TWINNING CONTRACT

Support to the State and Entity Statistical Institutions, phase V

Bosnia-Herzegovina

MISSION REPORT

on

Retail Trade Statistics

Component no 1.4, Activity 1.4.1

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		STATISTICS DENMARK

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Table of contents

List of Abbreviations	
BH	Bosnia-Herzegovina
BHAS	Agency for Statistics of Bosnia and Herzegovina
CPI	Consumer Price Index
FIS	Institute for Statistics of Federation of Bosnia and Herzegovina
ITA	Indirect Tax Authority
KAU	Kind of Activity Unit
LKAU	Local Kind of Activity Unit
RS	Republic Srkspa
RSIS	Institute for Statistics of Republika Srpska
RT	Retail Trade
SA	Seasonal Adjustment
SBR	Statistical Business Register
ToR	Terms of Reference
VAT	Value Added Tax
WA	Working day Adjustment

Executive Summary

The topic of this mission was an assessment of the current situation on retail trade statistics. Currently monthly retail statistics are published on entity level but due to differences in methodology the data cannot be used for publication on state level. There is a need for harmonization of the entire production of monthly retail trade statistics in FIS, RSIS and Brcko, ensuring that the methods developed will secure the ability of producing a monthly retail trade statistics in compliance with the EU regulation on STS.

Relating to the EU regulation, the main findings regarding the existing monthly surveys were:

- The use of SBR as a common sample frame and common sample methods must be introduced.
- There is an unusual extensive use of KAU's with retail trade activity, which belongs to an enterprise with main activity outside retail trade. As the statistical unit should be enterprise, this must be analyzed further.
- RSIS collects data from LKAU's placed in RS but belonging to enterprises outside RS. This is in conflict with the regulation. The national need for these data will be analyzed further.
- The monthly survey covers more variables (e.g. persons employed and stocks) than is needed. Possible simplifications should be examined.
- No grossing up is currently being applied. To compile aggregates of sufficient quality it is essential to introduce this.
- No working day adjustment or seasonal adjustment is currently applied. At least WA is needed (a particular issue is difference in calendars in the two entities and Brcko).

- No deflation is applied. A deflator, compiled from CPI data, must be introduced.
- There is a need for the introduction of general quality indicators.
- Transition to Nace rev. 2 is needed. Planned for 2013.

The quarterly survey on distributive trade was also examined to a less extent. The current situation is that data on state level *is* published quarterly but also on this survey there is a substantial need for development of common methods to be applied in the two entities and Brcko. The quarterly survey will be more closely examined on future missions.

A brief introduction was given to the work in progress on pilot surveys on transport and construction. This includes the development of a common framework and an application that will eventually be used for the entire STS area.

The idea of using administrative VAT-data from ITA for the retail trade statistics was also discussed during this mission. An important topic for the next mission will be to arrange a meeting with ITA and examine this possibility further. Access to VAT-data for statistical purposes could be useful not only in this area, and it is highly recommended to pursue this possibility.

1. General comments

This mission report was prepared within the Twinning Project „Support to the State and Entity Statitstical Institutions, phase V". It was the first mission within subcomponent 1.4 on retail trade statistics of the project. This mission was aimed at assessing the current situation regarding the production of monthly retail trade statistics in BH. The current situation is that monthly data is published on entity level only. There is a lack of consistency between methods used in the two entities, which prevails BHAS from publishing proper data on state level.

The concrete objectives of the mission were:

- To present an overview of the EU regulation regarding retail trade
- Assessment of the current situation
- Identification of actions needed to be in compliance with regulation
- Initial discussions on the possibility of using VAT data in RT statistics
- Preparation for general work plan for this subcomponent
- Preparation of activities to be done before next mission(s)
- List of activities for next mission

Both consultants would like to express thanks to all officials and individuals met for the kind support and valuable information which we received during the stay in Bosnia-Hercegovina, and which highly facilitated the work of the consultants.

The views and observations stated in this report are those of the consultants and do not necessarily correspond to the views of EU, BHAS / FIS / RSIS or Statistics Denmark / Statistics Lithuania.

2. Assessment and results

Introduction

The main focus of this mission was to make an assessment of the current situation and the documentation of this will also be dominating this report.

As a starting point for the further work, an overview of the EU regulation concerning RT was presented by Søren Kühl Andersen. Annex C of the EU regulation regards RT, and it covers five variables:

120 Turnover
210 Number of persons employed
220 Hours worked
230 Gross wages and salaries
330 Deflator of sales/ 123 volume of sales

An important point to be making here is that this mission was primarily concerned with the RT turnover variable and secondarily the volume of sales. The variables 210, 220 and 230 will ultimately be covered by a future redesigned quarterly survey on distributive trade. This quarterly survey is covered by future missions, and during this mission the existing quarterly survey on distributive trade was dealt with in a more superficial manner.

In this report the term 'RT statistics' will generally be referring to turnover figures, and where nothing else is mentioned it will concern the monthly surveys.

Current situation

The situation regarding monthly RT statistics is that it is produced and published in both FIS and RSIS, and Brcko also produce monthly figures. As before-mentioned the methodology and lack of consistency prevails BHAS from compiling and hence publishing anything on a state level.

There are also on entity level quarterly statistics covering all distributive trade (including RT), and they are used for a quarterly publication on state level. This quarterly statistics is the subject of the 3rd mission on this subcomponent. The existing quarterly statistics is now covering variables 120 and 210, and will continue to do so. It should be noted, that the quarterly data on state level is merely an aggregation of the totals compiled by the entities. There are also big differences in methodology between the entities on this survey.

Nearly two full days of this mission were spent going through the current situation in FIS, RSIS, Brcko and BHAS. The main results are presented below, to some extent following the articles of the EU regulation on STS. Whenever nothing else is mentioned the results refer to the monthly RT statistics. Partial information on the quarterly survey on distributive trade is also included, but it should be stressed that this information is not complete, as the main focus of this mission was the monthly survey on RT.

Scope

RSIS: Nace rev. 1.1 division 50 and 52
Brcko: Nace rev. 1.1, branches 50.10.2, 50.30.2, 50.40.2, class 50.50 and division 52.

FIS: Until beginning of 2011 the same coverage as RSIS and Brcko. From 2011 data collection is following Nace rev. 2 including only division 47, and publication is done on Nace rev. 1.1, class 50.50 and division 52.

General: Current double coding of SBR. Complete transfer to Nace rev. 2 expected by 2013.

Sampling

FIS: The main statistical unit is enterprise. However, also KAU's with activity within the scope, but belonging to an enterprise outside the scope, are included. Some individual entrepreneurs are also included.

The initial sampling was done in 2001/2002, when there was no functioning SBR. An administrative register was used with information main activity. Information on income and persons employed from annual financial reports were added for the sampling. Initially a cut-off of annual income of 500.000 KM was applied. From that cut-off population a manual sampling was done, taking into consideration the variables size, activity and geography (canton).

The quality of the administrative register proved to be rather low, with many misclassifications and lacking updating of e.g. dead enterprises. This lead to FIS - Department of Trade and Services maintaining their own 'register', and for this they include a question of activity on their questionnaire. This information is used also for the SBR.

SBR provides information on dead and new enterprises. The sample is supplemented on a monthly basis, with a more thorough update annually.

No actual renewing of the sample is performed, hence no rotation in the sample is applied. It is essentially a fixed panel sample.

Concerning the quarterly survey on distributive trade the data collection was by full coverage in the beginning. The first SBR in statistical institutions of BiH established during 2009 and its use as sampling frame started. Stratified random sample includes 100 % of top strata and stratification is made by:
- territorial affiliation (10 cantons)
- prevailing activity (enterprises in section G, but also KAU's in section G which belongs to the enterprises outside trade; two digits Nace Rev. 1.1)
- size defined by financial criteria

Pre-given criteria for top strata firstly defined by turnover over KM 1 million and also by number of employees more than 20.
The initial sampling rate has been 2.5. Over the years sampling design has been improved. The biggest and most important entities participate in the survey each every year if they are active. So the greatest influence at any change in number or in sampled units by themselves came due to the change of frame building, which was very different from year to year dependence on available data and their sources and quality.

RSIS: The main statistical unit is enterprise. However, also KAU's with activity within the scope, but belonging to an enterprise outside the scope, are included. Similarly LKAU's within RS whose enterprise is not in RS are also included.

Sample frame is from quarterly survey, supplied with info from other sources: SBR and yearly financial statements. Sample is stratified: All enterprises with annual turnover over 4 mill. KM or more than 50 persons employed are elected. From enterprises below these thresholds a sample is selected with simple random selection. Stratification is further done by 3-digit nace rev. 1.1 level.

The sample is updated yearly.

Brcko: Statistical unit is enterprise.

SBR is used as frame. Only a cut-off of annual turnover of 50.000 KM is applied. All enterprises over this threshold are in the survey.

Data collection

FIS: All questionnaires for a full year are sent out once a year along with an informational letter. FIS send them to cantonal offices (10 cantons with one office in each) that send them to the enterprises. General deadline for enterprises is t+10.

Contact from respondents goes to cantonal offices. They send in the questionnaires to the cantonal offices. There are no written reminders to the respondents, only response chasing by phone, performed by the cantonal offices.

In the quarterly survey on distributive trade the respondents also send a copy of the questionnaires to FIS.

Data entry on the monthly RT survey is performed by cantonal offices. On the quarterly survey on distributive trade FIS does it (except that the canton of Sarajevo does it themselves). Data from cantonal offices are sent by email to FIS, the deadline is t+20.

Error checking on micro level is performed primarily in the cantonal offices, but also in some cases in FIS.

RSIS: RSIS has 6 regional offices through which it collects data for the level of Republika Srpska. At the beginning of the year, forms, address books, letters to reporting units and guidelines for completion of reports are prepared in the Institute of Statistics. All prepared survey materials are then forwarded to the regional offices of the Institute. Afterwards, these regional offices distribute the forms with all supporting materials to reporting units, for the whole year. Each reporting unit is obliged to submit completed forms to the regional office until 10th of the current month at the latest, with data concerning the previous month.
After this, control and coding of submitted forms are carried out in the regional offices which must contact reporting units in case they notice any errors. This control of errors is visual only.
Collected and organised forms are then sent to the Institute of Statistics, where data entry and processing take place.
Logical controls of data are incorporated in the application, which means that errors can be observed while carrying out data entry.
These observed errors are corrected by contacting reporting units, since this makes it possible to determine whether these errors were random or the data are correct but for some reason do not comply with the established standards.

General: No electronic forms available, though an increasing demand from some respondents of this option is being noticed.

Questionnaire/Variables

General: Similar questionnaires are used in FIS, RSIS and Brcko.

Turnover is split in retail trade and "other activities".

In FIS the retail trade turnover is further split on entities, so that an enterprise in FIS specifies the parts of total retail trade turnover which belongs to units in RS or Brcko.

Persons employed and stocks are additional variables in the questionnaire.

Calculations

General: No grossing up is being applied.

Imputations are applied differently:

FIS: Imputations are used on an ad hoc basis, especially when a large enterprise fails to respons. Imputed data will be replaced with response data if available at a later stage.

RSIS: No imputation is needed, since they claim to always have a 100 pct. response rate!

Brcko: Imputations are mainly performed by repeating the turnover from the last known period.

The situation regarding enterprises having local units not only in one entity (or Brcko) needs special mention:

On the FIS questionnaire the enterprises supply information on the part of their total RT turnover coming from RS and Brcko respectively. However, only the total RT turnover is being used in the aggregations.

RSIS collects data from these LKAU's in RS whose enterprise is placed in the Federation or in Brcko. This turnover is included in the aggregation.

RSIS publish only indices, comparing actual month with previous month and same month previous year as well as current month in comparison with the average of the previous year.

FIS publish both turnover figures and indices.

Periodicity and timeliness

FIS: Monthly data on RT published at t+27. Quarterly statistics on distributive trade (including RT) published at t+55.

RSIS: Monthly data on RT published at t+26. Quarterly statistics on distributive trade (including RT) published at t+55.

As mentioned before, there is no monthly publications of RT at state level, but the agency publish the quarterly statistics of distributive trade at t+75 at state level.

<u>Revisions:</u>

FIS revise the previous month when publishing a new month and also apply a yearly revision. When needed more than just the previous month is also revised.

RSIS have no revisions to their published figures.

Level of Detail

FIS publish on 3- and 4-digit level (Nace rev. 1.1).

RSIS publish only on 3-digit level, but they collect data on 5-digit level and provide data for BHAS on 4-digt level for the quarterly survey on distributive trade.

BHAS publish the quarterly statistics on distributive trade on a 3-digit level, but they have data on 4-digit level (according to the above).

Other topics: Processing, quality, deflation

Currently no WA or SA is being performed.

On an aggregated level some quality checks by comparing monthly and quarterly totals are being performed.

Currently no deflation of turnovers is being performed.

Introduction to project on development of quarterly STS surveys on Transport and construction

In addition to the comprehensive work done on understanding and assessing the current statistics on RT, time during this mission was spend on introducing the experts to current work being done on another project concerning quarterly STS surveys on transport and construction. They are currently being developed and have status as pilot surveys.

The work on this very ambitious project includes the development of a general application used in many stages of the statistical production: Data collection, error checking, editing, calculations, etc. The plan is that this will be used a common framework to be used in all STS surveys in the future, so it was obvious to include a brief introduction to this work in progress at this stage of this project.

The work in process on that project might reveal experiences that could be useful to keep in mind when working on harmonisation of the RT statistics. And vice versa: The needs and findings from the work on both the monthly RT survey as well as the quarterly survey on distributive trade can be taken into account when developing this common frame.

A few headlines:
- New questionnaires are used for data collection since 2010Q4
- Old surveys are still in production, including old questionnaires
- Hence, a double collection of data from many units is taking place
- Resources have been tight, so transition to new surveys are delayed

- New survey in actual production possible from 2012Q1, if not later
- A frozen version of SBR from December 2010 has been used as the sample frame
- Nace rev. 2 is being used
- Still in development, especially when it comes to grossing up, including possible calibration

VAT data from ITA

An important topic for this entire subcomponent is the question of the possible usage of VAT data from enterprises. An initial discussion of this topic took place during this mission.

There are many open questions to be answered, primarily the question of availability:

Enterprises send their VAT registration forms to ITA monthly. The first question to be answered is if ITA can make this data available for statistical purposes. For this to happen, it might include changing of national laws. It is also a possibility that only data on some aggregated level (higher than enterprise level) may be available.

Other questions to be answered include:

- Timeliness. All enterprises report these figures monthly with a deadline of t+10, but when are they processed by ITA and ready for statistical purposes?
- Turnover definitions – VAT turnover=RT turnover?
- Availability of auxiliary information (entity, main activity)?

3. Conclusions and recommendations

This section will comprise the conclusions and recommendations referring to the topics described in the previous section. Primarily the focus will be on conclusions regarding the EU regulations and what needs to be done for the monthly RT statistics to be in compliance with this.

Current situation

The most serious problem in relation with being in compliance with the STS regulation is of course the complete lack of monthly data on state level for the variables 120 and 123. The quarterly statistics on distributive trade is being published on state level, and though there is also in that area a great need for harmonisation of the methods used by the entities, the focus here will once again be on the monthly RT statistics. The quarterly survey will be dealt with in future missions.

For BHAS to be able to publish a monthly RT statistics in compliance with the regulation harmonisation of the methods in use in FIS, RSIS and Brcko is essential. The compilation of aggregated data in FIS, RSIS and Brcko needs to be performed in a consistent manner, so that BHAS can use these data to compile aggregates on state level of a high quality in compliance with the regulation.

The possibility of getting data from ITA, will be commented on below. In the following the focus is on the current surveys performed in FIS, RSIS and Brcko.

Scope

The use of Nace rev. 1.1 is not in compliance with the regulation. The planned change to Nace rev. 2 from 2013 will solve this.

RSIS now performs over coverage in section 50. Coverage of class 50.50 in both entities is positive, since in Nace rev. 2 it is included in the scope of RT (47.30).

Sampling

The regulation does not explicitly say anything about sampling methods, and it is open to the use of administrative data instead of survey data. However, whatever method is chosen, it must not lead to a bias in the calculated data.

The current situation in FIS, where only regular supplementing of the sample but no actual resampling is performed, is not advisable. This should lead to an underrepresentation of new enterprises, which in turn normally would lead to an underestimation of the growth. This is due to the fact that new enterprises in general have larger growth rates than well-established ones.

As such there is nothing wrong with the sampling in RSIS, as it has been explained during this mission, however a more detailed stratification could lead to better results or at least the same quality with a smaller sample.

General recommendations to consider:

The sample frame should be a common one for the two entities, with basis in SBR. It should be stratified by activity, geography and size. The size can be determined from yearly turnover, persons employed or a combination thereof. There should ideally be at least four strata by size with increasing representation in the sample. For example:

Group no.	0	1	2	3
Pct. in sample	0%	20-30%	50%	100%

There should always be a cut-off under which it is not necessary to bother the small enterprises with the burden of a survey.

A rotation each year, where e.g. about 25% of the units in the groups of the sample, whose coverage is not 100% (group 1 and 2 above), are taken out of the sample and replaced by others, is advisable. Of course consideration to small strata has to be taken into account.

The use of a detailed breakdown by cantons in FIS in the sampling complicates things a little bit, but it is understandable that FIS have to take into account certain coverage demands also amongst the cantons.

A final remark regarding the sampling is concerning the quarterly statistics on distributive trade. The current situation is that the survey in RSIS covers all enterprises. While this may well have some advantages, it should be possible to reduce this to a true sample without loss of substantial quality.

<u>Statistical units:</u>

The regulation states that the unit to be used in Annex C is enterprise. While there can be national needs for including to some extent KAU's from enterprises whose main activity is not in the scope, the use of this procedure in both FIS and RSIS seems overwhelming.

It is advised to analyse this further:

- Part of the problem is probably misclassification of enterprises whose main activity in reality IS in RT. This should be corrected in SBR.
- There might be enterprises correctly classified by their main activity outside RT but with such an important secondary activity inside RT, that they cannot be disregarded in a true calculation of RT turnover in BH. The extent of this should be analysed further.

The inclusion in RSIS of LKAU's placed in RS but with the enterprise in the federation could be avoided to the extent that they are also covered in the FIS survey. To still be able to calculate accurate figures on entity level, instead of including these units in the survey, the entities should consider exchanging data, so that the turnover within RS that comes from enterprises placed in FIS are delivered to RSIS – possibly just on an aggregated level.

Of course this should also work the other way around: RSIS could expand their questionnaire so that they also collect information on the part of the retail turnover coming from local units placed in the federation or Brcko.

Documentation of the current sample frames and samples in the monthly RT statistics should be produced.

Data collection

The regulation clearly mentions the use of compulsory surveys. The legal frame of surveys in BH is very clear and also mentions the possibility of imposing a fine on enterprises refusing to respond. This is currently not in use in BH, so there are no real sanctions to impose.

Also, the regulation mentions clearly that electronic questionnaires and web-questionnaires should be used where applicable. While there are still several STS surveys within the EU, where this is not yet in production, obviously this is an issue that needs attention also in BH within a foreseeable future.

The response chasing strategy might need to be revised. Reminding by phone is quite time consuming, and written reminders should be considered. In the near future reminding by e-mail is also an option.

Questionnaire/Variables

For the monthly RT statistics it seems that the questionnaire could be simplified a great deal. There is no regulation induced need for monthly information on persons employed and stocks. They are also covered in the quarterly survey on distributive trade.

The addition of the variable of turnover from other activities than RT is unusual, but not in conflict with the regulation.

On this topic it could be added that the author of this report actually finds the turnover definition in the regulation somewhat problematic, if not actually ambiguous. This comes down to the fact that the turnover definition is general for the entire STS area:

On the one hand it is hence stated that turnover includes the sales of many goods and services that have nothing to do with retail trade. On the other hand it states than when in doubt, the rule is that it counts as turnover if it generates turnover in the principle field of the observation unit.

To make an (extreme) example, an enterprise might consist of 3 KAU's: One in RT, one I wholesale and one in manufacturing. The RT unit generates the most gross value added, so it is classified with main activity in RT. Following the first principle, their turnover figure should include also the sales from the wholesale trade unit and from the production unit, even though it goes against the second principle.

For the vast majority of RT enterprises this issue is of no importance, but there might be a few very important units where it makes a big different. The fact is that in many countries the turnover required in the RT survey is specified to be retail turnover only. Since very often the RT statistics is used an input in the nation accounts calculation of private consumption, this makes perfect sense.

The point is that it is worth carefully to consider which turnover definition to follow in RT statistics.

Calculations

In terms of the quality of the aggregated data on entity level this is probably where the most serious issue with the current situation is found:

There is no grossing up performed. This means that the total turnover must be underestimated and even if one focuses mainly on the monthly growth rates, instead of the level, the smaller enterprises contribution to the growth is underestimated (since the coverage of large enterprises is close to 100% but less for the smaller enterprises). As it is very often the case that the growth rates depend on size classes this is a very serious issue.

To be able to say that the quality of the published data is in compliance with the regulation, the introduction of a grossing up procedure is essential.

Even with the introduction of a solid grossing up procedure occasional need for imputations is unavoidable. It is recommended that the detection of the need for imputation and the imputation methods are examined and automatized.

Turnover from LKAU's placed in RS with the enterprise placed in the federation is currently included in both the RSIS and the FIS totals. This complicates the compilation of state level aggregates and should be avoided. Suggestions on how to overcome this are mentioned above.

The regulation clearly states that the member states can choose to supply either turnover figures or index figures. If index figures are used, the base year is also regulated. Currently it should be 2005 – with at change to 2010 no later than 2013.

There is nothing wrong with publishing month-on-month or year-on-year indices, but to be in compliance with the regulation there must also be either turnover figures or indices with a fixed base year (2005).

Periodicity and timeliness

For BHAS to be able to publish monthly data on RT turnover on state level at t+30, data from the entities is probably needed a few days before, depending on the need for further processing. Right now RSIS publish data on entity level at t+26 and FIS at t+27, so this seems feasible.

The quarterly statistics on distributive trade is currently being published too late on state level (t+75), the deadline on some of the variables being t+60. So this has to be looked into. Probably data from the entities is needed by t+55.

Level of Detail

The level of detail needed to be in complete compliance with the regulation is 4 digits. In the existing surveys in the entities this is currently available.

Other topics: Processing, quality, deflation

WA and maybe also SA of the series have to be introduced. One option is to make use of the Eurostat assisted application Demetra. Further assistance on this topic should be planned for future missions.

The quality of the variables has to be measured according to the regulation. How this should be done is not explicitly described. One aspect is to look at the magnitude of revisions, so measures of revision analysis could be considered.

The lack of deflation is another serious matter in the context of the regulation compliance. It is recommended to gain knowledge of the quality, composition and timeliness of the CPI, as this probably is the only available source for appropriate deflators.

Other conclusions and recommendations

The presented work being done on the pilot surveys on transport and construction seems very thorough. It is in the interest of the work on this component to keep in mind the experiences from that project and to be aware of the option of eventually putting the RT statistics and the quarterly statistics on distributive trade into the same framework.

The situation regarding RT statistics is at this moment that it is unknown if the future possibility of publishing monthly on a state level depends solely on the improvement of the exiting surveys on entity level, or if it might be possible to partially or fully replace the survey data with VAT from ITA. Until this is completely clarified the work on this component is being done with an eye to both possibilities.

Regarding the possible use of VAT-data, the questions mentioned above needs to be answered as quickly as possible. They are repeated here:

There are many open questions to be answered, primarily the question of availability:

Enterprises send their VAT registration forms to ITA monthly. The first question to be answered is if ITA can make this data available for statistical purposes. For this to happen, it might include changing of national laws. It is also a possibility that only data on some aggregated level (higher than enterprise level) may be available.

Other questions to be answered include:

> - Timeliness. All enterprises report these figures monthly with a deadline of t+10, but when are they processed by ITA and ready for statistical purposes?
> - Turnover definitions – VAT turnover=RT turnover?
> - Availability of auxiliary information (entity, main activity)?

Some of this can be investigated prior to the next mission and also a meeting with ITA should be included in the next meeting.

It is highly recommended that a gentleman's agreement of the availability of VAT data from ITA is pursued.

Actions needed for preparing and conducting the next mission or future missions

Action	Deadline	Responsible person/institution
Provide for experts in electronic form English translations of all questionnaires in use for monthly as well as quarterly surveys. Any other materials in use (such as informational letter to respondents) should be provided as well.	31/12-2011	BHAS, FIS, RSIS
Provide experts with turnover time series on entity level with breakdown to 4-digit nace rev 1.1 level. Preferably at least five years of monthly data. Information on the calendars in the entities for the time period should be provided as well.	31/12-2011	FIS RSIS
Provide for experts the current sample frames, separately for monthly and quarterly surveys and separately from FIS, RSIS and Brcko. For each unit in the sample frame, these variables should be included: Key ID (if possible) Type of unit (Enterprise, KAU, LKAU) Activity of enterprise: 5-digits nace rev. 1.1 and/or 4 digits nace rev. 2 Activity of unit Code of Entity Code of Canton (fbih) Code of Municipality Size class (from SBR, by turnover and persons employed) Yearly turnover Persons employed Indication of inclusion in sample (0/1 variable) Any documentation on the currents sampling methods would be useful.	20/1-2012	BHAS (BD) FIS RSIS
Initial analysis of the possible use of CPI as deflator, including: Quality, composition and timeliness of the CPI. Send brief report to	20/1-2012	BHAS

experts.		
Analyse the extent of misclassifications of RT enterprises wrongly classified with main activity outside RT, divided by activity. Send a brief report to experts.	1/4-2012	BHAS (BD) FIS RSIS
Analyse the group of KAU's in RT belonging to enterprises correctly classified outside RT, divided by activity. Send a brief report to experts.	1/4-2012	BHAS (BD) FIS RSIS
Arrange meeting with ITA for next mission	Before 2nd mission	RTA
Examine the possible use of VAT-data from ITA, including the questions mentioned above regarding availability, timeliness, quality etc. Send short report to experts. All these questions are not expected to be answered fully before the mission.	Before 2nd mission	BHAS
Documentation on methodology on Danish RT statistics, as well as distributive trade statistics.	20/1-2012	Danish experts
Analyse questionnaire designs with possible suggestions for changes	Before 2nd mission	Danish experts
Assessment of the current sample frames and samples	Before 2nd mission	Danish experts
Initial testing of WA and SA of existing time series.	Before 2nd mission	Danish experts
Review of the results on the use of KAU's from enterprises outside RT in the monthly survey on retail trade.	Before 3rd mission	Laima Brakauskiené

4. What to do before the next mission for the BC Counterpart

See table above.

5. Topics for the next meeting, action 1.4.2

1. Training in methodology:
   a. Sampling
   b. Error detection
   c. Imputations
   d. Grossing up
   e. WA and SA
2. Follow-up on information provided by BC on:
   a. Sampling
   b. WA and SA
   c. Deflation
3. Examples from Danish RT statistics
4. Questionnaires - Possible changes and simplifications
5. The possible use of VAT-data
   a. Status
   b. Meeting with ITA
   c. Conclusions?
6. Development of a general work plan
7. Planning of future missions – taking into account the situation regarding VAT-data

Annex 1. Terms of Reference

EU Twinning Project
Statistics Through Twinning – Activity 1.4.1.
BA 08-IB-FI-03

Terms of Reference; 31 October – 4 November 2011

Component 1	Business Statistics
	1.1. Statistical Business Register
	1.2. Structural Business Statistics
	1.3. Construction Statistics
	1.4. Retail Trade Statistics
	1.5. Tourism Statistics
Component 2	Household Budget Survey
Component 3	Institutional Capacity
	3.1. Long term strategy
	3.2. Metadata and classification system development
	3.3. Promotion of dissemination

Benchmarks

A) Plan for modification of existing survey on retail trade developed by the 2nd project quarter.

B) Short Term Business statistics improved retail trade short term indicators harmonized with EU   standards by the 8th project quarter.

1.4.1. Activity

Assessment of the current situation of trade, especially retail trade statistics

The expected activities are:

- ➢ Overview over EU-Regulation
- ➢ Evaluation of the existing data and available sources
- ➢ Data collection-Statistical Units used in BHAS-BD/FIS/RSIS
- ➢ Survey design inclusive sampling, coverage and questionnaires
- ➢ Alternative sources for the survey, especially VAT data base
- ➢ Preparation for a possible meeting with ITA
- ➢ Preparation of general work plan for developing distributive and retail trade
- ➢ Preparation of the list of activities to be done before the next mission
- ➢ Preparation of the list of topics for the next mission

Expected output

➢ Mission report – summarized and detailed version completed, including description of alternative sources, possible data collection methods and recommendations

➢ General and detailed activity plans and draft ToR for the next mission prepared and agreed by all partners (BHAS-BD/ FIS/RSIS participants, experts and RTA)

Annex 2. Persons met

BHAS:

    Nataša Lučić

    Alen Bajramović

    Jasmina Omić

    Azur Đapo

FIS:

    Sanja Ambrožić

    Ademira Pirić

    Ahmet Fazlić

RSIS:

    Jelena Glamočika

    Sanela Vasiljević

RTA Team:

    Bente Dyrberg

    Djemka Sahinpasic