

Outline of Presentation

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(Sections 0, A, B, C1-C15, I & L)
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Introduction(1/2)

- Identification of business establishments begins with the identification of structures and the use of structures.
- This would help determine whether a particular structure is eligible for enumeration or not.
- Information on the geographical identification of establishment provides the locational distribution of businesses.
- Identification would help trace businesses where necessary and for other future surveys. Identification of businesses would also help in:
 - the generation of an all-encompassing business register
 - collect data to link existing database

Introduction(2/2)

- Locational and contact details would allow for:
 - follow-up on establishments to validate and quality assure the data collected
 - callbacks where necessary.
- Enumerators should ensure that respondents provide all the necessary information so that establishments could be identified for subsequent visits.
- Our discussion on identification of establishments would cover the following sections of the establishment questionnaire:
 - Section 0
 - Section A
 - Section B
 - Section C1-C15
 - Section I and
 - Section L

Purpose and Learning Outcomes

The purpose of this presentation is to equip trainees with knowledge and skills to collect data on use of structure and appropriate establishment identification information

At the end of this presentation, trainees should be able to:

1. collect data on the use of the structure;
2. explain the rationale behind the geographical identification information;
3. identify and interpret questions related to identification of establishments; and
4. record entries related to identification of businesses.

Why the Identification of Establishment?

- The identification codes on the questionnaire allow for easy check on where the questionnaires were administered
- The details on the questionnaire help in getting back to the establishments to correct any anomaly that may be found
- The unique identification information on the questionnaire helps link the data collected at the establishment to EZ, SZ, district and region.

Concepts and Definitions(1/8)

- **Establishment:** refers to an enterprise, or part of an enterprise, that is situated in a single location and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value added. Examples include Blue Skies , Peace FM etc.
 - Note that activities of Business Establishments usually takes place in an IBES defined structure
- **Name of Establishment:** This refers to the stated name of the establishment as indicated by the registration documents of the establishment or as stated by the owner of the establishment or the name of the owner which describes the establishment.

Concepts and Definitions(2/8)

- **Locality:** This refers to an inhabited geographical area with a distinct name and defined boundaries.
 - It could be a hamlet, mining camp, ranch, farm, village, town, city or part of a town or city.
 - A locality may contain one or more EAs.
- **Structure:** This refers to a separate and independent building with or without enclosure that is either used for mainly residential or non-residential purpose.

Concepts and Definitions(3/8)

- **Structure with enclosure:** This refers to a separate and independent building or an enclosure either completed or uncompleted where Economic/business activities takes place. These structures may be either residential or non-residential structures.
- **Structure without enclosure/shed:** This refers to an independent building without enclosures (e.g., sheds) but are used for business activity.

Concepts and Definitions(4/8)

- **Residential structure:** This is primarily used for people to live in, usually as their primary dwelling unit. Included are compound houses, apartments, and other types of structures where people reside.
 - NB. Structures used strictly for residential purposes would not be considered for IBES 2023.
- **Non-residential structure:** Includes all structures not used as a primary dwelling unit.
 - *E.g., structures used for institutional, commercial or industrial purposes*
- **Residential and non-residential structure:** These are structures used for dual purposes as dwelling unit and for business or commercial activities

Concepts and Definitions(5/8)

A structure can be movable or non-movable

- **Movable structure:** A structure that by design is free standing, fixed to the ground but but can easily be relocated by dragging, lifting or rolling.
 - Examples are containers, tent, kiosk
- **Non-movable structure:** These are structures which are stationary, e.g., buildings

Concepts and Definitions(6/8)

- **Head office:** This is an establishment that owns, and controls other businesses established to operate under their supervision.
 - The head office is sometimes referred to as the parent establishment.
- **Subsidiary/Branch:** This is when the establishment is owned and controlled by a parent establishment (Head office)
- **Single establishment:** This refers to an establishment that neither controls, nor is owned and controlled by another establishment.

Concepts and Definitions(7/8)

- **Ghana Card Number:** is a valid verification document that bears personal information issued by the National Identification Authority (NIA) to Ghanaians and permanently resident foreign nationals for the purpose of identification
 - It is made of 15 characters starting with GHA for Ghanaian citizens, e.g., GHA-046129504-7.
- **Contact Person:** A person with the capacity and information to complete the questionnaire. E.g., Human Resource Manager, Accountant, Head of department, Head teacher/master.

Concepts and Definitions(8/8)

- **Tax Identification Number (TIN):** Is a unique Identification number issued to taxpayers and potential taxpayers by the Ghana Revenue Authority
 - The TIN is usually a combination of characters starting with alphabets. E.g., P0008509607, V0200768131, etc.
- The concepts and definitions provided above suggest that, completing Sections A0-C1-15, I and L implies providing information in the following formats:
 1. **Alphabetic responses:**
 - This consists of only alphabets. Example, principal activity of an establishment could be **"MINING OF GOLD"**
 2. **Numeric responses:**
 - This consists of only numbers. Example, a telephone number requires only numeric responses. [e.g., 0244900000]
 3. **Alpha-numeric responses:**
 - This consists of a combination of alphabets and numbers. Example, digital address requires alpha-numeric response. [e.g., GT-331-2307].

Eligibility and Unique Identifier of Establishment (1/3)

- Enumerators
 - should identify a responsible adult who works or resides in the structure
 - ask whether there is any economic (business or commercial) activities taking place in the structure.

Section 0:

A0: What is the use of this structure?

1. Strictly Non-residential
2. Residential & Non-residential
3. Strictly residential (end interview in this structure)

Enumerators must ask respondents the principal use of the structure they visit.

Eligibility and Unique Identifier of Establishment (2/3)

Reference Number: This is a 17-digit code made up of region, district, district type, sub-metro, EZ number, EA number and Establishment number:

1. Region code - 2 digits
2. District code - 2 digits
3. District type - 1 digit
4. Sub-metro code - 2 digits
5. EZ number - 3 digits
6. EA number - 3 digits
7. Establishment number - 4 digits

Eligibility and Unique Identifier of Establishment (3/3)

- **Establishment number:** This is a serial number of establishments in an EZ to be assigned by enumerators. The first establishment number starts with 0001 and it is continuous and unique within EZ
- **GPS Coordinates of structure:**
 - ✓ You will use the tablet to pick the coordinates which are made up of longitudes and latitude
 - ✓ Make sure you obtain a precision of 5 metres or less

Completing the Identification of Establishment (3/7)

A8: Ghana Post Address:

1. This consists of 11 to 13 alpha-numeric characters, including the hyphen (-). Example: **GA-398-9594**; **XW-0215-2341**;
2. Confirm whether the address is available either on the structure or ask the respondent
3. Where establishment does not have the address, do **NOT** generate one for them

Completing the Identification of Establishment (4/7)

A9 : Locality Name :

- State the name of the locality
- Locality Code: This is a three-digit numerical code that identifies a locality. Please note that this would pre-loaded for the enumerator.
 - Example: Locality Code of AHWERASE in AKUAPEM SOUTH DISTRICT is 001

Completing the Identification of Establishment (5/7)

A11: Suburb / Estate / Residential Area

- State clearly the name of the suburb in which the establishment is located.
- Write name of the village in the box provided for suburb if there is no suburb.

A12: Structure / Street Address

- Provide the structure number of the establishment or the street name. (Eg. 121 FANOFA ROAD)

Completing the Identification of Establishment (6/7)

A13: Exact Location of Establishment

• Examples:

1. Opposite VIP restaurant, Dansoman Last Stop
2. Adjacent the Great Hall, G Block, E.A. Boateng Road, Okponglo
3. Opposite Agya Ato Corn Mill, House Number AB 38, Wesleyan Mission Street
4. On the Boundary of Krokosua Forest Reserve, 1km from Opanyin Boadi Krom

Completing the Identification of Establishment (7/7)

- **A14a: Type of structure:**

State clearly the main type of structure used by the business.

1. structure with enclosure
2. Structure without enclosure/Shed
3. Stall

- **A14b: Is the structure movable or non-movable:**

1. movable
2. Non-movable

How to Complete the Section 0



GHANA STATISTICAL SERVICE ESTABLISHMENT QUESTIONNAIRE



MARKING INSTRUCTIONS

PLEASE PRINT IN BLOCK LETTERS ONLY
WITHIN THE BOX. SEE EXAMPLE ON THE RIGHT
PLEASE USE BALL PEN ONLY

A	B	C	D	E
5	4	7	9	8

TICK BOX LIKE THIS / WRITE CODE IN BOX (WHERE APPROPRIATE)



2

INFORMATION COLLECTED
IS PURELY FOR STATISTICAL
PURPOSE

SECTION 0: ELIGIBILITY & UNIQUE IDENTIFIER (TO BE ADDRESSED TO AN ADULT RESIDING OR WORKING IN THE STRUCTURE)

A0: What is the use of this structure? 1. Strictly Non-residential 2. Residential & Non-residential 3. Strictly residential (end interview in this structure)

	Reg. Code	District Code	District Type	Sub-Metro Code	EZ No.	EA No.	Est. No.
Reference Number	0 3	0 1	3	0 1	1 3 6	0 4 1	0 0 1 8
GPS Code:							

How to Complete Section L(1/2)

• Contact Person's Details

1.L1: Name: Provide the full name of the contact person

2.L2: Designation: State the position of the contact person. E.g. HR, Accountant, Head of department, Head teacher/master

3.L3: Contact Number: Indicate the main phone number (Mobile) of the contact person. Provide a second number if there is any

4.L4: Email: State the email address of the contact person

e.g. georgegregory@unilever.gh.com

umuhera.braimah@statstghana.gov.gh

Revision

- Yaa Mansa uses a sewing machine bequeathed to her by her mom to make dresses in her house for sale to her neighbours. Should we consider her for IBES 2023
- Your supervisor realises some inconsistencies with data supplied on WEIGO Co. Ltd, what kind of information do you think he/she would need to go back to the company?
- Explain the importance of completing the contact details of an establishment
- Identify five geographical indicators on the Identification of Establishment section of the questionnaire
- Define a locality and give examples

THANK YOU

Please Any Question...?

