## Survey documentation for the Wage Rate Index

***Bangladesh Bureau of* Statistics**

***January 2022***

***D R A F T***

The documentation consists of three parts: 1. Reference metadata 2. Releases 3. Process documentation (details about goals, methodology, roles, processes and evaluation)

The main audience for the survey documentation is the staff working on the survey on a daily basis. In addition, the documentation can be used a) when introducing new staff, and b) when preparing overall plans, conducting quality audits and functional reviews. Finally, the survey documentation can be used when preparing changes, e.g., new IT solutions.

**1. Reference metadata (for internal and external users)**

**1.1 Contact information**

|  |  |
| --- | --- |
| Contact organization | Bangladesh Bureau of Statistics (BBS) |
| Contact organization unit | NA |
| Contact name | Mr Md. Abdul Kadir Miah |
| Contact mail address | Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh |
| Contact email address | makm\_fyff@yahoo.com |
| Contact phone number | 880 1556304639 |

**1.2 Statistical presentation**

|  |  |
| --- | --- |
| Data description | Present WRI has base period 2010 based on Labor Force Survey (LFS) 2010. The existing WRI produced by the BBS is based on wage data for 44 occupational groups, comprising of 11 occupations from the agriculture sector, 22 occupations from industry sector and 11 occupations from service sector. The data with information by gender are gathered by 64 District Statistical Offices (DSO). The required sector weights primarily derive from 2010 Labor Force Survey data, supplemented by information from the Agriculture Input Cost Survey, Pilot Construction Study as well as from a Special Field Study. |
| Classification system | No standardized classifications for economic activities and occupations are used |
| Sector coverage | Agriculture, Industry, Services |
| Statistical concepts and definitions | Average hourly gross wages and salaries – payments to employees for time actually worked divided by hours actually worked.Average hourly gross wages and salaries of male employees – average hourly gross wages and salaries of female employees / average hourly gross wages and salaries of male employees \* 100.Average hourly labor costs – payments to employees for time actually worked; remuneration for time not worked; employers pay in the event of sickness, occupational accident and occupational disease; payments in kind, which include indirect benefits to employees; payments to employees’ savings schemes; employer’s imputed social contributions; employer’s statutory, collectively agreed, contractual and voluntary contributions paid to social security schemes divided by hours actually worked.Average monthly gross wages and salaries – payments to employees for time actually worked and remuneration to employees for time not worked divided by the average number of employees converted to full-time units.Average monthly labor costs per employee – payments to employees for time actually worked; remuneration for time not worked; employers pay in the event of sickness, occupational accident and occupational disease; payments in kind, which include indirect benefits to employees; payments to employees’ savings schemes; employer’s imputed social contributions; employer’s statutory, collectively agreed, contractual and voluntary contributions paid to social security schemes divided by the average number of employees converted to full-time units.Basic wage or salary together with monthly bonus and premium – time wage and piecework pay calculated based on the remuneration determined in an employment contract or legal acts together with regularly paid bonus. Regularly paid bonus includes monthly premiums and bonuses, additional remuneration for work in difficult or health damaging conditions, remuneration for qualification, language skills and seniority, if the calculation is based on the time actually worked. This does not include remuneration for overtime hours or special bonus for working in shifts, in night shifts and on public holidays, irregular payments and premiums, in-kind remuneration, regular quarterly premiums (payment per performance) and other non-regular (lump sum) premiums and bonuses and payments for days not worked.Bonus for working in shifts, in night shifts and on public holidays – bonus for working in shifts, in the evenings, at night, weekends or on public holidays, if such instances are not considered as overtime hours.Earnings related to overtime – wage or salary for the number of hours worked over standard working hours.Employee – a person with whom a contract has been concluded for a fixed or unfixed period (incl. contracts of seasonal work); a person working under Public Service Act or a service contract.Full-time employee – an employee who has a 40-hour working week or whose working week has been shortened according to legislation (minor, persons who work in difficult or health damaging conditions, teachers, etc.) and internal work procedure rules.Gender pay gap – shows the difference between the hourly wages and salaries of men and women in percentages.Irregular bonuses and premiums – all irregularly paid bonuses and premiums: quarterly bonus, annual bonus, Christmas bonus, payment per performance and other irregularly paid additional bonuses and premiums (incl. holiday bonus, unused holiday allowance). This does not include regular (monthly) premium or bonus, social benefits in the event of a jubilee, birth, death, etc.Number of hours worked – hours actually worked, incl. time spent on tasks such as work preparation, repairing and cleaning equipment and devices, completing job tasks and reports; time spent at the place of work but not worked, e.g., machine stoppages, tea and coffee breaks, and overtime hours.Pay for time actually worked – time-rate and piece-rate pay; additional remuneration for overtime work, shift work, night work and holiday work; additional remuneration for work in difficult and unhealthy conditions, regular additional remuneration for qualifications, language and length of service, etc. This also includes premiums and bonuses (monthly, quarterly and annual bonus, Christmas benefit, cost of living compensation, etc.), if the calculation of these payments is based on the time actually worked.Part-time employee – an employee who has a part-time working day, week or month; an employee who works part-time on the employer’s initiative.Remuneration for time not worked – all holiday pays and special holiday pays (e.g., for marriage, death of a family member, military service, child starting school) and other payments for time not worked, which, for instance, include pay for waiting time, payments for the time of strikes and lock-outs, degree and professional trainings, payment for the home on-call time of health care professionals for the time they were not called out. The questionnaire does not include holiday pay which is compensated from the state budget (child leave, paternity leave, disabled child parental leave, paid care leave, annual holiday leave of an employee with partial or no work ability or a minor employee).Remuneration to employees for time not worked – includes vacation pay and compensation; pay for stoppage of work, pay during strike and lockouts, partial pay for leave in the case of decrease in work volume or temporary decrease in orders, pay for time spent in vocational training and obtaining formal education. This also includes benefits and premiums (Christmas benefit, quarterly bonus, cost of living compensation, etc.), if the calculation of these payments is not based on the time actually worked, and payments in kind.Subsidies received from other organizations – wage subsidy for employers and gross wages and salaries for employees from appropriations (incl. grant projects, targeted projects, external aid projects). Wage subsidy is a subsidy paid to assist the employment of unemployed persons, which aims to support the access to employment of the long-term unemployed, young people, persons with reduced work capacity, beneficiaries of international protection or persons released from prison.Wages and salaries in kind (payment in kind) – non-monetary remuneration, e.g. remuneration in products or services; food and beverages, etc.; clothing and footwear, etc.; administrative and utility costs related to the housings of employees (electricity, gas, water, heating, etc.); products or services at discount prices; loan interest for the purchase of consumer goods paid by the employer; payment of housing loan interests; benefits for covering the costs related to accommodation and housing (e.g. rent); costs related to the administration of houses, apartments owned by the employer (maintenance repairs, insurance and administration costs); use of company car for personal use (incl. the share of personal use from the costs related to the company car, calculated as a proportional share from the costs related to the use of the vehicle, such as fuel, repair, maintenance and rent costs, insurance, parking, etc.); indirect benefits for own employees, e.g. benefits for travelling to and from work (monthly cards, bus tickets, etc.), benefits for child care, catering, sports and spare time, and payments to the labor union funds.Employees working under a contract of employment, contract of service or the Civil Service Act are covered. |
| Statistical unit | Establishments, enterprises, service providers |
| Statistical population | Rural, Urban and Whole country |
| Reference area | Rural, Urban and Whole country |
| Time coverage | Month |
| Base period | 2010 |

**1.3 Statistical processing**

|  |  |
| --- | --- |
| Source data | Survey |
| Frequency of data collection | Month |
| Data collection | All data collection is done on Paper Assisted Personal Interview (PAPI) |
| Data validation | Subject matter specialist approves validation check points on data at field level |

**1.4 Quality dimensions**

**Relevance**

|  |  |
| --- | --- |
| User Needs | NA |
| User Satisfaction | NA |
| Data completeness rate | NA |

**Accessible and clarity**

|  |  |
| --- | --- |
| Release calendar access | No |
| News release | Yes |
| Publications | Monthly |
| On-line database | No |
| Micro-data access | No |
| Other | No |
| Documentation on methodology | No |
| Quality documentation | No |

**Timeliness and punctuality**

|  |  |
| --- | --- |
| Timeliness and time lag - final results | Almost punctual |
| Punctuality | NA |

**Coherence and comparability**

|  |  |
| --- | --- |
| Comparability - geographical | Possible |
| Comparability over time | Possible |
| Coherence - cross domain | No |
| Coherence - internal | No |

**Accuracy and reliability**

|  |  |
| --- | --- |
| **Overall accuracy** | **No** |
| Sampling error | No |
| Non-sampling error | No |

**2. Releases**

| **ReleaseTitle** | **PlannedReleaseDate** | **ActualReleaseDate** |
| --- | --- | --- |
| Prices and wages (CPI, QIIP) October 2021 | 2021-11-15 | 2021-11-15 |
| Prices and wages (CPI, QIIP) November 2021 | 2021-12-15 | 2021-12-15 |
| Prices and wages (CPI, QIIP) December 2021 | 2022-01-15 | 2022-01-15 |
| Prices and wages (CPI, QIIP) January 2022 | 2022-02-15 | NA |
| Prices and wages (CPI, QIIP) February 2022 | 2022-03-15 | NA |
| Prices and wages (CPI, QIIP) Marts 2022 | 2022-04-15 | NA |

**3. Process documentation (for internal users)**

**3.1 General information**

|  |  |
| --- | --- |
| Goals/objectives in workplan/strategy | Wage Rate Index (WRI) is an important indicator for measuring the trend and changes in the aggregate wages of the wage earners of a country. The wage rate index is intended to measure the movement of nominal wages of low paid skilled and unskilled labor over time in different sectors of the economy. It is also used to measure changes in real wages. Bangladesh Bureau of Statistics (BBS) has been producing and publishing Wage Rate Index (WRI) since 1974 on regular basis with 1969-70 as base year. Already BBS has revised and rebased the Wage Rate Index (WRI) with 2010-11 as current base year.Rebasing of Wage Rate Index from 1969-70=100 to 2010-11=100 comprises three broad economic sectors like Agriculture, Industry and Service. This rebasing of wage rate data on monthly wages for specific 44 occupations in the agriculture, industry and service sectors are considered. Average monthly wage rate of low paid skilled and un-skilled laborers are estimated by 44 occupations such as 11 occupations from agriculture sector, 22 occupations from industry sector and 11 occupations from service sector. |
| Other goals | NA |
| Statistical program type | Sample based survey program |
| Methodology (general) | **1. DESIGN OUTPUTS**Summary informationPress releasePublicationWage Rate Index (CPI): link:<http://www.bbs.gov.bd/site/page/29b379ff-7bac-41d9-b321-e41929bab4a1/>Dimensional dataNAUnit dataNA**2. DESIGN VARIBABLE DESCRIPTIONS**NA**3. DESIGN COLLECTION**General NA**4. DESIGN FRAME AND SAMPLE**See details in chapter 2 in report at the website<http://www.bbs.gov.bd/site/page/29b379ff-7bac-41d9-b321-e41929bab4a1/>**5. DESIGN PROCESSING AND ANALYSIS**See details in chapter 2 in report at the website<http://www.bbs.gov.bd/site/page/29b379ff-7bac-41d9-b321-e41929bab4a1/>**6. DESIGN PRODUCTION SYSTEM AND WORKFLOW**See roles and processes below. Each process describes who is doing what, input, output, tools and specific methodology aspects. See also description of IT solution (general) |
| IT solution (general) | NA |

**3.2 Roles and human resources**

| **Name** | **Description** | **Number of staff allocated in one instance of the survey (man-months)** |
| --- | --- | --- |
| Top management - HQ | Director General | NA |
| Subject matter specialist HQ | Subject matter staff allocated to survey | NA |
| Dissemination staff | Staff allocated to dissemination and data storing | NA |
| Other roles HQ (IT etc) | Staff allocated for data capture tasks | NA |
| District office staff | EnumeratorsSupervisors ensuring quality of enumeration | NA |

**3.2 Collection, Processing, Analysis and Dissemination**

**Data collection**

|  |  |
| --- | --- |
| Who is doing what | 1. Subject matter specialist revise results of the previous month and creates directory information (list of enterprises with attributes) in order to get input for the questionnaire. Questionnaires prepared
2. District office staff uses paper questionnaire to collect data.
3. District office staff and send questionnaire by post / transport to the headquarters for data transcription? (Or is the data transcription done at the district level).
4. HQ subject matter staff do data capture
 |
| Input | Last month information, project plans. Sample and tools for data capture designed and tested in the design and build phase |
| Output | Directory information, Paper questionnaires, Input data file in Excel |
| Methodology | See general information |
| Tools | Data capture system in Excel |

**Data processing**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialists do data editing, create weights |
| Input | Input database: Data in Excel |
| Output | Clean database: Stata/SPSS files |
| Methodology | See general information |
| Tools | Excel, SPSS, STATA |

**Data analysis**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialists prepare tables, do analysisTechnical committee reviewsTop management approves |
| Input | Output from processing phase, draft tabulation plan from design phase |
| Output | Output database: file, report etc. |
| Methodology | See general information |
| Tools | Stata and word |

**Data dissemination**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialist prepares press release with highlights and invite press for presentation of resultsMeeting with pressDissemination staff release report and update release calendarPress publishes press release |
| Input | Output from analysis phase |
| Output | Approved report, pdf file at the website, press release etc |
| Methodology | See general information |
| Tools | General purpose office tools and web tools |

**3.3 Evaluation**

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| --- | --- |
| Evaluation: results compared to goals | NA |
| Evaluation: results compared to indicators for processes | NA |
| Issues based on evaluation | NA |
| Recommendations | NA |