

DECREE OF THE CHIEF STATISTICIAN
NUMBER 7 OF 2000
ON
PROCEDURES FOR THE IMPLEMENTATION OF SECTORAL
STATISTICAL SURVEYS

THE CHIEF STATISTICIAN,

Considering : That in accordance with the provisions of Article 26 paragraph (4) of Government Regulation Number 51 of 1999 concerning the Implementation of Statistics, it is deemed necessary to establish procedures for the implementation of sectoral statistical surveys through a Decree of the Chief Statistician.

Referring to : 1. Law Number 16 of 1997 on Statistics (State Gazette of 1997 Number 39, Supplement to the State Gazette Number 3683);
2. Government Regulation Number 51 of 1999 on the Implementation of Statistics (State Gazette of 1999 Number 96, Supplement to the State Gazette Number 3854);
3. Presidential Decree Number 86 of 1998 on the Statistics Indonesia;
4. Decree of the Chief Statistician Number 100 of 1998 on the Organization and Work Procedures of the Statistics Indonesia;
5. Decree of the Chief Statistician Number 102 of 1999 on the Job Descriptions of Divisions, Subdivisions, and Subfields within the Statistics Indonesia;
6. Decree of the Chief Statistician Number 104 of 1999 on the Job Descriptions for Divisions, Departments, Subdivisions, and Sections within Regional Representative Offices of Statistics Indonesia;

DECIDES:

To enact : DECREE OF THE CHIEF STATISTICIAN ON ON PROCEDURES FOR THE IMPLEMENTATION OF SECTORAL STATISTICAL SURVEYS.

Article 1

- (1) Sectoral statistics shall be organized by government agencies in accordance with their main duties and functions, either independently or in collaboration with the Statistics Indonesia (BPS).
- (2) In the organization of sectoral statistics, government agencies shall obtain data through surveys, compilation of administrative products, and other methods in

accordance with the developments in science and technology.

Article 2

The organizers of sectoral statistical surveys shall:

- a. notify BPS of the planned survey implementation;
- b. follow the recommendations provided by BPS; and
- c. submit the results of the surveys they have conducted to BPS.

Article 3

The procedures for conducting sectoral statistical surveys are as outlined in Annex 1, the notification form, and the procedures for completing the sectoral statistical survey form as outlined in Annex 2, the form of recommendation letter as outlined in Annex 3, as well as the procedures for notifying the draft of sectoral statistical surveys and providing recommendations by BPS, Provincial BPS, and District/City BPS as outlined in Annex 4 through Annex 6 of this Decree.

Article 4

If there are any unclear matters regarding the implementation of this Decree, inquiries may be directed to the Chief Statistician, through the Head of the Bureau of Statistical Presentation and Services, the Head of the Provincial BPS Office, or the Head of the District/City BPS Office for appropriate clarification.

Article 5

Any matters not regulated in this Decree shall be further regulated by a Circular Letter from the Chief Statistician.

Article 6

This Decree shall take effect from the date of its stipulation, with the provision that any future errors will be rectified accordingly.

Enacted in Jakarta
On the date 16 February 2000

CHIEF STATISTICIAN,

[SIGNED]

SUGITO SUWITO, MA
EIN. 340000452

Copies of this Decree are to be delivered to:
The Honorable Secretary of State of the Republic of
Indonesia in Jakarta.

ANNEX I
DECREE OF THE CHIEF STATISTICIAN
OF STATISTICS INDONESIA (BPS)
NUMBER 7 OF 2000
ON
PROCEDURES FOR THE
IMPLEMENTATION OF SECTORAL
STATISTICAL SURVEYS

PROCEDURES FOR THE IMPLEMENTATION OF SECTORAL STATISTICAL
SURVEYS

1. INTRODUCTION

1.1. In accordance with the mandate of Law Number 16 of 1997 concerning Statistics and the provisions of Government Regulation Number 51 of 1999, the implementation of sectoral statistical surveys must notify BPS of the survey implementation plan, follow the recommendations provided by BPS, and submit the results of the surveys conducted to BPS.

1.2. The procedures for conducting sectoral statistical surveys are regulated by a Decree of the Chief Statistician, as outlined in Government Regulation Number 51 of 1999 concerning the Implementation of Statistics.

2. OBJECTIVE

The provisions regarding the procedures for sectoral statistical surveys are intended to prevent duplication in statistical activities, ensure the optimal use of sectoral statistical survey results, and contribute to the development of a metadata base for sectoral statistics accessible to all parties.

3. DEFINITIONS

3.1. Sectoral Statistics refers to statistics used to meet the needs of government agencies and comprehensive development tasks, except for the main duties and functions of the respective government agencies.

3.2. Survey is a data collection method conducted through the enumeration (sampling) of a population to estimate the characteristics of an object at a specific point in time.

3.3. Compilation and Analysis of Data refers to the process of collecting, processing, presenting, and producing data based on administrative records from the government and/or the public.

3.4. Internal Needs refers to sectoral statistics produced by government agencies that are not published or disseminated to parties outside the respective government agency.

4. IMPLEMENTATION STEPS

4.1. Every government agency intending to conduct a sectoral statistical survey must notify BPS (sectoral) of the proposed survey implementation plan.

4.2. The organizer of the sectoral statistical survey must follow the recommendations provided by BPS.

4.3. The data resulting from the sectoral statistical survey must be submitted to BPS for the development of the National Statistical System.

5. SURVEY IMPLEMENTATION PLAN

5.1. The plan for conducting the sectoral statistical survey must be submitted to BPS, BPS Province, or BPS Regency/City in the form of a draft that includes:

- a. name of the agency;
- b. title of the survey;
- c. purpose of the survey;
- d. type of data to be collected;
- e. statistical activity area;
- f. statistical methods to be used;
- g. population object and number of respondents; and
- h. time of implementation.

5.2. When submitting the draft to BPS, BPS Province, or BPS Regency/City, the sectoral statistical survey organizer may review/compare the proposed plan with existing statistical references from BPS, BPS Province, or BPS Regency/City. The Notification Form for Sectoral Statistical Surveys and the procedure for filling out the form can be found in Annex 2.

6. NOTIFICATION OF THE DRAFT

6.1. If the statistical activity area covers more than one province, the notification of the draft must be submitted to: Chief Statistician, Attention: Head of the Statistical Presentation and Services Bureau (KaRoyan), Dr. Sutomo 6-8, Jakarta 10710, Fax: (021) 3857046, E-mail: sirusa@mailhost.bps.go.id.

6.2. If the statistical activity area covers only one province or several regencies/cities within a single province, the notification of the draft must be submitted to the Head of BPS Province, Attention: Head of the Statistical Processing, Presentation, and Services Division in the relevant region.

6.3. If the statistical activity area covers only one regency/city, the notification of the draft must be submitted to the Head of BPS Regency/City Office, Attention: Distribution, Regional Accounts, and Statistical Services Section in the relevant region.

- 6.4. For statistical activities conducted by Central Government Agencies in certain regions, the notification of the draft must be submitted to the Chief Statistician, Attention: Head of the Statistical Presentation and Services Bureau by the relevant government agency, with a copy sent to the Head of BPS in the relevant region.

7. ISSUANCE OF RECOMMENDATION

- 7.1. BPS, BPS Province, or BPS Regency/City must review and evaluate the draft of the sectoral statistical survey. The review and evaluation include:
 - a. the survey's purpose;
 - b. the types of data to be collected;
 - c. the statistical activity area;
 - d. the statistical methods to be used;
 - e. the population object and number of respondents; and
 - f. the time of implementation.
- 7.2. The results of the review and evaluation, in the form of a recommendation letter, must be submitted to the relevant government agency no later than 30 (thirty) days after the complete receipt of the notification of the sectoral statistical survey plan. The Sectoral Statistical Survey Recommendation Letter can be seen in Annex 3. For sectoral statistical survey drafts considered "feasible" to implement, the recommendation letter will include a recommendation identity that must be included on the questionnaire used.
- 7.3. Specifically for activities referred to in point 6.4, the BPS recommendation letter must be copied to the BPS Representative in the relevant region.
- 7.4. A copy of the recommendation letter for the implementation of the sectoral statistical survey conducted by Central Government Agencies must be sent to the Head of the National Development Planning Agency and/or the Head of the Regional Development Planning Agency.
- 7.5. Specifically, for the recommendation letter given to the organizer of the sectoral statistical survey conducted by government agencies in the region, a copy must be sent to the Head of the Local Regional Development Planning Agency and/or the Head of the National Development Planning Agency.
- 7.6. If the government agency organizing the sectoral statistical survey notifies the draft via email or similar media, the recommendation letter will be delivered using the same method. If the survey draft is submitted by post, courier, or other means, the recommendation letter will be sent by post or can be collected in person.
- 7.7. The government agency organizing the sectoral statistical survey is required to follow the recommendations issued by BPS.

8. SUBMISSION OF RESULTS

- 8.1. Government agencies conducting sectoral statistical surveys, whose results will be disseminated or utilized by other parties, must submit the results to BPS, accompanied by the completed and finalized Sectoral Statistical Survey Notification Form.
 - 8.2. The results of the sectoral statistical survey data collection that must be submitted to BPS are in the form of publications, either in print media, computer media, or other forms of media.
 - 8.3. The results of the sectoral statistical survey must be submitted to BPS no later than 30 (thirty) days before being disseminated to other parties.
 - 8.4. The address for submitting the results of the sectoral statistical survey is the same as the submission address for the notification of the sectoral statistical survey draft, as outlined in point 6.
9. OTHERS
- The procedures for notifying the draft of the sectoral statistical survey, issuing recommendation letters by BPS, BPS Province, BPS Regency/City, and submitting the survey results to BPS can be seen in Annexes 4, 5, and 6.

CHIEF STATISTICIAN,

[SIGNED]

SUGITO SUWITO, MA
EIN. 340000452

ANNEX II
DECREE OF THE CHIEF STATISTICIAN
OF STATISTICS INDONESIA (BPS)
NUMBER 7 OF 2000
ON
PROCEDURES FOR THE
IMPLEMENTATION OF SECTORAL
STATISTICAL SURVEYS

GUIDELINES FOR COMPLETING THE SECTORAL STATISTICAL SURVEY
NOTIFICATION FORM

Section I. Survey Administrator Identification

- 1.1. Government Agency Conducting the Survey
Enter the full name of the government agency responsible for conducting this survey.

Example:

Research and Development Agency for Labor, Ministry of Manpower of the Republic of Indonesia.

- 1.2. Complete Address of the Surveying Agency
Provide the full address of the government agency conducting the survey, including the telephone number, fax number, and email address.

Example:

Ministry of Manpower of the Republic of Indonesia, Research and Development Agency for Labor, Jl. Letjen Suprpto Kav 51, South Jakarta, District/City: South Jakarta, Province: DKI Jakarta, Tel: 525688, Fax: 021-5345678, Email: manpower@depnaker.go.id

Section II. Survey Contact Person (Responsible Officer)

- 2.1. Survey Responsible Officer
Enter the name, position, telephone number, fax number, and email address of the officer responsible for the survey. This officer will respond to inquiries and provide information regarding the survey.

Example:

Name: Dr. Siti Rahmawati

Position: Head of Labor Statistics Section

Tel: 021-5309876

Fax: 021-5306543

Email: rahmawati@depnaker.go.id

- 2.2. Survey Manager

Enter the name, position, mailing address, telephone number, fax number, and email address of the survey manager.

Example:

Name: Budi Santoso

Position: Survey Manager

Address: Jl. Letjen Suprpto Kav 51, South Jakarta

Tel: 021-5301234

Fax: 021-5305678

Email: budi.santoso@depnaker.go.id

Section III. General Information

3.1. Survey Frequency

Tick 1 if the survey is conducted only once, and tick 2 if the survey is repeated periodically.

3.2. Frequency of Survey Implementation

If the survey is repeated, tick the code corresponding to its frequency:

3.2.1. Code 1: Annually

3.2.2. Code 2: Semi-Annually

3.2.3. Code 3: Quarterly

3.2.4. Code 4: Monthly

3.3. Data Collection Type

Tick 1 if the data collection type for this survey is longitudinal (data is collected at a single point in time, resulting in a snapshot of a phenomenon at a specific moment).

Tick 2 if the data collection is cross-sectional (data is collected at specific times or locations and compares one variable to another).

Tick 3 if the survey uses a combination of longitudinal and cross-sectional data collection methods.

Block IV. Survey Purpose and Collected Variables

4.1. Survey Purpose

Provide a brief and clear description of the purpose of conducting the survey in the space provided.

Example:

To collect data on the demand for skilled/labour professionals in various job types for the short, medium, and long-term within the electronics industry sector.

4.2. Variables Collected in This Survey and Enumeration Period (Reference Time)

Provide the variables to be collected and the reference period for the enumeration.

Example for item 4.2.:

Number, nationality, gender, education, job level, expertise, and age of the workforce in electronics manufacturing companies, with the enumeration period being at the time of enumeration.

Costs related to labor, raw materials, auxiliary materials, rent, and others in electronics manufacturing companies, with the enumeration period being one year ago.

Block V. Data Collection Design

5.1. Data Collection Method

Indicate the method of data collection. Circle code 1 if data is collected from only a portion of the population (sample), and circle code 2 if data is collected from the entire population.

5.2. Survey Area

Indicate the region or area where the survey will be conducted. Circle code 1 if the survey will be conducted across Indonesia, and circle code

2 if the survey will be conducted in selected regions of Indonesia. The term "across Indonesia" means that the survey is conducted in all provinces and covers all districts/cities in Indonesia, but does not necessarily include all sub-districts or villages/kelurahans. If a respondent or unit from a district/city is included in the survey, that district/city is considered covered by the survey.

5.3. If Conducted in Selected Regions of Indonesia, Specify Provide

the names of the provinces and districts/cities that will be included if the survey is conducted in only selected regions of Indonesia. If the survey includes all districts/cities in a province, simply write "all" instead of listing the districts/cities.

5.4. Data Collection Methods

Specify the data collection methods used in this survey. Circle the appropriate code(s) (multiple codes can be circled).

5.5. Research Method

Specify the research method used in this survey (whether it is a Probability Sample, meaning each population element has a non-zero chance of being selected, or a Non-Probability Sample, meaning some population elements have zero chance of selection).

5.6. Method for Non-Probability Samples

If code 2 (Non-Probability Sample) was selected in item 5.5, explain the method used and the sample composition.

Example:

Purposive sampling with 10% upper-class households, 20% middle-class households, and 70% lower-class households.

5.7. Pilot Study

Circle code 1 if a pilot study is conducted, and circle code 2 if it is not. If code 1 is selected, provide a brief explanation of the pilot study, such as the number of respondents, location, frequency, etc.

5.8. Data Collection Officers

Specify the data collection officers for this survey. Circle the appropriate code(s) (multiple codes can be circled).

5.9. Minimum Educational Requirement for Data Collection Officers

Specify the minimum educational qualifications for all data collection officers involved in this survey, including staff, contractors, and others. Circle the appropriate code(s).

5.10. Training for Data Collection Officers

Circle code 1 if the survey officers underwent training before the survey, or circle code 2 if they did not. If "yes," provide a brief description of the training activities.

5.11. Number of Data Collection Officers

Indicate the number of officers involved in the survey, including supervisors and data collectors.

Block VI. Sample Design (Complete only if 5.1 is code 1 and 5.5 is code 1)

6.1. Sample Design Type

Briefly describe the sample design used in the survey. Circle code 1 if the sample design is single-stage, and code 2 if it is multi-stage. If multi-stage, explain, e.g., two-stage, three-stage, etc.

6.2. Sample Frame

Describe the sample frame used, including details for each stage if applicable.

Example:

Single-stage: Directory of Large and Medium Industrial Enterprises in Indonesia, 1998.

Two-stage: Stage I: Census Block List in DKI Jakarta, 1999.

Stage II: Household List within Each Census Block in DKI Jakarta.

6.3. Sample Selection Method

Briefly describe the sample selection method used, such as simple random sampling, stratified sampling, systematic sampling, quota sampling, or synchronized sampling. If using a multi-stage design, explain the selection method for each stage.

6.4. Overall Sampling Fraction

Provide the overall sampling fraction (n/N) for the survey, including for all stages if using a multi-stage design.

6.5. Sample Units

Specify the smallest unit of the sample and the total number of survey samples.

Example:

Sample units are households, with 3000 stratified by income.

Sample units are companies, with 2500.

6.6. Estimated Sampling Error

Provide an estimate of the sampling error for the survey.

6.7. Respondents

Specify the respondents and the number of respondents for this survey. This can be similar to the details in 6.5.

Example:

Survey respondents are individuals from selected households.

Block VII. Data Processing, Estimation, and Analysis

7.1. Data Processing Methods

Specify the procedures and methods used to process the survey data, including editing, coding, and validation. Circle code 1 if "Yes" and code 2 if "No."

7.2. Expected Estimation Level

Circle the appropriate codes for the expected estimation level. Multiple codes can be selected.

7.3. Survey Result Analysis Method

Briefly describe the analysis methods to be used in the survey.

Example:

Regression, logistic regression.

7.4. Publicly Available Data Products

Specify the data products from this survey that will be disseminated to the public. Circle code 1 if "Yes" and code 2 if "No."

Explanation:

Hard Copy Publication: Survey results published in book form.

Soft Copy Publication: Survey results published in computer media (diskette, CD, optical disk).

Macro Data/Raw Data: Survey results available to the public in summary files (aggregates).

Micro Data/Raw Data: Survey results available to the public in individual record form.

7.5. Survey Implementation Schedule

Provide the dates for planning, fieldwork, data processing, presentation, and analysis of the survey.

7.6. Data Availability Date for the Public

Provide the date when the survey results will be publicly available.

This refers to when the results become accessible to the general public.

CHIEF STATISTICIAN,

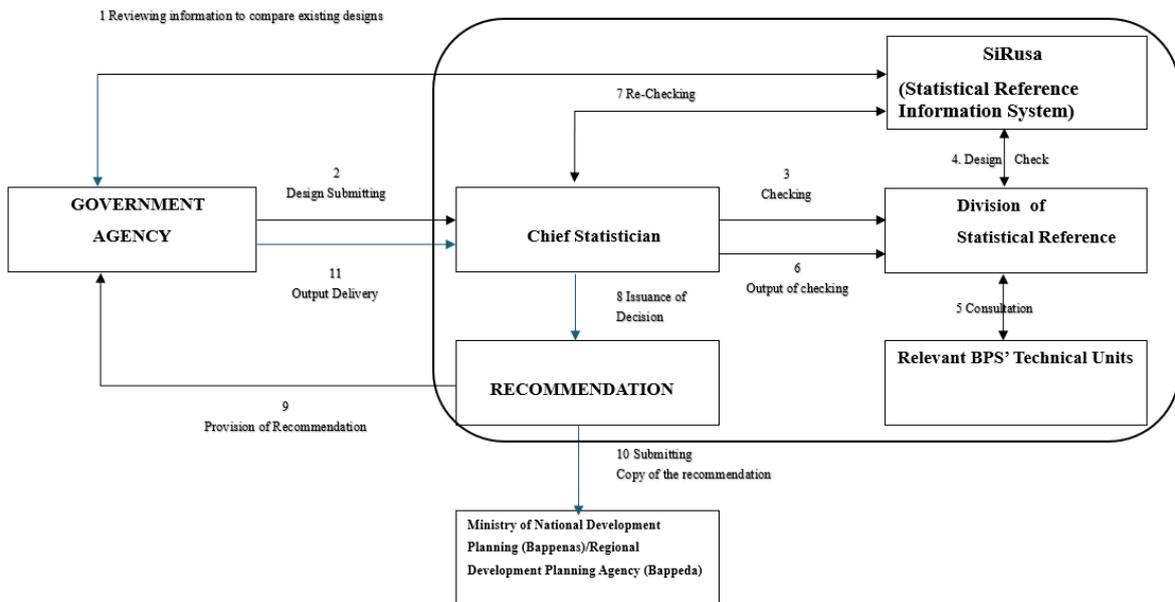
[SIGNED]

SUGITO SUWITO, MA

EIN. 340000452

ANNEX IV
 DECREE OF THE CHIEF STATISTICIAN
 OF STATISTICS INDONESIA (BPS)
 NUMBER 7 OF 2000
 ON
 PROCEDURES FOR THE
 IMPLEMENTATION OF SECTORAL
 STATISTICAL SURVEYS

PROCEDURE FOR NOTIFICATION OF SECTORAL STATISTICAL SURVEY
 PLANS AND ISSUANCE OF RECOMMENDATIONS BY BPS



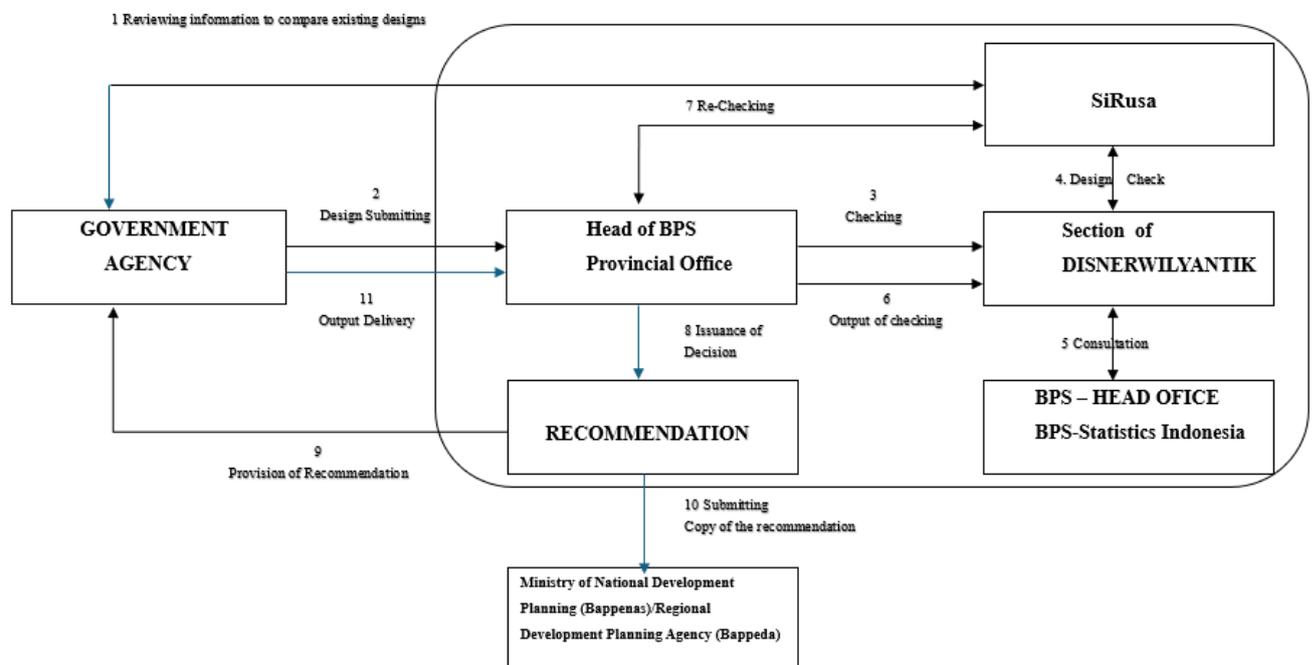
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PROCEDURE FOR NOTIFICATION OF SECTORAL
 STATISTICAL SURVEY PLANS
 AND ISSUANCE OF RECOMMENDATIONS BY BPS PROVINCES



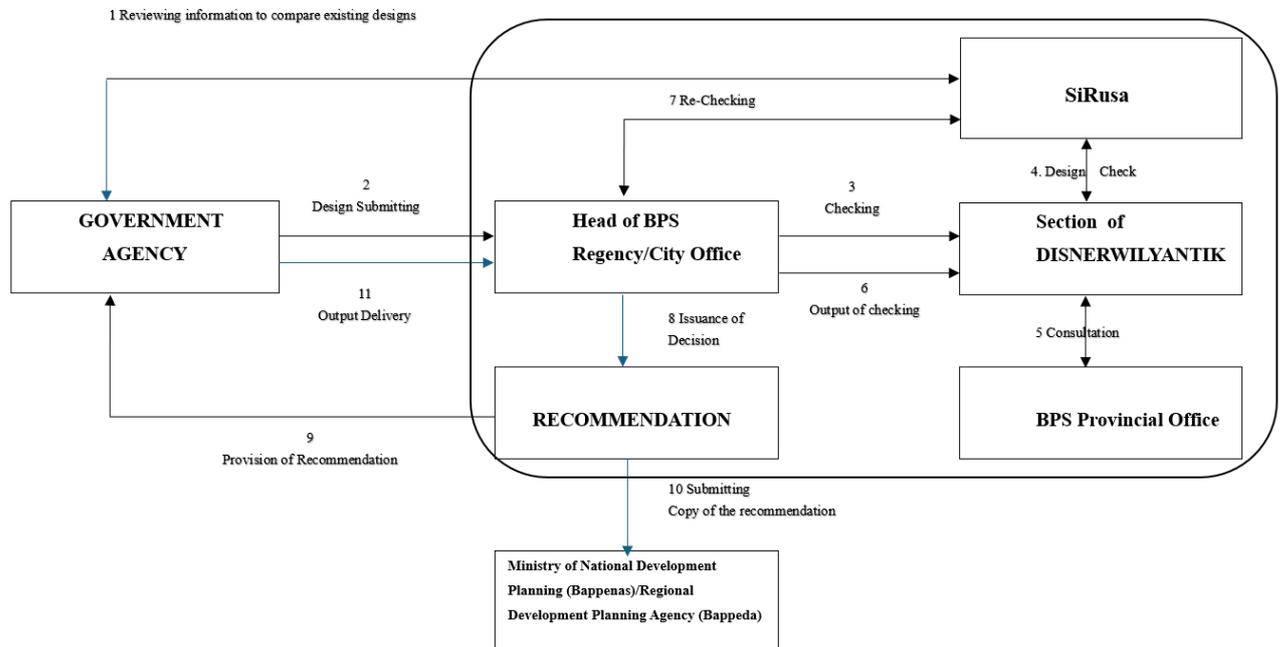
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ANNEX VI
 DECREE OF THE CHIEF STATISTICIAN
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 NUMBER 7 OF 2000
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 IMPLEMENTATION OF SECTORAL
 STATISTICAL SURVEYS

PROCEDURE FOR NOTIFICATION OF SECTORAL
 STATISTICAL SURVEY PLANS
 AND ISSUANCE OF RECOMMENDATIONS BY BPS REGENCIES/CITIES



CHIEF STATISTICIAN,

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