Johns Hopkins/United Nations NPI Handbook Project

Key Tasks in NPI Handbook Implementation*

Task

1. **Build a statistical register of NPIs**
   
   a. Examine legal forms of organizations to identify types of organizations that meet the *Handbook* definition of a “nonprofit institution”.
   
   b. Compile a list of organizations registered under the applicable laws to form a provisional register of NPIs.
   
   c. Obtain lists of NPI service providers or membership organizations from government ministries responsible for fields in which NPIs are active, eliminate duplicates, and add remaining organizations to provisional register.
   
   d. Obtain membership lists from umbrella groups and other associations of NPIs, eliminate duplicates, and add remaining organizations to provisional register.
   
   e. Assign ICNPO codes, preliminary industry (ISIC or equivalent) codes, and preliminary institutional sector designations as required by SNA 1993 to organizations in the provisional register, retaining as well a designation of them as NPIs for the NPI satellite account.
   
   f. Compare the NPI provisional register with the standard business register, substituting classification information (ISIC, sector) from the standard business register for the preliminary designations in the provisional register, and identifying those organizations in the provisional register that are not included in the standard business register.
   
   g. For organizations in the provisional register that are market producers according to SNA 1993 conventions, investigate the degree of independence and mark for elimination from the NPI register those controlled by another institutional unit.
   
   h. For organizations in the provisional register that are identified as governmental units in the standard business register or are primarily financed by government, investigate the degree of independence and mark for elimination from the NPI register those controlled by public authorities.
   
   i. Establish a procedure for monitoring additions to and departures from the NPI register once it is established.
   
   j. In the event that no adequate registration system exists from which to form a valid registry, conduct hypernetwork sampling and surveying, as described in Chapter 5 of *Handbook*.

2. **Compile data on NPIs from existing national accounts data sources and collection activities**

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* For countries with reasonably broad incorporation and registration systems for nonprofit institutions as defined in the *Handbook on Nonprofit Institutions in the System of National Accounts*
a. Identify NPIs in existing national accounts data sources and add an NPI flag (including classification and sector information) to the standard business register.
b. Re-tabulate existing source data used in national accounts to yield data on the NPI component.
c. Identify data items required for the NPI “satellite account” not covered in existing national accounts data systems (e.g., volunteering data).
d. Determine whether sampling procedures used in existing national accounts data systems include sufficient coverage of NPIs to sustain valid estimates on these organizations both in the aggregate and by field.
e. Compute non-market output of market NPIs, using procedures outlined in NPI Handbook.

3. Develop new data sources on NPIs as needed

a. Generate needed data on NPIs not included in existing business registers or covered by existing national accounts data systems by:

   i) Examining existing administrative records on these organizations (e.g. reports to tax authorities or other regulatory bodies).
   ii) Obtaining compilations of data about these organizations from associations of particular groups of NPIs.
   iii) Conducting special surveys of the missing non-profit institutions or over-sampling NPIs in existing surveys to establish a valid data base for national estimates (sample survey forms available).

b. Conduct household surveys of giving and volunteering to establish parameters of volunteer activity and calculate the value of volunteer inputs.
c. Develop data on transfers and other transactions between NPIs and the other units with which they have been consolidated.

4. Integrate new and existing data sources on NPIs

a. Identify the NPI components in the data collections underlying the national accounts and separate out the NPI and non-NPI components of the standard sector accounts.
b. Add new data on NPIs not covered by existing national accounts data systems to the existing data on NPIs in the national accounts system (e.g., volunteering data).
c. Reconcile NPI-specific data with other source data used in the national accounts.
d. Compile NPI Satellite Account tables using standard national accounts methodology and add modifications recommended by the NPI Handbook to embrace volunteering and the non-market output of market NPIs.