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Project for the Regional
Advancement of Statistics
in the Caribbean

Projet régional pour
l'avancement de la statistique
dans les Caraïbes

Funded by the
Government
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Project for the Regional Advancement of Statistics in the Caribbean - PRASC

Component: Business Survey Infrastructure

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Use of Administrative Data to Update and Maintain the Business Register (BR)

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Outline

- Census versus administrative data
- Administrative Data
 - Drivers
 - Outcome of using it
 - Legal Framework
 - Gaining Access
 - Planning
- Example

Census versus Administrative Data

- Economic Census to create and maintain a BR
 - Expensive and resource intensive
 - Burdensome
 - Subject to non-response (Coverage)
 - Good coverage at census time
 - Quality issues over time (Maintenance between two censuses?)
 - Good control of the content, definition and concepts
 - Difficult to assess longitudinal nature of the information

Census versus Administrative Data

- Administrative Data to create and maintain a BR
 - Inexpensive
 - Does not create response burden
 - Good coverage depending on the admin sources
 - Ensure ongoing maintenance and quality
 - Easier to maintain longitudinal nature of the information
 - Limited or no control of the content, definition and concepts
 - Need pre-processing of the data and record linkages
 - Need to nurture good relationships with data providers

Drivers to Use Administrative Data

- Pressure from Government and business respondents to increase the use of administrative and alternative data sources to reduce burden
- Declining resources and budget
- Increasing costs of traditional approaches (Surveys and Censuses)

Outcome of using Admin Data

- Maximum possible use of administrative data sources in the statistical programs will result in:
 - Reducing response burden
 - Lowering costs
 - Improving quality of BR and statistical programs
 - Creating new data series for users

Legal Framework

- Need a **Statistics Act** to permit the National Statistics Office to access any documents or records required to accomplish the mandate, maintained in any department, municipal office, corporation, business or organization
- Administrative data received at National Statistical Office need to be protected under the Statistics Act in term of security and confidentiality

Obtaining Data through a Bilateral Partnership

- Data sharing agreement is negotiated
- Memorandum of Understanding (MOU) is formalized
- Develop and maintain an ongoing partnership

MOU

Memorandum of Understanding includes :

- Acts of Parliament under which this sharing of information can take place
- Roles and responsibilities for the administration of the agreement
- Listing of data files obtained and proposed use by the agency
- Protection of information
 - provisions for maintaining **CONFIDENTIALITY** and **SECURITY** of the data
- Provision for audits

Quality and Integrity of Admin data

- Available data does not always meet our statistical concept
- Data are not always in the right format
- Data quality does not always meet our standards
- Data availability does not always meet our time requirements

Plan for using Administrative data

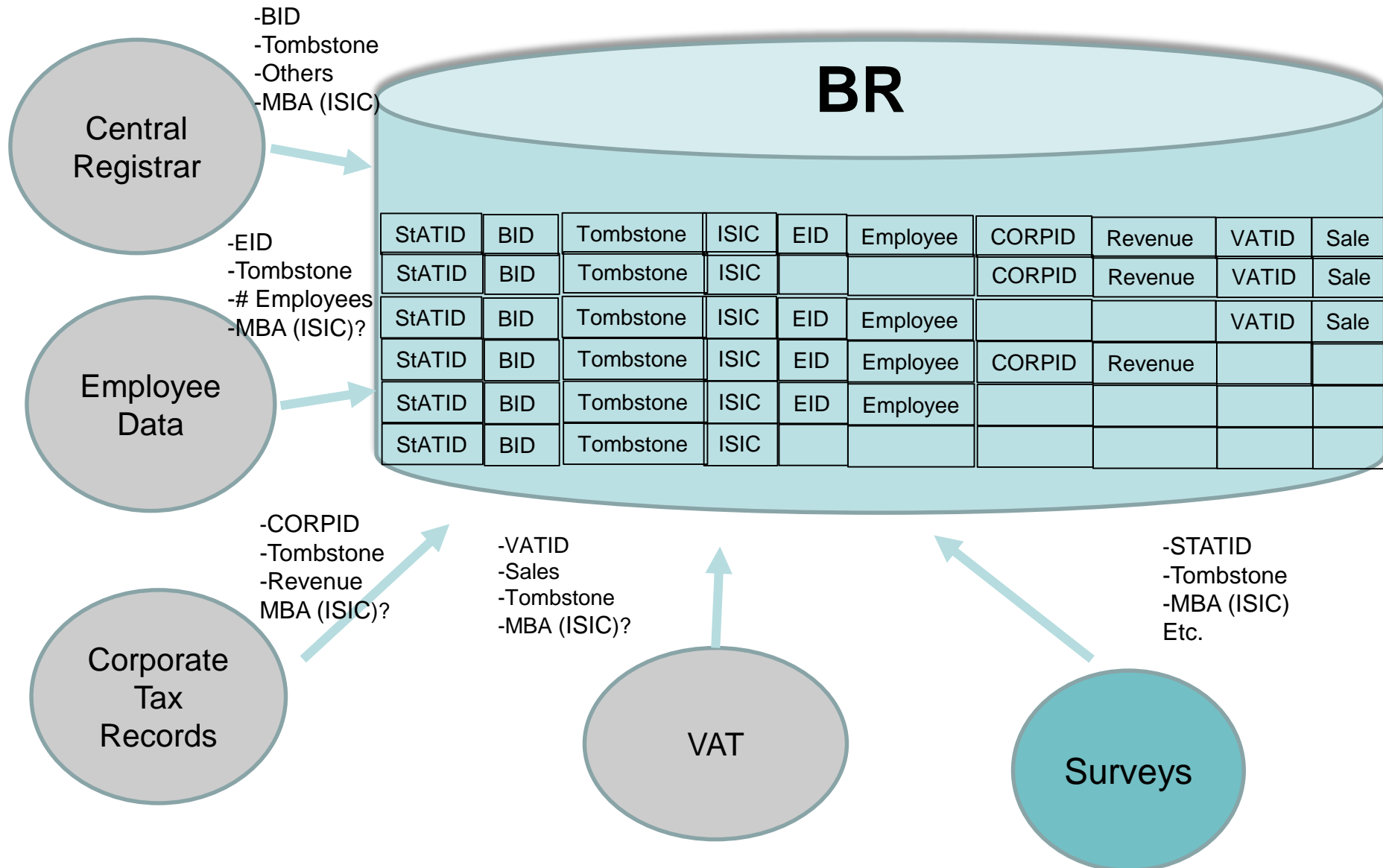
- Identify potential administrative data sources
- Review concepts, frequency and completeness
- Identify key variables of interest (tombstone, size variables etc.)
- Prepare a business case
- Meet with administrative authority to gain access
- Evaluate the quality of the information
- Prepare an MOU
- Develop a systematic Quality Assurance process
- Develop processes to align concepts and maintain the BR
- Provide feedback to administrative authority
- Regular meetings with administrative authority

BR Update Process using Administrative data

- Develop a linkage process using linkable variables (business name, address, tel. number etc.)
- Create a concordance table containing all the administrative business IDs and the BR unique business ID
- Identify key variables to be updated or created on the BR
 - Tombstone (business name, address, tel. # etc.)
 - Size variables (revenue, employees etc.)
 - Classification variables (geography, industry, others)
- Develop business status rules (birth and death)
- Create an “update date” and “source” variables for maintenance purposes



Example



Conclusion

- Negotiate access to administrative data
- Evaluate the quality
- Evaluate the population coverage
- Determine the linkage process
- Develop update processing rules
- Continue to identify potential new administrative data sources to maintain the BR



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