



MANUFACTURING OUTPUT, EMPLOYMENT AND WAGES/SALARIES

2019/20 AND 2020/21



Statistics Department
PO Box 149, Nuku'alofa
Government of Tonga
Phone: (676)23-300 / 23-913
Fax: (676)24-303

Email: info@stats.gov.to
WebSite: <https://tongastats.gov.to>



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Fax: (676)24-303
Email: info@stats.gov.to
Web Site: <https://tongastats.gov.to>

PREFACE

This is the fifth bulletin in the series on Manufacturing Output, Employment and Wages and Salaries, a result of the quarterly surveys conducted by the Department for the year of 2019/20 and 2020/21. The survey results indicate the performance of the manufacturing industry in the Tongan Economy.

The bulletin is spread over three parts:

- Part I:** gives the introduction and main results of the comparative position and trend of manufacturing production, employment and wages and salaries.
- Part II:** has all the statistical tables showing growth and trend of manufacturing production, employment, and wages/salaries.
- Part III:** gives the questionnaire used in the quarterly survey of manufacturing production, employment and wages/salaries and instructions for completing the questionnaire.

The Department is grateful to all manufacturing establishments which supplied the data and information published in this Bulletin and hope this will help them in some way. The Department welcomes any comments on how this bulletin could be improved.

Sione Lolohea



.....
Acting Government Statistician



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Introduction

Tonga Statistics Department launched a regular quarterly survey of Manufacturing Production, Employment, Wages and Salaries effective from July-September 1983 up to 2007. The survey covered all manufacturing establishments and units that were registered as manufacturing type,

- a. under the Companies Act 1912,
- b. those whom granted Development License for manufacturing under the Industrial Incentives Act 1978, and
- c. those engaged in manufacturing activities with a license issued by the Ministry of Trade, and Economic Development.

Information was collected for this report by personal visit of staff of the Department to manufacturing businesses that were operational in the various quarters starting from July – September 2020 and after the last quarter (October-December) of 2020. According to record, manufacturing survey came to a stop from 2008 to 2013 due to staff constraint resulted in time series and trend break of information. In 2014 Manufacturing survey started again with the first report after the break in the manufacturing time series. Thus, the third bulletin on Manufacturing Output, Employment and Wages and Salaries contains data for year 2016/17 published by the Department in December 2017. Not until this year, whereby data collecting on manufacture was again in place. This is the fifth bulletin on Manufacturing Output, Employment and Wages and Salaries for the fiscal year 2019/20 and 2020/21.

An establishment was treated as manufacturing if it was engaged in the transformation (mechanical or chemical) of substances into new products whether by machines or by hand in a factory or other business premises. An establishment/unit engaged in the assembly of component parts of manufactured products was treated as engaged in manufacturing except where it undertook construction activity.

The survey did not cover enterprises, establishments and units that were engaged in

- a) repair and maintenance of vehicles, machinery, and equipment;
- b) canning, preserving, and processing of fish and fisheries products; and
- c) household type of activities related to making handicrafts and the like.

The questionnaire used for collecting the data from the said manufacturing enterprises and units is given as Appendix 4. instructions for completing the questionnaire will be found in Appendix 2 and 3. However, the definitions used for manufacturing businesses for the survey in question were:

Enterprises: A single business entity, Private, Government, Quasi-government and Co-operative operating in Tonga as a legally constituted body such as a company, partnership, co-operative and also sole ownership, engaged in manufacturing type of activities is treated as an enterprise. There are generally two types of enterprises viz.:

- i. “Single Establishment Enterprise” consisting of only one establishment and
- ii. “Multiple Establishments Enterprise” consisting of more than one establishment with or without ancillary unit or one establishment plus one or more ancillary units.

Establishment: a separate operating unit (factory, store, workshop or other place, etc.) engaged in Tonga in one or predominantly one kind of economic activity at a single physical location.

Manufacturing establishments have been classified into Divisions according to the International Standard Industrial Classification (ISIC) Series M No. 4, Rev.3 for Major Divisions 15-37, Manufacturing Industries

Summary of Survey Results

There were 94 manufacturing businesses involved in the survey. A total of 720 persons were employed in manufacturing along with T\$30.3 million of wages and salaries for 2019/20, whereas 2020/21, a total worker of 718 with wages and salaries of T\$27.8 million. As reflected in table 1, the total production was T\$66.4 million in 2019/20 and T\$60.8 million for 2020/21, indicating a fall in term of production.

Table 1: Survey Summary of Manufacturing Results

Years		2019/20				2019/20	2020/21				2020/21
Item	Unit	Sept	Dec	Mar	Jun	Annual	Sept	Dec	Mar	Jun	Annual
Total production	T\$ ('000)	14,864	16,482	14,532	20,571	66,449	15,204	15,630	14,887	15,098	60,819
Persons employed	No.	640	760	620	860	720	740	690	630	810	718
Wages and salaries	T\$ ('000)	7,241	7,571	6,849	8,623	30,284	6,958	7,045	6,896	6,935	27,835

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Manufacturing Output

The manufacturing output refers to the value of products produced during the period of 2019/20 to 2020/21 in monetary terms. It will be given in terms of its share by ISIC Division, Island Division and Institutional Sector.

Table 2 below shows the total value of manufacturing output at end of 2019/20 was T\$66.4 million of which Food Products and Beverages Industries held the biggest share of T\$21.5 million (32.4%), Recycling and Other Manufacturing Industries T\$19.2 million (28.9%), Non-metallic Mineral Products T\$11.5 million (17.3%) followed by Publishing and Printing with T\$5.1 million (7.6%), Manufacture of Furniture with T\$4.3 million (6.4%), Chemicals and Chemical Products with T\$3.2 million (4.8%), then Fabricated Metal Product T\$1.7 million (2.5%) of total output. In compared to 2020/21, the total value had a spark decrease to T\$60.8 million whereby the manufacturing divisions in 2020/21, Food Products and Beverages Industries held the biggest share of T\$18.2 million (29.9%), Recycling and Other Manufacturing Industries T\$15.7 million (25.9%), Non-metallic Mineral Products followed with T\$15.4 million (25.3%), Publishing and Printing T\$4.9 million (8.1%), Manufacture of Furniture with T\$2.9 million (4.8%), Fabricated Metal Product T\$2.0 million (3.2%), and lastly Chemicals and Chemical Products with T\$2.0 million (2.9%).

Table 2: Production Level and it's share by ISIC Division

ISIC Div	Description	2019/20		2020/21	
		T\$('000)	%	T\$('000)	%
15	Food Products and Beverages	21,507	32.4%	18,163	29.9%
22	Publishing and Printing	5,079	7.6%	4,897	8.1%
24	Chemicals and Chemical Products	3,204	4.8%	1,735	2.9%
26	Non-metallic Mineral Products	11,496	17.3%	15,376	25.3%
28	Fabricated Metal Products	1,655	2.5%	1,972	3.2%
36	Manufacturing of Furniture	4,274	6.4%	2,930	4.8%
37	Recycling and Other Manufacturing Industries	19,234	28.9%	15,747	25.9%
Total		66,449	100.0%	60,819	100.0%

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Table 3 below shows the quarterly production level by ISIC Division for 2019/20 & 2020/21. The leading ISIC Division contributor to production level in 2019/20 & 2020/21 was Food Products and Beverages. In 2019/20, which the quarter June contributed the highest level of production with T\$6.4 million. For 2020/21, Food Products and Beverages in the September quarter contributed the highest production level with T\$4.8 million. The chemicals and chemical products contributed the least for the production level in both 2019/20 & 2020/21. In 2019/20, the ISIC Division chemical and chemical products contributed in the September quarter the highest to production level T\$1.3 million. In 2020/21, quarter December was the highest contribution with T\$0.6 million by chemical and chemical products.

Table 3: Quarterly Production Level and it's share by ISIC Division

ISIC Div	Description	2019/20 TS('000)				2020/21 TS('000)			
		Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun
15	Food Products and Beverages	4,696	5,039	5,297	6,475	4,762	4,689	4,456	4,255
22	Publishing and Printing	1,161	1,301	703	1,914	1,157	1,221	1,432	1,088
24	Chemicals and Chemical Products	1,277	1,214	281	431	284	679	418	354
26	Non-metallic Mineral Products	2,415	2,320	2,555	4,205	3,822	3,798	3,717	4,038
28	Fabricated Metal Products	279	520	281	575	425	534	525	488
36	Manufacturing of Furniture	1,208	1,236	586	1,244	787	841	653	649
37	Recycling and Other Manufacturing Industries	3,828	4,851	4,828	5,728	3,968	3,867	3,686	4,226
Total		14,864	16,482	14,532	20,571	15,204	15,630	14,887	15,098

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Figure 1 shows the trend between the quarters in 2019/20 and quarters in 2020/21. From the third quarter, 2019/20 the production level was \$14.9 million, which increased by 10.9% to a \$16.5 million in the fourth quarter, 2019/20. From the 4th quarter of 2019/20, it decreased to a \$14.5 million in the first quarter of 2019/20 which is a decrease of 11.8%. In the second quarter of 2019/20, it had a production level of \$20.6 million which was a vast increase of 41.6% from the previous quarter. In the third quarter of 2020/21, there was a 26.1% decrease to a \$15.2 million from the previous quarter and then from there a small increase of 2.8% to a \$15.6 million in the fourth quarter of 2020/21. From the fourth quarter of 2020/21, it had a small decrease to a \$14.9 million in the first quarter of 2020/21 which is a decrease by 4.8%. To the second quarter of 2020/21, it had an increase of 1.4% to a \$15.1 million.

Figure 1: Production Level in Quarters



Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Table 4 shows that Tongatapu dominated the production in both 2019/20 and 2020/21 financial year by T\$55.5 million (83.5%) and T\$53.3 million (87.6%). Whereas Vava'u T\$6.7 million (10.1%) and T\$4.2 million (6.9%), Ha'apai T\$3.2 million (4.8%) and T\$2.5 million (4.2%). Looking at 'Eua divisions it contributed the remaining T\$1.1 million (1.7%) and T\$0.8 million (1.3%) in 2019/20 and 2020/21 respectively.

Table 4: Production Level and it's share by Island Division

Div	Island	2019/20		2020/21	
		T\$('000)	%	T\$('000)	%
1	Tongatapu	55,454	83.5%	53,300	87.6%
2	Vava'u	6,695	10.1%	4,191	6.9%
3	Ha'apai	3,171	4.8%	2,524	4.2%
4	Eua	1,129	1.7%	804	1.3%
Total		66,449	100.0%	60,819	60,819

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

The contribution by Institutional Sector to Manufacturing Output given in table 5 hereunder states the Private Sector contributed T\$57.0 million (85.8%) in 2019/20 and T\$54.4 million (89.4%) in 2020/21. The rest was contributed by Government and Quasi-Government Sector with T\$9.4 million (14.2%) for 2019/20 and T\$6.4 million (10.6%) for 2020/21.

Table 5: Production Level and it's share by Institutional Sector

Institutional	Sector	2019/20		2020/21	
		T\$('000)	%	T\$('000)	%
1	Private Sector	57,039	85.8%	54,395	89.4%
2	Government and Quasi-Government Sector	9,410	14.2%	6,424	10.6%
Total		66,449	100.0%	60,819	100.0%

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

MANUFACTURING EMPLOYMENT

The level of employment carried by each Industrial division at end of 2019/20 and 2020/21 is displayed below. In table 6, the share of employment in 2019/20 commanded by Food Products and Beverages held the highest number of 291 in employment (40.4%), followed by Recycling and Other Manufacturing Industries with 161 employment (22.3%), Non-Metallic Mineral Products 114 (15.8%), Publishing and Printing with 55 employees (7.6%), Manufacture of Furniture with 47 employment (6.5%), Chemicals and Chemical Products 35 (4.9%), Fabricated Metal Products 18 (2.5%). In 2020/21 again Food Products and Beverages has the most of 281 employments (39.1%), then Recycling and Other Manufacturing Industries of 158 (22.0%) followed by Non-metallic Mineral Products 152 (21.2%), Publishing and Printing 65 (9.1%), Manufacture of Furniture with 35 (4.9%), Fabricated Metal Products 14 (1.9%) and Chemicals and Chemical Product with 13 (1.8%)

Table 6: Employment Level and it's Share by ISIC Division (number)

ISIC DIV	Description	2019/20		2020/21	
		Number of persons	%	Number of persons	%
15	Food Products and Beverages	291	40.4%	281	39.1%
22	Publishing and Printing	55	7.6%	65	9.1%
24	Chemicals and Chemical Products	35	4.9%	13	1.8%

26	Non-metallic Mineral Products	114	15.8%	152	21.2%
28	Fabricated Metal Products	18	2.5%	14	1.9%
36	Manufacture of Furniture	47	6.5%	35	4.9%
37	Recycling and Other Manufacturing Industries	161	22.3%	158	22.0%
Total		720	100.0%	718	100.0%

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

In table 7, employment level by Island Division, Tongatapu division employed 601 in 2019/20 of the total employment (83.5%), Vava'u division employed 73 (10.1%), Ha'apai division employed 34 (4.8%) and 'Eua divisions employed 12 (1.7%) of the total employment. In 2020/21, the employment level shares the same pattern of 595 (83.0%) for Tongatapu, Vava'u 68 (9.5%), Ha'apai division employed 41 (5.7%) while 'Eua shares the 1.8% of employment with a total of 13 employees.

Table 7: Employment Level and it's Share by Island Division (number)

Div.	Island	2019/20		2020/21	
		Number of persons	%	Number of persons	%
1	Tongatapu	601	83.5%	595	83.0%
2	Vava'u	73	10.1%	68	9.5%
3	Ha'apai	34	4.8%	41	5.7%
4	Eua	12	1.7%	13	1.8%
Total		720	100.0%	718	100.0%

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

The Employment position at the Sectoral level (table 8) indicated that the Private Sector had 618 employments (85.8%), while the Government and Quasi-Government Sectors employed 102 (14.2%) in 2019/20. The level of employment for 2020/21 shows that Private Sector has 614 (85.6%) and Government 104 (14.4%).

Table 8: Employment Level Carried each Institutional Sector

Institutional	Sector	2019/20		2020/21	
		Number of persons	%	Number of persons	%
1	Private Sector	618	85.8%	614	85.6%
2	Government and Quasi-Government Sector	102	14.2%	104	14.4%
Total		720	100.0%	718	100.0%

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Manufacturing Wages/Salaries

Table 9 shows that the share of wages and salaries paid to employment carried by various divisions at end of 2019/20 were, Food Products and Beverages Industries took the highest share of payments with T\$12.2 million (40.4%), follow by Recycling & Other Manufacture Industries T\$6.8 million (22.3%), follow by Non-metallic Mineral Products Industries T\$4.8 million (15.8%), follow by Publishing and Printing T\$2.3 million (7.6%), followed by Manufacture of Furniture T\$2.0 million (6.5%), follow by Chemicals and Chemical Products T\$1.5 million (4.9%) and Fabricated Metal Products T\$0.7 million (2.5%). In 2020/21, Food Products and Beverages again lead by T\$10.8 million (38.9%) followed again by Recycling and Other Manufacture Industries T\$6.1 million (22.0%), Non-metallic Mineral Products

T\$5.9 million (21.3%), Publishing and Printing T\$2.6 million (9.2%), Manufacture of Furniture T\$1.4 million (4.9%), and Fabricated Metal Product T\$0.5 million is 1.9%, while Chemicals and Chemical Product T\$0.5 million (1.8%) of the total.

Table 9: Wages and Salaries and its share by ISIC Division

ISIC DIV	Description	2019/20		2020/21	
		T\$('000)	%	T\$('000)	%
15	Food Products and Beverages	12,236	40.4%	10,829	38.9%
22	Publishing and Printing	2,297	7.6%	2,560	9.2%
24	Chemicals and Chemical Products	1,493	4.9%	505	1.8%
26	Non-metallic Mineral Products	4,790	15.8%	5,934	21.3%
28	Fabricated Metal Products	748	2.5%	531	1.9%
36	Manufacture of Furniture	1,954	6.5%	1,357	4.9%
37	Recycling and Other Manufacturing Industries	6,766	22.3%	6,118	22.0%
Total		30,284	100.0%	27,835	100.0%

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

By Island Division in table 10 for 2019/20, Tongatapu paid the highest share of wages and salaries of T\$25.3 million (83.5%), Vava'u division T\$3.0 million (10.0%), Ha'apai division with a \$1.4 million (4.7%) and 'Eua divisions \$0.5 million (1.7%). In 2020/21 Tongatapu division also took the highest share of payments to employment which amounted to T\$23.1 million (83.0%), Vava'u division T\$2.6 million (9.5%), followed by Ha'apai division T\$1.6 million (5.7%) and 'Eua division took the remaining 0.5 million (1.8%).

Table 10: Wages and Salaries and it's Share by Island Division

Div.	Island	2019/20		2020/21	
		T\$('000)	%	T\$('000)	%
1	Tongatapu	25,298	83.5%	23,104	83.0%
2	Vava'u	3,034	10.0%	2,636	9.5%
3	Ha'apai	1,435	4.7%	1,588	5.7%
4	Eua	518	1.7%	507	1.8%
Total		30,284	100.0%	27,835	100.0%

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

The contribution by Institutional Sector to wages and salaries was noted as given in table 11 hereunder; it will be seen that the Government and Quasi-Government Sectors contributed T\$3.5 million (11.6%) and Private Sector T\$26.8 million (88.4%) in 2019/20. However, in 2020/21 the Private Sector decreased its wages and salaries to T\$24.3 million (87.2%) while Government and Quasi-Government Sectors still rise to T\$3.6 million but that is only 12.8% of the total.

Table 11: Wages and Salaries and it's Share by Institutional Sector

Institutional	Sector	2019/20		2020/21	
		T\$('000)	%	T\$('000)	%
1	Private Sector	26,763	88.4%	24,261	87.2%

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2	Government and Quasi-Government Sector	3,521	11.6%	3,574	12.8%
Total		30,284	100.0%	27,835	100.0%

Source: Manufacturing survey, Tonga Statistics Department. Note: ISIC 37 Includes 16,17,18,19,20,21,25,29,30,31 and 35

Statistical Tables

Table 12: Summary of Operations by ISIC Division

ISIC Div	Description	Production Level T\$('000)		Employment Level (number)		Wages and Salaries T\$('000)	
		2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
15	Food Products and Beverages	21,507	18,163	291	281	12,236	10,829
22	Publishing and Printing	5,079	4,897	55	65	2,297	2,560
24	Chemicals and Chemical Products	3,204	1,735	35	13	1,493	505
26	Non-metallic Mineral Products	11,496	15,376	114	152	4,790	5,934
28	Fabricated Metal Products	1,655	1,972	18	14	748	531
36	Manufacturing of Furniture	4,274	2,930	47	35	1,954	1,357
37	Recycling and Other Manufacturing Industries	19,234	15,747	161	158	6,766	6,118
Total		66,449	60,819	720	718	30,284	27,835

Table 13: Summary of Operations by Island Divisions

Island Div	Island	Production Level T\$('000)		Employment Level (number of persons)		Wages and Salaries T\$('000)	
		2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
1	Tongatapu	55,454	53,300	601	595	25,298	23,104
2	Vava'u	6,695	4,191	73	68	3,034	2,636
3	Ha'apai	3,171	2,524	34	41	1,435	1,588
4	Eua	1,129	804	12	13	518	507
Total		66,449	60,819	720	718	30,284	27,835

Table 14: Summary of Operations by Institutional Sector

Institutional Sector		Production Level T\$('000)		Employment Level (number of persons)		Wages and Salaries T\$('000)	
		2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
1	Private Sector	57,039	54,395	618	614	25,962	23,788
2	Government and Quasi-Government Sector	9,410	6,424	102	104	4,322	4,047
Total		66,449	60,819	720	718	30,284	27,835

Table 15: Percentage Distribution of Operations by ISIC Division

ISIC Div	Description	Production Level %		Employment Level %		Wages and Salaries %	
		2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
15	Food Products and Beverages	32.4%	29.9%	40.4%	39.1%	40.4%	38.9%
22	Publishing and Printing	7.6%	8.1%	7.6%	9.1%	7.6%	9.2%
24	Chemicals and Chemical Products	4.8%	2.9%	4.9%	1.8%	4.9%	1.8%
26	Non-metallic Mineral Products	17.3%	25.3%	15.8%	21.2%	15.8%	21.3%
28	Fabricated Metal Products	2.5%	3.2%	2.5%	1.9%	2.5%	1.9%
36	Manufacturing of Furniture	6.4%	4.8%	6.5%	4.9%	6.5%	4.9%
37	Recycling and Other Manufacturing Industries	28.9%	25.9%	22.3%	22.0%	22.3%	22.0%
Total		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Table 16: Percentage Distribution by Island Division

Island Div	Island	Production Level %		Employment Level %		Wages and Salaries %	
		2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
1	Tongatapu	83.5%	87.6%	83.5%	83.0%	83.5%	83.0%
2	Vava'u	10.1%	6.9%	10.1%	9.5%	10.0%	9.5%
3	Ha'apai	4.8%	4.2%	4.8%	5.7%	4.7%	5.7%
4	Eua	1.7%	1.3%	1.7%	1.8%	1.7%	1.8%
Total		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Table 17: Percentage Distribution of Operations by Institutional Sector

Institutional	Sector	Production Level %		Employment Level %		Wages and Salaries %	
		2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
1	Private Sector	85.8%	89.4%	85.8%	85.6%	85.7%	85.5%
2	Government and Quasi-Government Sector	14.2%	10.6%	14.2%	14.4%	14.3%	14.5%
Total		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Appendices

Appendix 1

CLASSIFICATION OF THE FOLLOWING ISIC DIVISIONS HAVE BEEN USED:

ISIC DIVISION	Description
15.	Manufacture of food products and beverages (bread, sausages, soft drinks, and ice-cream etc.)
16.	Manufacture of Tobacco Products. (Cigarettes)
17.	Manufacture of textiles (t-shirt, pullovers and quilts etc.)
18.	Manufacture of wearing apparel; dressing and drying of fur (dress, trousers, lavalava etc.)
19.	Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness, and footwear
20.	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
21.	Manufacture of Pulp, paper or corrugated, paperboard and articles of paper
22.	Publishing, printing, and reproduction of recorded media
24.	Manufacture of chemicals and chemical products (tablets, paint, and varnish etc.)
26.	Manufacture of other non-metallic mineral products (concrete blocks and water tanks etc.)
28.	Manufacture of Fabricated Metal Products
29.	Manufacture of electrical machinery and apparatus
30.	Manufacture of radio, television and communication equipment and apparatus
31.	Manufacture of medical, precision, and optical instruments, watches, and clocks
35.	Manufacture of other transport equipment (boat, cart, bicycle etc.)
36.	Manufacture of furniture
37.	Recycling and other manufacture industries n.e.c.

Appendix 2

"CONFIDENTIAL"

**INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE ON QUARTERLY SURVEY OF
MANUFACTURING PRODUCTION, EMPLOYMENT AND WAGES/SALARIES.**

1. GENERAL

Please note that the code number on the right-hand corner of the questionnaire is your establishment's code number based on the Register of Establishments maintained in the Statistics Department. The information, being requested should relate only to the quarter referred to in the questionnaire.

2. PRODUCTION

2.1 Please enter all the products produced by the establishment and for each such product please:

- i) Specify the unit used for measuring each product (e.g., kg, dozen, liter etc.)
- ii) Enter the average quantity, in the unit stated in (I) above, of the products produced during each month of the reference quarter.
- iii) Enter the average ex-factory value of the quantity referred to in (II) above.

2.2 Enter here the total value of the products other than the main ones mentioned in 2.1 manufactured by the establishment.

2.3 Enter here the total value of work done by your establishment for others.

3. EMPLOYMENT AND WAGES/SALARIES

For each category of employees (at 3.1 a to d) please: -

- i) Enter in the column "No" either column 2,5 and 8 the total number of persons engaged in the establishment on the last payday of each month of the reference quarter. The family workers working on the last payday should be entered though they may not be paid.
- ii) Enter in column "Wages/Salaries Paid" either column 3, 6 and 9 the total amount of wages and salaries paid to employees by cash/cheque as compensation for the services rendered by them. This should include all payments made on account of bonuses, cost of living allowances and wages paid during vacation and sick leave for the reference period. Payments made to (1) regular/full-time and (2) part-time/casual and daily paid workers should be shown separately.

3.1 Category of Employees: -

- a) **Working proprietors and active partners:** are all individual proprietors and partners who are actively engaged in the work of the establishment.
- b) **Production workers:** are those who are directly engaged for pay in the production activities of the establishment. They may be full-time/regular or part-time/casual/daily paid.
- c) **Unpaid family workers:** refers to all such family members working in the establishment without regular pay at least one-third of the normal working time.
- d) **Other employees:** refers to all persons other than those listed above working in the establishment. This shall include administrative, technical and clerical personnel such as salaried Managers, Directors, Clerks, Typist, Bookkeepers, Administrative Supervisors, Salesmen, etc. Proprietors and partners shall be excluded in here but included under 3.1(a) above.

3.2 Memorandum items: (wages and salaries paid in kind) refers to the net cost to the employer, of those goods and services provided to employees free of charge or at a markedly reduced cost which are clearly of benefit to employees. The items included normally are food, beverages, tobacco, clothing etc. Note that an estimated value of these items will be acceptable.

Appendix 3

“MALU’I MO FAKAPULIPULI”

NGAAHI FAKAHINOHINO ‘O E FOOMU FEHU’I FEKAU’AKI MO E SAVEA FAKAKUATA ‘O E NGAHI NGAUE’ANGA NGAHI KOLOA.

1. FAKALUKUFUA

Kataki ‘o fakatokanga’i ange ko e fika mo e fakamatala kotoa pe teke ‘omai ‘e tauhi fakapulipuli ia ‘i he potungaue pea ‘e ‘ikai ke to e faka’aonga’i ia ki ha ‘uhinga kehe. Ko e fika ko ia he ki’i puha he tuliki to’omata’u ‘i ‘olunga, ko e fika ia ho fale ngaue’anga ‘o fakatatau ki he lekooti ‘oku mau tauhi he potungaue ni. Ko e ngaahi fakamatala mo e fika kotoa pe ‘a ia ‘oku fai ki ai e faka’eke’eke ni kuo pau ke fekau’aki ia mo e kuata ‘oku fakaha atu he foomu fehu’i.

2. KOLOA NA’E NGAHI

- 2.1 Kataki ‘o lisi mai e ngaahi koloa kehekehe kotoa pe na’e ngaahi ‘i ho fale ngaue lolotonga e kuata ko ia ‘oku fai ki ai e faka’eke’eke pea kataki ‘o: -
- I) Fokotu’u mai he kolomu 2 ‘a e ‘iuniti takitaha ‘oku ngaue’aki ki hono fua/lau ‘o e koloa takitaha na’e ngaahi ‘i he ngaue’anga, (hange ko e kilokalami, toseni, lita etc.)
 - II) Fakafonu mai he kolomu 3, 5 mo e 7 ‘a e lahi ‘o e koloa takitaha fakatatau ki he ‘iuniti ‘oku ha ‘i he I) ‘i ‘olunga na’e ngaahi ‘i he ngaue’anga lolotonga e mahina takitaha ‘o e kuata ‘oku fai ki ai e faka’eke’eke.
 - III) Fakafonu ‘i he kolomu 4, 6 mo e 8 ‘a e mahu’inga ekoloa takitaha na’e ngaahi ‘i he ngaue’anga fakatatau ki he lahi ‘oku ha ‘i he II) ‘i ‘olunga lolotonga e mahina takitaha ‘o e kuata ko ia.
- 2.2 Fakafonu mai e mahu’inga fakakatoa e ngaahi koloa na’e ngaahi kehe mei he koloa ‘oku ha ‘i he 2.1.
- 2.3 Fakafonu e mahu’inga fakakatoa e pa’anga na’e ma’u mai ‘i ha ngaue kehe na’e fai ‘i he ngaue’anga (hange ko e ngaue konituleki).

3. KAU NGAUE MO E VAHENG

‘I hono fakakalakalasi ‘o e kau ngaue (‘i he 3.1 (a ki he h)) kataki: -

- i) Hanga ‘o fakafonu ange ‘i he kolomu 2, 5 mo e 8 ‘a e tokolahi fakakatoa e kau ngaue he mahina takitaha ‘o e kulupu takitaha ‘o e kau ngaue ‘o fakatatau ki hono fakakalakalasi ‘oku ha atu.
- ii) Fakafonu ange he kolomu 3, 6 mo e 9 ‘a e fakakatoa e pa’anga vahenga ne ‘oange ki he kulupu takitaha ‘o e kau ngaue lolotonga e mahina takitaha ‘o e kuata.

3.1 Kulupu ‘o e kau ngaue: -

- a) Tokotaha ‘oku ‘o’ona e ngaue’ang: ‘oku ‘uhinga ‘eni ki he tokotaha ‘oku ‘o’ona e ngaue’anga pea ne toe ngaue foki ki hono ngaahi e koloa.
- e) Kau ngaue ‘oku nau ngaahi e koloa: ‘oku ‘uhinga eni ki he kau ngaue ‘oku nau tautonu ki hono ngaahi e koloa ko ia ‘i he ngaue’anga, hange ko e kau ngaue tu’upau/fakataimi/lau’aho (kau ta’oma, kau ta piliki etc.)
- f) Memipa ‘o e famili ‘oku ngaue ‘o ‘ikai ha vahenga: ‘oku ‘uhinga ‘eni ki ha memipa ‘o e famili ‘oku ngaue ‘i he ngaue’anga ‘o ‘ikai ha totongi tu’upau ‘o ‘ikai toe si’i hifo ‘i he vahetolu ‘e taha ‘o e houa ngaue tu’upau.
- h) Toenga ‘o e kau ngaue: ‘oku ‘uhinga ‘eni ki he kau ngaue ‘oku ‘ikai ke nau kau ‘i he fa’ahinga ‘o e kau ngaue ‘oku ha atu ‘i ‘olunga, ki hono ngaahi ‘o e koloa, (hange ko e kalake, tauhitohi, le’o, faka’uli, faitaipa etc.) ka ‘oku nau kau he ma’u vahenga he ngaue’anga.

- 3.2 Ngaahi koloa ‘oku foaki ‘ikai ha totongi: ‘oku ‘uhinga ‘eni ki hono fakamahu’inga’i ki he tokotaha ‘oku ‘a’ana ‘a e ngaue’anga ‘a e ngaahi koloa pe ko e ngaahi ‘aonga ‘o e ngaue’anga ki he kau ngaue ‘o ‘ikai ha totongi pe ko e totongi ‘oku ma’ulalo ange ‘i he totongi totonu (lau ki ai ‘a e me’atokoni, inu, tapaka mo e vala).

Appendix 4

STATISTICS DEPARTMENT

QUARTERLY SURVEY OF MANUFACTURING PRODUCTION, EMPLOYMENT AND WAGES/SALARIES

"INFORMATION BEING COLLECTED UNDER SECTION 8(3) OF STATISTICS ACT 1978 (ACT No. 31)"

Establishment No.		Type of Organization		ISIC Code		Island Division	
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QUARTER: _____ Financial YEAR: _____

1. Name and Address of Establishment :

2. PRODUCTION

2.1 Main products

- a)
b)
c)
d)
e)
f)
g)
h)

Product Code (Office	Unit of Measurement	Qtr.1		Qtr.2		Qtr.3		Qtr.4	
		(T\$)	(T\$)	(T\$)	(T\$)	(T\$)	(T\$)	(T\$)	(T\$)
		Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value

2.2 Other than main products

- i)
ii)

2.3 Receipts for work done for others

TOTAL

Comments:

3. EMPLOYMENT AND WAGES/SALARIES

QUARTER:											
Qtr.1			Qtr.2			Qtr.3			Qtr.4		
Sex	No.	Wages & Salaries Paid (T\$)	Sex	No.	Wages & Salaries Paid (T\$)	Sex	No.	Wages & Salaries Paid (T\$)	Sex	No.	Wages & Salaries Paid (T\$)
1	2	3	4	5	6	7	8	9	10	11	12
3.1. Category of Employees:											
a. Working Proprietors and Active Partners											
M			M			M			M		
F			F			F			F		
b. Production Workers:											
1. Regular/Full-time											
M			M			M			M		
F			F			F			F		
2. Part-time/Casual/Daily Paid											
M			M			M			M		
F			F			F			F		
c. Unpaid Family Workers											
M			M			M			M		
F			F			F			F		
d. All Other Employees											
M			M			M			M		
F			F			F			F		
Total Male	M		M			M			M		
Total Female	F		F			F			F		
GRAND TOTAL	No.		No.			No.			No.		
3.2 Memorandum item, Wages and Salaries											
Paid in kind; estimated value											
	(T\$)			(T\$)			(T\$)			(T\$)	

Note: M (Male) F (Female)

4. DECLARATION:

I declare that the information furnished is complete and correct to the best of my knowledge."

Name: _____

Position: _____

Date: ____/____/____



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