

**Methodology**

**Economic Survey in the Emirate of Dubai – 2018**

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**Introduction**

Dubai Statistics Center (DSC) seeks to create and develop modern and accurate databases for various social and economic activities in the Emirate of Dubai, that contribute to the improvement development programs and plans, national account, as well as the economic and social indicators that highlight the real level of development and progress that Dubai achieved.

In this framework, DSC conducts a series of economic statistical surveys in Dubai during 2018 to provide an updated, accurate, and comprehensive economic database that meet the needs of planners, decision-makers, research centres, scholars, researchers, and analysts of economic data and information.

The notes contain an introduction to the significance and objectives of surveys, a full explanation of the economic and financial concepts introduced in the form of surveys, and a clarification of the methods of work and its implementation mechanisms.

**First: Background of the Economic Survey**

1. **Significance of the Economic Survey**

The Economic Survey is a significant and effective tool for updating databases of different economic sectors to help combine national accounts and economic indicators as well as to develop the economic development plans and programs, monitor their implementation, evaluate their performance, and correct their course. Also, to its significance in providing the necessary data for economic policy, make good decisions for the development of the national economy and the welfare and progress of society. Hence, DSC decided to carry out a field and electronic survey for the economic sectors due to the significant role it plays in advancing economic development.

1. **Objectives of the Economic Survey**

The Economic Survey aims to provide the following:

* 1. Identifying the number of workers and their remuneration in various economic activities, as well as the allocation of the workers according to nationality and gender.
	2. Providing accurate data on production values as well as the goods and services requirements in the various economic activities.
	3. Assessment of the value-added for all economic activities according to ISIC4.
	4. Providing accurate data on the change in non-financial assets and estimating the economic activities' capital formation.
	5. Providing a database of the inputs and outputs project.

**Second: Target Community and Sampling Units:**

The survey targets the establishments in the Emirate of Dubai (each establishment that is located within the geographical boundaries of Dubai including the free zones). Each establishment that has separate accounts to show is a key component of the community of the study and will be considered as a targeted sampling unit. Also, all units and branches that have or do not have separate accounts but their head offices are outside the geographical boundaries of the Emirate of Dubai will be classified as sampling units and are covered in the survey. The branches that do not have separate accounts and the head offices located in the Emirate of Dubai are excluded from the community of the study since the head office is the sampling unit, which is a component of the community of the study. Dependence is on the administrative data that is based on the official certifier databases in the Emirate of Dubai as data are processed by the previous standards and by registering the establishment's license number and account number, to be used by some licensing authorities. All establishments are classified according to the International Standard Industrial Classification of All Economic Activities (ISIC 4), which has been used by the Dubai Statistics Centre since 2013.

**Third: Economic survey sample**

By the standard statistical methodologies, methods and by the objectives and purpose of the survey. Also, to provide statistical quality standards, and to reduce the burden on the respondent, due to the sequence of surveys carried out by the Center in previous years, which targeted economic enterprises and after studying and analyzing the data available from the response of previous surveys. The sample was designed to achieve the above objectives and to ensure a statistically acceptable level of confidence in the results. The sample is designed according to the following:

• Ensure that all economic activities are covered at the second level.

• Ensure that the sample is concentrated in the categories of labour that contribute most to the production of each economic activity at the second level.

• Ensure representation of all free zones in the Emirate of Dubai

To achieve these conditions, a sample has been designed in Dubai (Department of Economic Development) according to the following:

1. Approval of the respondent establishments in the 2017 survey as a sampling frame to be sampled for the 2018 survey

2. Estimating the total sample size by adopting a 95% confidence level and maximum error not exceeding 2% for all the main economic indicators. The sample size was distributed according to the categories of employees so that all activities are represented according to the number of responses in each activity as follows:

• Covering all establishments with a workforce of 100 or more.

• Covering all responding establishments, which number less than four.

• 40% of the 4-10 respondents were covered.

• Covering 33% of the remaining establishments in each activity if the sample is drawn in each activity randomly.

• Excluding the financial services, agriculture, extractive, hotels, restaurants and all free zones except TECOM for the following reasons:

1. The financial survey is carried out in a comprehensive survey manner on an annual basis and separately from other economic surveys.

2. The organized agriculture sector was targeted by a joint survey with the Center for Competitiveness and Statistics.

3. The extractive industries are covered by data records.

4. Restaurants, hotels and free zones are excluded due to the availability of comprehensive financial reports on these activities and areas according to the following criteria:

• All companies with revenues of 50 million or more comprehensive survey except hotels

• All establishments employing 100 or more workers and were not covered in the previous category by a comprehensive survey.

• Cover all activities not covered in the previous two criteria so that the number of establishments, if any, at least 5 in the region and activity (total sample 3540).

|  |  |  |  |
| --- | --- | --- | --- |
| Frame Size | Sample Size | Response | Response Percentage |
| 152732 | 4261 | 3067 | 72% |

**Fourth: Stages of the Survey**

The survey phases include a set of intersecting and integrated processes that requires the cooperation of specialists from DSC in different phases of the work to develop the work plan and timetable for the implementation of the plan provide all personnel categories required for timely implementation and assignment of tasks and these include the following:

1. Design and update of the framework;
2. Questionnaire design and preparation of the instructions manual;
3. Preparation for the stage of the fieldwork such as developing programs, data collection, and field, office, and electronic auditing instructions and developing the coding manual.
4. Training the selected survey worker on the method of data collection from enterprises and auditing the data collected.
5. A collection of survey data through field data and electronic data via email.
6. Electronic auditing and coding of the data.
7. Database setup in its final form.

**Fifth: Key Documents of the Survey:**

The survey documents include all of the forms and instruction manuals for supervisors and workers as well as the electronic and office audit rules. Below is a brief overview of these key documents:

1. **Survey Forms:**

Usually, at the beginning of each year, an Inclusive review of the survey form is carried out, to ensure it contains all the data and information that meet the objectives of the survey and the availability of the data necessary for the preparation of tables of the national accounts and the input-output tables according to international recommendations. Each form contains the following main topics:

* Establishment introduction and general data.
* Capital data by nationality.
* Workers numbers and remuneration owed to them.
* Intermediate consumption of commodities and services inputs.
* Revenues from the main and secondary activity and other revenues.
* Transferred receipts, payments, and fees data.
* Assets and liabilities, movement of fixed assets, and capital formation.
1. **Instructions Manual:**

The manual contains the definitions, concepts, and detailed instructions applied for field workers at all executive and supervisory levels. It also includes a detailed explanation of all introduced questions in each form and the data update to ensure the highest possible degree of integrity and accuracy. The manual also includes basic auditing rules that must be followed by worker and auditors during forms auditing. It also includes the duties of the human resources involved in the survey including supervisors, observers, worker, and auditors in addition to the electronic auditing rules for data processing.

1. **Coding Manual**

All relevant fields were coded at DSC using the most universally applied international classifications such as the classification of professions and nationalities. These are:

* The International Standard Industrial Classification of All Economic Activities “ISIC4”.
* The Central Product Classification (CPC 2), issued by the United Nations.

**Sixth: Organizing the survey workers:**

The survey is managed by the Department of Economic Statistics, Division of Economic Statistics sector in cooperation with the Statistical Surveys. The implementation of the aforementioned surveys handled by 8+ surveyors and auditors and supervised by Specialist Economic Statistician.

**Seventh: Worker Selection and Training:**

Employees working in this survey are selected according to the criteria related to the nature of the work, where the focus is on the quality of worker in terms of scientific level and specialization in the work. A training program for the worker is held to ensure thattheobjectives of the survey and the data collection method are introduced to them. It also includes a detailed explanation of all questions of the form.

**Eighth: Definitions of the Financial Services Survey:**

**Introductory data;**

* **Establishment:** It is an economic unit that carries out one, or more, economic activity(s) under one management, has a legal entity and owner, either individual or legal person, and has a fixed place where one economic activity or integrated and similar activities are practised. Such establishment has one owner, an individual or a corporation, which means that the owner may be an individual or legal person. All places within one building or group of buildings within a single establishment border are considered as one, as long as an individual or legal person owns them and in which a single economic activity, or a group of integrated and similar activities, is (are) practised. If the establishment or company carries out more than one activity in the building or part of it, each activity is considered an establishment provided that it has separate accounts. In case two activities are being carried out in one place and separated financially, i.e. each holds separate accounts, each activity is, in this case, is an independent establishment. In case it cannot be separated, it is treated as one establishment and the economic activity considered as the main activity will prevail. Having said that the rest is secondary or supporting activities and their data are included in the main activity form. The establishment is also required to have one or more employees to carry out economic activity. An establishment to be considered it should be in a fixed place.
* **Establishment Commercial Name:** the name of the establishment that is registered in the Commercial data, licensed by the Department of Economic Development and other licensing authorities such as the Free Zones, or the name recognized by the establishment, which is usually written on its facade. In case the establishment doesnot have a trading name, the activity is to be registered accompanied by the name of the owner.
* **Main Economic Activity**: The dominant economic activity carried out at the establishment. In the case of multiple activities carried out by the establishment, the owner of the establishment determines the main activity, which achieves the greatest production or the biggest return for the establishment. The economic activity is defined as the work carried out by the establishment for producing a commodity or service that is sold or offered to others, whether they are other establishments or for family consumption, and whether the commodities are for final client consumption, capital formation, or a material needed for the production of another commodity or service.
* **Secondary Economic Activity:** It is the economic activity carried out by the establishment and its production and its return are less than the main activity.
* **Date of Starting Business Activity:** The data of starting the business activities for the company and the main economic activity as per month and year, regardless of the date of obtaining the license.
* **Has the Establishment stopped production in 2017**: Some establishments may stop production during the year due to certain reasons such as being seasonal or due to unavailability of raw materials or skilled workers. In this case, the answer is "Yes" and the fieldworker will need to investigate the reason for stopping, and he/she will then registers the number of days during which the establishment stopped its production.
* **Establishment Financial Year**: It is the reference period for the establishment’s final accounts, which is the Calendar year in most of the cases, and sometimes two years may be covered in the same financial year for the establishment, and in the case the accounts which cover the biggest number of months covered in the survey are adopted. The date of the period is filled in from left to right, starting with month then year.
* **Does the Establishment Maintain regular financial accounts**: This refers to the case of the establishment having financial accounts regularly to record its accounts, and that the data is taken from the financial accounts.
* **Does the Establishment prepare financial statements at the end of the year**: It is required to answer by marking the word “Yes” or “No” to indicate whether the establishment does prepare regular financial statements.
* **Licensing Authority:** The licensing authority is the authority that licenses or permits a legal or individual person to engage in a particular activity after meeting all the requirements.
* **License Number:** It refers to the license number from the licensing authority.
* **Legal Status:** It refers to the legal status of ownership of the capital of the establishment which aims to profit, and has one of the following statuses:
	1. Sole Proprietorship: It is the establishment owned by one individual (natural person) and no one shares him/her the ownership of its capital.
	2. General Partnership Company: A company that consists of two or more partners, each partner guarantees the other partners, and each of them is responsible for the company's obligations towards others at absolute responsibility as his share in the company is beyond his personal property, if the partners' shares are not tradable instruments or equities.
	3. Limited Liability Company: A company that requires for its foundation the basic following conditions:
		+ Consists of two or more partners that must not exceed 50 individuals to be mentioned by name in the contract of the company as well as the share of each one of them in its capital.
		+ Its capital is not below (AED 300,000).
		+ Each partner is responsible for the company's financial obligations equal to his/her share in the capital.
		+ The company is prohibited from engaging in the business of insurance, banking, savings, deposits or investment of funds for others in general.
		+ The company is established for a specific period stated in the memorandum of association.
		+ The company’s trade name must be followed by the words “limited liability company (LLC)”, which means this type of companies can be recognized from its trade name.
	4. Private Shareholding Company: A company that has a capital composed of equal value shares that are not for public offering and not tradable. The public offering in it is for a limited number of persons (usually the founders), and the liability of shareholder does not go beyond his/her share of stock in the company's capital, and the company’s capital is not below AED two million.
	5. Public Shareholding Company: A company for which approval from the higher authorities is issued. It has two types of partners: founders and shareholders and it's capital consist of equal value shares that are put forward for public offering and are tradable afterwards, while shareholders are liable for the company's financial obligations only for the extent of the shares' value they put forward for a public offering. The Law provides that the company's capital is no less than ten million dirhams and usually its name is followed by the letters "P.C"
	6. Simple Commendate Company: A company that consists of two groups of partners:
		+ First Group: All the conditions of a General Partnership company apply.
		+ Second Group: liabilities for others are limited to their shares in the company.
	7. Commendate by Share Company: A company that consists of two groups of partners:
		+ A team that all the conditions of a general partnership company apply.
		+ A team of shareholder partners liable for the company's obligations towards third parties only to the extent of their shares in the company's capital. The properties of this company are:
			1. The capital of the company is not less than 500,000 dirhams.
			2. The capital is divided into tradable shares of equal value.
	8. Foreign Company Branch: It is a foreign State-licensed establishment while its head office or the parent company is outside the UAE, is a branch of a foreign establishment, and usually has the same name as the parent company.
	9. Free Zone Company (FZCO): founded by two shareholders at a minimum and five at maximum.
	10. Free Zone Establishment (FZE): founded by only one shareholder.
	11. Public Sector: It is the establishment the entire of its capital is owned by the federal or local government, whether it has an independent budget or within the overall budget.
	12. Others: establishments not mentioned above. These are explained as follows:
* **Type of establishment inside UAE:**
	+ Single establishment without Branches: An individual establishment that has no other branches, neither inside nor outside the Emirate, and is not a subsidiary of another Establishment.
	1. Head office with Branches: An establishment within which the public administration is located, carries out an economic activity or more and has a branch or several branches within the UAE.
	2. Branch with Separate Accounts: An establishment affiliated to a head office that carries out its activity inside the UAE and has separate accounts.
	3. Branch without Separate Accounts: An establishment affiliated to a head office that carries out its activity inside the UAE but does not have separate accounts. In case the head office is in another Emirate other than the Emirate of Dubai, the form will be filled about the branch and the introductory data about the head office, (the address, license number, telephone number, and email).
* **Paid-up Capital by Nationality:**

The value of the paid-in amount by the owner or partners, or the paid-in amount of the value of the shares put forward for public offering in case of limited shareholding companies as of the date of foundation plus any changes, either by increase or decrease, until the end of the survey year. The paid-up capital classified by nationality into:

1. Emirati;
2. GCC States;
3. Other Arabs;
4. Asian;
5. European;
6. American;
7. Other Nationalities.

**Definitions of the Concepts of the Economic Survey Form:**

**Table (2) Revenues and Expenses:**

Revenues arising from the establishment of its main economic activity are the revenues of an entity resulting from the establishment of goods and services for the market and the amounts paid or owed by the enterprise. The following is a detailed explanation of income and expenses:

**1-Total Operating Income** means the revenues generated by the establishment of its main economic activities and other secondary activities.

1.1 Net sales.

1.2 Production for self-use.

1.3 Other operating income excluding interest, profit on the sale of fixed assets and any other transfer profits.

**2- Stock of finished products and under operation (for industrial production):**

2.1 Net sales.

2.2 Production for self-use.

**3- Cost of sales:**

3.1 Raw materials and other commodities

1. Inventory of the beginning of the period

2. Purchases during the year

3. The stock of the end of the period

3.2 Goods purchased for resale

1. Inventory of the beginning of the period

2. Purchases during the year

3. Stock of the end of the period

**4 -** **Water and electricity:** the value of electricity and water consumed in the facility, whether used in the production process or used in the offices and warehouses of the institution.

**5- Service Expenses:** The amounts paid or owed by the establishment in return for receiving services provided by others during the survey period include the following:

5.1 Building rents: The value of the rent paid to others (for the reference period) for renting the building used by the establishment for management, production or storage, including the rent of the land used as parking space or stores, etc.

5.2 Rental of machinery and equipment: This is the value borne by the establishment for the rental of some machines and equipment from a third party without a worker (operator).

3.5 Postal and telecommunications services: means the expenses of telephone, post, telegraph, fax, telex and Internet services, including express parcel and package services.

4.5 Maintenance and repair of machinery and equipment: This includes the expenses incurred by the establishment for maintenance services of equipment performed by others for the establishment. Maintenance expenses are the expenses necessary to maintain the productive capacity of the fixed assets of the enterprise. Expenditures leading to increased production capacity, such as technical operations leading to the increased production capacity of the machine, are included in the capital additions and this case, capital expenditures are added to the cost of fixed assets.

5.5 Maintenance and repair of buildings and constructions: This includes the expenses incurred by the establishment for the maintenance services of buildings belonging to the facility provided by others. Noting that the capital maintenance that leads to the expansion of buildings is included in the capital additions and this case capital expenditure is added to the cost of fixed assets.

5.6 Maintenance of transportation means: This includes the expenses incurred by the establishment in exchange for the maintenance services of means of transport performed by third parties on behalf of the establishment

5.7 Advertising: the cost of advertising campaigns by the establishment to promote its services or goods.

5.8 Audit: An entity incurs this value in return for the services of its auditors. They are usually external auditors from outside the entity.

5.9 Bank commissions / excluding interest: means the fees for the services of opening accounts, cashing checks, opening credits, etc., as well as the expenses of renting safes with banks.

5.10 Fees for insurance services (other than insurance premiums): the value endured by the establishment in return for insurance against fire, theft, etc.

5.11 Law Fees and Legal Consultations: This means the value of the fees incurred by the establishment for the fees of lawyers and legal consultations collected by the firm from third parties, including fees paid to the courts. The fees of the legal personnel working in the establishment shall not be included.

5.12 Courts Fees: Fees of claims due to judicial authorities

5.13 Computer and Information Systems Services and Consultancy: During the year, an enterprise is liable for providing computer and information systems services and consultancies, such as hardware and software advice, or the preparation of information systems and Internet networks or the like.

5.14 Engineering and consultancy services such as engineering consultancy services or market research studies, economic feasibility and other consultancy studies.

5.15 Travel for official missions: This means the value borne by the establishment in return for the employees carrying out official duties for the establishment, whether inside or outside the State.

5.16 Transport and warehousing services: Reduce your wages in transport and storage.

5.17 Medical expenses for work injuries (other than health insurance): This is why your systems are on the job site.

5.18 Tender and Tender Fees: The amount paid for obtaining and submitting copies of tenders.

5.19 Cleaning Services: means the value incurred for cleaning services provided

5.20 Employee Training Services: The cost or cost of training programs that you prepare within or outside the United States that do not fall within the scope of your payments.

5.21 Professional Fees and Contributions: What is payable to the Corporation for subscriptions in Chambers of Commerce and Industry

5.22 Research Expenses: What does the Foundation pay?

5.23 Commissions paid to others to buy and sell goods: due to intermediaries.

5.24 Payments to subcontractors: The amount payable by the enterprise for the execution of parts of works carried out by indirect contractors through contracting with the enterprise on works primarily performed by the entity.

5.25 Other Expenses: The value of any other services borne by the establishment and not mentioned in the previous options and includes the payment to the suppliers of workers, payments to the sponsor, gifts and gratuities, etc.

6. Total salaries, wages and in-kind benefits: Compensation from salaries, wages, remuneration and cash and in-kind benefits received by employees in return for doing the work, as follows:

6.1 Total salaries, wages and in-kind benefits: Includes all wages, salaries and in-kind benefits payable to wage employees. Note that withdrawals of owners of the facility are not considered a wage.

6.2 Entity's contribution to the Pensions and Social Insurance Authority: This is the total social insurance premiums paid by the establishment for the Emirate employees during the survey year.

6.3 Provision for end of service for the year.

6.4 Directors' remuneration.

7 - Number of employees: all employees who worked in the establishment during the financial year of the facility and calculated by dividing the total number of employees at the end of each month of the fiscal year by (12). In the case, that the establishment worked less than one year is calculated by dividing the total number of employees at the end of each month Of the months of the establishment worked divided by the number of employees and classified by the nationality to:

7.1 UAE

7.2 Non-Emirati

**• Table (3) Fixed Assets**

These are entities to which property rights apply and are owned individually or collectively by institutional units that generate economic benefits to their owners because of their retention or use over a period and include the following:

1. Buildings: Residential and non-residential buildings and other construction projects, including roads, bridges, dams, concrete and non-concrete structures used by the establishment to carry out its productive works directly. The book value of such assets are registered at the beginning of the term and is equivalent to the book net value at the end of the previous term then the additions and exclusions in the second and third columns that are allocated for that. The fourth column includes depreciation.
2. Lands: The value of the lands owned to the establishment whether allocated for agriculture, constructions or empty lands. The land book value is registered at the beginning of the term in the first column, the additions during the year is made in the second column, the third column includes the exclusions while the fifth column includes registering the book value at the end of the term, noting that annual depreciation will not be applied on the lands.
3. Means of Transportation: This includes means of transportation by land, water, and air owned by the establishment such as cars, bikes, planes, vessels, and others, which serve the purpose of transporting passengers and goods. The value of the transportation means it is registered at the beginning of the year in its book value, then the additions in the second value, exclusions in the third value, the annual depreciation in the fourth value and the book value at the end of the year is registered at the end of the year.
4. Furniture: The value of the furniture, office equipment, furnishings, and PCs owned by the establishment. The book value is registered as usual in the first column, the additions during the year, exclusions, depreciation, and the book value at the end of the year is registered in the fifth column.
5. Machinery and Equipment: This includes the machines, devices, and electric and non-electric equipment owned by the establishment. The book value of such machines is registered at the beginning of the year in the first column then the additions are registered during the year in the second column. The exclusions are registered in the third column, the annual depreciation is registered in the fourth column and the net book value is registered in at the end of the year.
6. Computer Programs: The value of the PCs programs owned by the establishment. The book value is registered as usual in the first column, the additions during the year, exclusions, depreciation, and the book value at the end of the year is registered in the fifth column.
7. Goodwill: An intangible asset, which is not material but contributes to the establishment's activity. Goodwill indicates the quality of the products, spread in the markets and high demand. Therefore, it has a value registered in the books.
8. Patents and Property Rights.
9. Capital Operations in Progress: The projects or constructions owned by the establishment that is not completed yet and not usable whether the establishment constructed it or was implemented by third parties to the favour of the establishment according to the contract agreed upon. Such projects have no depreciation.
10. Others: The non-financial assets that are not included above and registered in the fifth columns as usual.

Netbook value at the end of the year = net book value at the end of the year + additions - exclusions - annual depreciation

The data are updated as follows:

**• Netbook value at the beginning of the period:** the net value of assets at the beginning of the period as they are in the accounting records of the entity, i.e. minus depreciation.

• **Value of assets purchased during the period:** The value of assets purchased during the period, including all costs of transportation, installation, inspection and trial

• **Additions and improvements during the year:** the value of the business that increases the efficiency of fixed assets or increases their productive capacity or their useful life.

• **Disposals (assets sold during the period):** The value of all assets sold during the period is recorded at their carrying amount and the capital gains or losses resulting from the sale of the asset above or below its carrying amount are recorded on the Payments and Transfers page.

**• Annual Depreciation:** The annual depreciation is recorded during the year of attribution of the various assets owned by the Corporation. Annual depreciation is defined as the value of the shortage of assets because of their participation in the production process during the survey year. It notes that land is not depreciated, while additions and improvements on land can be depreciated.

• **Netbook value at the end of the period:** the net value of assets at the end of the period as they are in the accounting records of the entity

**• Table (4) assets and liabilities**

- **Assets** are entities to which property rights apply and are owned by institutional units individually or collectively and generate economic benefits to their owners because of their retention or use over a period, and are different from other assets in that they are offset by liabilities with another institutional unit.

- **Liabilities:** means all the obligations of the entity to others and are as follows:

**1. Capital:** This is the value of the capital paid in the form of shares, shares, shares or the amount determined by the owner in the case of individual establishments.

**2. Reserves:** The amounts deducted from the net profits earned during the year, to meet the potential losses or to meet the future needs of the company, and these reserves play an important role in strengthening the credit position of the company to third parties to face any future risks to it. This item represents the total reserves held by the entity in the form of a statutory reserve or an emergency reserve.

**3. Retained earnings or losses:** Retained earnings after the distribution of dividends, when the company's management decides not to distribute dividends or distribute part of the realized profits and retain another part to consolidate the financial position of the company or lack of liquidity to distribute dividends.

**4. Loans:** The value of loans obtained by the entity from others

**5. Creditors (Clients):** The value of the creditors' balance of customers due to the entity.

**6. Other:** Includes any other assets owned by the entity.

* **Addresses of non-independent branches and units whose data are included in this form:** List the names, license, number of employees, activities and addresses of non-independent branches (which do not have their accounting books) belonging to the establishment and whose data are included in the form of the headquarters of the facility.

**Ninth: Data Collection Phase (Fieldwork):**

**Data Collection Method:**

The stage of the field and electronic work is two months: 28/04/2018 – 27/06/2018, during which data is collected from establishments and then reviewed. This stage comes in two methods:

1. To send forms electronically via the company's e-mail or data providers' e-mails.
2. To collect data through interviews. In the case of some major large establishments, a date is set for filling forms to allow individuals to prepare necessary data.

**Field Audit:**

The process of field auditing is assigned to a field auditor to audit the forms in time. In case there are any mistakes, the form is to be given back to the worker to visit the establishment to correct the form.

**Tenth: Preparing Data and Obtaining Results**:

This stage requires three months from 1/7/2018 to 30/10/2018. It intersects with the stage of fieldwork in more than one process, and during which the following actions are accomplished:

1. Receiving forms from establishments, coding and archiving them in a way that the establishments is handled by auditors, coders, and data entry team.
2. Preparing tables for surveys outputs.
3. Updating the software of data entry and obtaining results.
4. Auditing firms in a professional way according to rules of auditing.
5. Coding un-coded fields and reviewing codes.
6. Entering data into the systems.
7. Reviewing data entry and correcting mistakes.
8. Auditing databases on the level of form, category, and activity.
9. Obtaining, reviewing, and assessment of results.
10. Obtaining general indicators and preparing the final report.

**Eleventh: Methods of Measuring Results:**

Results have been measured according to international standards and according to the National Accounts System 2008; date thus is measured as follows:

1. Numbers of Employees: Average number of employees = the total number of employees at the end of each month of the fiscal year divided by 12.
2. Employees Remuneration: Includes the total salaries and benefits in cash and in-kind.
3. Intermediate Consumption: goods expenses + services expenses.
4. Total Production: total revenues of the establishment's main activity + total revenues of the establishment of secondary activity.
5. Added Value: it represents the total production – intermediate consumption.
6. Capital Formation: It represents additions to fixed assets – omissions of fixed assets.

**Twelfth: Weights to enlarge the results:**

Weights are used to generalize sample results to the target community. The target community in this survey is the facilities that responded to the previous survey. Depending on the probability of withdrawing facilities in each activity and each category of employment, the weight of the facility in the sample is the inverted probability of withdrawal.

If the sample size is in the category of employment  and activity and the number of establishments in the (new frame), according to this design, the following weights should be distinguished:

• Weight for establishments with fewer than 4, and weight for establishments that have worked 1000 or more, which are fully covered, and weighing each is equal to 1. Because of the weight 



Weight of the randomly selected establishments, which is equal to the number of establishments in the activity and by categories of employment (in the new framework) divided by the sample size in the same activity and category of employment, ie:



The final results can be estimated in several ways, leading to the same results:

* The first method

Results are enlarged in the previous two weights according to the appropriate situation at the level of the new frame. Compared with the corresponding results from the previous survey. Results at the same frame level, the rate of change can be obtained, if the new item after weighting, and its value in the previous survey (at the level of the new frame), The rate of change is equal to:



Multiplying the final value of this indicator in the previous year (at the previous frame level), at the rate of change, an estimate of its new value is obtained. If the previous estimate is equal to the new estimate :



The result should be adjusted by a factor equal to the ratio of the actual number of workers in the survey reference year to the number of workers resulting from the weighing process.

* The second way

The same estimates can be obtained using the weights adopted in the previous survey, adjusted to the new weight. If the weight in the previous survey (in the category of employment and activity) and the new weight, the weight-adjusted is equal



Note that the weight of the employment category 100 and above is equal to 1 in the previous survey, where it was expected to cover all establishments in this category.

By magnifying the results according to the adjusted weight and adjusting them by the actual number of workers, the same previous result is obtained in estimating the new value of any item.

**Thirteen: Display and Dissemination of Results**

Results will be sent to the National Accounts Division in the Department of Economic Statistics, to approve the results of the survey and to respond to all questions about the survey's results. The survey outcomes will be published in various ways as follows:

1. Dubai Statistic Centre Website.
2. Electronic Statistics System.
3. Statistical Indicators System.

**Appendix Economic Survey Form:**









 













