

Annual Plan

2018

Annual Plan of Institute of Statistics

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The Speech of General Director

The operational plan of INSTAT sets the main priorities for 2018. The plan details the work that will be carried out by INSTAT during this year, describing routine and new work planned within the Official Statistical Programme, in the context of improving statistical quality, increasing the number of administrative data sources and increasing the number of indicators, always aiming at aligning standards with those of the EU.

The theme of the 2018 plan is monitoring and improvement of INSTAT's performance measurement.

The 2018 will be a challenging year for INSTAT as it has to:

1. Approve by parliament the new Law on "Official Statistics"
2. Draft and approve the Law on Population and Housing Census 2020
3. Draft and approve the Census 2020 strategy
4. Compile the strategy for the development of the National Statistical System
5. Implement the PAF
6. Implement the Strategy 2018-2022
7. Implement of Time Use System, TUS
8. Compile the Sustainable Development Objective Sustainability Indicator Plan, SDG
9. Start the work for Statistical Audit
10. Increase the number of administrative data and administrative records through the functioning of Memorandums signed in 2017 and / or signing of new memorandums during 2018
11. Function the Training Center and implementation of the central action plan strategy of the center
12. Increase the INSTAT's role in international representation
13. Increase the INSTAT's contribution to studies through the Scientific Journal
14. Improve the indicators / activities quality
15. Implement the new statistical activities

To achieve the above mentioned outcomes, an operational plan has been drafted so that the work will be more efficient by planning preliminarily and providing that we have the enough resources to achieve the goals.

I have no doubt that the goals that are set, will be realized and I have the greatest pleasure to introduce the operational plan of INSTAT.



Delina IBRAHIMAJ

General Director of INSTAT

Strategic Objectives

The Institute of Statistics is a central public institution subordinated to the Prime Minister, specialized in the preparation, collection, storage, processing, analysis, interpretation and dissemination of the country's official statistical data.

INSTAT exercises its activity in accordance with Law no. 9180, dated 05.02.2004 "On official statistics", as amended, and legal and sub-legal acts for its implementation. It is the institution responsible for monitoring the implementation of the Official Statistics Program and the coordination of the National Statistical System (NSS).

Under the auspices of the representative of the National Statistical System, INSTAT aims to increase its performance by improving the professional independence, the image of the statistical institution and the public's credibility in their activity and the official statistics they produce.

Being the main producer of official statistics in the country and to fulfill the role of NSS Coordinator, during 2017, INSTAT drafted the 2018-2030 Strategy and the three year action plan for its implementation. The main strategic objectives of the institution are:

Objective 1: Produce and distribute timely and quality statistical data in economic, social, demographic and environmental development at the central and local level.

Objective 2: Use of appropriate data sources and instruments to improve the production and quality of indicators and statistical services.

Objective 3: Professional and organizational improvement of the National Statistical System.

Objective 4: Development of innovative ITC systems for statistical processing, data exchange and communication.

Memorandums of Understanding

Over the last few years, the attention of EUROSTAT, the IMF and the statistical institutions of other countries has been oriented towards the use of as many administrative data sources that usually are less costly. This has not been ignored by INSTAT, which in 2017 has signed 19 MoUs in cooperation with the line ministries and other public institutions.

The list of signed memoranda is as follows:

1. MoU with the National Business Centre
2. MoU with the National Agency of Natural Resources
3. MoU with the General Directorate of Road Transport Service
4. MoU with the Electronic and Postal Communications Authority
5. MoU with the Albanian Geological Survey
6. MoU with the State Social Services
7. MoU with the National Employment Service
8. MoU with the Social Insurance Institute
9. MoU with the State Police
10. MoU with the Ministry of Culture
11. MoU with the Ministry of Defense
12. MoU with the Territorial Development Agency
13. MoU with the Ministry of Education, Sports and Youth
14. MoU with the Financial Supervisory Authority
15. MoU with the General Directorate of Prisons
16. MoU with the Agricultural University of Tirana
17. MoU with the Faculty of Economy
18. MoU with the Harvard College
19. MoU with the University of Vlora

In 2018, INSTAT has planned to develop a number of other understanding agreements, as well as reviewing of the existing ones with state institutions in the framework of increasing inter-institutional co-operation and coordination. While the biggest work of INSTAT during 2018 will be focused on the using of administrative data required by the above memoranda for quality improvement, reporting time and increasing of published indicators number.

National Statistical System

National Statistical System

The National System of Statistics is the entirety of institutions and organizations that operate within the Republic of Albania which collect process and publish official statistics in accordance with the Five Year Program of Official Statistics, which is approved document by a special decision of the Assembly.

Legislation

The National Statistical System is in the initial stages of its development. For this reason, INSTAT, in close cooperation with the Eurostat partners is working on the drafting of the full legal framework for the formalization of NSS as an institution and appropriate mechanisms that will serve to produce quality statistics in accordance with statistical principles and international standards.

Coordination of NSS

According to Article 7/1 of the Law on Official Statistics, the Institute of Statistics is responsible for the coordination and functioning of NSS. Coordination activities mainly involve cooperation between official statistics producers to provide better planning and monitoring of statistical indicators and coherence between the activities of each institution and the reduction of statistical activity costs.

Also the coordination of system serves to provide uniformity of statistical methodology, technical support to provide the implementation of international standards and the quality control of produced statistics.

INSTAT is the NSS representative institution at the European Statistical System and international organizations as well as to maintain relations with the national institutes of other countries.

At present, the producers of official statistics are INSTAT, the Central Bank of Albania and the Ministry of Finance and Economy.

The role of INSTAT as Coordinator of the National Statistical System

Considering the new status of Albania as a candidate country for EU membership, with the help of international partners, recommendations have been made to strengthen the legal framework to create a sustainable statistical system and strengthening of the INSTAT's competencies as coordinator of this system. In order to fulfill these recommendations, INSTAT intends to review the existing legal framework that regulates the statistical activity in the country and to prepare the project of strategic documents for the strengthening and functioning of the system.

For 2018 INSTAT will focus on the preparation of two main documents:

1. Revision of the Law on Official Statistics;
2. Drafting of the National Statistical System development strategy.

The draft of law on statistics has been sent to the Council of Ministers and is in the final stages of discussions with the line ministries. It provides for the change of the legal status of INSTAT as an independent institution, which reports directly to the Albanian Parliament, providing a higher position in ranking of hierarchical in the public administration to provide the proper functioning of the National Statistical System. In this way, INSTAT will monitor the progress of statistical activities that are covered by institutions and organizations that are involved and will give the appropriate recommendations for the implementation of European statistical standards.

Regarding the drafting of the National Statistical System Strategy, INSTAT is in constant communication with the Albanian government and the World Bank to enable the donor to support the process. The NSS development strategy is expected to be completed by 2018.

In the second quarter of 2018, it is planned the evaluation on the functioning of National Statistical System (Peer Review), which will be carried out by Eurostat evaluation experts. The expert mission will assist in the preparation of a detailed report on the level of implementation of European statistical principles and also to propose the activities that enable the improvement for each principle. In the evaluation process, will be considered inputs from statistical agencies, administrative data providers, perceptions of users on produced official statistics, as well as will be hold meetings with international organizations that support the production activity of official statistics.

Also in order to implement the development strategy of the institution and according with the action plan for the implementation of the strategy, INSTAT, during 2018 will be focused on

signing of memorandums of understanding with the providers of administrative data or with producers of official statistics, increasing the corporation with the academics and the universities to increase the professional capacities of the statisticians and the compilation of statistical services list that will be provided by official statistics producers.

Quality

Quality of Statistics

According to law of statistics INSTAT use statistical methods and procedures in line with the international scientific principles and standards also does continuous analyzes of the statistics in order to improve the statistics quality and provides that statistics to be updated. INSTAT has provided Quality Reports at the level of statistical products, enabling by 2017 the publication of 14 reports on web site and in 2018 the publication of 19 reports in total.

Through them, users are provided information on the forms and standards used by INSTAT in the applied methods and definitions as well as on the quality of statistical results.

Documentation of statistical processes

INSTAT to follow and monitor the statistical activities planned to be carried out during 2017 implemented the general model of statistical process management, implemented in many European countries and beyond. This model itself describes and defines the whole set of processes needed to follow in the production of official statistics, providing a standard framework and harmonized terminology. In 2017, INSTAT drafted a working calendar on statistical activities that would be part of this model, and built a support application for tracking and reporting them.

In 2018, the process of documenting the statistical products will begin according to phases and sub phases of the model according to a specific calendar for completion, following and monitoring. By the end of 2018, all statistical activities will be documented according to the standards set out in the model.

Statistical Audits

Audit is a systematic, programmed, independent, documented process, through which an objective assessment of the steps followed during a statistical process. INSTAT, during 2018 will start work on carrying out auditing of statistical processes. The steps that will be followed are related to the design of the questionnaire which will be for audit with interviews and self-assessment audits, drafting the quality guide and the manual fulfillment. In continuity will be carried out tests on specific components of statistical processes and pilot processes.

European Integration

INSTAT is responsible for Chapter 18 "Statistics". This chapter presents the EU Acquis in the field of statistics that will be implemented by each actor involved in the National Statistical System in Albania in order to improve the statistical infrastructure based on principles such as impartiality, reliability, transparency, protection of the confidentiality of individual data and the distribution of official statistics.

In the framework of the opening of the negotiations, INSTAT has started to contribute with its expertise in the work "On drafting the statistical report for the 5 priorities", a material that is expected to be part of the campaign file to support the opening of the negotiations. Based on the 5 priorities, INSTAT will be part of the main group and 6 working subgroups. The main working group is represented by the General Director, who is tasked to coordinate the work process. While, 6 working subgroups will have two representatives of INSTAT.

The subgroups of work are defined as follows:

- i. Working subgroup for data on public administration reform,
- ii. Working subgroup for Justice Reform Data as well as Data on Cooperation in Civil and Criminal, Matters:
- iii. Working subgroup for statistical data on legal and irregular migration as well as asylum,
- iv. Working subgroup for statistical data on the fight against the organized crime,
- v. Working subgroup for Collection of Statistical Data on Human Rights Protection,
- vi. Working subgroup for Collection of Statistical Data on Fighting against the Corruption,

In addition, INSTAT supports with data other Chapters of *Acquis*.

Census 2020

INSTAT have planned to carry out the next population and housing census in 2020. This census will implement the traditional counting method based on field work with interviews by door-to-door interviewers but using new techniques in the collection process of data.

Census's planned day (the date in which the census data will refer and the start date of the field work) is 1 October 2020. The census 2020 will take in consideration the national circumstances, the last international recommendations and particularly the recommendations and standards addressed in European countries by the United Nations (UN) and Eurostat, including those are related to the quality of data and the protection of personal data. In order to ensure a successful Census operation, INSTAT has compiled a draft strategy document that contains a description of Census 2020's approach, a preliminary list of activities that will be undertaken, a provisional work plan and a preliminary assessment of the budget.

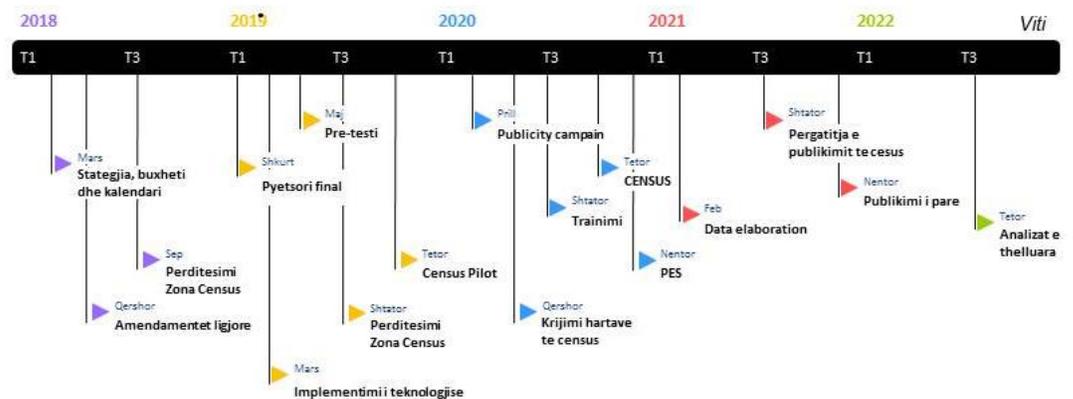
More concretely, activities planned for 2018 are detailed in the table below. Meanwhile is presented the scheme of all main activities that will be undertaken during 2018-2022 until in the publication time of the results of Census 2020.

Table 1. Activities calendar, Census 2020

Activities for Census 2020	Year 2018
Financial Support Insurance	January-May
Assessment of the administrative resources situation and implementation Strategy of the Statistical Population Register	January-May
Finalization of Draft-Strategy Document	January-March
Finalization of Budget and Action Plan	January-March
Discussion and definition of needs and activities that will be supported by IPA 2015	January

Review of the Law and Legal bases for Census	January-June
Exchanges of experiences for the application of the best international practices	February - September
Drafting of the CENSUS 2020 questionnaire	February-April
Discussion on the needs of user and the government priorities	May-June
Design and provision of the necessary technological infrastructure	January-December
Updating Census Zone and Housing	March to December

Figure 1. Census 2020 activities plan



Publication and dissemination of statistics

Publication and Dissemination Activities in 2018 are built based on the objectives of official Statistical Program 2017-2021 and the 5 annual Strategic Plan. The Communication Strategy is structured according to 6 communication pillars.

INSTAT Objective: Strengthening the Image of INSTAT; increasing the use of statistics; improve movement of knowledge on statistics.

Pillar 1: Publications include traditional and ongoing activities starting with the Annual Publications Calendar, whereby is followed the preparation and dissemination of each publication Traditional publications are grouped in monthly, quarterly, semi-annual and annual, electronic and printed publications. Also a new activity is planned for 2018, Scientific Journal, which will have a semi-annual publication and will be established in cooperation with scientific representatives.

Pillar 2: Relationship of Media & Publicity includes traditional and new activities, ongoing throughout the year. For a more efficient implementation of the objectives, media activities are grouped in Daily Monitoring, Weekly Press Releases, Interviews & Monthly Articles, 3 monthly Press Conference and Media Events. In 2018, a new Media event is planned, the travel of selected journalists to Eurostat, as well as new seminars and workshops dedicated to journalists.

Pillar 3: Digital Media is an activity that will take more and more priority in today's era where communication channels are already fully digitalized. For this reason, activities under this pillar focus on maintaining existing channels as well as launching new channels coupled with content building. Channels should be 'branded' according to INSTAT's image and structured according to different nature characteristics and audience behavior. For that, the infrastructure should be built for the management of Digital Communication, Social Networks and the contracting of a Professional Graphic-Creative Agency.

Pillar 4: Stakeholder is an important pillar of communication in strengthening relationships with all stakeholders, which we divide into 3 main categories from where the identified segments belong to different categories as Users, Producers & interior actors. Activities under this pillar include event organization to connect with all audiences through workshops with producers, Round Table with High Authorities, forums with Businesses, Schools, Local & Central Policy Makers, Non-Governmental Organizations, etc. It is also planned to participate in trade fairs such as the

Labor Fair where INSTAT participates annually and it is proposed to participate in the Agro-business Fair as a field of great interest in the Albanian economy.

Pillar 5: Internal communication includes traditional activities and the restructuring of some prior activities. The internal newsletter launched for the first time this year will continue during 2018 with the monthly periodicity, will be improved in content and visually. To increase the dissemination of information between the INSTAT departments, it is proposed the organization of a 3-month event called "Open Talk Sessions," where all INSTAT staff is invited and in every meeting one or two departments will present their latest news.

Pillar 6: Brand platform is also an important pillar in this phase of institution development, where the brand should be initially empowered by creating the brand guide that defines the rules of use and the characteristics of a brand should have to be recognized everywhere. With the creation of the guide, it is proposed to follow the unification of the brand by applying this guide to all materials that INSTAT produces, graphics or physics, such as publications, videos, promotional material, etc.

Campaign: Based on these pillars, it is planned the organization of four campaigns for the four most interesting products during 2018. These campaigns will create an echo, using a focused strategy at a launch event, around which various channels will be used including social media campaigns, "direct marketing" bulletins, participation in shows, articles in various media, etc. The campaigns are planned around products such as Tourism in Figures, Adult Education Survey, Men & Women, Statistical Yearbook and European Statistics Day.

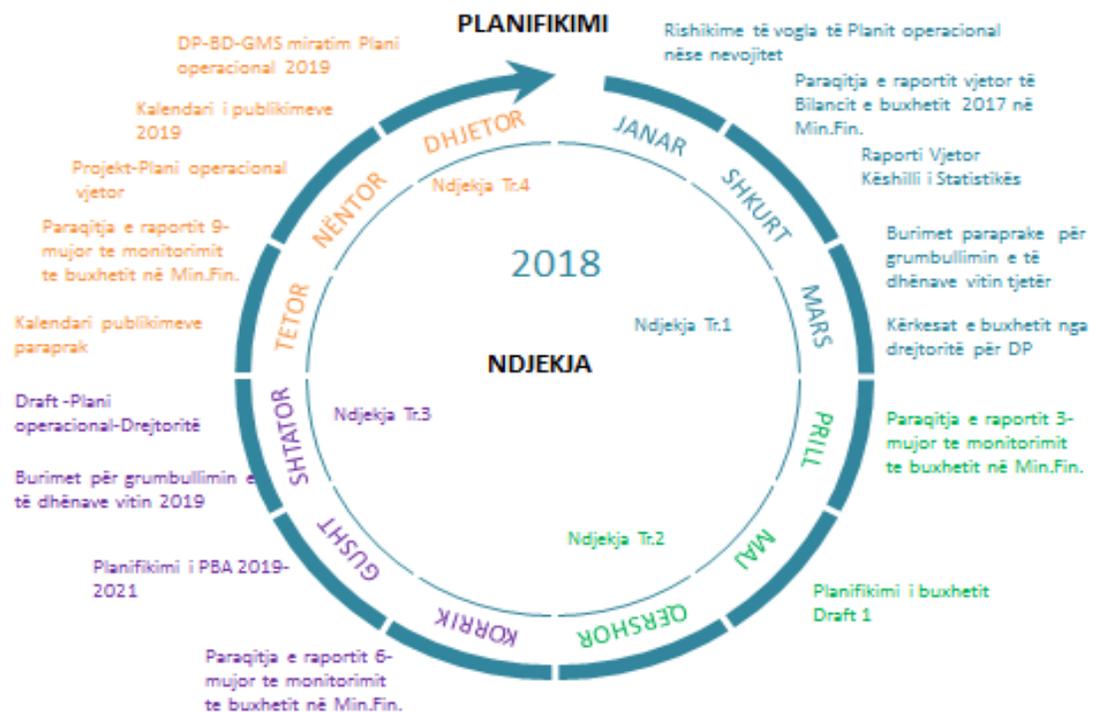
Customer Service Management: An important operational activity for the publication and dissemination of statistics during 2018 will be the maintenance of information requests through communication channels: Physical Protocol, Email and Facebook.

Management, Reporting and Controlling System

Management, reporting and controlling system

INSTAT's management system relies on planning, tracking and reporting of work plans. Progress of the plan will be monitored by the Strategic Management Group, where the matrix of detailed activity plans according to directorates will serve as a monitoring tool, integral part of which are action plans for achieving strategic objectives and performance assessment indicators of the institution. The progress of the plan will be documented in a written report, in quarterly periods. In the following schemes are presented the structures of planning and monitoring of strategic management.

Figure 2. Planning and monitoring



Performance Evaluation Indicators

To measure the performance of its work in terms of planning statistical activities, monitoring and reporting on their efficiency, INSTAT has set 8 (eight) indicators for 2018. The following table presents the performance assessment indicators, the current status for 2017 and expectations for 2018.

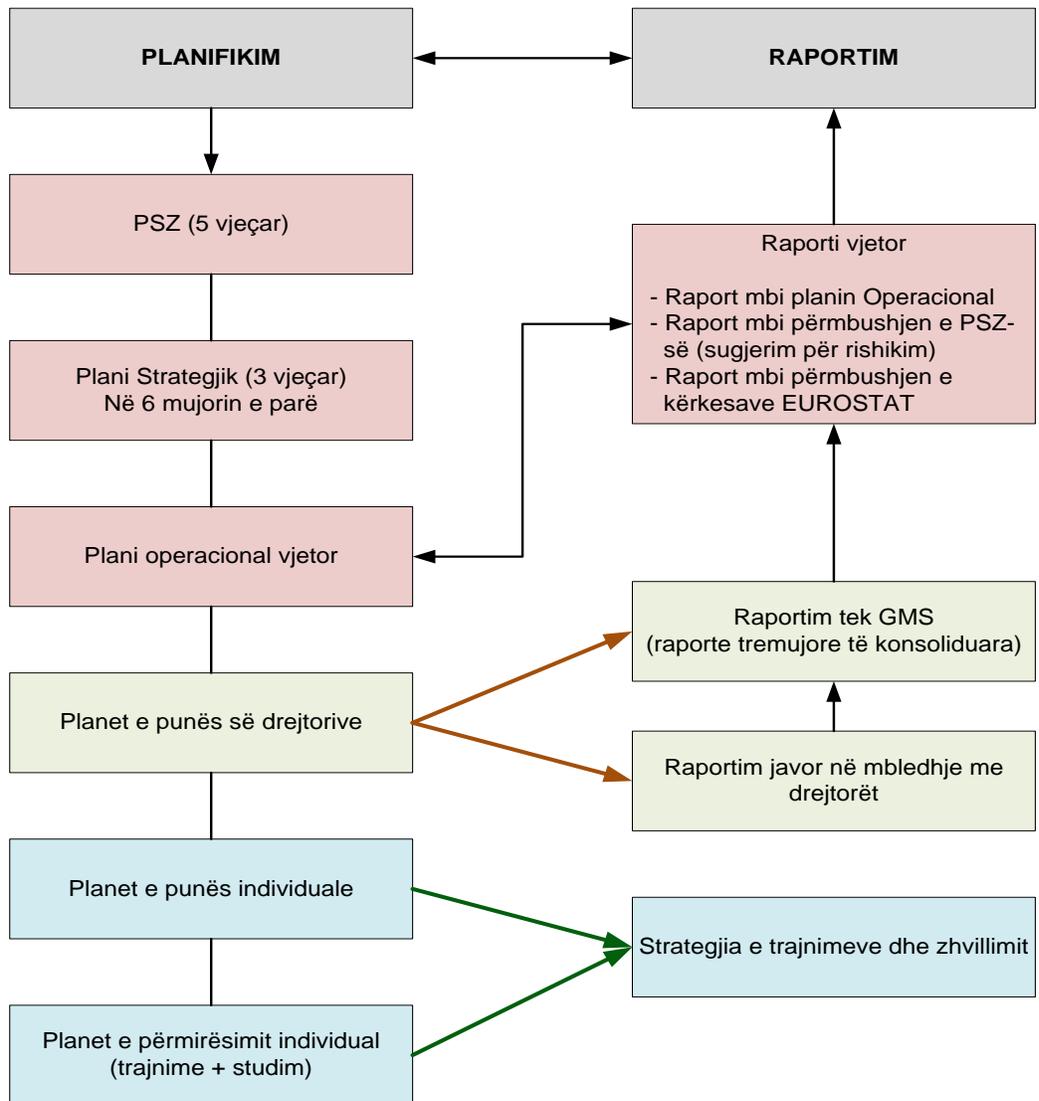
Table 2. Performance Indicators

No	Indicators	Description	Status 2017	Scope 2018
1	Number of the activities documented in GSBPM	The number of the statistical activities documented according to the general model of documentation of statistical processes	0	49
2	Number of the new publications	Number of new publications extended during a calendar year, according to the Publications Calendar	41	48 (or increase by 17%)
3	Number of publications on time	Number of publications out of time foreseen in the Publications Calendar.	5	0
4	Number of activities that have a timely improvement	Number of activities carried out before the deadline during a calendar year.	4	27
5	Indicators in Small European Editions	Number of indicators from Albania in the publication of Eurostat (key indicators in developing countries)	77%	85%
6	Statistics based on administrative resources, fully and partially	Number of statistical products which are fully and partly based on administrative data	24	28
7	Number of statistical activities carried out in accordance with EU standards	Evaluation of the number of statistical activities carried out in accordance with international standards.	Low-13	Low -31
			Medium- 13	Medium - 20
			High- 1	High- 3
			Not compatible - 38	Not compatible - 11
8	Number of visits on the INSTAT web site	Estimate the number of viewers on the Web-INSTAT site	1.300.061 ¹	Increase with 20%

¹ Number of the visits 1.300.061, results until December 16th, 2017

Figure 3. Strategic management framework

KUADRI I MENAXHIMIT STRATEGJIK



Organizational Structure

The organizational structure of INSTAT is proposed by the Council of Statistics and is approved by a special order of the Prime Minister. The governing bodies of the Institute of Statistics are:

- The Council of Statistics
- Director General

The total number of INSTAT employees according to the approved structure is 216, of which:

- 199, is the number of civil service positions
- 17, is the number of positions outside the civil service.

The current total number of INSTAT employees is 185:

- 169, the number of employees of the civil service
- 31, number of vacant civil service positions

The following tables present the current situation of the human resources of INSTAT. Meanwhile, in 2018, in INSTAT, 10 new employees are approved.

Table 3. Human Resources of INSTAT

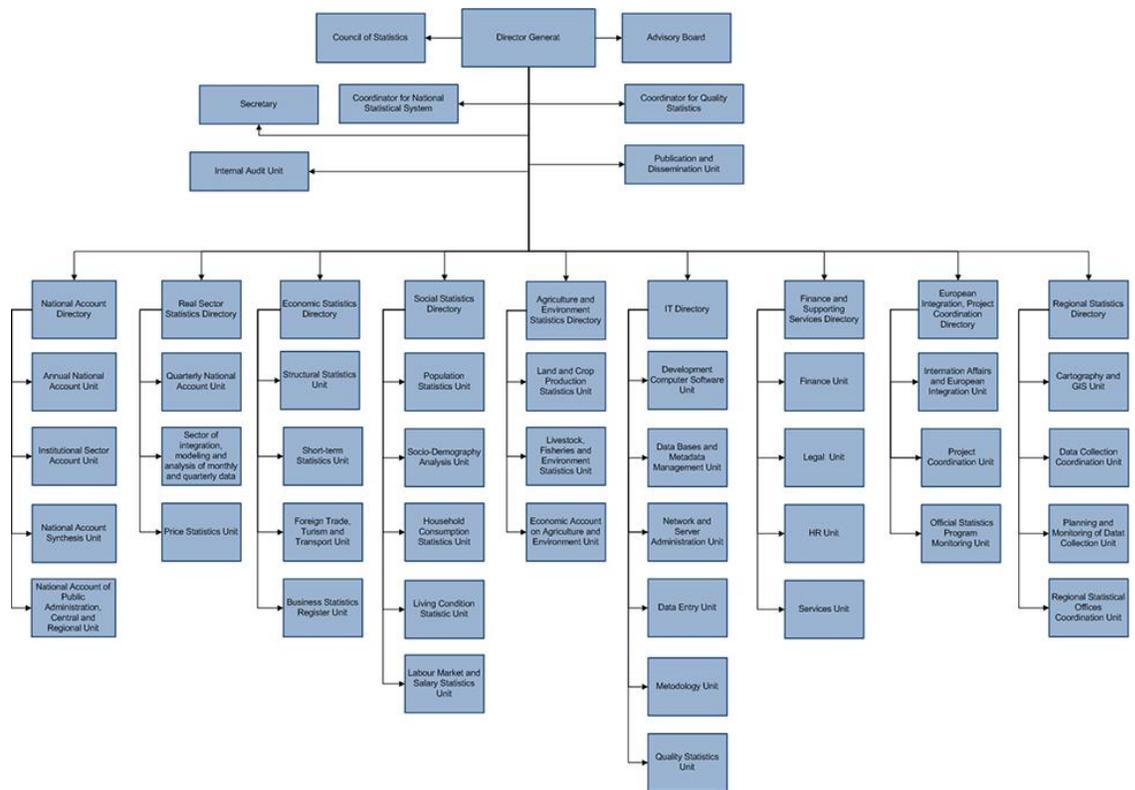
Directories	Total positions	Completed	Vacant
Director General	1	1	0
Coordinators	2	2	0
Secretary/Assistant	1	1	0
Publication and Dissemination Sector	4	4	0
National Accounts	18	18	0
Real Sector Statistics	10	8	2
Economic Statistics	20	17	3
Social Statistics	22	22	0
Agricultural and Environmental Statistics	10	10	0
Information Technology	23	16	7
European Integration and Project's Coordination	10	9	1
Finance and Support Services	13	11	2
Regional Statistics	14	12	2
Internal Audit	3	1	2
Regional Offices	49	37	12

Administrative employee (Labour contract)	16	16	0
In total	216	185	31

Table 4. Employees with long-term and short-term contract

Position	Number
Controller	166
Operator	109
Long Term enumerators	636
Short Term enumerators	1015

Figura 4. INSTAT Organigramme



II. Incomes generated by secondary activities

For more than 10 years, INSTAT carries out the statistical information service on behalf of the Bank of Albania. The use of incomes is carried out in accordance with DCM no. 432, dated on 28.06.2006 "On the establishment and administration of incomes created by the budget institutions" and the Joint Instruction No. 1, dated on 11.10.2006 of the Ministry of Finance, signed by the Minister of Finance with the letter no.3423 / 1 Ref. dated on 23.05.2007.

For 2018, the incomes generated by the surveys for Bank of Albania are expected to be as follows.

Table 6. Secondary incomes.

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Type of incomes	Legal Basis, Law, DCM, Guidelines, number and date of approval	Forecast for 2018	
		Of which	
		belongs to the Institution	Deposited in the General Budget
Incomes from sales and direct activities	DCM 432 dt 28.06.06 U.M.Fin No. 1 dt 23.05.07	32,250	3,574

The funds that belong to the institution are mainly intended for covering wages, diets and others.

III. External Financing

Table 7. Incomes from external financing

No.	Project	The value of the external financing	INSTAT contribution as VAT co-financing	Unpaid obligations
1	IPA 2013	1,500,000 Euro	269,364 Euro	120,000 Euro
2	Sida Project	2,253,605 Euro	N/A	N/A
3	Sida Project « Direct funding for procurement of IT»	774,809 Euro	155,000 Euro	94,000 Euro

Work Plans

During 2018, INSTAT is committed to fulfill all the obligations arising from the implementation of the National Statistical Program 2017-2021 and strategic plans. In the following section is briefly presented the work plan of the directories, which are focused on:

1. Continuous improvement of methodologies for harmonization with international regulations and standards
2. Increasing the number of statistical products
3. Adding statistical indicators
4. Increase of information resources
5. Reducing publication time-frames
6. Improvement of forms and content publications
7. Improving technological infrastructure
8. Modernization of data collection methods
9. Quality Improvement

For the achievement of the objectives set out in the annual plan 2018, INSTAT will be supported by technical and financial assistance from IPA Multi-Beneficiary 2015, IPA 2013, IPA II SMEI, International Monetary Fund, SIDA (Swedish International Development Agency), the United Nations (UN), the Swiss Development Cooperation Office (SDC) in cooperation with the Swiss Federal Statistical Office (FSO), and the World Bank (WB).

National Accounts Directory

The mission of the Directorate is the production and publication of the main indicators of National Accounts, with annual frequency approved in the Official Statistical Programme.

The Directorate is composed of 4 sectors and a staff of 18 employees.

During 2018, the National Accounts Directorate will be supported by IPA multi-beneficiary programme 2015, the IMF project funded by SECO and the IMF's Technical Assistance Program. IPA Multi-beneficiary 2015 has started in 2017 and there are eight pilot projects in the area of National Accounts, the most important developments of which are as follows:

- **IPA 2015 MB PP1.1 Government Financial Statistics** - The main purpose of the project is to improve the quality of the government financial statistics indicators and to integrate these indicators with other INSTAT reports on government indicators.
- **IPA 2015 MB PP1.3 National Accounts Methodology** - The main purpose is to improve estimates with previous year's prices, housing services, capital stock, household consumption, estimates on the exchange offices and the armaments system.
- **IPA 2015 MB PP1.4 The ESA 2010 Broadcasting Program and the Quarterly Accounts** - The part where the National Accounts Directory is linked to this pilot project is the creation of a National Accounts Database which will create the possibility of transmitting data to EUROSTAT via SDMX.
- **IPA 2015 MB PP1.5 Regional Accounts** - The main purpose of this pilot project is to improve regional account estimation and increase data coverage under the ESA 2010 data transmission program.
- **IPA 2015 MB PP1.6 Institutional Sectors** - Targeting the experimental evaluation of the complete set of accounts by institutional sectors for the years 2013, 2014. It also aimed at creating the possibility of transmitting the table 8.
- **IPA 2015 MB PP1.7 Supply-Use Tables** - Until the end of the project, the aim is to build new modules and develop the "NA_Builder" system for the compilation of source, usage (SUT) and input-output (TIO) tables, further development of the compilation methodology and data used, the establishing of a mid-term work plan for the integration of TBP's in the annual accounts assessment.

- **IPA 2015 MB PP1.8 Unobserved Economy** - The main focus of this pilot project will be to improve current estimates of the unobserved economy by adding new elements such as illegal economy.
- **IPA 2015 MB PP7.1 Macroeconomic Imbalance Procedure Indicators** - The Macroeconomic Imbalance Procedure (MIP) is a system for monitoring economic policies and timely detection of potential risks to the normal functioning of the economy of the Member States and of the European Union as a whole. The MIP is part of the six legislative proposals on economic governance adopted by the Parliament and the Council of Europe in November 2011, and as such it is part of the EU acquis to be adapted by candidate countries until the accession date. The new project aims to cover the main indicators of unimpeded MIP in the multi-beneficiary IPA 2014 project and also the completion of the MIP indicators and documentation.
- The SECO project has as its main objective to coordinate the work between INSTAT, the Ministry of Finance and the Bank of Albania, for building a system of exchange and evaluation of information on Government Financial Statistics (GFS), finalization of EDP reporting and methodological inventory material of the EDP. INSTAT will have the coordinator role of this project, since the focus is governance statistics for the EU.
- The Directory will also be assisted by the IMF's Technical Assistance Program, which in January 2018 will carry out the next mission in order to determine the main objectives for the coming years.

During 2018, the Directory will continue working on the fulfillment of its obligations under the Official Statistics Program with the main focus on improving the methodology of the Annual National Accounts Indicators, reducing the timelines and implementing the ESA 2010 transmission program. Priority the work of the Directory will be to reduce time limits for the most important publications, as follows:

- Publication of the Gross Domestic Product indicators (final 2015 and semi-final 2016), on 02 April 2018, reducing the publication deadline with 52 calendar days.
- Publication of Regional Accounts 2016, on 11 June 2018, reducing the publication deadline by 50 calendar days.
- Place in the Directorate's activities the publication of the first two accounts by institutional sector, on 30 May 2018.

Real Sector Statistics Directory

The mission of the Real Sector Statistics Directory (RSSD) is the production and publication of the main indicators of the Quarterly National Accounts, Consumer Price Index, Purchase Power Parity etc., as approved in the Official Statistics Program 2017-2021 and in the annual work plan of the Institute of Statistics. Also, part of the RSSD's mission is the integration of monthly and quarterly economic data needed for the analysis and building of statistical models that will provide the basis for further development of micro and macroeconomic statistics as well as the performance assessment of the economy in the near periods.

Currently, the Directorate is composed of 3 sectors and 10 people who will work to meet the objectives within the PSZ and various projects of multi-beneficiary programs of statistical cooperation and technical assistances.

During 2018, the focus of the Statistics of the Real Sector Directory will be the improvement of the methodologies and the quality of the monthly and quarterly indicators in line with EU regulations, the reduction of time lines, increasing the number of new indicators and publication and dissemination of data according to the Publication calendar and transmission programs in Eurostat and IMF.

The main activities that are planned to be undertaken by the Real Sector Statistics Directory during this period will be supported by programs as follows:

- *IPA 2015 MB PP1.4 Transmission Program ESA 2010 and Quarterly Accounts* - The objectives of the project are: Methodological improvement of the quarterly GDP estimates with the method of production and expenditures; Implementation of ESA 2010 methodology and economic activity classification NACE Rev.2 in quarterly GDP for the period T1 / 2003-T4 / 2007, providing a long period of time series for creating models and projections of the economy; as well as Building a system (information program) to improve work processes from data acquisition to the calculation and dissemination of the quarterly GDP indicator.
- *IPA 2015 MB PP 2.1 Harmonized Consumer Price Index* - The main objectives are: Determining products whose prices are wholly or partly administered by government institutions or various regulatory bodies and the delivery of this list to Eurostat; Methodological improvements to price calculations HICP for hotels, tourist packages,

new and used cars; Analysis of potential data sources and their use for calculating the housing price index.

- *IPA 2015 MB PP 2.2 Measurement of purchasing power parity* – The main focus of this project will be to conduct specific surveys required by Eurostat as well as the provision of additional data for estimating purchasing power parity.
- IMF Technical Assistance Program, will carry out in January 2018, the next mission to set up the main objectives of the assistance for the coming years.
- Assistance from Sida project related to administrative data, whose output will be: Increased use of administrative resources of Value Added Tax (VAT and Lists pages); Processing, editing and analysis of administrative data for the creation of a high quality database in place of substitution, completion, support of data collected from surveys and production of new statistical and analytical products.

Some of the innovations expected to be realized by the Real Estate Statistics Directory in 2018, are:

1. Calculation of the Harmonized Consumer Price Index - Constant Tax
2. Experimental Assessment of the Housing Price Index
3. Production of the Sales Indicator from administrative sources

Agricultural and Environmental Statistics Directory

The mission of the Directory is the production and publication of the main indicators of Agriculture, Livestock, Forestry and Biodiversity, Environment and Economic Accounts in Agriculture and Environment, with monthly, quarterly, annual and a two-year frequency, approved in the Official Statistics Program and on the annual work plans.

The Directory is composed of 3 sectors and a staff of 10 employees. The methodical basis of the products produced is intended to be harmonized with the latest European Union regulations, Regulation No. 1166 on, "Agricultural Farm Structure", Regulation no. 543/2009 on "Annual crop statistics", Regulation No. 1337/2011 on "Woodfarm Statistics, in line with the European Code of Practice.

During 2018, the Directory of Agricultural and Environmental Statistics will be supported by IPA multi-beneficiary programme 2015 and SIDA national as follows:

- *IPA 2015 MB PP5.1 Annual Statistics of Plant Production* - The main objective is to improve the indicators of plant production, to carry out a new survey, to transmit data to EUROSTAT and to calculate the time series 2012-2016.
- *IPA 2015 MB PP5.4 Typology and Structure of Agricultural Farms* – The main goal is to prepare and submit 2012 Agriculture Cens data to the Eurofarm database, to calculate the Standard Output coefficients (SO) 2010 on the Eurofarm basis and to prepare the National Methodological Report on the 2012 Agriculture Census
- *IPA 2015 MB PP.5.2 Livestock Production Statistics* – The main purpose is to increase the quality of the livestock and livestock statistics indicators and to complete the time series for 2012, 2013 and 2016, based on census data, annual survey 2013 and annual survey results 2016. Allocation of annual livestock survey from annual crop production survey as a condition for increasing the quality of the indicators. Also, the time series of slaughterings outside the slaughterhouses will be built based on the 2013 and 2016 annual survey data.
- *IPA 2015 MB PP5.3. Agro-Monetary Statistics.* The two main areas where this project is based are:
 - Economic Accounts in Agriculture and Labor Inputs in Agriculture.
 - Calculation and transmission of absolute agricultural production prices, inputs and their indices.

The Directory of Agricultural and Environmental Statistics will also be assisted by the Sida project for:

- 1- Forest statistics on quality improvement; increasing the number of indicators or publications as well as reporting to EUROSTAT;
- 2- Statistics of energy physical running accounts

During 2018, the Directory will continue to work for the fulfillment of its obligations under the Official Statistics Program, with the main focus on improving methodology, increasing the Agricultural and Environmental Statistics indicators, reducing time lines and implementing the data transmission program in EUROSTAT.

New publications planned by the Directorate in 2018 will be:

- Price Index in Agriculture
- Industrial Waste Indicators
- Indicators on the use of water in industry
- Physical environmental accounts

Economic Statistics Directory

The Directory of Economic Statistics (DES) defines, designs, processes and publishes all the statistical economic indicators of enterprises, goods and prices approved in the Official Statistics Programme 2017-2021 and the annual work plan of the Institute of Statistics, with frequencies monthly, quarterly and annual.

The Directorate is composed of 4 sectors and has 20 work positions with a staff of 17 employees. For the further development of economic indicators, in time and quality and in order to increase compliance with European standards, the Directorate has carried out statistical activities supported by the state budget and technical assistance through partnership and pre-accession projects in the EU.

Assistance planned during 2018 will aim at improving the statistical components as follows:

- *IPA MB 2014 – PP 15 – Tourism statistics* – This project continues from 2017, during which the Pilot of the Accommodation Structures Survey was carried out (April 2017) and the field work for the period June-November 2017 (each month) took place. 2018 will be thrown on the ground that the monthly survey for the period December 2017 - June 2018. While it will be sent to Eurostat preliminary annual data (first 7 months) in June 2018, annual data (12 months) and final report September 2018, and the progress report in October 2018.
- *IPA MB 2015* - This project has started in July 2017 and will ends in July 2019 and supports the DSE with 4 pilot projects:
 1. *IPA MB 2015 PP3.1 – Improvement of the National Statistical Register of Enterprises* - the purpose of this project is to improve the quality of the Enterprise Statistical Register by improving the coverage area of statistical units; better utilization of used administrative data sources; improving the maintenance, use and access processes of the Enterprise Statistical Register;
 2. *IPA MB 2015 PP3.2 – Short-term Enterprise Statistics*- The work will be divided into two phases:
 - a. Evaluation of the current situation throughout the process of calculating indicators of the Enterprise Quarterly Survey (Interim Report January 2018), presentation at the workshop to be organized with the main findings of this report (February 2018) and Final Report (May 2018);

- b. Until the end of the IPA 2015 programme, sustainable improvements need to be achieved in the implementation of the guidelines for the calendar and seasonal adjustment, the improvement of the data validation process, the better quality and the improvement of the timeliness of the publication of indicators and their transmission in Eurostat. Flexibility to implement the changes introduced by the Framework Regulation of Business Statistics Integration (FRIBS).
3. *IPA MB 2015 PP3.3 – Passenger and Commodity Transport Statistics* - The activities expected to be developed include the design of the Road Freight Transport Questionnaire on 30 April 2018, the conduct of a pilot of the Road Freight Transport Survey in October 2018, sending micro data from the survey of road transport of goods, of metadata in Eurostat on 31 December 2018 and on 30 April 2019 the description of the quality of the pilot of the survey (errors, non-responses, etc).
4. *IPA MB 2015 PP3.6 – Energy Statistics* - The project aims to create a road map for energy statistics and Quality Report. Currently a short-term technical assistance mission was developed on 4-5 December 2017, where an assessment of the existing situation for Energy data in INSTAT and other institutions was conducted.

Other components of IPA 2015 MB where the Directory is engaged not directly are pilot projects on PP3.5 - Information Society Statistics (ISS) and PP7.3 - South East Europe 2020 Indicators (SEE2020).

During 2018, the work of the Directory will focus on improving quality (15 activities), adding indicators to current activities and new activities (13 activities), better coverage (1 activity) and improving timeframes (4 activities). The DES plans to release new products during 2018 as follows:

1. Quarterly Electricity;
2. Tourism in Figures, annual;
3. Structural Survey at Enterprise;

Social Statistics Directory

The mission of the Directory of Social Statistics is the production and publication of statistical social indicators, adopted in the Official Statistics Program and in the annual work plan. Social indicators provide important information on the demographic, social and economic characteristics of the population such as employment, social protection and inclusion, livelihoods, gender equality, health, education, culture and security.

The Directory is composed of 5 sectors and has a staff of 22 employees.

Social indicators are numerous and important in widely use. Their production is based on efficient cooperation with international partners such as IPA projects and Eurostat, Sida in cooperation with the Statistics of Sweden, but also various organizations that support the development of the country: the World Bank, the United Nations and the International Labor Organization.

During the year 2018, DSS activities will continue to be supported by projects IPA multi-beneficiary 2015 programme. These projects will conduct 4 pilot projects for the next two years:

- *IPA MB PP 3.5 - Survey on the use of information technology and communication in the family:* in 2018 wide-scale surveys will be conducted to study the use of ICT and the factors that affect it in families and individuals.
- *IPA MB PP 4.1 – Labor Force Survey:* the main purpose of this pilot project is the use of data validation programs of the Labor Force Survey, including the addition and continuous updating of survey indicators.
- *IPA MB PP 4.2 – Revenue and Living Conditions Survey:* in 2018, the cross-sectional and longitudinal data purification structure is set up. Expertise will also be taken for controlling and generating Eurostat programs.
- *IPA MB PP 4.4 – Crime statistics:* will continue pilot project activities by supporting developments in this area in terms of enhancing the quality of crime data and criminal justice, the efficiency of the links between INSTAT and national data supplying authorities and finalizing the compliance mapping of national codification crimes under the criminal code with international classification for statistical purposes.

The Directory will continue to be supported by the Sida Project to complete the processes of two statistical activities:

- Household Budget Survey - focusing on revising the questionnaire to increase compliance with Eurostat and changing the methodology of data collection to reduce the household interview burden, human and financial resource costs and to have an increased quality of information collected.
- Publication of an analytical report on legal statistics that will include data from all sources of supply and a structured analytical approach to give the user an overview of this phenomenon from legal statistics point of view.

During 2018, the Directory will continue to work with the fulfillment of its obligations under the Official Statistics Program with the focus on improving the social indicators methodology, adding indicators and publications focusing on the analytical description of the described phenomena, improving existing publications to increase their use and validity to users, to increase compliance with Eurostat standards and data transmission.

The new Directory's development this year will focus on the following activities:

- Improvement of the migration indicators, characteristic population estimates and projection updates;
- Analysis of the results of the new surveys in 2017: Adult Education Survey and Tourism Survey in the Family;
- Analysis of the Results of the Demography and Health Survey conducted in 2017;
- Analysis of the impact of new international standards on labor market statistics on key labor market indicators, based on the New Employment Standards Pilot Survey;
- Publication of the results of the Labor Cost Survey and a specific publication for salaries in Albania.
- Publication of the Analytical Report on Juridical Statistics and special publications in the field of education and health.
- Cooperation with relevant institutions for the implementation of international classifications ICD-10 and ISCED 2011.

Regional Statistics Directory

Directory of Regional Statistics (DSR) has the mission to support the entire production process of official statistics by managing the data collection process for statistical purposes, monitoring field surveys to ensure completeness of information, timely and efficient completion of the data statistical surveys as well as to control the information.

Directory of Regional Statistics is composed of 3 sectors and 12 regional offices:

1. Data Collection Coordination Sector
2. Data Collection, Planning and Monitoring Sector
3. Cartography and GIS Sector
4. 12 Regional Statistical Offices

The main activities of the Directory are related to:

- Establish, maintain and develop geospatial information for statistical purposes, supporting the development and production of statistics with the tools available for the planning, collection and publication of georeferenced data according to the laws in the Republic of Albania and the European standards / recommendations in function of production of transparent and up-to-date neutral statistics.
- Updating the database of geographic statistical units in accordance with Eurostat standards and international recommendations (UNECE, UNSD).
- Support statistical activities (surveys) in planning and monitoring the process.
- Use of spatial analysis for the creation of thematic maps and territorial analysis.
- Maintenance and update of geoportal www.instatgis.gov.al "Albanian Statistical Atlas" with geographically referenced statistical data at the regions, local units and grid cell networks.

For the year 2018, the focus of the directory will be:

1. Improvement of data collection methods based on the proposals of the production directories of official statistics.
2. Coordination of efficient workload distribution (sample-polling),
3. Collection and timely control of information,
4. Preparation of the publication of regional statistical indicators,

5. Improving the work of regional offices in terms of increasing human resources capacities, their responsibilities and reporting.

Another activity of the Directory is the involvement in the project "Strong Albanian Local Statistics (SALSTAT)".

Swiss Support in Albania for Strong Local Statistics is part of the "Strong Municipal Program" funded by the Swiss Development Cooperation (SDC) for the period June 2017 - May 2024. SALSTAT is managed and supported by the Swiss Federal Bureau of Statistics (FSO) and implemented by the Institute of Statistics in coordination with SDC and the Swiss Embassy in Tirana. The aim of SALSTAT is to establish a system of local and regional statistical indicators based on as much as possible on the administrative data and registers at local, regional and national level and coordinated by INSTAT. This will include support for the development of the Population and Housing Census 2020 and the creation of conditions for a Census based on registers in long term importance and use. The project includes an initial phase from June 2017 to the end of May 2018. During the inception phase, the possibility of program interventions, identification of key partners and development of the project's (including budget) implementation document from June 2018 to May 2022. A second implementation phase will be followed from June 2022 to May 2024.

Information Technology Directory

The mission of the Information Technology Directory is to create an appropriate technological environment for delivering official statistics by supporting of carrying out statistical activities.

Information Technology Directory is composed of 6 sectors. The Directory currently has 18 employees out of a total of 25 employees.

In support of the OSP, for the year 2018, the Directory will focus on improving the technological infrastructure, improving the quality and methodology. Guidelines will be developed to provide statistical confidentiality both for micro and tabular data as well as to evaluate the situation on the possible technical solution for safe access by external users of statistical data. Publication of the necessary information on the Structural Metadata / Classifications on the official INSTAT website will be carried out at the beginning of 2018. In support of the standardization of reference metadata, collection, management and sending them to Eurostat will be realized through the IT system implemented. In the framework of the statistical datawarehouse, during 2018 will be implemented the Integrated Data Collection System (IDCS Under the project IPA 2013) as well as will be drafted the plan for the population of the system with statistical products which will be monitored on a continuous basis. Meanwhile with the support of the Sida project INSTAT will work to develop a strategy for Disaster Recovery.

During the year 2018 the work of the Information Technology Directory will be supported by the IPA 2013 National, IPA Multi-Beneficiary 2015 programme, the Partnership for Statistics in Albania, Phase 5 (Sida) as well as Sida Direct Financing for Procurement of IT Devices and Creation of the Center of the training.

- *IPA 2013 National*: Provides technical assistance in the field of Information Technology based on the concept of a statistical data warehouse to facilitate the processing and dissemination of qualitative statistics.
- *IPA multi-beneficiary 2015 PP6.1 for Quality Management*: Provides technical assistance to improve statistical quality management, based on best European practices as well as reviewing the quality of statistical products.
- *Multi-beneficiary IPA 2015 PP6.2 for the Implementation of Standards for Data and Metadata Exchange*: provides technical assistance to improve metadata systems based on

the recommendations of the European Statistical System, the implementation of technical and statistical standards as well as the necessary infrastructure for SDMX.

- *Partnership for Statistics (Sida) phase5 provides technical assistance for the creation and maintenance of efficient, transparent and easily manageable Information Technology Systems.*
- *Sida Direct Financing for Procurement of IT Devices and Creation of a Training Center: The purpose of the project is to purchase ICT equipment to improve production processes and disseminate statistical data; to equip the staff of the institution with new PCs, to build a training center and renovate all the main IT infrastructure of INSTAT equipment.*

Directory of Finance and Services

The main objective of the Finance and Support Services Directory is to provide timely support with human resources and basic materials to the other departments of the institution, to develop policies development and management, of human resources to interpret legal problems within the institution and in relations with third parties. Also, the department takes care of the maintenance processes of the building and its assets, carries out the liquidity in accordance to the respective practices and procedures, etc.

The Directory is composed of three sectors and has a staff of 24 employees. Currently, within the directory there are 2 vacancies, a Human Resources Specialist and a Lawyer Specialist. The Directorate is a beneficiary part of the Sida project on improving the quality of human resources management by using new tools to measure staff performance, work time, training management, documentary record keeping of specialists, etc.

In 2018, the directorate will focus on these new activities:

1. Implementation of the annual training plan. With the support of the Sida project, INSTAT has set up a training center, a necessary infrastructure for the professional development of NSS staff, users, media and academia.
2. Purchasing a Human Resources Management Software (with the support of the Sida project), a system that will enable not only record keeping for each employee but also reflect performance indicators and efficiency in performing tasks and responsibilities.
3. Creating a motivational work environment.
4. Updating and upgrading orders and / or other acts that regulate work processes in fulfillment of legal obligations
5. The establishment of a planning system and standardize the requirements for material and other resources for the following year.

Implementation of Trainings

The annual INSTAT capacity building plan for 2018 was built on identifying capacity-building needs during the employee appraisal process. The main trainings to be held during 2018 are:

1. Trainings funded by Sida (Support of the Swedish Government) in:
 - Management
 - Methodology and statistical outputs

- Information Technology
- 2. Trainings funded by IPA 2013, related to:
 - Labor Force Statistics
 - Dissemination
 - Agriculture statistics
 - Study visits
- 3. Trainings financed by IPA Multi-beneficiary 2015
 - Traineeships (3.5 and 5 months) during the period:
 - January – June 2018
 - September – December 2018
 - European Statistical Training Programmes (ESTP)
- 4. Trainings funded by the IMF (Joint Viena Institute)
- 5. Training of new staff in INSTAT.
 - General training with a view to getting acquainted with the institution
 - Specific trainings from the departments for the purpose of informing the new staff with all the processes, activities and statistical products produced in INSTAT.
- 6. Trainings at the Training Center.

Trainings will be organized for INSTAT staff, as well as for external data users, representatives of various public and media institutions.

European Integration and Projects Coordination Directory

The mission of the Directory is to fulfill and follow the obligations that INSTAT has in the framework of the SAA agreement as well as to support the statistical production in line with acquist communitarie. European Integration and Projects' Coordination Directory follows and coordinates the implementations of the projects which support the statistical activities of INSTAT. The Directorate is composed of 3 sectors and a staff of 10 employees, but currently has 9 employees.

Work Plan for 2018 consists on:

1. Implementation of the IPA 2013 Project - during 2018 this project will be in its final phase (contract expires on June 5, 2018), administrative tracking and periodic reporting.
2. Implementation of the SMEI Project - during 2018 procurement procedures will be carried out for the purchase of tablets and for the selection of the company (which will perform field work) as well as conducting the survey.
3. Implementation of Sida Projects Phase V SALTS - World Bank (NSDS), administrative follow-up / project implementation reports.
4. Implementation of the multi-beneficiary program of IPA 2015 statistical cooperation, including work coordination with technical departments for pilot projects implementation and follow-up of horizontal activities organized in Eurostat, National Statistical Institutes, UNECE and OECD.
5. Identification of the projects that INSTAT can apply based on the Institution's priorities and application in different.

The Directory will follow the recommendations of the Progress Report and reporting under the SAA implementation:

1. Annual and periodic reports of the Stabilization and Association Stabilization Agreements SAA, ECOFIN, SAA and various subcommittees. Reporting on the National Plan for European Integration for the Chapter 18 "Statistics" and contribution to the other chapters. Also organize and coordinate the monthly meetings of Inter-Institutional Working Group on Statistics.

2. Coordinate the work on Sustainable Development Goals Agenda 2030 in coordination with the Prime Minister Office and international organizations in Albania and abroad.
3. Coordination within United Nations agencies in Albania and other donors in the framework of various projects which support the strengthening of official statistics.
4. In the framework of increasing visibility in the international cooperation, INSTAT will organize and chair for the first time the seminar “Getting our message across: Strategic reflections on modernizing statistical communication” at the Conference of European Statisticians, which will be held on dates 18-20 June 2018.
5. In this framework INSTAT, in cooperation with EFTA and Eurostat, will organize a Strategic Management Seminar, which will be held on 5-6 July 2018.
6. Coordination of work with Eurostat on the organisation of Eurostat visit to Albania as well as other communications related to the development of official statistics in line with European standards.

The Directory will also follow the work to monitor the implementation of the OSP objectives for statistical production and the approximation of statistics with the EU Acquis by INSTAT and the Statistical Agencies.

1. Implementation of the new OSP reporting structure which will have a standard reporting format based on the models of EU countries. This reporting will be carried out every four months to reflect the situation for the period related to the implementation of OSP.
2. In cooperation with the technical departments of INSTAT and relevant sectors of the national statistical agencies, the new OSP structure will be prepared. Meetings and roundtables will be organized with all actors involved in the production of official statistics on the introduction of the new structure of OSP 2017-2021.
3. In cooperation with the IT Directory, an online reporting application will be built based on the model for data retention and reporting.

With the aim for a better and efficiency work in INSTAT, monitoring and coordination of all questionnaires will be carried in cooperation with technical departments in order to complete and deliver them in time and quality.

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