**SES_ESMS_A_MT_2010_0000**

National Reference Metadata in Euro SDMX Metadata Structure (ESMS)

Compiling agency: National Statistics Office (NSO)

Time Dimension: 2010

Data Flow: SES_ESMS_A

| Concept name | |
|---|---|
| 1. Contact | |
| 1.1. Contact organisation | National Statistics Office (NSO) |
| 1.2. Contact organisation unit | Unit C2: Labour Market Statistics<br>Directorate C - Social Statistics and Information Society |
| 1.3. Contact name | Joslyn Magro Cuschieri |
| 1.4. Contact person function | Manager |
| 1.5. Contact mail address | National Statistics Office (NSO),<br>Unit C2: Labour Market Statistics,<br>Lascaris, Valletta VLT 2000, Malta. |
| 1.6. Contact email address | joslyn.magro@gov.mt |
| 1.7. Contact phone number | +356 2599 7662 |
| 1.8. Contact fax number | +356 2599 7205 |
| 2. Metadata update | |
| 2.1. Metadata last certified | 30/09/2014 |

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| 2.2. Metadata last posted | 30/09/2014 |
| 2.3. Metadata last update | 30/09/2014 |
| 3. Statistical presentation | |
| 3.1. Data description | The Structure of Earnings Survey (SES) is a 4-yearly survey which provides EU-wide harmonised structural data on gross earnings, hours paid and annual days of paid holiday leave. This survey is carried out every fours year under Council Regulation (EC) No 530/1999 concerning structural statistics on earnings and on labour costs, and Commission Regulation (EC) No 1738/2005 amending Regulation (EC) No 1916/2000 as regards the definition and transmission of information on the structure of earnings. The objective of this legislation is to have accurate and harmonised data on earnings in EU Member States and other countries for policy-making and research purposes.<br><br>The SES 2010 provides detailed and comparable information on relationships between the level of hourly, monthly and annual remuneration, personal characteristics of employees (sex, age, occupation, length of service, highest educational level attained, etc.) and their employer (economic activity, size and economic control of the enterprise). |
| 3.2. Classification system | A number of classifications are applied for this survey. These include NACE Rev 2, ISCO 08 and ISCED 97. |
| 3.3. Coverage - sector | SES 2010 covered NACE Rev 2 Sections B to N and P to S. The inclusion of section O is optional for 2010. |
| 3.4. Statistical concepts and definitions | Refer to Table 3.4(a) and 3.4 (b) for the main statistical variables provided in Annex A. |
| 3.5. Statistical unit | The compilation of structural statistics on earnings is based on local units and enterprises, as defined in Council Regulation (EEC) No 696/93, and provides information on employees in enterprises with 10 or more employees classified by size and economic activity. The statistics cover all activities defined in NACE Rev. 2 sections B to S (excluding O) for enterprises with at least 10 employees. |
| 3.6. Statistical population | The population of employees to be targeted for SES are those employed in the enterprise (unit) in the reference month (October) which have an employment contract. |
| 3.7. Reference area | Results are produced at country level (NUTS 2). |
| 3.8. Coverage - Time | Data is currently available for 2006 and 2010. |
| 3.9. Base period | Not applicable. |

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| 4. Unit of measure | Refer to Table 4 in Annex A. |
| 5. Reference Period | The SES collects the earnings actually received by an employee of an enterprise in the reference month and year. The reference month is October and the reference year is 2010. |
| 6. Institutional Mandate | |
| 6.1. Institutional Mandate - legal acts and other agreements | This is stipulated in Article 40 of the Malta Statistics Authority Act, 2000. Below is the link to the relevant legislation: http://nso.gov.mt/en/nso/About_NSO/Legislation/Pages/National-Legislation.aspx. |
| 6.2. Institutional Mandate - data sharing | Not applicable. |
| 7. Confidentiality | |
| 7.1. Confidentiality - policy | Micro data is collected in terms of the Malta Statistics Authority, in which Part VIII - Use of Records of Public Authorities and protection of collected information stipulates that:<br>• All information furnished by any person, undertaking or public authority under this Act shall be used only for the purpose of statistical compilation and analysis.<br>• No information obtained in any way under this Act which can be related to an identifiable person or undertaking shall, except with the written consent of that person or undertaking or the personal representative or next-of-kin of that person, if he be deceased, be disseminated, shown or communicated to any person or body except -<br>• for the purposes of a prosecution for an offence under this Act, or<br>• to officers of statistics in the course of their duties under this Act. |
| 7.2. Confidentiality - data treatment | Statistics based on less than 3 counts is not published. On the other hand, micro-data is fully anonymised before being disseminated to researchers. |
| 8. Release policy | |
| 8.1. Release calendar | NSO is a member of the Special Data Dissemination Standards (SDDS) Committee, which sets dissemination standards set by the International Monetary Fund with a view of enhancing the availability of timely and comprehensive statistics in order to support macroeconomic policies. As a member of the SDDS Committee, NSO satisfies a number of criteria, which also entails the provision of an advanced news release calendar.<br><br>NSO news release calendar is available on:<br>http://nso.gov.mt/en/News_Releases/Release_Calendar/Pages/News-Releases-Calendar.aspx. |
| 8.2. Release calendar access | NSO news release calendar is available on:<br>http://nso.gov.mt/en/News_Releases/Release_Calendar/Pages/News-Releases-Calendar.aspx. |

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| 8.3. Release policy - user access | NSO dissemination policy may be downloaded from: http://nso.gov.mt/en/nso/About_NSO/Pages/NSO-Policies.aspx. |
| 9. Frequency of dissemination | Every four years. |
| 10. Dissemination format | |
| 10.1. Dissemination format - News release | Not applicable. |
| 10.2. Dissemination format - Publications | Not applicable. |
| 10.3. Dissemination format - online database | Not applicable. |
| 10.4. Dissemination format - microdata access | Micro data may be provided upon request. NSO has a specific set of regulations on the issue and data goes through a process of annonymisation before it is disseminated. (http://nso.gov.mt/en/nso/About_NSO/Pages/NSO-Policies.aspx). |
| 10.5. Dissemination format - other | Results have not been published at a national level yet. However, main results from this survey can be obtained from Eurostat's online database: http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search_database In addition users can ask for customised information directly to the office. |
| 11. Accessibility of documentation | |
| 11.1. Documentation on methodology | In the compilation of the SES, EC Regulations 530/1999 and 1916/2000 are followed along with the implementation arrangements for this survey. In addition the various work processes associated with the SES are documented and available for internal purposes. |

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| 11.2. Quality management - documentation | See 11.1. |
| 12. Quality management | |
| 12.1. Quality assurance | The methodological manual provided by Eurostat is constantly being consulted to ensure the full conformity to Eurostat definitions.<br><br>All methods are documented in a quality report which is updated annually.<br><br>NSO recognises that the production of high quality statistics from this survey is paramount for policy making purposes. Many efforts were made during the data collection and data analysis stages in order to ensure accuracy of results. Great importance is also given to the production of harmonised results, so as to ensure comparability of results with those produced by other European national Statistics Institutes.<br><br>The following is a list of concrete measures that were taken in order to ensure high quality of results:<br>> Thorough checking of all paper questionnaires prior to data entry<br>> Data entry program had a number of in built validations in order to avoid data entry errors<br>> Data was validated during the data analysis stage in order to identify misleading errors, using a program that was designed specifically for this purpose. Misleading data was verified with the respondents, or else suppressed to be later imputed using valid mathematical methods<br>> Further checks at aggregate level were made in order to ensure consistency of results<br>> Aggregate statistics were compared with auxiliary sources in order to ensure consistency of results. |
| 12.2. Quality management - assessment | The SES provides a unique opportunity by which users can be provided with data on labour costs, as reported by the employers themselves. Data derived from the employers themselves is generally deemed more reliable than that collected from the employees themselves. On the other hand, indicators derived from this survey are derived basing on a large sample of employees, and therefore high accuracy of results is expected.<br><br>The main weakness of the SES comes from the fact that for a number of variables employers are not always in a position to provide accurate data. This mainly holds for level of education of employees, annual days of absence and annual bonuses and allowances paid. Another limitation of this survey is that it does not cover micro-enterprises, which may have different earnings patterns when compared to larger units. |
| 13. Relevance | |
| 13.1. Relevance - User Needs | Main users of this data include:<br><br>1. International organisations (such as Eurostat, UNESCO, OECD, EU's Directorate General for Employment)<br>2. Public Entities (such as Ministries, Authorities)<br>3. Private entities (research organisations, unions, businesses)<br>4. Research Institutes<br>5. Market Research Companies<br>6. Universities<br>7. Individuals |
| 13.2. Relevance - User Satisfaction | The NSO carried out a user satisfaction survey covering all NSO units. This survey was conducted during the course of 2014. No information pertaining to the SES specifically is available, however results are specific to the unit which works on such a survey.<br><br>Main results concerning from this survey can be accessed through this link: |

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| | http://nso.gov.mt/en/News_Releases/View_by_Unit/Unit_01/Methodology_and_Research/Pages/User-Satisfaction-Survey.aspx. |
| 13.3. Completeness | All regulation's requirements are met. |
| 14. Accuracy | |
| 14.1. Accuracy - overall | Every effort is made to reduce the below mentioned non-sampling errors, nevertheless a small element of these errors is inevitable in all variables, which are hardly quantifiable. These include:<br><br>¬ Recall Bias<br>¬ Data Entry Errors<br>¬ Response Error (definitional differences, misunderstanding... etc.) |
| 14.2. Sampling error | The estimate of accuracy is measured through the computation of sampling errors. The methodology used for the calculation of these errors takes into account the sampling methodology used, as well as the variance in the weights. Refer to Tables 14.2a-14.2l in Annex A. |
| 14.3. Non-sampling error | Misclassification errors<br><br>Nace misclassifications: These refer to incorrect NACE classifications which were assigned to units present in the target population. During SES 2010 a total of 6 enterprises were misclassified (0.44 per cent). Of these, none had to be excluded from the sample since they all these enterprises were operating in economic activities which were nevertheless being covered for the purpose of SES.<br>The remaining misclassifications were corrected before grossing up the data to represent the whole population.<br><br>Size class misclassifications: A number of units resulted to be ineligible for SES since they employed less than 10 employees. These units were excluded from the sample, whereas the rest of the units which had been assigned a different size class prior to the data collection were reclassified and weights were worked out accordingly.<br><br>Over coverage: Over-coverage errors found in SES mainly related to misclassified units which were not within the scope of the survey or units which were no longer active during the reference period identified for SES. In this regard, as highlighted above, a total of 298 units were excluded from the initial population because they had less than 10 employees or because they ceased to operate before October 2010 which was the reference month for the SES. To correct for this error, NSO reclassified units in the categories in which they were actually operating in the reference period, excluded ineligible units and applied grossing up factors accordingly.<br><br>Unit non-response: The unit response rate for the Structure of Earnings Survey 2010 stood at 64.7%.<br><br>Item imputation rate: The item imputation rate for the variable Gross earnings in the reference month (key variable) resulted to be 12.2%. Note that the overall imputation rate resulted to be 15.6%. |
| 15. Timeliness and punctuality | |
| 15.1. Timeliness | T+18 months. |
| 15.2. Punctuality | Data for SES 2010 was transmitted 3 months following the deadline. |
| 16. Comparability | |

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| 16.1. Comparability - geographical | National concepts applied for SES were in line with European concepts since the definitions outlined in Commission Regulation 1022/2009were applied in the local context. In terms of the statistical units which were covered for SES, data was collected from legal units which are recognized as having autonomous management and an independent accounts system. At NUTS 1 level, the whole country is represented; therefore information could be collected from enterprises which were recognized to be legal units by the Business Register. |
| 16.2. Comparability - over time | All the variables for SES 2010 did not deviate from the Community legislation. |
| 17. Coherence | |
| 17.1. Coherence - cross domain | Although the methodology used for the compilation of labour costs in the SES is in line with ESA 95 regulations, there are differences between National Accounts data and SES data.<br><br>Variations between National Accounts and Structure of Earnings Survey estimates are the result of the micro business effect (under 10 effect) which is taken into account in the National Accounts averages but is missing in the SES estimate.<br><br>The largest difference in earnings relates to NACE S. Upon additional checks with National Accounts, the change between the two estimates is deemed to be the result of seasonal changes in employment since the sector increases its employment during the summer months and hence this matter lowers the per capita value when spread across one year. |
| 17.2. Coherence - internal | Not applicable. |
| 18. Cost and Burden | The actual cost is not available, however the compilation of this survey necessitates the following cost items: printing of questionnaires, mailing costs, salary costs of 1.5 statisticians and 1 clerical worker and interviewing costs. |
| 19. Data revision | |
| 19.1. Data revision - policy | NSO revisions policy can be downloaded from: http://nso.gov.mt/en/nso/About_NSO/Pages/NSO-Policies.aspx. |
| 19.2. Data revision - practice | Not applicable. |
| 20. Statistical processing | |
| 20.1. Source data | The survey is carried out using a 2-stage sampling mechanism:<br>1st stage: Selection of enterprises using stratified random sampling<br><br>The number of enterprises which were to be included in the SES amounted to 1,355 enterprises.<br><br>2nd stage: simple random sampling of employees within the sampled enterprises.<br><br>The Office also made use of other administrative sources, particularly for sampled public sector enterprises. In |

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| | the case of these units all information was retrieved from three different sources:<br><br>• Employment and Training Corporation<br>• A national database for public sector employees which is administered by the Management Personnel Office<br>• The Inland Revenue Department<br>In course, a decision was taken to keep all employees working in these units without considering the sub-sample selection rate. |
| 20.2. Frequency of data collection | Every four years |
| 20.3. Data collection | Given the ever increasing need for making data collection a more simple process, the Office instructed the IT unit to devise an application which could enable the automatic emailing of questionnaires to the different respondents along with pre-filled variables for the selected employees.<br><br>The questionnaire was made available in excel version since this software is widely available and since it facilitates the copying and dragging of information for different employees. In cases when emails of enterprises were not available, the questionnaires were sent by post. A number of these enterprises are key players in their respective sectors, so one cannot afford to leave them out of the survey since most often they determine the developments which are taking place within the sector in which they operate and consequently influence the representatively of the results.<br><br>So for these cases who did not respond to the questionnaire, it was decided from the Office to employ a trusted group of people (NSO interviewers) to chase and interview such enterprises with the aim of increasing the response rate in those economic activities with the least response.<br><br>The Office is also responsible to provide any additional assistance to respondents mostly via telephone and email. There is also a possibility that in some cases, respondents request on-site meetings to be held in order to explain the method in which data had to be collected and to assist in the compilation of information. |
| 20.4. Data validation | To minimize processing errors, each incoming questionnaire was thoroughly checked by trained statisticians using a number of validations. These validations included consistency checks between information provided for the reference month and information given for annual earnings. Moreover any NACE coding which had to be carried out was to be in line with the Business Register classification. In terms of processing errors emanating from data entry procedures, NSO split this task in two. For data which was provided by respondents in soft copy format, information was directly uploaded into the data entry programme, thus minimizing any data entry errors. For manually entered questionnaires inbuilt validations were applied to reduce data entry errors. |
| 20.5. Data compilation | Not applicable |
| 20.6. Adjustment | Not applicable. |
| 21. Comment | No further comments. |

# Annex A

**Table 3.4 (a)**

| Table | Table Identification (A) |
|---|---|
| Year | Reference period (2010) |
| A11 | Geographical location of the statistical unit - (MT) |
| A12 | Size of the enterprise to which it belongs |
| A13 | Principal economic activity of the local unit (Nace REV 2) |
| A14 | Form of economic and financial control |
| A15 | collective pay agreement |
| A51 | Grossing-up factor for local units ( to 2 decimal places) |
| KEY_L | Key identifying the local unit ( BR Number) |

**Table 3.4 (b)**

| TABLE | Table Identification (B) |
|---|---|
| YEAR | Reference period (2010) |
| KEY_E | Key identifying the employee |
| B21 | Sex |
| B22 | Age |
| B23 | Occupation in the reference month (ISCO-08) |
| B25 | Highest successfully completed level of education and training (ISCED-97) |
| B26 | Length of service in years |
| B27 | Full time or part time employee |
| B271 | % share of a full-timer's normal hours (to 2 decimal places) |
| B28 | Type of employment contract |
| B31 | Number of weeks to which the gross annual earnings (to 2 decimal places) |
| B32 | Number of hours paid during the reference month |
| B321 | Number of overtime hours paid during the reference month |
| B33 | Annual days of holiday leave (in full days) |
| B41 | Gross annual earnings in the reference year |
| B411 | Annual Bonuses and allowances not paid at each pay period |
| B42 | Gross earnings in the reference month |
| B421 | Earnings related to overtime |
| B422 | Special payments for shift work |
| B43 | Average gross hourly earnings in the reference month (to 2 decimal places) |
| B52 | Grossing-up factor for local employees ( to 2 decimal places) |
| KEY_L | Identification key of the local unit the employee belongs to |

**Table 4**

| Variable | Variable description | Unit of measure |
|---|---|---|
| A16 | Total number of employees in the local unit in the reference month | number of persons |
| B22 | Age | year |
| B26 | Length of service | number of years |
| B271 | % share of a full-timer's normal hours | % ( to 2 decimal places) |
| B32 | Number of hours paid during the reference month | hours |
| B33 | Annual days of holiday leave | full days |
| B41 | Gross annual earnings in the reference year | Euro |
| B42 | Gross earnings in the reference month | Euro |
| B43 | Average Gross hourly earnings in the reference month | Euro |

**Table 14.2 Coefficient of Variation**

**Table 14.2a Gross Earnings in Reference Month classified by Full Time and Part Time**

| | CV |
|---|---|
| FT | 0.7 |
| PT | 2.2 |
| Total | 0.8 |

**Table 14.2b Gross Earnings in Reference Month of Full Time Employees classified by Sex**

| | CV |
|---|---|
| Male | 1 |
| Female | 0.9 |
| Total | 0.7 |

**Table 14.2c Gross Earnings in Reference Month classified by NACE Section**

| Nace | CV |
|---|---|
| B | 9.2 |
| C | 0.7 |
| D | 1.5 |
| E | 1.7 |
| F | 1.1 |
| G | 1.1 |
| H | 1.6 |
| I | 1.3 |
| J | 1.6 |
| K | 1.6 |
| M | 6.3 |
| N | 1.7 |
| O | 1.3 |
| P | 0.9 |
| Q | 1.4 |
| R | 10.4 |
| S | 7.8 |
| Total | 0.8 |

**Table 14.2d Gross Earnings in Reference Month classified by occupation (ISCO-88)**

| ISCO code | CV |
|---|---|
| 1 | 3.2 |
| 2 | 1.2 |
| 3 | 1.5 |
| 4 | 1.8 |
| 5 | 2.2 |
| 6 | 5.5 |
| 7 | 2.3 |
| 8 | 2.6 |
| 9 | 1.8 |
| Total | 0.8 |

**Table 14.2e Gross Earnings in Reference Month classified by age bands**

| | CV |
|---|---|
| Under 20 | 2.9 |
| 20 - 29 | 1.1 |
| 30 - 39 | 1.2 |
| 40 - 49 | 1.4 |
| 50 - 59 | 1.7 |
| 60 and over | 4.1 |
| Total | 0.7 |

**Table 14.2f Gross Earnings in Reference Month classified by size band of the enterprise**

| | CV |
|---|---|
| 10-49 | 2.6 |
| 50 - 249 | 2.7 |
| 250 - 499 | 4 |
| 500 - 999 | 1.7 |
| 1000+ | 0.9 |
| Total | 0.8 |

**Table 14.2g Average gross hourly earnings classified by Full Time & Part Time**

| | CV |
|---|---|
| FT | 0.7 |
| PT | 1.5 |
| Total | 0.7 |

**Table 14.2h Average gross hourly earnings of Full Time Employees classified by Sex**

| | CV |
|---|---|
| Male | 1 |
| Female | 0.9 |
| Total | 0.7 |

**Table 14.2i Average gross hourly earnings classified by NACE Section**

| | CV |
|---|---|
| B | 20.5 |
| C | 2.2 |
| D | 4.7 |
| E | 2.2 |
| F | 1.9 |
| G | 4.7 |
| H | 4.2 |
| I | 3.6 |
| J | 5.6 |
| K | 5 |
| L | 25.6 |
| M | 4.8 |
| N | 3.1 |
| P | 0.6 |
| Q | 1.3 |
| R | 8.4 |
| S | 5.7 |
| Total | 0.7 |

**Table 14.2j Average gross hourly earnings classified by occupation**

| | CV |
|---|---|
| 1 | 3 |
| 2 | 0.7 |
| 3 | 1.2 |
| 4 | 1.5 |
| 5 | 1.5 |
| 6 | 5.4 |
| 7 | 2 |
| 8 | 2.1 |
| 9 | 1.2 |
| Total | 0.7 |

**Table 14.2k Average gross hourly earnings classified by age bands**

| | CV |
|---|---|
| Under 20 | 2.9 |
| 20 - 29 | 1.1 |
| 30 - 39 | 1.2 |
| 40 - 49 | 1.4 |
| 50 - 59 | 1.7 |
| 60 and over | 4.1 |
| Total | 0.7 |

**Table 14.2l Average gross hourly earnings classified by size band of the enterprise**

| | CV |
|---|---|
| 10-49 | 2.2 |
| 50 - 249 | 2.4 |
| 250 - 499 | 3.4 |
| 500 - 999 | 1.4 |
| 1000+ | 0.7 |
| Total | 0.7 |