



Palestinian National Authority
Palestinian Central Bureau of Statistics

Governance Survey- Public officials, 2010

User Guide

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Concepts and Definitions

Age:

The completed age in years of the person enumerated, which is the difference between the date of birth and the survey reference period.

Marital Status

The status of those 12 years old and over in terms of marriage traditions and laws in the country. May be one of the following cases:

- **Never married:** It applies if the person aged 12 years and over has not been married or legally engaged (according to customs and traditions applicable in the country).
- **Legally engaged:** It applies if the person aged 12 years and over has an official marriage document (issued by a competent court) but has not been actually married yet according to customs and traditions applicable in the country. The divorced, widowed, and married twice do not belong to this category. This category does not include individual male who is currently married and got engaged for the second time because he is classified as married.
- **Married:** It applies if the person aged 12 years and over is actually and officially married (according to customs and traditions applicable in the country) irrespective of his / her past marital status as well as of whether the couple were together during the reference period or not. The person married to more than one wife is classified as married.
- **Divorced:** The person aged 12 years and over who previously married and legally divorced but was not married again.
- **Widowed:** The married person aged 12 years and over whose marriage was ended by the death of the spouse and was not married again.
- **Separated:** The individual 12 years old and over who was married, but his/her marriage was revoked for some reason without any legal or official registration, and he/she did not marry again.

Educational Attainment:

It refers to the highest successfully completed educational attainment level. The educational level for persons aged 10 years and over .

Year of graduation of highest degree

It refers to the year in which the person obtained his/her highest formal educational as in the previous question.

Governance:

Governance expresses the practice of a political authority, and the administration of such authority of the society's affairs and resources as well as its socioeconomic development. Governance is a larger concept compared with government since it embodies the operations of the unofficial institutions, the civil society organizations, and the private sector in addition to the operations of the official state agencies including the executive, legislative, and judicial authorities as well as the public administration. The concept of governance also reflects the political, economic, and social practices of the authorities in running public affairs at all centralized and decentralized levels, i.e. the national, regional, and local levels.

Corruption:

To break a law or the regulations based on such law or to violate the general policies approved by the public servant for own or other people benefits or to consciously abuse the absence of the law for such benefits.

It is also the work resulted from the misuse or exploitation of public office to serve private purposes or obtain personal material or moral benefits.

Bribery:

To obtain money or other benefits for the implementation of an action or to refrain from implementing it in violation of accepted practices.

Favoritism:

Any work implemented on behalf of an individual or an entity to which the person is affiliated such as a party or a family or a region,... etc., without deserving it.

Nepotism:

Any preference in the service of one party over another without any right for the purpose of obtaining certain interests.

Wasta:

Intervene on behalf of an individual or group without complying with work practices and necessary competence, such as the appointment of a person in a specific post for reasons of kinship or party affiliation despite the fact he/she is incompetent or does not deserve it.

Looting of public funds:

Obtaining state funds and dispose it unlawfully under various names.

Government public sector:

Includes all institutions of the three branches: legislative, judicial and executive.

Non-government organizations:

An independent entity established by agreement of at least seven persons to achieve legal purposes of public concern, without aiming to gain financial profits to be shared among them or for personal gain.

Private sector:

Includes all institutions owned by individual/s or part of an organization and its propose is for profit in most cases.

Conflict of interest:

Is a situation where an employment position or public office is exploited for giving priority or probable priority to favor special interests at the expense of public interest.

Survey Questionnaire

The survey questionnaire on Governance is the main instrument for data collection, and thus its design took into consideration the standard technical specifications to facilitate the collection, processing and analysis of data.

The questionnaire covers the following items:

1. Obtaining data about the social background (sex, social status, religion, residency status, years of study, profession, etc.)
2. General Perceptions of standard of living
3. Decision-Making process
4. Personnel management: Policies /guidelines / regulations
5. Budget Administration
6. Services Provided
7. Reporting corruption

Data Set Linkage

The data set to users consists of one primary files

Target Population

All employees in managerial positions in the ministries of the PNA in the West Bank during the survey's reference period. The target population did not include Jerusalem J1 and data collection was not possible in the Gaza Strip.

Sampling Frame

Listing of the number of employees of the PNA distributed by ministries in the West Bank.

Sample Design:

The sample is stratified clustered systematic random sample. The design is comprised of these phases:

1. Ministries and public agencies (33)
2. Grade: Includes head of division, Department director (B, C, D), Director General (A, A1)
3. Sex (male, female)

Sample Size

The sample size of the survey was estimated to about 864 employee in the West Bank.

Target cluster size:

All employees in managerial positions in the ministries of the PNA in the West Bank during the survey's reference period.

Weighting

Weights has been calculated to represent the whole population through the survey sample.

Calculation of Variances

It is very important to calculate standard errors for the main survey estimates, so that the user can identify the accuracy of estimates and the survey reliability. Errors of the survey are of two kinds: statistical errors, and non-statistical errors. Non-statistical errors are related to the procedures of statistical work at different stages, such as the failure to explain questions in the questionnaire, unwillingness or inability to provide correct responses, low statistical coverage, etc. These errors depend on the nature of the work, training, supervision, and conducting of all the various related activities.

The work team spared no effort at the different stages to minimize non-statistical errors; however, it is difficult to estimate numerically such errors due to absence of technical computation methods based on theoretical principles to tackle them.

On the other hand, statistical errors can be measured. Frequently they are measured by the standard error, which is the positive square root of the variance. The variance of this survey has been computed by using SPSS package

Data Collection

PCBS conducted the third round of the Governance Survey 2010: data collection was conducted during (23/03/2010 –20/04/2010).

6 teams of interviewers in the West Bank carried out the data collection. Fieldwork teams were distributed to different districts according to sample allocation.

All field staff received a training session combining general theoretical and practical components. Interviewers, supervisors and editors for the survey were selected from those who worked on the Labour Force Survey. Fieldwork procedures and organization were designed to ensure adequate supervision and the collection of high quality data. To this end, several quality control measures were used through out fieldwork.

Response Rate

The study is based on a random sample of 864, response rate was 100% in the Palestinian Territory.

Data Processing

Both data entry and tabulation were completed by using the ACCESS and SPSS software programs. Data entry was organized into two files, corresponding to the main parts of the questionnaire. Data entry template was designed to reflect an exact image of the questionnaire, and included various electronic checks: logical check, range checks, consistency checks and cross-validation.

Data Quality

1. Statistical Errors:

Sampling rather than comprehensive enumeration has been used to collect data in this survey. Therefore it is liable to two types of errors affecting the quality of survey data, sampling (statistical errors) and non-sampling errors (non-statistical errors). Statistical errors mean the errors resulting from sample designing and this is computed simply. Variance and effect of sample design has been computed for the Palestinian Territory, the West Bank and Gaza Strip.

2. Non-Statistical Errors:

Non-statistical errors, on the other hand, could not be determined easily, due to the diversity of sources from which they may arise, e.g., the interviewer, respondent, editor, coder, and data entry operator.

However, several measures were adopted to minimize the effects of non-statistical errors on the data. To avoid errors and reducing their effects, the interviewers, editors, and coders have exercised intensive training course, and were provided with fieldwork manuals to resort to when facing any problem.

To have a fair idea on the situation and limiting obstacles, there has been continuous contact with supervisors and editors through regular visits to the regional offices and regular meetings. Also problems faced by interviewers has been discussed to clarify any issues they have faced.

Also data entry staff were trained on an entry program that was examined for the questionnaires received during the training, The data entry program was programmed in a way that allows error detection and correction, particularly logical errors that might not be discovered before data entry. Consistency check was applied to assure accuracy after data entry.

3. Data Quality:

That data of this survey is of a high quality.