

## Hours Worked Index

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<b>2. Metadata update</b>	
<b>2.1. Metadata last certified</b>	April 30, 2025
<b>2.2. Metadata last posted</b>	April 30, 2025
<b>2.3. Metadata last update</b>	April 30, 2025

<b>3. Statistical presentation</b>	
<b>3.1. Data description</b>	
The statistics shows the development of hours worked in industry, construction and service sectors as indices.	
<b>3.2. Classification system</b>	
National Classification of Economic Activities (NACE Rev. 2).	
<b>3.3. Sector coverage</b>	
Indices cover legal entities and individual entrepreneurs in <b>Industry</b> (B-E), <b>Construction</b> (F), <b>Wholesale and retail trade; repair of motor vehicles and motorcycles</b> (G) and <b>Service</b> (H-N) sectors, except following (sub-)sectors: <ul style="list-style-type: none"> <li>• Steam and air conditioning supply (D353);</li> <li>• Financial and insurance activities (K);</li> <li>• M701, M72 and M75 in Professional, Scientific and Technical Activities.</li> </ul>	
<b>3.4. Statistical concepts and definitions</b>	
<b>Hours worked</b> is the total number of all normal and extra hours actually worked, whether paid or unpaid.	
<b>3.5. Statistical unit</b>	
Enterprise.	
<b>3.6. Statistical population</b>	
All active enterprises whose economic activities are related to the following sections of the National Classification of Economic Activities (NACE Rev. 2): B, C, D (excl. D353), G, H, I, J, L, M (excl. M701, M72, M75) and N.	
<b>3.7. Reference area</b>	
The entire territory of Georgia, except of occupied regions.	
<b>3.8. Time coverage</b>	
From 2015 year.	
<b>3.9. Base period</b>	
2015.	

<b>4. Unit of measure</b>	
Index.	

<b>5. Reference period</b>	
Quarter.	

<b>6. Institutional mandate</b>
<b>6.1. Legal acts and other agreements</b>
<p>The Law of Georgia on Official Statistics;  <a href="https://www.geostat.ge/media/56202/The-Law-of-Georgia-on-Official-Statistics.pdf">https://www.geostat.ge/media/56202/The-Law-of-Georgia-on-Official-Statistics.pdf</a></p> <p>Statistical Work Programme (annual);  <a href="https://www.geostat.ge/en/modules/categories/307/statistical-work-programme">https://www.geostat.ge/en/modules/categories/307/statistical-work-programme</a></p> <p>Charter of the National Statistics Office of Georgia.  <a href="https://www.geostat.ge/media/67749/New-Chapter-eng-upd.pdf">https://www.geostat.ge/media/67749/New-Chapter-eng-upd.pdf</a></p>
<b>6.2. Data sharing</b>
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<b>7. Confidentiality</b>
<b>7.1. Confidentiality – policy</b>
<p>1. The Law of Georgia on Official Statistics:</p> <ul style="list-style-type: none"> <li>• According to the article 5 of the law Statistical confidentiality and exclusive use for statistical purposes – individual data collected or received by the producer of official statistics, relating to natural or legal persons, must be strictly confidential and used only for statistical purposes.</li> <li>• According to the article 34 (Observing Confidentiality of Statistical Data) of the law 1. Data collected, processed, and stored to produce official statistics are confidential if they enable the direct or indirect identification of a statistical unit. In addition, aggregated data are subject to statistical confidentiality: a) Aggregates composed of 1 to 3 units, when the unit is a natural or legal person if one of these units could be identified indirectly, thereby disclosing individual data about this unit. Aggregates composed of more than 3 units may be declared confidential by the Executive Director if required to ensure statistical confidentiality; b) Information declares as a state secret on the basis of the „Law of Georgia on State Secrets“. 2. Confidential data shall be used exclusively for the purposes of producing statistics in accordance with this law. 3. Statistical data about the administrative body cannot be considered confidential information, except for the information determined by the Law of Georgia „On State Secrets“. 4. Individual data obtained from publicly available sources, which are defined as public information in accordance with the legislation of Georgia, shall not be considered confidential information. 5. Confidential (individual) data may be published if there is written consent from the statistical unit regarding the publication of such data. 6. It is not allowed to disseminate and distribute confidential data or use it for non-statistical purposes.</li> <li>• According to the article 38 (Confidentiality commitments) of the law the confidential statistical data collected and processed for statistical purposes shall not be used or disseminated either for personal, academic, research or any other activities, by the employees of the producers of Official Statistics.  <a href="https://www.geostat.ge/media/56202/The-Law-of-Georgia-on-Official-Statistics.pdf">https://www.geostat.ge/media/56202/The-Law-of-Georgia-on-Official-Statistics.pdf</a></li> </ul> <p>2. Data Confidentiality Policy at Geostat  <a href="https://www.geostat.ge/media/20860/Data-Confidentiality-Policy-at-Geostat_En.pdf">https://www.geostat.ge/media/20860/Data-Confidentiality-Policy-at-Geostat_En.pdf</a></p> <p>3. Procedure for providing access to confidential data for research purposes  <a href="https://www.geostat.ge/media/61533/Rule-on-Access-to-Confidential-Data-for-Scientific-and-Research-Purposes....pdf">https://www.geostat.ge/media/61533/Rule-on-Access-to-Confidential-Data-for-Scientific-and-Research-Purposes....pdf</a></p> <p>4. The Law of Georgia on Personal Data Protection  <a href="https://matsne.gov.ge/en/document/view/1561437?publication=9">https://matsne.gov.ge/en/document/view/1561437?publication=9</a></p>
<b>7.2. Confidentiality – data treatment</b>
<ul style="list-style-type: none"> <li>• Confidentiality guidelines.</li> <li>• Written undertakings by an employee of Geostat on ensuring confidentiality of gained/collected data as a result of official duties.</li> </ul>

<b>8. Release policy</b>
<b>8.1. Release calendar</b>
Data dissemination dates are defined by the calendar developed on the basis of the Statistical Work Programme, which is published on the website of Geostat and is publicly available.
<b>8.2. Release calendar access</b>
<a href="https://www.geostat.ge/en/calendar">https://www.geostat.ge/en/calendar</a>
<b>8.3. User access</b>

All users have the equal access to the statistical data simultaneously.
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<b>9. Frequency of dissemination</b>
Quarterly.

<b>10. Accessibility and clarity</b>
<b>10.1. News release</b>
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<b>10.2. Publications</b>
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<b>10.3. On-line database</b>
Data available at Geostat website: <a href="https://www.geostat.ge/en/modules/categories/722/turnover-value-and-hours-worked-indices">https://www.geostat.ge/en/modules/categories/722/turnover-value-and-hours-worked-indices</a>
<b>10.4. Micro-data access</b>
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<b>10.5. Other</b>
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<b>10.6. Documentation on methodology</b>
Documentation of methodology is presented on the website of Geostat: <a href="https://www.geostat.ge/en/modules/categories/121/methodologia-business-statistics">https://www.geostat.ge/en/modules/categories/121/methodologia-business-statistics</a>
<b>10.7. Quality documentation</b>
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<b>11. Quality management</b>
<b>11.1. Quality assurance</b>
To ensure the quality of the statistical processes and products Geostat follows Chapter 10 – Quality of official statistics – of the Law of Georgia on Official Statistics, as well as the European Statistics Code of Practice, the UN Fundamental Principles of Official Statistics and Quality Assurance Framework of the European Statistical System (ESS QAF).
<b>11.2. Quality assessment</b>
Methodology and Quality Management Division of Geostat, along with the sectoral departments, is responsible for the quality of the produced statistical products and processes. The Division carries out quality audit, self-assessment of statistical processes and assesses the risks for the quality of statistical processes and products. Geostat has developed policy documents, guidelines and standard routine descriptions. These documents ensure the standardization of statistical processes and products and the establishment of a unified quality assurance system. Quality policy is available on the following link: <a href="https://www.geostat.ge/media/44380/QP_Geostat_EN.pdf">https://www.geostat.ge/media/44380/QP_Geostat_EN.pdf</a>

<b>12. Relevance</b>
<b>12.1. User needs</b>
The main stakeholders are: business sector representatives, researchers and students, international organizations, state institutions, media, etc. Named stakeholders need these data to carry out different types of statistical analysis, to plan a marketing strategy or to evaluate and study the economic situation.
<b>12.2. User satisfaction</b>
In 2023 user satisfaction survey was conducted, the target of the survey was to analyze the assessment of quality of statistical data by users and explore ways to improve user services. The survey report is available on the website of Geostat: <a href="https://www.geostat.ge/en/page/customer-service">https://www.geostat.ge/en/page/customer-service</a>
<b>12.3. Completeness</b>
Data covers major statistical indicators.

<b>13. Accuracy and reliability</b>
<b>13.1. Overall accuracy</b>
Data meets quality requirements and the processed data is compared to the respective figures of the past periods. In

some cases, data under processing is verified with the representatives of the enterprise.
<b>13.2. Sampling error</b>
<ul style="list-style-type: none"> <li>• At the country level does not exceed 0.5%;</li> <li>• At the economic activity level does not exceed 2-3%;</li> <li>• At the stratum level does not exceed 10%.</li> </ul>
<b>13.3. Non-sampling error</b>
In the Quarterly Statistical Survey of Enterprises, serving as the basis for the hours worked index, following types of non-sampling errors might be present: data entry errors, errors in data processing.
<b>14. Timeliness and punctuality</b>
<b>14.1. Timeliness</b>
Data are published after 75 days from the end of the reporting period.
<b>14.2. Punctuality</b>
The data are published according to the date specified by the Statistical Work Programme. There has not been any violation of publication dates
<b>15. Coherence and comparability</b>
<b>15.1. Comparability – geographical</b>
Same methodology and approaches have been used across the different regions of the country.
<b>15.2. Comparability – over time</b>
The data are comparable over time.
<b>15.3. Coherence – cross domain</b>
The data are coherent.
<b>15.4. Coherence – internal</b>
The data are coherent.
<b>16. Cost and burden</b>
The data are received and processed within the framework of the Geostat budget. Separate funding is not provided.
<b>17. Data revision</b>
<b>17.1. Data revision – policy</b>
Statistical data revision policy is available on the website of Geostat: <a href="https://www.geostat.ge/media/59824/Data-Revision-Policy-and-Error_Correction-at-Geostat_Eng.pdf">https://www.geostat.ge/media/59824/Data-Revision-Policy-and-Error_Correction-at-Geostat_Eng.pdf</a>
<b>17.2. Data revision – practice</b>
There is no planned revision of the data. Unplanned revision (in order to specify the data) has not taken place in practice.
<b>18. Statistical processing</b>
<b>18.1. Source data</b>
Questionnaires completed by the respondents of the <b>Quarterly Statistical Survey of Enterprises</b> .
<b>18.2. Frequency of data collection</b>
Quarterly.
<b>18.3. Data collection</b>
Data is collected through online questionnaires.
<b>18.4. Data validation</b>
Primary data validation is done through software-based arithmetic and logical controls built-in into the database. Secondary control is carried out by the field staff (interviewers) and the staff of Short-term Statistics Division.
<b>18.5. Data compilation</b>
Data editing and imputation is used to compile data. For index elaboration the Laspeyres formula is used.
<b>18.6. Adjustment</b>
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19. Comment
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