



الهيئة العامة للإحصاء
General Authority for Statistics

Labour Market Statistics Methodology

Q2 - 2020

Contents:

Introduction

First: Scope

Second: Design

Third: Organization

Fourth: Data collection

Fifth: Disaggregation

Sixth: Revision

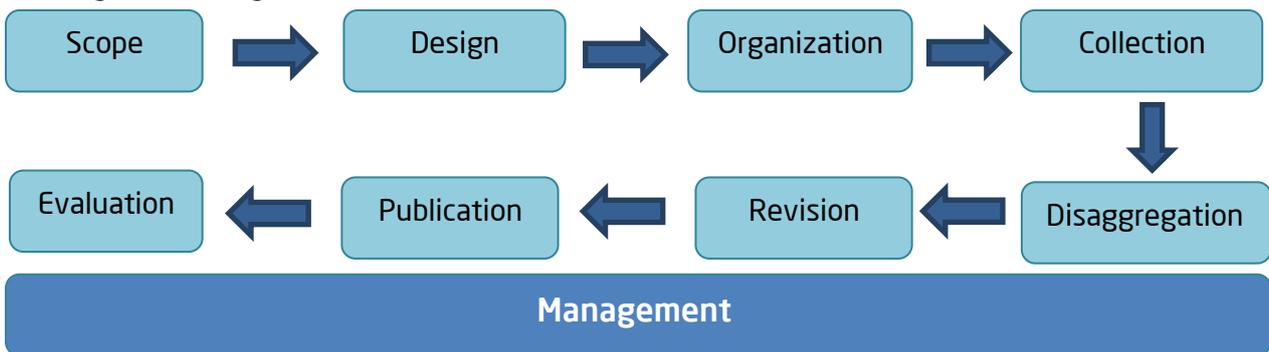
Seventh: Publication

Eighth: Evaluation

Ninth: Management

Introduction:

GASTAT implements all its statistical works in accordance with a unified methodology that compiles with the nature of each statistical product. It relies on the Manual of the Statistical Procedures which conforms with the procedures adopted by the international organizations. The statistical product goes through eight connected stages, in addition to a ninth stage (the comprehensive "management" stage), which are as follows:



The first three stages: (Scope, design, and organization) are collaborative stages between GASTAT and its clients from the different developmental entities. However, the fourth stage (Data collection) is a collaborative stage between GASTAT and the statistical community either households or establishments, in order to complete data and information. On the other hands, the rest of the stages are considered statistical stages carried out by GASTAT, including (Disaggregation, revision, and publication). After that, the eighth stage (Evaluation) is done through collaboration with clients again, whereas the (Management) stage is an administrative and organizational stage the is connected with all stages. These stages have been applied on the labour market statistics as follows:

First stage: The scope:

The first step in the process of producing (Labour Market Statistics). It is also the first collaborative stage between GASTAT and labour market group, which includes (Ministry of Human resources and Social Development, and General Organization for Social Insurances) in addition to the National Information Center, private sector, and the academic sector. Many workshops and meetings have been held between GASTAT and these organizations to understand their needs and requirements as they are considered data providers and users at the same time.

The feedback of these organizations has been taken into consideration to assure the achievement of all Labour Market Statistics' objectives, which can be summarized in:



1. Supporting decision and policy makers, researchers, and those who are interested in getting up-to-date and comprehensive statistics related to the labour market in Saudi Arabia.
2. Empowering the government and private sectors to investigate the labour market changes and get use of them.
3. Providing the academic sectors with the requirements of social and economic studies and research.
4. Providing up-to-date statistics on:
 - Unemployment rate according to many variables.
 - Unemployed individuals and labour force according to many variables.
 - Workers according to many variables.
 - Labour force participation rate and economic dependency rates.
 - Average wages and average working hours.
 - Job seeking method, period of unemployment, and previous work and training experiences.

In this stage, we should make sure that all published statistics contribute in meeting the requirements of Saudi Vision 2030. They also must cover the regional requirements such as the requirements of GCC-STAT, and other international requirements represented in (ILO)

Second stage: The design:

The stage of designing the statistical work as it is considered a whole product. Through this stage, the statistical community is determined, statistical framework, survey sample, and questionnaire are designed, methods and tools of data collection are identified, and sampling units are specified. Clients collaborate in all these procedures to benefit from their feedbacks, so that all requirements can be achieved within the statistical product.

The most important outputs of this stage are:

1.2. Statistical community:

Statistical community of labour market statistics consists of all individuals (Saudis and non-Saudis) who habitually live in Saudi Arabia.

2.2. Statistics sources:

Labour market statistics' data are based on two main sources in order to provide comprehensive information on Saudi labour market. They include statistics from the household telephone survey (Labour Force Survey) which GASTAT conducts quarterly. They also include quarterly data from administrative records of related government entities. Therefore, GASTAT can calculate its indicators

and release them along with the telephone survey' indicators within the Labour Market Statistics Bulletin.

1.2.2. First source of labour market statistics: Labour Force Survey

It is a household survey conducted by GASTAT under the (social statistics) category, where information is collected by making calls to gain feedback via the telephone. The target population is Saudis and non-Saudis as a representative sample of all households in all administrative regions of Saudi Arabia. In addition to completing an electronic questionnaire that includes a number of questions. This survey provides estimates and indicators of population' labour force (15 years and above) who live in Saudi Arabia. Moreover, it includes estimates of population (inside and outside the labour force), and key indicators of labour market such as unemployment rates, labour force participation rate, and others.

2.2.2. Second source of labour market statistics: Administrative records

Recorded and updated data and information of government entities that are related to labour market. These data are resulted from the official electronic registration and documentation operations of these entities. Ministry of Human resources and Social Development, General Organization for Social Insurances, and National Information Center periodically provide GASTAT with their recorded data through the electronic linkage, as these entities are considered key references of workers' data in both public and private sectors.

The following table shows the type of data provided by each entity from the labour market statistics sources:

Data source	Entity	Data and indicators
Household Telephone Survey	GASTAT	Estimates of labour force and unemployed individuals and labour force indicators
Administrative records	Resources Ministry of Human and Social Development	Government sector workers and private sector visas
	General Organization of Social Insurance	Participants on the job who are subject to the laws and regulations of the social insurance in government and private sectors.
	National Information Center	Government sector and individuals' visas, along with the numbers of demotic workers.



3.2. Terminologies and concepts of labour market statistics

2.3.1. Terminologies and concepts of the Labour Force Survey (First source of labour market statistics)

2.3.1.1. Survey' statistical framework

Comprehensive manual of all statistical community units. It based on updating the framework for enumeration areas in 2020.

2.3.1.2. Survey sample

It is a selected sample from the statistical framework in order to conduct Labour Force Survey. This sample includes all household members who share the same dwelling, including domestic workers and the like.

2.3.1.3. Household

It is a person or a group of persons - with or without kinship binding them to one another - who share residence during the enumeration. The household includes:

1. Saudi and non-Saudi nationals who usually live with the household but they were absent while the survey was conducted for being temporarily away (abroad or in the kingdom). For example: businessmen, tourists, people who are travel for medication, and students on scholarship beyond the borders of the kingdom.
2. Individuals who usually live with the household but have been absent while the survey was conducted for taking night shifts, such as guards, physicians, nurses, airport staff and fishers.
3. Domestic workers such as servants, drivers and the like who living with the same household.

2.3.1.4. Head of household

It refers to the person regarded by the household members as its chief member. Usually, s/he is responsible for undertaking the responsibility of the household and his/her age must not be under (15) years old. If the household consists of children and their mother, and they are cared for by a relative who does not live with them, such a relative shall not be deemed as the head of the household, nor shall s/he be recorded as one of its members, since s/he shall be recorded with his/her own household. In this case, the mother shall be deemed as the head of the household.

2.3.1.5. Main occupation

The main type of occupation practiced by the employee during the reference time

2.3.1.6. Economic activity

All activities performed or services provided by the establishment in return for consideration. Sometimes, the establishment gets nothing in return, such as charities that are financed by donations.

2.3.1.7. Population (outside the labour force):

Population (15 years and above) who are not classified under the labour forces (unemployed) because they do not work, do not seek a job, are unable to work, or are not ready to work during the survey reference period. For example: students, housewives, pensioners who do not work, individuals who are unable to work, individuals who do not want to work and those who do not seek any job for other reasons.

2.3.1.8. Population (labour force)

Individuals (15 years and above) who collaborate or even ready to collaborate in the production of commodities and services during the period of the survey time reference. They include the employed and unemployed population.

2.3.1.9. Unemployed individuals

Individuals (15 years and above) who were:

1. Without a job in the week preceding the telephone survey.
2. Seriously looking for work during the four weeks preceding the telephone survey (and have followed at least one method to look for a job). This category also includes those who did not search for work because they were waiting to start an already agreed job or because they want to set up their own business since.
3. People who were able to work and ready to join whenever necessary during the week preceding the telephone survey or the next two weeks.

2.3.1.10. Previously trained unemployed individuals

Unemployed individuals (15 years and above) who have taken a training course during the time reference (the last 12 months before the survey).

2.3.1.11. Unemployed individuals who have been working

Unemployed individuals (15 years and above) who had been working then left their jobs for any reason, and during the time reference were: unemployed, seriously seeking a job and ready to get one if any available.

2.3.1.12. Type of sector

A sector is the entity for which the employed person has been working according to the estimates of the labour survey; it is divided into:

1. **Government sector:** All government bodies such as, ministries, administrations, agencies, municipalities, schools, universities, institutes, government hospitals, military sectors, general authorities (such as GASTAT and the Saudi Food & Drug Authority (SFDA)), government banks (such as Saudi Credit Bank and Saudi Arabian Agricultural Bank), as well as development funds. In addition, it includes the establishments that provide goods or services which their capital is owned and supervised by the state such as (Saudi Airlines and Saudi Railways Organization).
2. **Private establishments Sector:** Establishments which produce goods or services with fixed location and legal personality and are owned by one or a group of individuals such as (private companies, malls, private schools and hospitals, as well as commercial banks).
3. **Self- employed individuals:** Individuals who provide goods and services personally or in cooperation with a group of individuals outside the establishment. They do not have a fixed location such as street vendors, and individuals who deliver goods personally, as they do not belong to private companies.
4. **Family sector:** Includes productive households who work at home for a wage or (money or in-kind) profit.
5. **Non-Profit Organizations Sector:** non-governmental and nonprofit organizations and authorities that provide the community with goods or services for free or at a nominal price, such as charities and vocational authorities.

6. **Domestic Workers Sector:** Individuals who provide a household with services for a salary and live with it, such as the female domestic worker, driver, gardener, and building guard who lives with in the household.
7. **Sector of regional and international organizations and institutions.**
8. **Other unclassified sectors.**

2.3.1.13. Indicators' definitions:

Indicator	Definition
Unemployment rate	An indicator that measures the participation of the working-age population (15+) in the labour force as unemployed individuals. It is the ratio of the unemployed individuals. to the labour force.
Labour Force Participation rate	An indicator that measures the participation of the working-age population (+15) in the labour force (as either employed or unemployed individuals). It is the ratio of the labour force to the population (15+).
Employment rate	An indicator that measures the participation of the working-age population (15+) in the labour force as employed individuals. It is the ratio of the employed individuals to labour force.
Average weekly working hours	An indicator that measures the average weekly working hours of employed individuals (15+). It is the total number of working hours to the total number of employed individuals.
Average monthly wage per salaried employees	An indicator that measures the average monthly salary of the employed individuals with paid jobs (15 +). It is the total salary to total salaried employees.

GASTAT has relied on the approved formulas of the UN international standards that are compiled with the international labor organization ILO. The indicators are calculated as follows:

Indicator	Calculation formula
Labour force	= (number of employed individuals+ number of unemployed individuals)
Unemployment rate	= (number of unemployed individuals ÷ total labour force) X 100
Unemployment rate for males	= (Number of unemployed males ÷ total male labour force) X 100
Unemployment rate for females	= (number of unemployed females ÷ total female labour force of) x 100
Employment rate	= (number of employed individuals ÷ total labour force) x 100
Employment rate for males	= (number of employed males ÷ total male labour force) x 100
Employment rate for females	= (number of employed females ÷ total female labour force) x 100
Economic dependency rate	=Population of dependency age (population below 15 years + population over 65 years and do not work) ÷ total population of the age group (15 to 64) x 100
Labour force participation rate	= (total labour force ÷ total population of working- age (15+) x 100
Labour force participation rate for males	=(total male labour force ÷ total male population of working-age (15 +) x100
Labour force participation rate for females	=(total female labour force ÷ total female population of working-age (15 +) x100



Based on the international standards that Saudi Arabia is committed to, and applied to the G-20 countries:

- Indicators of labour force participation rate, employment rate, unemployment rate, average weekly working hours, and average monthly wages of employees are all based on the estimates of (the Labour Force Survey), which is a telephone survey conducted by GASTAT by making phone calls with concerned households to complete the survey's questionnaire.
- Data of workers from administrative records have several indicators for labour market, but they are not used statistically to measure employment, unemployment, or labor force participation rate.
- Commitment to these standards will facilitate international comparisons between countries in labour market indicators.

2.3.2 Concepts related to administrative records available at government agencies (the second source of labour market statistics):

2.3.2.1. Workers (based on the administrative records):

All working individuals who are subjected to approved regulations and laws from the regulatory entities of labour market and are registered in the administrative records. On the other hand, workers can be classified in the administrative records based on the regulations and laws they are subjected to as follows:

- Saudi workers subjected to the laws and regulations of the civil services and working at all governmental institutions and bodies, in other words, workers who hold jobs that are considered within the general budget of the country, also subjected to the civil retirement system (males or females) employees. In addition to non-Saudis contractors who fill these positions in accordance the regulations of non-Saudis employment.
- Participants who are on the job and are subject to the laws and regulations of the social insurance system as well as labour law, including Saudis and non-Saudis.
- Domestic workers: non-Saudis workers from both genders who work in houses, including servants, cleaners, cooks, waiters, drivers, guards, nurses, and private teachers.

Data of workers in labour market statistics, which were derived from administrative records, do not include the following category:

1. Workers of military and security sectors.
2. Workers who are not registered in the civil service and social insurance records, which include:
 - Saudis working for their own businesses and are not subjected to the labour regulations, also, not registered in social insurance, such as: those who work in delivery services via applications.
 - Saudi employers who work in establishments and are not registered in the social insurance.
 - Non-Saudi staff working in foreign international, political or military missions.
3. Non-Saudi employees who come to the Kingdom for work that normally takes less than three months to be completed.

2.4. Used statistical classifications:

Classification is identified as an organized group of related categories that are used to collect data according to similarity. Classification is the base for data collection and dissemination in various



statistical fields, such as: (economic activity, products, expenses, occupations or health.... etc). Classifying data and information helps to put them in meaningful categories to produce useful statistics. Data collection requires an accurate organization based on their common features to create reliable and comparable statistics. On the other hand, labour market statistics are based on the international standards of data collection and classification and rely on the following classifications:

2.4.1. The National Classification of the Economic Activities:

It is a statistical classification based on ISIC4 which is the reference of the productive activities. This classification was used in the Labour Force Survey to identify the main economic activities of the establishment where an individual works. Economic activity can be defined as (all the practiced activities or works and services provided by the establishment that makes a financial return, sometimes the establishment does not gain any financial return from its works as in charity institutions that rely on donations).

2.4.2. Saudi classification of professions:

It is a statistical classification based on ISCO that provides a system to classify and collect professions' information where they can be obtained by statistical surveys and census. This classification is used in the Labour Force Survey in order to classify employees based on their professions.

2.4.3. Saudi classification for majors and educational levels:

It is a statistical classification based on ISCED, which is the reference for organizing educational programs and related qualifications based on the education levels and fields. It covers all the educational programs, levels and methods of learning as well as all the educational stages from kindergarten until higher education. This classification is used in the Labour Force Survey to classify individuals 15 years and above according to their majors and education levels.

2.4.4. National guide for countries and nationalities:

It is an international and unified classification which covers countries and their affiliated territories based on ISO (country code 3166). The classification gives codes to countries and their affiliated territories. Using these codes and numbers instead of the country name is more beneficial for statistical purposes in which it saves time and avoids any errors. This classification is used in the Labor Force Survey to classify Saudi or non-Saudi individuals.



2.5. Questionnaire design:

It is a questionnaire in which its data is collected based on telephone interview method (first source of Labour Market statistics): the survey’s questionnaire was prepared and designed by labour force survey specialists in the General Authority for Statistics (GASTAT). When designing the questionnaire, the international recommendations and standards issued by the International Labor Organization (ILO) in the field of labour force surveys were taken into consideration. The questionnaire was presented to the ILO experts during their visit to GASTAT and to relevant bodies as well to consider their feedback and observations. The questions were formed in a specified and unified way between researchers.

The questionnaire was divided into five sections based on the topic to increase its efficiency in achieving the technical specifications of data collection stage

Telephone call Result	Job search and availability to work (unemployed individuals 15 years and over)	Economic data of individuals (15 years and over)	Characteristics of household individuals (all household individuals)	Metadata
-----------------------	--	--	--	----------

A temporary section has been added to study the impacts of COVID-19 on workers

Examples of what was included in the labor force survey form

Name of the individual, gender, relationship with the head of the household, nationality, age, marital status, educational status, specialization for holders of secondary education and above, workers and absentees during the previous week, job seekers, method of job seeking, reasons of not looking for a job, duration of job seeking, the availability of work, the reasons of work unavailability, type of training, duration of the training, the sponsor, previous work experience, reasons for leaving the previous job, occupation, name of the employer, type of sector, economic activity, monthly net per employed capita, pension system of employed Saudis, number of main working hours and the other working hours during the reference week, if the individual has another work in addition to his main work, and work contract.

The full questionnaire can be viewed and downloaded via the official website of GASTAT https://www.stats.gov.sa/sites/default/files/file_manger/LFS%20questionnaire_%20COVID-19_2020%20Q2_EN1.pdf



2.6. Identifying required data from administrative records:

The administrative records data (the second source of the labour market statistics): GASTAT has completed the data of the labour market automatically from government entities. The data includes the main data of employees, and work visas, as follows:

1. Data from the Ministry of Human resources and Social Development: Including data on employees subjected to Civil Service regulations and policies according to a number of variables and data of work visas for the private sector.
2. Data from GOSI: Including data related to participants on the job who are subject to the laws and regulations of the social insurance according to a number of variables.
3. Data from the National Information Center: Data related to work visas for government sector, individuals, and the number of domestic workers.

2.7. Coverage:

2.7.1. Spatial coverage:

The labour market statistics cover the statistics related to the labour market across all administrative regions in Saudi Arabia, which are 13 regions. The Labour Force Survey (the first source of the labour market statistics) covers the following regions: (Riyadh, Makkah, Madinah, Qassim, Eastern Region, Asir, Tabuk, Hail, Northern Borders, Jazan, Najran, Al-Baha and Al-Jouf). This is done by making phone calls with a sample of households of each region chosen by a scientific method to be a representative sample of Saudi Arabia's households. However, the administrative records data (the second source of the labour market statistics) include the entire Saudi Arabia's population whose data is documented in the records of relevant government entities.

2.7.2. Temporal coverage:

The labour force survey data (the first source of the labour market statistics) is based on the number of household members, their demographic, social and economic characteristics, as follows:

1. Data on the number of household members and their demographic characteristics is based on the date of the telephone survey.
2. Data of employees is based on the seven days prior to the telephone survey.

3. Data of job seekers is based on the four weeks prior to the telephone survey, which means the last full four weeks preceding the call (from Sunday of the first week to the Saturday of the last week).
4. Data of employment availability is based on the seven days prior to the telephone survey, or the following two weeks (the two weeks following the date of making phone calls with the household, from Sunday of the first week to Saturday of the second week).
5. Data of enrollment in training programs is based on the seven days prior to the telephone survey for young people aged (15-24 years).
6. Data on receiving training programs is based on the previous 12 months (the last twelve months prior to the survey month).

However, the data from administrative records (the second source of the labor market statistics) is based on the last day of the Gregorian quarter of each year.

2.8. Labour Force Survey Statistical framework:

- The updated framework was used for enumeration areas in 2020
- The lists and analytical specifications of the units have been developed to select the data providers (households).
- The required metadata has been identified in order to create the statistical framework and the testing framework, and verify its validity and use for the current survey cycle.

2.9. Sample Design:

- The survey community is divided into non-overlapping parts characterized by relative homogeneity in their units. Each part is a layer and each layer is treated as an independent community.
- A random sample is drawn from each layer independently. In the end, all the withdrawn sampling units are integrated to form the total sample.
- The sampling units from the statistical frameworks that are designed to cover the targeted statistical community is selected. The selection included two stages; firstly, the primary sampling units are selected, including the enumeration areas resulting from the

process of buildings and real-estate units coding and enumeration. (1334) enumeration areas were selected out of (36198) which are distributed across all levels in the administrative regions of the Kingdom by using the method that is suitable with the size by weighting the Saudi households' number. In the second stage, the final sampling units were randomly drawn from the statistical areas, which are the households in the enumeration areas that were chosen in the first stage using the regular random sample. (25) households were chosen from each enumeration area, totaling (33350) households at the level of Saudi Arabia.

- The optimal methodology to select the sampling units is prepared in order to provide satisfying outputs, with the quality required and the minimum efforts of data providers, by using known statistical methods such as the rotation and interference control methods.
- The required metadata to apply the statistical framework and select the sample is identified.
- The sample is tested and evaluated, and its validity and use for the current survey cycle is verified.

Sample units in the Labour Force Survey:

The primary sample unit is the enumeration areas, which are the sample units that were taken in the first stage from the sample design. The (households) are the secondary and final sample units, which are sample units that were taken in the second stage of the sample design. Each secondary sample unit is considered a part of the primary sample unit.

Third stage: Organization:

It is the last stage of the preparation that precedes the process of the telephone survey and data collection. The work procedures required for the preparation of the labour market statistics have been prepared in this stage. It will begin from the next stage "collection stage" and will end with the "assessment stage". In addition, the procedures are organized and collected and their appropriate order is determined in order to reach a methodology that achieves the objectives of the labour market statistics. At this stage, the procedures that were done in the preparation of the previous



version of the labour market statistics were reviewed to develop the work procedures in this version. These procedures were also described and documented to facilitate the updates in the future cycles. Furthermore, the statistical work procedures were tested to ensure that they meet the requirements of the preparation of the labour market statistics in its final form. Then, the procedures of the statistical work are approved, and the road map of the implementation is developed.

Fourth Stage: Collection:

4.1. Labour Force Survey data collection (the first source of the labour market statistics):

First: The sample is selected by identifying (33350) households as a chosen sample to represent the survey community at the level of Saudi Arabia, distributed according to the administrative regions as follows:

Administrative Region	Number of Households	Administrative Region	Number of Households	Administrative Region	Number of Households
Riyadh	5175	Asir	2250	Najran	1600
Makkah	6050	Tabuk	1825	Al-Baha	1500
Medina	2300	Hail	1625	Al-Jouf	1650
Qassim	1650	Northern Borders	1750	Eastern Region	4200
Jazan	1775				

Second: Candidates working as researchers, who made phone calls with the households to collect data, were selected according to a number of practical and objective criteria related to the nature of work, such as:

- Education level.
- Experience in labour force survey.
- Personal qualities, such as good conduct, medical and psychological fitness with no sensory disability.
- The candidate must pass the training program of the labour force survey.
- Not less than 20 years old.

Third: All candidates were well trained to completely gather the survey data, as follows:

- Researchers were introduced to the instruction manual, survey's objectives, data collection method, and questionnaire questions.
- Researchers were practically trained on how to complete the survey electronic questionnaire.

The performance of the researchers was also assessed during the training, before starting telephone survey and data collection processes.

The training programs offered to the researchers in charge of collecting the Labour Force Survey data include practical and hands-on lectures on technical, technological, administrative and awareness materials used in the data collection process. The researchers are also introduced to the objectives of the survey and method of data collection. The training programs also include a detailed explanation of all questions of the questionnaire, technical and administrative tasks, communication skills and how to ask questions in a short time.

Fourth: the method of direct contact with the household was adopted when completing the survey questionnaire and collecting data. The considered research made a phone call with the head of the household, introduced himself, explained the purpose of the phone call and provided an overview of the survey and its objectives. The required data is then completed directly using labour force survey questionnaire, based on the specified time reference to directly download and transfer the completed data to the database for processing.

Fifth: All researchers used tablets to complete survey questionnaire data based on the time reference specified according to the number of household members and their demographic, social and economic characteristics.

Sixth: Household data are directly uploaded and transferred to the database associated with it at the headquarters of GASTAT, where it is stored in a specific format for subsequent review and processing.

Seventh: (Auditing rules) are applied to ensure the consistency and accuracy of the data. This is done through an (electronic bases that detect the discrepancy of answers). These bases were built by linking the logical relationship between the answers of the questionnaire and its variables to help the researcher to directly detect any error when completing the data with the household. These bases will not allow the passing of errors if the answer conflicts with another information or answer in the questionnaire.

Eighth: The data collected is verified by the researcher, his inspector and his supervisor. The data collection is reviewed by the data quality team at GASTAT. The team controls and monitors the performance of all working groups in conjunction with the time of data collection process starting from the first day to the last day.

4.2. Access to data from administrative records (second source of labour market statistics):

GASTAT has coordinated with the government entities concerned with the labour market to obtain data on labour market statistics. Such data includes data of workers, and number of visas issued based on data of administrative records. These data is preserved in the databases of the Authority, and is audited and reviewed according to the scientific statistical method and quality criteria in coordination with the source of the data.

Fifth Stage: Disaggregation:

During this stage, raw data are disaggregated based on the classification and coding inputs completed during the data collection process, according to the Saudi Vocational Classification based on The International Classification, National Classification of Economic Activities, National Manual of Countries and Nationalities based on International Manual, and Majors and Education Levels Manual based on (ISCED). During disaggregation process, other classifications and coding are also used, such as: data distribution at administrative regions level, qualitative and descriptive classification in terms of gender determination, individual's marital status, or quantitative classification such as income groups.

Specialists of Labour Force Statistics Department have processed and analyzed data in this stage, based on the following measures:

- Sort and arrange data in groups or different categories in a serial order.
- Summarize detailed data into main points or main data.
- Link between many parts of data and make them connected.
- Process incomplete or missing data.
- Process illogical data.
- Convert data into statistically significant data.
- Organize, display and interpret data.

Data were displayed in appropriate tables to facilitate its summarization, comprehension, and results extraction. Also, to compare data with other data and to extract statistical meanings for the study

community. It is also easier to check tables without the need to check the original questionnaire, which usually includes data like: names and addresses of individuals, and names of data providers, which violates data confidentiality of statistical data.

“Anonymity of data” is one of the most important procedures. To keep data confidential, GASTAT removed personal data such as: name and address of the head of the household and other personal data to maintain individuals’ privacy.

Sixth Stage: Revision:

First: Data Outputs Validation:

In addition to the data processing and tabulation in the fifth stage to check their accuracy, all the outputs are stored and uploaded to the database after being calculated by GASTAT to be reviewed and processed by specialists in labour force statistics through modern technologies and software designed for this purpose .

Second: Dealing with confidential data:

According to the Royal Decree No. 23 dated 07-12-1397, data must always be kept confidential, and must be used by GASTAT only for statistical purposes. Therefore, the data are protected in the data servers of the Authority.

Under no circumstances can that be allowed to disclose about any data of the households or their members. It is worth mentioning that the publications are statistical tables at the level of Saudi Arabia and its administrative regions and main cities by demographic characteristics.

Seventh Stage: Publication:

Firstly: Preparation and Process of the Results Designed for Publishing:

During this stage, GASTAT downloaded the data’s results from the database of surveys of labour force. It also organized and reviewed the data of administrative records included in the Labour Market Statistics Bulletin. Then, the publication tables and graphs of data and indicators, metadata, and methodology were prepared and processed to be prepared in both languages English and Arabic.

Secondly: Preparing Media Kit and Announcing Publication Date:

The publication date of the bulletin is already set up by GASTAT on its official website at the beginning of the Calendar year. During this period, GASTAT prepares the media kits to announce the date of releasing the bulletin through media in addition to its various platforms in social networking sites. The bulletin will be published firstly on GASTAT's official website in different formats, such as open data in Excel format to be easily reached for all clients and those who are interested in the labour market in general. It will be uploaded on the website's statistics library as well.

GASTAT uses the Special Data Dissemination Standard (SDDS) issued by the International Monetary Fund. According to this Standard, all statistics agencies are required to publish data on employment, unemployment, and wages on a quarterly basis, and with a delay of not more than one quarter (90 days) after the end of the reference quarter. If the data are from different source, they may be published in a different frequency.

Thirdly: Communicating with clients and providing them with the bulletin's results

One of GASTAT's objectives is to better meet its clients' needs, so it immediately provides them with the bulletin's results once the Labour Market Statistics Bulletin is published. It also receives questions and inquiries of the clients about the Bulletin and its results through various communication channels, such as:

- GASTAT's official website www.stats.gov.sa
- GASTAT's official e-mail address info@stats.gov.sa
- Client Support's e-mail address cs@stats.gov.sa
- Official visits to GASTAT's official head office in Riyadh or one of its branches in Saudi Arabia.
- Official letters.
- Statistical telephone (920020081)

Eighth Stage: Assessment:

All GASTAT's clients who used the results of the Bulletin will be contacted again in order to assess the entire statistical process. This is done for improvement purposes in order to obtain high-quality data. The improvements include: methodologies, procedures and systems, statisticians' skill level, as

well as statistical work frameworks. The participatory stage is carried out with the data users and Authority's clients according to the following steps:

Firstly: Collection of Measurable Assessment Inputs

The most important comments and notes are collected and documented from their sources in different stages, for example comments and notes given by data collectors and their supervisors. Also, notes written by specialists responsible for reviewing, auditing, and analyzing data gathered from telephone survey or administrative records. Finally, comments and notes collected and documented by data users after publishing the Bulletin, or social media comments and clients' feedback that are sent to the Authority through its main channels.

Secondly: Assessment

The assessment is done by analyzing collected evaluation inputs, and comparing the results of this analysis with the ones expected previously. Therefore, a number of possible improvements and solutions are identified and discussed with specialists, experts, and concerned partners of labour market community. During this step, clients' performances and satisfaction levels of using the results of labour market statistics are measured. It is worth mentioning that based on these procedures, the recommendations for obtaining high quality data for the next labour market statistics are agreed upon.

Ninth Stage: Management:

It is a comprehensive stage required to carry out each phase of the labour market statistics production. During this stage, the plan of production is developed, which includes the feasibility study, risk management, financing methods, in addition to expenditure mechanisms. The plan also covers the development of performance indicators, quality criteria, and manpower map required for production. Through this plan, the implementation process of the tasks assigned to different departments at each stage will be followed up and reported to ensure that GASTAT meets its clients' requirements.

