fax, website, e-mail address;
- name of the insurer

Information on foreign insurer, insurance brokers

- name, TIN;
- country;
- date of issuance of document on state registration;
- date of issuance of and expiration date of the document granting the right to operate;
- legal entity rating: Rating, the name of the relevant rating agency;
- address;
- phone, fax;
- website, e-mail address

Information on subsidiary legal entities and independent experts in the field of insurance

- name, TIN;
- date of state registration of legal entities;
- head of the legal entity;
- address
- phone, fax, website, e-mail address;
- Branches and representative offices of the subsidiary legal entities and independent experts in the field of insurance: name, registration date, address, phone, fax leader.

Registration body: The Ministry of Finance of the Republic of Azerbaijan

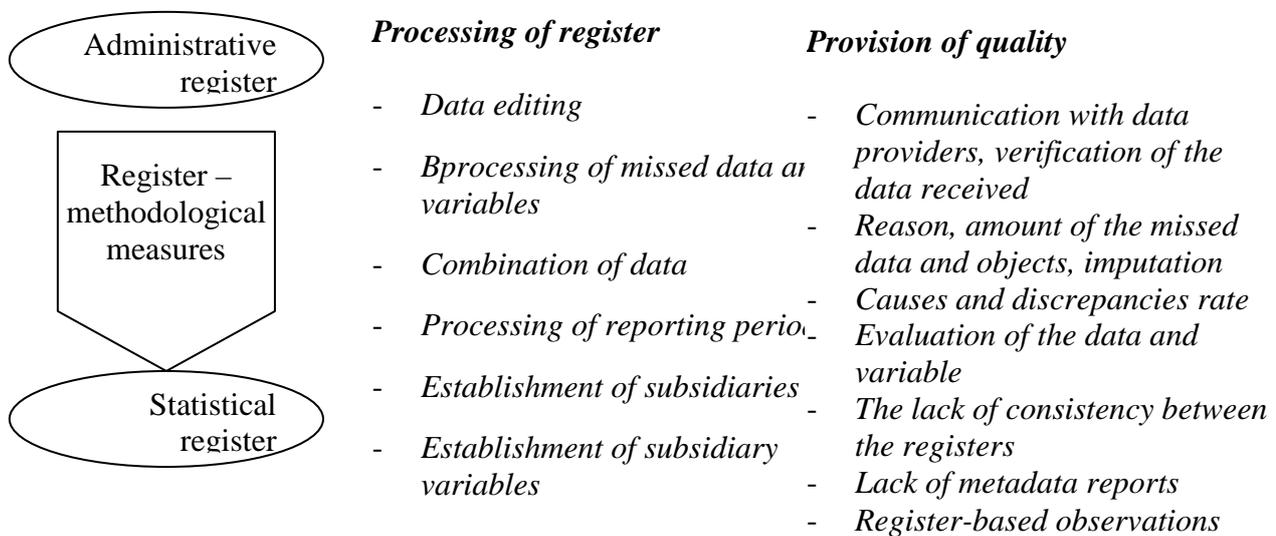
Analysis of the registered above mentioned by the area departments and investigation of the usage possibility of the reducing the burden of reporting of them in the statistical data development in the future.

14. Integration of data with administrative data owners

Integration regarding information for use of information is substantial during the development of official statistical data. For this purpose several organizational measures should be taken.

- sign contracts with administrative data sources(legal basis);
- reflection of the names and positions of those responsible for transfer and admission of data;
- detailed description of data to be transferred;
- timeliness of data to be transferred;
- meet the quality standards of data to be transferred;
- statistical confidentiality regime to be implemented;
- any funds that may be needed for the transmission of data resources;
- technical Standards;
- submission of metadata;
- mutual benefit of the parties;
- determination of time of the procedure to be held

Admission and development of administrative data (scheme)



15. Identification of the unified identification systems

Since identification systems have special importance in the use of information several sources in the statistics, especially in conduction of administrative registers, identification of variables is very substantial.

Conduction of the following measures substantial for identification of variables is important:

- analysis and impact assessment of the differences;
- quality assessment meeting statistical standards;
- establishment of a transition matrix or keys;
- assessment of timeliness difference: Development of models or other suitable features;
- comparison of different sources with the same theme;
- search for alternative sources for the most reliable solution

16. Measures to ensure the quality of administrative data

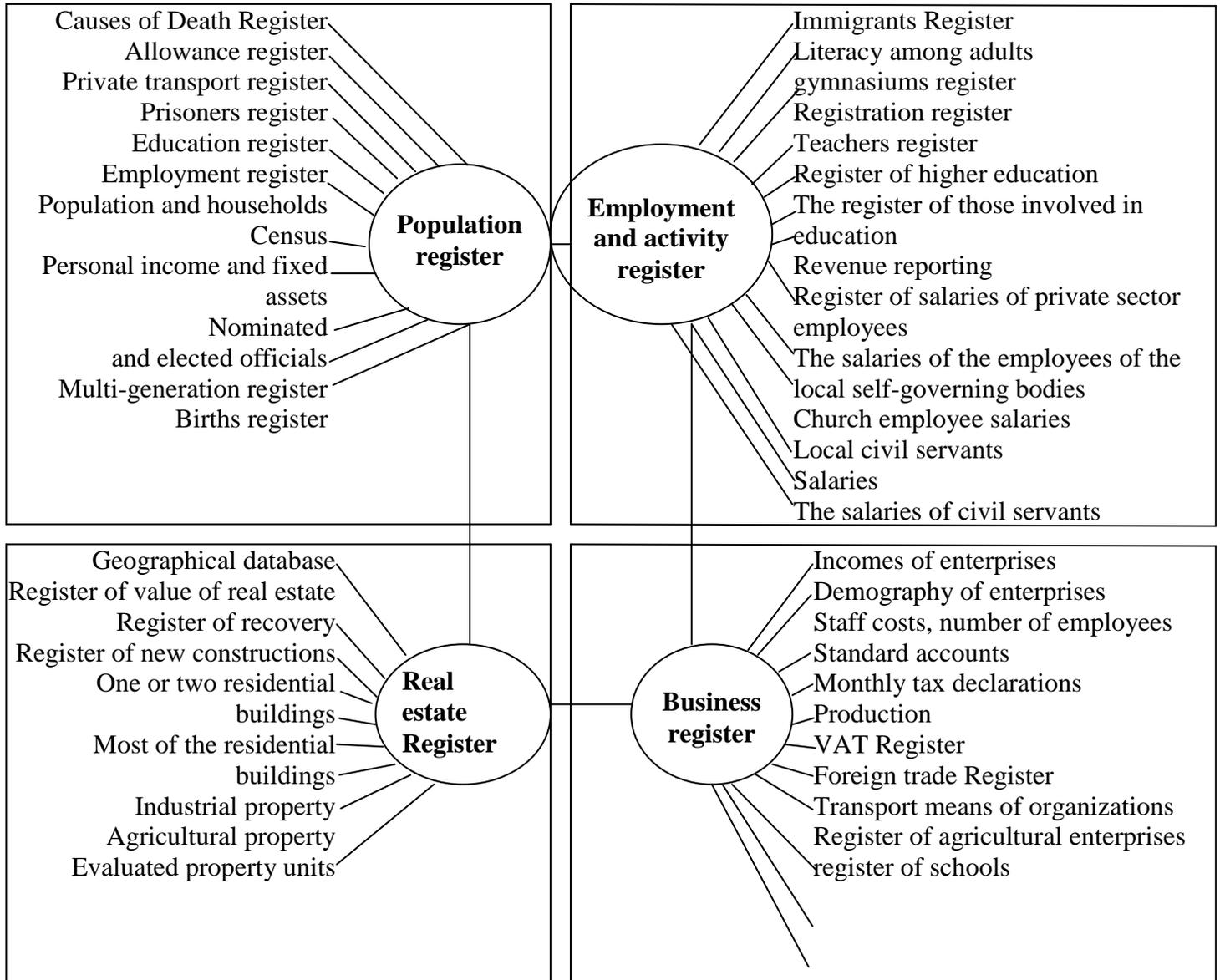
Data quality will be included from the administrative sources; as a result, will determine the reliability of statistical data. Therefore, the use of alternative statistical agencies is always at the focus of attention.

Administrative data is very important to ensure the quality of the following measure:

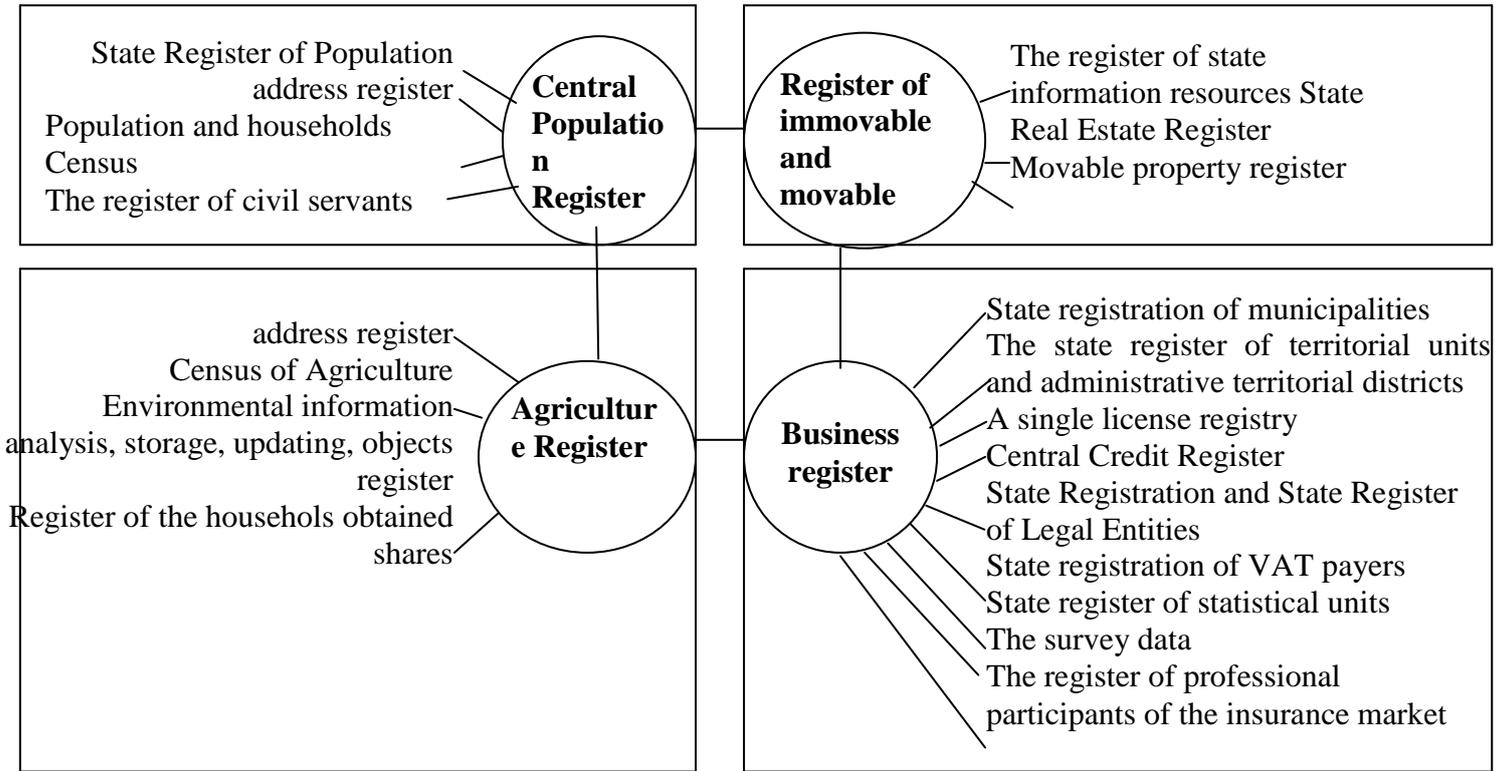
- establishment of methodological compliance control of administrative data to be used for statistical purposes; provision of compliance with the calculation methodology of information adopted in statistics and national classification standards used;
- continuous monitoring of changes in the methodologies, registers and information systems; at the same time identification of needs for assessment of usage possibility of information to be obtained;
- use of administrative data sources for improvement of statistical survey methods;
- establishment of the relevant infrastructure for use of administrative data for statistical purposes by the condition of protection of confidentiality of information;
- implementation of modern information and communication technologies in the exchange of information with the administrative data sources;
- organization of training and education courses regarding new methods on collection of information, as well as statistical methodologies;
- establishment of work groups, organization of staff conference by participation of specialists;
- constant control for comparison in the dynamics of indicators, comparison with the information of the mentioned alternative sources;
- organization of trainings for the purpose of information on economic statistics obtained from statistical observations, as well as administrative sources by users;
- development of suggestions and preparations for improvement of initial report, statistical and administrative report forms adjusted with the international recommendations and national legislative norms

17. Establishment of statistical register system based on the administrative registers

Sample of statistical register systems Swedish model



Administrative registers that can be created on the basis of statistical register



Literature

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