Metadata file:
STSIND_ESMS23_A_FI_2016_0000

Based on metadata flow: **STSIND_ESMS23_A (1.0)** and typology: **ESMS (Euro-SDMX Metadata Structure)**

Concept name	Definition	Guideline
1. Contact	Individual or organisational contact points for the data or metadata, including information on how to reach the contact points.	For some indicators, the contact organisation may be different from the NSI (e.g. building permits indicators are compiled by the Ministry of Public Works in some countries). The contact information should refer to the compiling authority, not to the STS co-ordinator.
1.1. Contact organisation	The name of the organisation of the contact points for the data or metadata.	The full name of your organisation. Indicate the name of the institution that is responsible for the compilation of the indicator and the conduct of the survey. If some Government Ministries carry out part of the data collection, please indicate these as well.
1.2. Contact organisation unit	An addressable subdivision of an organisation	The name of the unit responsible for the metadata file (it can also include a unit number). Visible online, the field should be filled in carefully.
1.3. Contact name	The name of the contact points for the data or metadata.	The name of the person responsible for the statistical domain (first name and family name). Name of someone who can be contacted about data availability or methodological issues. Not visible online, may be used by Eurostat for contacting the compiling authority.
1.4. Contact person function	The area of technical responsibility of the contact, such as "methodology", "database management" or "dissemination".	The title of the person responsible for the statistical domain (this title can contain the precise area of responsibility such as methodologist or data base manager). Not visible online, may be used by Eurostat for contacting the compiling authority.
1.5. Contact mail address	The postal address of the contact points for the data or metadata.	The postal address of the person responsible for the statistical domain. Visible online, the field should be filled in carefully. This field is NOT for the email address; email address should be the next field.
1.6. Contact email address	E-mail address of the contact points for the data or metadata.	The e-mail address of the person responsible for the statistical domain (this can be an individual mail address or a functional mailbox). E-mail address of the contact person. Not visible online, used by Eurostat for contacting the compiling authority. Email address is the most important medium Eurostat uses to contact the national metadata compilers. so please keep it up-to-date. N.B. A link to European statistical data support will be published.
1.7. Contact phone number	The telephone number of the contact points for the data or metadata.	The phone number of the person responsible for the statistical domain. Telephone number of the contact person. Not visible online, may be used by Eurostat for contacting the compiling authority. A full phone number, including the country and the trunk (area) codes should be entered.
1.8. Contact fax number	Fax number of the contact points for the data or metadata.	The fax number of the person responsible for the statistical domain. Not visible online, may be used by Eurostat for contacting the compiling authority. A full fax number, including country and trunk (area) codes should be entered.
2. Metadata update	The date on which the metadata element was inserted or modified in the database.	

2.1. Metadata last certified	Date of the latest certification provided by the domain manager to confirm that the metadata posted are still up-to-date, even if the content has not been amended.	The date of the latest certification of this metadata file in order to confirm that the metadata file produced is still up-to-date. Such a certification can also be done if the contents of the metadata file have not been amended. Visible online. This date should be updated when a new (annual) version of STS metadata is transmitted to Eurostat, even if the content were not changed (because they are already up-to-date).
2.2. Metadata last posted	Date of the latest dissemination of the metadata.	The date when this metadata file is disseminated will normally be inserted automatically by the reference metadata production system. Visible online. In national STS metadata, this date should equal to "last certified" date.
2.3. Metadata last update	Date of last update of the content of the metadata.	The date when this metadata file is last updated will normally also be inserted by the reference metadata production system. Visible online. This date does not need to be updated if the contents of the metadata are not changed (i.e. the metadata are simply "certified" to be up-to-date).
3. Statistical presentation	Statistical presentation	
3.1. Data description	Main characteristics of the data set described in an easily understandable manner, referring to the data and indicators disseminated.	Describe the main characteristics of the data set in an easily understandable manner, referring to the main data and indicators disseminated. This short description should be understood immediately and easily by the users. Specify the name of the indicator. If the report refers to several related indicators (e.g. employment, hours worked and wages and salaries) indicate the name of the common source (e.g. labour force survey) and the full list of indicators. Please use also the national names of the indicators and sources. Please also indicate the main purpose(s) of the indicator/source, for example: - The index is designed to be an indicator of the economic cycle. - The index was originally designed to be used as a deflator in the calculation of volume indices. - The index was originally designed (and is still used) to index contracts in the public sector construction market. If not evident, please specify: - What phenomenon is observed using the indicator (e.g. production in construction)? - What data are collected (e.g. hours worked and labour productivity)?
3.2. Classification system	Arrangement or division of objects into groups based on characteristics which the objects have in common.	Classifications used in the European STS are NACE rev. 2.0, CPA 2008 and Classification of Types of Constructions (CC). Please include the version. Countries are also welcome to put references to national versions of NACE or CPA.
3.3. Coverage - sector	Main economic or other sectors covered by the statistics.	List the main economic or other sectors covered by the data set produced, in also adding the size classes used. **Activities covered** Please indicate the activity coverage of the register. If possible please make reference to NACE Rev. 2 activities, or an equivalent classification. **Size classes covered** Please indicate if any units are excluded from the register because of their size. For example are units excluded if they have no paid employees or if their turnover is below a certain threshold. Please specify for each indicator: What NACE sections, divisions, groups or classes are covered

		(indicators of Annexes A, C & D)? • What construction products (CC) and activities (NACE) are covered by the construction indicators (Annex B)? • The coverage based on the activity (NACE) classification may be cut-off on the basis of the number of employees or the amount of turnover. Please, explain the cut-off values and their impact on total coverage of the indicator.
3.4. Statistical concepts and definitions	Statistical characteristics of statistical observations.	Describe in short the main statistical variables provided. The definition and types of variables provided should be listed, together with any information on discrepancies from the ESS/international standards. Please list the main variables collected on questionnaires or administrative declarations for this source as well as a brief description. For example, domestic and export turnover and changes in stocks. Turnover is valued excluding VAT etc. For product statistics please indicate the variable collected (e.g. price, excluding VAT, or sales of own produced goods) and not the list of products. Please indicate any planned changes. This point covers concepts and definitions of the main statistical variables to be covered in each STS metadata file, for example: • Production; • Turnover, Producer Prices and Import Prices for different markets and economic territories, if relevant; • All different Costs, Prices and Building Permits Indicators; • **Number of Persons Employed, Hours Worked** and Wages and Salaries. Please report any discrepancies from the STS definitions (Commission Regulation 1503/2006). - If, for example, the SBS definitions are used, please explain why and what are the differences from the STS definitions. Any other information relevant for the characteristics of the statistical concepts, for example, due to the use of administrative data. In 2017 (with reference to 2016) **the coverage of self-employed persons (unpaid working proprietors and family workers)**, or whether the employees are used as an approximation, should be reported for the variables Number of Persons Employed and Hours Worked. If the metadata of labour variables is simplified (e.g. one metadata files for all STS labour indicators), the variable names (and their coverages in terms of NACE activities) should be mentioned in the field 3.4. **Format:** In 2017 explicit statement on whether the numbers (210) and hours worked (220) of working proprietors are covered, also in cases where they are self-employed and the only labour force of their company.
3.5. Statistical unit	Entity for which information is sought and for which statistics are ultimately compiled.	List the basic units of statistical observation for which data are provided. These observation units (e.g. the enterprise, the local unit, private households...) can be different from the reporting units used in the underlying statistical surveys. **Reporting unit** Please list the types of units that are responsible for replying to the survey questionnaires or administrative declarations. This information may not be an enterprise or a KAU for administrative STS sources: building permits may be granted by a municipality or similar (for BPIs), or households may be used for some labour indicators **Observation unit(s)** Please list the types of units that are studied in any survey questionnaires or for which information is collected on in administrative declarations. E.g. KAU, enterprise. Note that for product surveys information on the observation unit (not the product range) is important in order to identify the scope of the survey. For these product surveys please indicate carefully whether units, whose own principal activity lies outside of the activity range given elsewhere, are included in the survey if they produce the products covered by the survey as part of a secondary activity.

3.6. Statistical population	The total membership or population or "universe" of a defined class of people, objects or events.	Describe the target statistical population (one or more) which the data set refers to, i.e. the population about which information is to be sought. Please specify:
		
		 • The target population in terms of NACE/CPA, size class, statistical unit, etc.
		 • The frame for identifying units for the population
		     ○ What is it (e.g. business register, structural business statistics file)
		     ○ How are the demographic changes dealt with
		
		 What is the size of the population (number of units and distribution between sub-aggregates [MIGs, main types of construction, main retail aggregates etc.] and coverage rates of nationally defined population relative to full STS requirements in terms of value added or turnover?
		
		 More details on sampling under the field 18.1.
		
		 "Frame" is a list, map or other specification of the units which define a population to be completely enumerated or sampled.

3.7. Reference area	The country or geographic area to which the measured statistical phenomenon relates.	**At European level:** The geographical area covered by the data set disseminated (e.g. EU Members States, EU regions, USA, Japan, etc. as well as aggregates such as EU-28, EEA). **At national level:** the country, the regions and aggregates covered by the data set disseminated. Please indicate if any particular regions are excluded from the register or if the regional coverage has changed in any way. This is rarely the case but does occur for some countries with a decentralised administration. For the reporting countries consisting of several territories, do the statistics refer to the totality of the national territory (e.g. is Northern Ireland covered in the UK statistics; DOM TOM in the statistics of France etc.)? Which partner countries are covered in the EA aggregates of Industrial Prices and Turnover for different reference years? Are also such activities that are carried out outside the national territory of the reporting country included in the aggregates? For example, do the reported turnover and value added (production) include the output of statistical units that are located abroad and whose output is attributed on to a national unit because of, for example, intellectual property rights? Make a quantitative (or qualitative) estimation of the share of the "foreign" activities (globalisation effect) included in the main aggregates in 2016. **Format:** Explicit statement for each variable covered by the metadata file: • What is the geographical coverage of the variable? • Are activities outside the geographical coverage included in the data?
3.8. Coverage - Time	The length of time for which data are available.	The time periods covered by the data set should be described (i.e. the length of time for which data set is disseminated, e.g. from 1985 to 2006 for certain annual data). Please note the first year in which the survey was carried out or the indicator compiled. After the rebasings (e.g. from 2010 to 2015), the length of the STS time series should be maintained for all presentations (gross, calendar and seasonally adjusted data). If relevant, identify the breaks in series and the reasons for them (change of definitions, sources, methods etc.). The length of time series should be given for the main aggregates and for the PEEIs at least: - Totals, MIGs (intermediate goods, energy, capital goods, durable consumer goods and no-durable consumer goods) and NACE sections for Industrial Production and Prices. - Total Production in Construction, Building Construction and Civil Engineering for IPC. - Main aggregates for Building Permits Indicators (new residential buildings excluding residencies for communities for number and all new buildings for useful floor area or equivalent). - Special aggregates (total; food, drinks and tobacco; non-food products except automotive fuel; automotive fuel in specialised stores;

		textiles, clothing and footwear; electrical goods and furniture; computer equipment, books and other; pharmaceutical and medical goods; mail orders and internet) for deflated turnover in retail trade Retail Trade and - NACE Divisions (2-digit) for Services Turnover. Are longer time series available nationally than what is transmitted to Eurostat? If so, is the activity coverage of these longer series different from that of the series transmitted to Eurostat? Are comparable time series available (nationally) in different frequencies. For example, for the Index of Production in Construction, the quarterly time series might go longer back in history than the monthly series.
3.9. Base period	The period of time used as the base of an index number, or to which a constant series refers.	Please indicate the base and reference year used. The **base year** in STS means the year of the weighting reference period; the **reference year** is the year to which the index value 100 is assigned. In chain-linking, the **reference period** (the period to which the index values are compared) can be shorter than one year (e.g. last month or quarter of the previous year). This is not relevant for data provided in absolute figures. Please specify: • the base year (the year on which the weights are based), • the reference period (if chain-linking is based on a period shorter than a year) and • the reference year (the year when the index equals 100; it may be the same as the base year) applied to the data transmitted to Eurostat. Are different base and reference periods released nationally? The possible chain-linking and the annual price or volume update of weights should be reported under the field "18.5 Data compilation".
4. Unit of measure	The unit in which the data values are measured.	The units of measures used for the data set disseminated should be listed (units of measures are e.g. Euro, %, number of persons). Also the exact use of magnitude (e.g. thousand, million) should be added. Almost all STS indicators are transmitted to Eurostat as indices. Some variables, including Turnover, Building Permits Indicators and Labour Indicators can be transmitted as absolute values. For these indicators, what is the exact unit of measure of the values transmitted to Eurostat: • 1000 or 1000 000 euro or national currency (which currency?); • number of dwellings or number of 1000 dwellings, square metres or 1000 square metres; • hours and employees or 1000 hours and 1000 employees? When indices are transmitted to Eurostat, are data in absolute figures published nationally? Refer to adequate Concepts 10.1 - 10.5.
5. Reference Period	The period of time or point in time to which the measured observation is intended to refer.	Statistical variables refer to specific time periods, which can be a specific day or a specific period (e.g. a month, a fiscal year, a calendar year or several calendar years). When there is a mismatch between the target and the actual reference period, for instance when data are not available for the target reference period, the difference should also be highlighted. STS data refer to months or quarters. Please provide information on the length of the reference period. E.g. • flows during the calendar month (typically for turnover, wages and salaries); • first working day after 15th of the month (typically for prices data); • first working Monday of the month (typically for employment levels); • beginning and end of calendar month (typically for stocks). Accounting conventions: Are price data collected in reference to a particular day or period of the month or the quarter? What specific accounting practices are applied to the data: For example, are building permits indicators assigned to the period when they are applied, granted or to the period when they are transmitted to the ministry? This field does not refer to the reference period of this metadata file (to be found in the file name); it refers to the reference period of the **data**

		transmitted to Eurostat.
6. Institutional Mandate	Set of rules or other formal set of instructions assigning responsibility as well as the authority to an organisation for the collection, processing, and dissemination of statistics.	A law or other formal set of instructions that assign responsibility as well as the authority to an agency for the collection, processing, and dissemination of statistics (including arrangements or procedures to facilitate data sharing and exchange between data producing agencies).
6.1. Institutional Mandate - legal acts and other agreements	Legal acts or other formal or informal agreements that assign responsibility as well as the authority to an agency for the collection, processing, and dissemination of statistics.	General information on the mandate of the statistical authority can be very short. In addition to European legislation, national legal acts and international agreements may be mentioned. If national legislation influences the requirements concerning a particular STS indicator, it should be identified and the possible differences between the national acts and the STS regulations should be reported. If the data collection is used for the purposes of several European requirements (e.g. LFS, LCI), this should be mentioned. Are any derogations, written "gentlemen's agreements" or voluntary provisions of data (not requested by the STS Regulations) applied to data deliveries to Eurostat?
6.2. Institutional Mandate - data sharing	Arrangements or procedures for data sharing and coordination between data producing agencies.	Are the STS data transmitted, in addition to Eurostat, directly from the reporting country to other international organisations (OECD, the UN etc.)?
7. Confidentiality	A property of data indicating the extent to which their unauthorised disclosure could be prejudicial or harmful to the interest of the source or other relevant parties.	The legislation (or any other formal provision) related to statistical confidentiality applied for the data set in question as well as the actual confidentiality data treatment done (also with regard to the aggregated data disseminated) should be described.
7.1. Confidentiality - policy	Legislative measures or other formal procedures which prevent unauthorised disclosure of data that identify a person or economic entity either directly or indirectly.	The European and national legislations related to statistical confidentiality should be described. Please indicate the policy as regards the confidentiality of individual responses etc. Confidentiality policy may be based on the basic statistical law or general policies governing confidential data.
7.2. Confidentiality - data treatment	Rules applied for treating the data set to ensure statistical confidentiality and prevent unauthorised disclosure.	The rules applied for treating the data set with regard to statistical confidentiality should be described (e.g. controlled rounding, cell suppression, aggregation of disclosive information, aggregation rules on aggregated confidential data, primary confidentiality with regard to single data values, etc.). Main reference: Handbook on Statistical Disclosure Control (2010). In business statistics, there is sometimes a risk that an observation is based on just one company or two companies. How are such cases dealt with?
8. Release policy	Rules for disseminating statistical data to interested parties.	Rules for disseminating statistical data to all interested parties.
8.1. Release calendar	The schedule of statistical release dates.	The policy regarding the release of statistics according to a preannounced schedule should be described. It should also be mentioned if a release calendar for the data set in question exists and if this calendar is publicly accessible. Please indicate whether there is advance notice of release dates. If so, please indicate where this information can be found. If available, enter the URL of the release calendar in field 8.2. If a national release calendar does not exist for the given indicator, please explain why: • Data are only transmitted to Eurostat but not disseminated nationally or • Data are disseminated nationally but without a predefined release calendar.

8.2. Release calendar access	Access to the release calendar information.	The URL (web address) to the release calendar, if available, should be given.
8.3. Release policy - user access	The policy for release of the data to users, the scope of dissemination (eg, to the public), how users are informed that the data are being released, and whether the policy provides for the dissemination of statistical data to all users at the same time. It also describes the policy for briefing the press in advance of the release of the data.	The policy for data release to users should be described. This includes the scope of dissemination (e.g., to the public, to selected users), how users are informed that the data is being released, and whether the release policy determines the dissemination of statistical data to all users at the same time. For Eurostat only: Reference is also made to the impartiality protocol linked to the European Statistics Code of Practice, principle 6, where the responsible for the statistical domain should state all kind of pre-releases. **Simultaneous release to all interested parties** Please indicate the practices used to ensure simultaneous release; please also indicate whether some users have prior access to the data, before its general release. **Identification of internal government access to data before release** Please indicate whether parts of the public administration (or Government) other than the statistical office have prior access to data before its release. If so please indicate the nature of this access (for information or for comment). E.g. The Economics Ministry's press department is provided with an embargoed copy of the press release 24 hours in advance for information (but not comment) and it is embargoed until the statistics office has released the data - the purpose of this is to allow them to prepare answers to any press questions that typically follow the release of the data **Transmission to Eurostat and further use of the statistics** Please indicate under which conditions (possibly under embargo until the national release) data is transmitted to Eurostat and to other international organisations. For the STS indicators (totals or detailed breakdowns) that are only transmitted to Eurostat (possibly with a confidentiality flag), but not disseminated nationally at all, please, explain briefly the reasons for non-dissemination.

9. Frequency of dissemination	The time interval at which the statistics are disseminated over a given time period.	It should be stated the frequency with which the data is disseminated (e.g. monthly, quarterly, yearly). The frequency can also be expressed in using the codes released in the harmonised code list available for the European Statistical System.
		
		If relevant, please separate between (1) transmissions to Eurostat and (2) national dissemination:
		
		    1. Are the data transmitted monthly or quarterly to Eurostat?
		    2. Are the data disseminated monthly, bi-monthly, quarterly, every four or six months etc. to national users (for formats, please refer to fields 10.1-10.5)?
		
		For frequencies other than monthly and quarterly, please, explain the reasons.

10. Accessibility and clarity	The conditions and modalities by which users can obtain, use and interpret data.	The various means of dissemination used for making the data set available to users should be described (including the various dissemination formats available as well as their accessibility). 'What variables and in what breakdowns are published nationally in different media (10.1-10.5)? Are data published in absolute figures or as indices?
10.1. Dissemination format - News release	Regular or ad-hoc press releases linked to the data.	Is there a news release on this indicator/these indicators in your country? Regular or ad-hoc press releases linked to the data set in question should be described. Please indicate the frequency, activity coverage, length of time series and presentation (gross, calendar or seasonally adjusted and different growth rates) of data in regular national news releases. Please indicate whether the official release of the data is accompanied by comments from a Government Ministry.

10.2. Dissemination format - Publications	Regular or ad-hoc publications in which the data are made available to the public.	The publications using the data set in question should be described in short. Please indicate the name of the publications used for the dissemination of the data. Please indicate paper and electronic publications.
10.3. Dissemination format - online database	Information about on-line databases in which the disseminated data can be accessed.	The on-line database available for the data set in question should be described. This includes the domain names as released on the website. Please indicate the frequency, activity coverage, length of time series and presentation (gross, calendar or seasonally adjusted and different growth rates) of data in the national online database. Describe the standard tables produced: If several related indicators are compiled (volume and value, varying definitions), please indicate exactly which one(s) are disseminated. For example, the monthly production volume index (2010=100) at the 2-digit NACE level and above (as well as nationally defined MIGs), gross and seasonally adjusted data.
10.4. Dissemination format - microdata access	Information on whether micro-data are also disseminated.	Describe if and how the data set is accessible as micro-data (e.g. for researchers). Also the micro-data anonymisation rules should be described in short. As Eurostat receives no micro-data from the reporting countries, the description of the possible micro-data access should make it clear that the national authority should be contacted to have access to the micro-data.
10.5. Dissemination format - other	References to the most important other data dissemination done.	The most important other data dissemination means should be described (e.g. within other publications, policy papers, etc.). State at least that the data are sent to Eurostat, either to be used in European aggregates or to be released also as national data.
10.6. Documentation on methodology	Descriptive text and references to methodological documents available.	Describe the availability of national reference metadata files, important methodological papers, summary documents or other important handbooks. Please indicate the name of the main methodological reference manuals/handbooks/brochures, and how they can be acquired: for example, URL links (web addresses) to electronic documents on the compiling authority's website should be included in the description of the methodology documentation.
10.7. Quality management - documentation	Documentation on procedures applied for quality management and quality assessment.	Describe the availability of quality reports and studies. For Eurostat: The responsible of the statistical domain should also describe the availability of national quality reports. Links to electronic documents on the national compiler's website should be included in the description of the quality documentation.
11. Quality management	Systems and frameworks in place within an organisation to manage the quality of statistical products and processes.	Describe briefly the quality management system used in the organisation (EFQM, ISO- series etc.) and as well hyperlink to the European Statistics Code of Practice.
11.1. Quality assurance	Guidelines focusing on quality in general and dealing with quality of statistical programmes, including measures for ensuring the efficient use of resources.	Hyperlink to the **general quality assurance framework** (or similar) and brief description how it is implemented for the domain-specific quality assurance activities (the use of best practices, quality reviews, self-assessments, compliance monitoring etc.). For this field, the description shall focus on the implementation of quality assurance in the STS domain(s) at the compiling agency. At least the **Code of Practice** should be mentioned (if applied).
11.2. Quality management - assessment	Overall assessment of data quality, based on standard quality criteria.	The standard quality criteria are provided in fields 12 - 15. A qualitative assessment of the overall quality of the statistical outputs should be provided by summarising the main strengths and possible quality deficiencies. Any trade-offs between quality aspects can be mentioned as well as planned quality improvements. Main reference: "ESS Handbook for Quality Reports" (2014). This field should summarise the main characteristics of the following quality aspects of the indicator in question: • Relevance

		- Accuracy and reliability - Timeliness and punctuality - Coherence and comparability. The detailed aspects will be described under the relevant sub-fields 12 - 15. The principal quality problems should be identified.
12. Relevance	The degree to which statistical information meets the real or perceived needs of clients.	
12.1. Relevance - User Needs	Description of users and their respective needs with respect to the statistical data.	Provide a classification of users with some indication of their importance, an indication of the uses for which they want the statistical outputs and as well users and uses given special considerations. Unmet user needs and the reasons for not meeting them should be included as well. In addition to Eurostat, the needs of the following users may be relevant: - Institutions: government departments, ECB, national central bank, international organisations, etc. - Social actors: employers' organisations, trade unions, lobby groups, etc. - Media - Researchers & students - Enterprises/businesses - Internal users - Eurostat You can also give examples of fitness for use of the specific indicator. For example, for the building permits indicators, do national users consider building permits variables as leading indicators?
12.2. Relevance - User Satisfaction	Measures to determine user satisfaction.	Describe how the views and opinions of the users are collected. In addition the main results regarding the user satisfaction should be shown (in the form of a user satisfaction index if available) and the date of most recent user satisfaction survey. A link to national user surveys' results, if available.
12.3. Completeness	The extent to which all statistics that are needed are available.	Provide information on completeness compared with relevant regulations/ guidelines. Applicable for Eurostat: if any Member States are not producing the statistics in question. Gaps in the completeness of the indicator should be identified (length of time series, economic activities, size classes of respondents, definitions that exclude some activities etc.). How many time series are available and how many are required?
13. Accuracy	Closeness of computations or estimates to the exact or true values that the statistics were intended to measure.	
13.1. Accuracy - overall	Assessment of accuracy, linked to a certain data set or domain, which is summarising the various components into one single measure.	Provide a summary of the main sources of error and an assessment of the potential for bias (sign and order of magnitude) for each key indicator in quantitative or qualitative terms. Briefly state (and explain reasons) whether: - the sampling error in the data is "negligible", "small" or "large"; if the sampling error is "not relevant", please explain why - the non-sampling error of the data is "negligible", "small" or "large" - the first estimates "are biased"/"are not biased"; after how long period from the first release are the results normally final? Which sources of errors are the most significant? - sampling errors - coverage errors - non-response - measurement errors - data processing errors - modelling errors. Main sources for the fields 13.1-13.3: Variance estimation, Eurostat, 2002 and Handbook on quality reports, Eurostat, 2014.

13.2. Sampling error	That part of the difference between a population value and an estimate thereof, derived from a random sample, which is due to the fact that only a subset of the population is enumerated.	If **probability sampling** is used, it should be provided estimates of the accuracy, normally in the form of cv's, standard errors or confidence intervals. It should be stated if adjustments for non-response, misclassifications and other uncertainty sources such as outlier treatment are included. - If **non-probability sampling** is used, the responsible for the statistical domain should provide estimates of the accuracy, a motivation for the invoked model for this estimation, and brief discussion of sampling bias.
		Brief information on whether the sampling error is applicable or not applicable.
		- The role of sampling should be made clear in this field. If sampling error is not relevant (as in the case of censuses), then this should be shortly explained. - If the sampling error (the coefficients of variation (CVs), standard errors or the confidence intervals) cannot be calculated for indices and growth rates, then please provide them for the main components (turnover and deflators: PPIs, SPPIs etc.) . When several sample surveys are used for compiling the STS indicators (e.g. turnover and deflators), the role of the sampling errors in the source surveys should be described. - If not available for the full reference year and up to the latest deliveries, the sampling error of September (monthly data) or the 3rd quarter (quarterly data) should be reported as an example for the national total and the main aggregates (according to indicator: MIGs, types of construction and specific retail trade aggregates). It should be included: - Number of respondents (all indicators). - Which part of the population (enterprises) is subject to data collection. - Number of observations (e.g. prices; more than one observation per respondent?). - For non-probability sampling or cut-off sampling, description of the sampling bias should be filled in in this field. - It should be clear to the reader to which aggregates the presented error measures refer to.
		STS QPI: 'The Coefficient of Variation (CV) is to be provided as an annual STS Quality Performance Indicator for the first turnover estimates when based on probability sample surveys. Only totals to be provided and temporal breakdown as twelve monthly CV's in the reference year T. To be calculated (if relevant) for the retail trade.
		Main sources for the fields 13.1-13.3: Variance estimation, Eurostat, 2002 and Handbook on quality reports, Eurostat, 2014.
13.3. Non-sampling error	Error in sample estimates which cannot be attributed to sampling fluctuations.	Provide an assessment, preferable quantitative, on the following **non-sampling errors** and the bias risks associated with them.
		1. **Coverage errors**: Over-coverage, under-coverage and multiple listings. 2. **Data collection and access errors:** Impact of survey instrument, respondent and interviewer where relevant; errors related to accessing the administrative data. 3. **Unit non-response**, including causes for non-response and measures to reduce it. Please indicate the response rates. This should be at the time when the survey is closed for a reference period - **September** for the monthly data and **3rd quarter of the reference year** for the quarterly, if available. Please indicate intermediate response rates, e.g. *first indicator compiled 2 months after the end of the reference period with a response rate of 65%; the final indicator is calculated when the response rate reaches 100% which is normally 3.5 - 4 months later*. Please indicate what actions are taken to increase the response rate, such as postal reminders, telephone contacts and field visits. 4. **Item non-response** for the key variables. Present item non-response rate for the key variables. 5. **Editing, coding and imputation errors**: Data editing, coding and imputation errors where relevant. 6. **Modelling errors:** Specific models used in estimation.
		STS QPI: The weighted unit non-response rate for first releases is to be calculated for all STS PEEI's (except for SPPIs and for industrial import prices of countries applying European sample schemes) and should be calculated as **STS Quality Performance Indicator**. No activity breakdown. Turnover is recommended as the weighting variable but other variables known for the whole population are possible. The reference periods: Q3 for quarterly data and September for monthly data in the reference year.
		Please also include the response rates if possible:

		1. at the time data are provided to Eurostat, 2. at the time data are first published nationally, 3. development during one data collection exercise, 4. over the course of a year. Main sources for the fields 14.1-14.3: Variance estimation, Eurostat, 2002 and Handbook on quality reports, Eurostat, 2014.
14. Timeliness and punctuality	Timeliness and punctuality	
14.1. Timeliness	Length of time between data availability and the event or phenomenon they describe	Provide, for annual or more frequent releases, the average production time for each release of data. Applicable for Eurostat: National data deliveries: the agreed time frame for deliveries should be included as well as the achieved dates for deliveries during a past period. Please indicate the time period that elapses between the end of the reference period, and the release of the data. If there are several releases, such as provisional and final, please indicate the timeliness for each release. Indicate also the basic elements of the survey timetable. Dates or periods of time should be related to a clear point in time, for example, from the end of the reference period. Examples of key dates are: 1. When are questionnaires sent to the reporting units? 2. What is the deadline for replies? 3. When does the data collecting authority close the survey and stops treating any more replies for a particular reference period (if ever)? Please state if there are differences in timeliness between the different aggregation levels (Total, MIGs, special aggregates, NACE Sections, Divisions, Groups or Classes, if relevant), or between the statistical variables. Are other quality dimensions compromised to achieve timely releases?
14.2. Punctuality	Time lag between the actual delivery of the data and the target date when it should have been delivered.	Provide, for annual or more frequent releases: • The percentage of releases delivered on time, based on scheduled release dates. • The reasons for non-punctual releases explained. Refer to deliveries starting from the beginning of the reference year.
15. Coherence and comparability	COHERANCE - Adequacy of statistics to be combined in different ways and for various uses. COMPARABILITY - The extent to which differences between statistics can be attributed to differences between the true values of the statistical characteristics.	Coherence measures the adequacy of the statistics to be combined in different ways and for various uses. Comparability is a measurement of the impact of differences in applied statistical concepts, measurement tools and procedures where statistics are compared between geographical areas or over time.
15.1. Comparability - geographical	Extent to which statistics are comparable between geographical areas.	Describe any problems of comparability between countries or regions. The reasons for the problems should be described and as well the order of magnitude of the effects of the main sources of errors. Information on discrepancies from the ESS/international concepts and definitions should be included. Also asymmetries for statistical mirror flows should be described. Are the same statistical concepts applied in the entire national territory (for example, the UK & Northern Ireland; France & DOM-TOM etc.)? Are the possible discrepancies significant, for example to particular economic activities?
15.2. Comparability - over time	Extent to which statistics are comparable or reconcilable over time.	Provide information on the length of comparable time series, reference periods at which series breaks occur, the reasons for the breaks and treatments of them. For STS, are comparable time series available (nationally) in different frequencies. For example, for the Index of Production in Construction, the quarterly time series might go longer back in history than the

		monthly series.
15.3. Coherence - cross domain	Extent to which statistics are reconcilable with those obtained through other data sources or statistical domains.	Describe the differences of the statistical outputs in question to other related statistical outputs. The order of magnitude of the effects of the differences should be assessed as well. Please describe briefly the kind of comparisons that can be made with other data sets to evaluate the quality of the data. Give a brief information to show whether the results of this survey are confronted with results from other sources. For example levels with annual structural business statistics, or trends with qualitative surveys. For STS, relevant statistics for comparison could be: - Structural Business Statistics - National Accounts (quarterly and annual) - PRODCOM - Labour statistics (LFS, LCI and JVS) - Price statistics - Tourism statistics - Sectorial statistics (transport, energy, etc.) - Business tendency surveys **What kind of statistical comparisons are carried out and what are their results (preferably for the reference year of the metadata)?** Please give quantitative (e.g. correlation) or qualitative information on the coherence between different statistical products. **Format:** Quantitative (e.g. correlation) or qualitative information on the coherence between the results of different statistical products: - Description of coherence - Explanation of differences.
15.4. Coherence - internal	Extent to which statistics are consistent within a given data set.	Describe if statistical outputs within the data set in question are not consistent and the reasons for publishing such results. Are the aggregates always consistent with their main sub-aggregates (e.g. the total IPI and MIGs), even if they were chain-linked? How is the coherence achieved (annual price or volume update of weights of chain-linked volume and price indices; careful selection of seasonal adjustment models and outliers etc.)? Chain-linking should be described under the field "18.5 Data compilation".
16. Cost and Burden	Cost associated with the collection and production of a statistical product and burden on respondents.	Provide a summary of costs for production of statistical data and of the burden on respondents (in general measured in time used). Objectives/actions concerning burden reduction could be additionally provided. Main references: - Handbook for Monitoring and Evaluating Business Survey Response Burdens (Eurostat, 2007) - International Standard Cost Model Manual (SCM network) In the data collection of year T, the costs and burden should refer to year T-1. If available, only the additional costs and burden of European STS requirements should be reported. In any case, it should be clearly indicated whether the assessment of costs and burden covers: 1. also the statistics for national requirements, 2. also other Eurostat's requirements or 3. the specific STS requirements only. "Costs" refer to the effort of the statistical compiling agency (NSI or other, including their contractors). "Burden" refers to respondents' effort in replying the survey or filling in statistical annexes of administrative data requirements. Both costs and burden should be reported in person-hours. In case of single surveys, burden is to be broken down into: <number of questionnaires> * <average time for filling in the

		questionnaire (min)>/60
		What activities has the reporting country undertaken to reduce the respondents' burden?
17. Data revision	Any change in a value of a statistic released to the public.	The European Statistical System Committee (ESSC) has endorsed "ESS guidelines on revision policy for PEEIs" in February 2012. These guidelines can be useful for structuring the metadata on revisions; the entry for the field "17 Data revision" should consequently cover the policy and practice for the following topics: • routine revisions (including release/revision calendar), • major revisions (e.g. base year changes; benchmarking/confrontation with other statistics), • non-scheduled revisions (error handling and information to users) and • information on tracking vintages and revision analysis.
17.1. Data revision - policy	Policy aimed at ensuring the transparency of disseminated data, whereby preliminary data are compiled that are later revised.	Describe the general revision policy adopted for the organisation and the data disseminated. **STS QPI:** Please indicate if **the same revision policy** is applied to STS data released **nationally** and **transmitted to Eurostat**. • If there is no revision policy in place it should be explicitly stated. • Include brief information how the different types of revisions (routine, major revisions, non-scheduled, and information on tracking vintages and revision analyses) are dealt with in the revision policy. • Also indicate if regular revisions analyses carried out for the national STS data sent to Eurostat. • Does a revision calendar exist? If so, give a link or refer to the field 8.1 where a link to release and revision calendar is given. • If there is no revision calendar, it should be explicitly stated. **Format:** Description of the general revision policy, indicating for each type of revision (routine, major revisions and non-scheduled revisions) whether the same policy is applied also for transmissions to Eurostat.
17.2. Data revision - practice	Information on the data revision practice.	Describe major scheduled revisions as well as their expected average size. As far as necessary also minor revisions should be described. At European level: a reporting template is provided in this respect. **STS QPI**: The **Mean Absolute Revision (MAR)** and **Mean Revision (MR)** of year-onyear growth rates for unadjusted and calendar adjusted data and period-on-period for seasonally adjusted series are to be calculated for totals of all STS PEEI's (except for SPPIs and for industrial import prices of countries applying European sample schemes) as **STS Quality Performance Indicators**. In a first phase, no activity breakdown (only totals). In the calculation formulae, the "latest release" should refer to the last value in the reference year (December or Q4 of the reference year) for the metadata reporting in the following year. The reference periods set to 20 values for quarterly data and to 36 values for monthly data. When building up the indicators, shorter time coverage is accepted. Generally, this field should inform the users on: • How are the different types of revisions (see STS Guidelines for the field 17.1) dealt with in the revision policy? • Does a revision calendar exist? If so, give a link or refer to the field 8.1 where a link to release (and revision) calendar is given. • Is the same revision policy applied to data released nationally and transmitted to Eurostat (this should be the case to assure coherence)? This field should let the users know how much the initially released values normally change in the coming months (if they do). • Is information available to the users after the event (major revisions or errors)? • Is benchmarking (also called data confrontation/conciliation) with other statistics carried out? • What regular processes introduce revisions and when: e.g. the quarterly or annual completion of business accounts, the compilation of structural business statistics and national accounts? Tools are available at OECD's web site.
18. Statistical processing	Statistical processing	

18.1. Source data	Characteristics and components of the raw statistical data used for compiling statistical aggregates.	Indicate if the data set is based on a survey or on administrative data sources. If sample surveys are used, some sample characteristics should also be given (e.g. gross and net sample size, type of sampling design, reporting domain etc.). If administrative registers are used, the description of registers should be given (source, year, primary purpose, potential deficiencies etc.).
		Type of source Indicate if the source is a statistical survey or an administrative source. Are several sources used? What kind of selection method is used in each of them: sample (survey or administrative data) or census (survey or administrative data)?
		Frame on which the source is based Please note the name of the register from which the sample is drawn for the survey. In the case of an administrative source this may not be relevant.
		Sample or census Please indicate whether the survey is carried out exhaustively or by a sample.
		Note that this should be answered with respect to the population coverage described under the field 3.3. Hence if in 3.3 a size threshold was mentioned (for example 10 persons employed) and all units within this population are surveyed, the survey is a census (within the pre-defined population). If all enterprises with more than 50 persons employed are surveyed and those with between 10 and 49 persons employed are sampled, then the survey is a sample survey - in this case a stratified sample survey.
		Normally, if the source is an administrative source, it can be considered to be a census, although a sample can also be drawn from administrative data.
		In the case of price indices based on a product classification, please indicate whether the choice of reporting units is a sample and whether the choice of products is a sample. Please explain whether and in which order these samples are made, for example first a sample of product (groups) is drawn, and then for each of these product groups a sample of enterprises is drawn; or product-enterprise pairs are made and a sample is drawn directly from these pairs.
		Criteria for stratification Please indicate how the sample is drawn. Is it a stratified sample? If so, which characteristics are used to stratify the population, for example activity, number of employees, turnover, NUTS 2. This is normally not applicable if the source is an administrative source.
		In the case of product statistics please indicate not only the criteria for selecting reporting units but also for selecting products.
		Threshold values and percentages Threshold values: Please indicate the strata used for sampling, for example persons employed classes: 1-4, 5-9, 10-19, 20 and more. This is normally not applicable if the source is an administrative source or a census.
		In the case of product statistics please indicate the sample sizes in terms of, products and reporting units surveyed.
		Percentages (or number of units/products) sampled: Please indicate the sample sizes in each stratum, for example: - 1-4 5% - 5-9 15% - 10-19 40% - 20 and more 100%
		Frequency of updating the sample Please indicate the frequency with which the sample is updated. Is a new sample drawn every five years, every year, or every time the survey is carried out?
18.2. Frequency of data collection	Frequency with which the source data are collected.	Indicate the frequency of data collection (e.g. monthly, quarterly, annually, continuous). The frequency can also be expressed in using the codes released in the harmonised code list available for the European Statistical System. Additionally, please specify if the collected data refer

		• to the full reference period (could be the case for flow variables like turnover, production & hours worked) or • to a particular date (which date?) in the reference period (this could be the case for price or employment data)?
18.3. Data collection	Systematic process of gathering data for official statistics.	Describe the method used to gather data from respondents (e.g. postal survey, CAPI, on-line survey, etc.). Some additional information on questionnaire design and testing, interviewer training, methods used to monitor non-response etc. should be provided here. Reference: The Handbook of Recommended Practices for Questionnaire Development and Testing Methods in the ESS (Eurostat, 2006). **Questionnaires used in the survey:** Please list the names and, if they are commonly used nationally, the code numbers of the different questionnaires used and indicate the main criteria for determining which part of the target population receives which questionnaire. This is not applicable if the source is an **administrative source**. For administrative sources, the method to access the data should be described: • direct access to an administrative data base • an extraction from a data base • a statistical annex of an administrative declaration • etc. Please indicate any planned changes. This is not applicable if the source is an administrative source. Please indicate the media used for the basic data collection from the reporting units for example postal questionnaire, electronic questionnaire, interview, administrative declaration. In addition to explaining how the respondents are contacted (mail questionnaire, web survey, interview...), please specify also: • methods used for monitoring and following-up the non-response; • actions taken to speed up or increase the rate of response (re-contact by mail, phone; possible sanctions etc.). Statistical handling unit and item non-response should be explained under the field 18.5.
18.4. Data validation	Process of monitoring the results of data compilation and ensuring the quality of the statistical results.	Describe the procedures for checking and validating the source data and how the results of these validations are monitored and used. Also, include information on how the data are "checked-out": include validation rules applied before the data are transmitted to Eurostat. Data validations should be presented according to the following breakdown: **Validation of format and file structure checks** (level 0) • This consists in checking the structure of the file or the format of the data. **Intra-dataset checks** (1) • This consists in quality checks which only need the (statistical) information included in the file itself. Checks can be based at the level of each record, or even at the level of each cell (identified by "coordinates" of one row and one column). Checks can be based at the level of one record, but can also be at the level of two or more records up to all the records of the entire file. **Inter-dataset checks** (2 & 3) • This includes all the quality checks in which the content of the file is compared with the content of "other files" referring to the same statistical system (or domain). **Intra-domain, intra-source checks** (2) • include revision checks, time series checks and (intra-source) inter-dataset checks. **Intra-domain inter-source checks** (3) • include mirror checks. **Plausibility or consistency checks between two domains available**

		in the same Institution (4)
		These checks could be based for example on:
		- the plausibility of results describing the "same" phenomenon from different statistical domains; - the comparison between results from correlated micro-data and macro-data sources; - known correlations between different phenomena.
		Plausibility or consistency checks between the data available in the Institution and the data / information available outside the Institution (5)
18.5. Data compilation	Operations performed on data to derive new information according to a given set of rules.	Describe the data compilation process (e.g. data editing, imputation, weighting, adjustment for non-response, calibration, model used etc.).
		Main reference: Survey sampling reference guidelines – Introduction to sample design and estimation techniques (Eurostat, 2008).
		Please explain briefly how **non-response** is treated. Is it treated at all? Are micro-estimates made in order to ensure a full response for all surveyed units? Are the results for the responses simply grossed up to the population by adjusting the weighting factors to take account of response rates?
		This is normally not applicable if only indices and not absolute figures are compiled.
		Please explain briefly the methods used for grossing up sample data to population result.
		- Are the results grossed up? - If so, how "high" are the responses grossed - from the respondents to the sample or from the sample to the population? - Are the grossed up results used only to compile indices or are they disseminated (or used internally) in their own right?
		This is not relevant for exhaustive surveys.
		Type of index
		Please explain the type of index used for example whether it is Paasche, Laspeyres or a simple value index.
		Please explain how the index is actually calculated. Is an existing index extended one period at a time by calculating the rate of change in the latest period compared to the previous period or is the index for each new reference period calculated by comparing its value directly with the base period average value? Is the index (or rate of change) calculated from the results of a panel of enterprises, from grossed up population results or from the respondents (or estimated micro-data) common to the two reference periods that are compared?
		For price indices please explain how i) changes in the quality of data are treated ii) new price quotations are introduced and iii) discontinued price quotations are taken out. This is not relevant for data provided in absolute figures.
		Method of weighting and chaining
		If the weights are updated annually, which chain-linking method is used:
		- one-month overlap - annual overlap - over the year?
		Please specify for weights:
		- which weighting variable is used and at which level of index calculation? - which is the source of weights (SBS, NA, at the various levels of index calculations? - how often are the weights updated, at the various levels of index calculations?
		Finally, describe the file conversion (currently to GESMES/TS, in future to SDMX-ML).
		Please indicate any planned changes.

| 18.6. Adjustment | The set of procedures employed to modify statistical data to enable it to conform to national or international standards or to address data quality differences when compiling specific data sets. | Describe the statistical procedures used for adjusting the data (such as seasonal adjustment methods, time series decomposition, or other similar methods). Main reference: ESS Guidelines on seasonal adjustment (2015).

Please indicate other manipulations that are made on either the data in absolute values or on the indices, whether this is done on micro data or on aggregated data.

If the collected data (or indices compiled from collected data) are adjusted by data from another source please indicate this.

• The value index is deflated using an appropriate producer price index to produce a volume index.
• The results are adjusted by a factor derived from (forecasted) results from an annual benchmark survey.
• Prices quoted in currencies other than the national one are converted into the national currency using the average exchange rate for the reference period.

Please indicate whether any sub-indices are compiled.

• Two turnover indices are compiled, one including VAT and one excluding VAT.
• A value index is compiled (this is the one transmitted to Eurostat) and a volume index is also compiled (this is the one disseminated nationally).

Topics to be reported on calendar and seasonal adjustment

Calendar and seasonal adjustment should be reported using the template annexed to "ESS guidelines on seasonal adjustment" (an MS Word document is available on STS CIRCABC platform).

Alternatively, these data cab be reported in in this field and for the following level of detail:

• industrial production: total, MIGs (intermediate goods, energy, capital goods, durable consumer goods, non-durable consumer goods);
• production in construction: total, building, civil engineering;
• deflated turnover for retail trade: total, food, drinks and tobacco, non-food products (except automotive fuel), automotive fuel in specialised stores, textile, clothing and footwear, electrical goods and furniture, computer equipment, books and other, pharmaceutical and medical goods, mail orders and internet;
• building permits: total;
• service turnover: total, 2-digit level.

CALENDAR ADJUSTMENT

• indicate the regressor used (country-specific (national holidays) vs. default calendar),
• indicate which moving holiday effects are adjusted if relevant,
• indicate if leap year is adjusted,
• indicate the reason if no calendar adjustment is performed (e.g. a priori decision, not significant calendar effect, other (specify)),
• indicate the type of calendar adjustment (e.g. regARIMA, Regression, proportional),

OTHER PRE-ADJUSTMENT

• indicate ways of detection and replacement of outliers: types of outliers (additive outliers, temporary changes, level shifts),
• mention the economic reason for an outlier and the date,

SEASONAL ADJUSTMENT

• indicate the software used and version (Demetra, X12, Tramo/Seats),
• indicate the model/filter selection (manual vs. automatic),
• **how often are the models and the respective parameters re-estimated (annual vs. monthly)**
• **indicate the horizon of revisions (how often are the seasonally adjusted time series revised and how far backwards)**
• indicate seasonal adjustment decomposition (additive vs. multiplicative),
• indicate the model used (models checked for adequacy vs. pre-defined models not tested for adequacy),
• indicate the critical value for outlier detection (automatically chosen vs. taken the number and the date of outliers into account),
• indicate the filter length (automatically chosen vs. user-defined), |

		- indicate the date of seasonal breaks in the series, e.g. new data collection method, - indicate if indirect adjustment via components is used, indicate whether residual seasonality is checked and from which level of detail the aggregation is started, **indicate the consistency amongst the different levels of breakdown**. printed in **bold**: additional reporting items
19. Comment	Supplementary descriptive text which can be attached to data or metadata	