

TWINNING CONTRACT

Support to the State and Entity Statistical Institutions, phase V

Bosnia-Herzegovina



MISSION REPORT

on


Retail Trade Statistics

Component no 1.4, 3rd activity

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25 June – 29 June 2012

Version: Final version 0.1

		 STATISTICS DENMARK

IPA 2008

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Table of contents

Executive Summary	33
1. General comments.....	44
2. Assessment and results.....	55
Introduction	55
Imputation	55
Results from estimation on historical data	55
Frames, units, sampling, estimation	66
Questionnaires, variables	77
CPI	10+0
Activity plans	10+0
3. Conclusions and recommendations	10+0
4. What to do before the next mission for the BC Counterpart	13+3
5. Topics for the next meeting, action 1.4.4	13+4
Annex 1. Terms of Reference and agenda	15+5
Annex 2. Persons met.....	19+9
Annex 3. Additional documents.....	19+9
Annex 4. Timetable for future production.....	20+0

List of Abbreviations

BiH	Bosnia-Herzegovina
BHAS	Agency for Statistics of Bosnia and Herzegovina
HBS	Household Budget Survey
CPI	Consumer Price Index
FBIH	Federation of Bosnia and Herzegovina
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	Republika Srpska
RSIS	Institute for Statistics of Republika Srpska
RT	Retail Trade
RTI	Retail Trade Index
SA	Seasonal Adjustment
SBR	Statistical Business Register
STS	Short Term Statistics
ToR	Terms of Reference
VAT	Value Added Tax
WA	Working day Adjustment

Executive Summary

The prime goal of this mission was to fulfill the 2nd benchmark on this subcomponent, namely to complete a detailed plan and the preparation for modification of existing surveys on retail trade and distributive trade. This included agreements regarding the target populations, sampling, variables, questionnaires, estimation and deflation.

An important output from this mission was an activity plan, describing in some detail the activities to be performed during the next five months, in order to be able to produce quarterly distributive trade statistics as well as monthly retail trade statistics by new revised methods by 2013. This plan can be found below under the topic *Actions needed for preparing and conducting the next mission or future missions*.

Furthermore, a timetable was prepared, describing for both surveys the deadlines during the regular production from 2013. This timetable can be found in annex 4 of the full report.

These plans, combined with the details in the full report, complete benchmark A and B of this subcomponent.

The main results from the discussions during this mission were the following:

- Review of the results of estimation on historical data
 - A simple ratio estimate using only turnover from financial statements as auxiliary variable did not give good results
 - With further calibration, using also number of enterprises, better results could be obtained
 - There is no reason to think that a ratio estimate cannot work, giving the right conditions (a proper sample from a proper frame, that is)
- Future frames for these surveys will be drawn from SBR
- Samples will be drawn applying regular random methods
 - Stratification by activity and size
 - Applying take-all thresholds as well as cut-off
 - The use of KAU's will be minimized
- Ratio estimation will be applied
 - In the lack of updated auxiliary information, the frame will be used as population
 - KAU's will be treated separately
- Input from CPI will be used to compile appropriate deflators

Questionnaires

Prior to the mission draft questionnaires were provided for the experts. Discussions and agreements concerning these questionnaires made an essential part of the work done during this mission.

Details can be found in the full report text. Many important details are not included in the below list of main results:

- Initial information from enterprises can be limited to name, ID number, address and activity.
- The IPA experts recommended the use of one total turnover figure only, bearing in mind that the statistical unit is enterprise. The BC experts however argued that the structure of distributive trade enterprises in BiH yields a demand for a break-down on activities. A solution acceptable to all statistical institutes was pursued.
- In the case there is a demand for accurate retail trade statistics on the trade activity actually taking place in a given entity, the IPA experts recommend:
 - that all questionnaires on retail trade include a break-down of the turnover on entities and Brcko District
 - data exchange between statistical institutes on appropriate aggregated levels

On the next mission, which is proposed to take place in the beginning of December 2012, a lot of the work done over the coming months can be evaluated, and some aspects of the production can be further examined looking to the actual production starting by the reference month of January 2013 for retail trade and 1st quarter 2013 for distributive trade.

In 2013 one or two further missions will be performed, evaluating the new production methods, the dissemination and quality reports. Also, there will be follow-up on the issue of working day and seasonal adjustment.

1. General comments

This mission report was prepared within the Twinning Project „Support to the State and Entity Statistical Institutions, phase V”. It was the third mission within subcomponent 1.4 on retail trade statistics of the project. The prime goal of this mission was to fulfill the 2nd benchmark on this

subcomponent, namely to complete a detailed plan and the preparation for modification of existing surveys on retail trade and distributive trade. This included agreements regarding the target populations, sampling, variables, questionnaires and estimation.

The first mission on this subcomponent, carried out in the beginning of November 2011, was an assessment mission resulting in a rather comprehensive mission report including important background information on the current situation regarding internal trade statistics in BH. The second mission, carried out in March 2012, was primarily a training mission, making local experts familiar with general methodology and in particular current production methods in Danish domestic trade statistics. In addition to this, issues concerning the domestic trade statistics in BiH were discussed, resulting in important homework of which the results were discussed during the 3rd mission. This report will assume familiarity with the reports of the two previous missions.

Both consultants would like to express thanks to all local collaborators met during this mission. As always we experienced great dedication and eagerness to obtain results through constructive cooperation and compromises, when needed. Special thanks are also given to the very committed and skilled interpreters.

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

This mission included a vast amount of activities, many of them concerned with reaching agreements or recommendations regarding the future production of domestic trade statistics in BiH. In the following these discussions will be described in some detail, with a special focus on the obtained results, in many cases making a point of distinguishing between what was agreed upon and what will for now remain recommendations from the IPA experts.

Imputation

There was a presentation on the current practice with regard to the use of imputations in the Danish RTI. It is a rather simple application of three main imputation techniques, using a fixed priority depending only on the month for which values are imputed. Rather convincing results from simulation studies were also presented.

The participants expressed that some of these techniques are already in use and could be found useful also in the future production of domestic trade statistics in BiH.

Results from estimation on historical data

Methodology experts from both FIS and RSIS presented results from estimation exercises done on historical data from 2009-2010. The idea was to get some idea of the possibility of using proper estimation techniques to improve the quality of the published figures, bearing in mind that the current situation is that no estimation is being done at all.

The exercise was not easily performed. Both the structure of the initial samples and the lack of complete frames with auxiliary variables complicated things. Still, both entities managed to produce new estimates, in some cases after creating artificial samples and frames.

The main conclusions seem to be:

- a simple ratio estimate using only turnover from financial statements as auxiliary variable did not give good results

- with further calibration, using also number of enterprises, better results could be obtained
- there is no reason to think that a ratio estimate cannot work, giving the right conditions (a proper sample from a proper frame, that is)

Frames, units, sampling, estimation

The topics of target populations, frames, sampling and estimation in future production were discussed in connection with several activities during this mission. The results obtained are described here.

Frames

For both the monthly retail trade statistics and the quarterly statistics on distributive trade it was agreed that SBR will be used for future frames. There was a fruitful discussion, with input from SBR personnel, emphasizing the need for a timely updated SBR, which requires a great deal of cooperation between SBR and the statistical production units.

Units

It was agreed that the statistical unit generally speaking should be enterprises. The previous extensive use of KAU's should be reduced to a minimum.

Regarding the quarterly survey the use of KAU's can probably be almost completely avoided. KAU's with activity in distributive trade, belonging to enterprises outside distributive trade account only for 5% of the total turnover, and it should only be necessary to include very few of them in the sample.

When it comes to the monthly retail trade, the situation is more complex. In both entities KAU's with retail trade activity, belonging to enterprises outside RT, account for a large proportion of the total turnover. Some of this is due to misclassifications – the entire enterprise should in reality be classified as retail trade – but there also seem to be an important part of the retail trade activity within KAU's from correctly classified (mainly) wholesale enterprises.

Even so, the number of KAU's in the retail trade sample can probably be reduced significantly. First, misclassifications must be corrected; secondly, focus should be only on the KAU's with significant importance on some aggregation level.

Strictly speaking the use of KAU's in domestic trade statistics is against the EU regulation, which is the main reason it should only be used when it is absolutely needed to ensure the quality of the output.

Sampling

The general principles of the sampling and the sample design were discussed. The concrete details will depend on the actual frame as described above.

For both the quarterly and the monthly survey it was agreed that stratification by activity and size will be applied.

For the quarterly survey, stratification by activity will be on a 3-digit Nace rev. 2 level, and for the monthly survey it will be on a 4-digit level. In both cases combining small activity groups can be a solution, as long as it does not interfere with the ability to publish figures on the appropriate levels (the levels specified by the regulation as a minimum).

Regarding size, the primary stratification variable should be turnover, secondly the number of persons employed.

For both samples it was agreed to apply an appropriate take-all limit as well as a cut-off. These thresholds will be different for the two surveys, and it was agreed to treat the samples independently (i.e. not to sample for the monthly survey within the sample for the quarterly survey).

These thresholds as well as the sizes and allocations of the samples will depend on further analysis of the frames. This work will be started as soon as possible, and should also include a quality check of the frame regarding inclusion of already known important respondents.

Furthermore, as the frame taken from SBR could include a number of enterprises no longer active, a mean of checking this (active bank statements for example) should be introduced.

Regarding KAU's it was agreed to minimize the use of these. As mentioned above, for the quarterly survey the use of KAU's could probably be almost completely avoided. For the monthly survey an analysis of the most important KAU's should be performed. These KAU's are pre-selected and kept out of the regular sampling.

Estimation

For both the monthly and the quarterly survey it was agreed upon to use ratio estimation for future estimates. The auxiliary variable will be the turnover variable from the frame. Where this is not available (newer enterprises for example) possibly estimated turnover from other sources (survey data for example) could have to be used.

Using ratio estimation, the ideal situation is to have an updated population regularly during the year, including updated auxiliary information. The current situation does not allow this, so it was agreed that the best practice now will be to use the frame as population for the entire year.

Since the population is not updated, it is essential that dying units are not treated as non-response. A simple way to this, is to let dead units count as if they reported zero-values.

The turnover from KAU's should be kept out of the estimation, only contributing to the totals with their own turnover (weight equal to 1). This makes the use of appropriate imputation techniques essential, when it comes to the important KAU's.

Questionnaires, variables

Prior to the mission draft questionnaires were provided for the experts. A total of six questionnaires, two from each statistical institution were all discussed during the mission. The results are described below.

Questionnaires for quarterly survey on distributive trade

Initial information from the enterprises

It was agreed to include only: Name of the enterprise, ID number, address information and activity. Further, the possibility of pre-printing some of this information, only leaving to the enterprises the option of correcting this information, will be pursued.

Turnover variables

The experts made the point that only one total turnover figure should be necessary. The statistical unit is the enterprise, and it is the total turnover from a given enterprise that should be included in the estimations.

The BC experts, in particular BHAS, argued that the structure of distributive trade enterprises in BiH yields a demand for a break-down on activities. There are for example (as mentioned previously) many wholesale enterprises with a significant amount of retail trade.

It was agreed that an acceptable solution for now could be to include a break-down of the total turnover in four subtotals:

1. Wholesale and retail trade of motor vehicles
2. Wholesale trade of other goods

3. Retail trade
4. Turnover from other activities.

BHAS and FIS accepted this solution, whereas RSIS noted, that they needed to consider it further.

It was further agreed to ask for the turnover excluding VAT, but also to include a separate field for the VAT, primarily to be used for error checking.

Persons employed

It was agreed to ask only for the quarterly average of number of persons employed, with same break-down as for the turnover.

Hours worked, wages and salaries

It was agreed to include only total number of hours worked and wages and salaries of employees.

Stocks

It was agreed to ask for the total stocks only, but to include both the beginning and the end of the quarter.

Gross investments

It was agreed to ask for just one figure of the total gross investments.

Detailed break-down of the turnover on commodities

The BHAS draft questionnaire include a table with a breakdown of the retail trade turnover into 6-digit CPA codes, similarly the RSIS questionnaire included a table with a breakdown of retail trade turnover.

The experts argued that this should not be necessary on a quarterly basis. It is an extensive table which for some enterprises (supermarkets for example) will significantly increase the burden from this survey.

It was mentioned by the BC experts that this was initially a demand from national accounts, but it is currently undecided, if there is the need for this in the future.

The IPA experts strongly recommend omitting the table from this quarterly survey. Including a detailed table like that can prevent some enterprises from responding at all, and it is hard to argue that data on this level of detail should be necessary on a quarterly basis.

Measurement of burden

The BHAS as well as the FIS questionnaires include a question of the time needed to complete the questionnaire. The experts argued that this measurement of burden imposed, is not necessary on a quarterly basis, and could be included only once a year, for example by adding a text saying, "please only complete this field in the month of xxx".

Questionnaires for monthly survey on retail trade

Initial information from the enterprises

As for the quarterly survey it was agreed to include only: Name of the enterprise, ID number, address information and activity. Further, the possibility of pre-printing some of this information, only leaving to the enterprises the option of correcting this information, will be pursued.

Turnover variables (actual month)

As for quarterly survey the BC experts argued that it is necessary to be able to include only the actual retail trade turnover, so it was agreed to include one row for total turnover with break-down to retail trade turnover and to all other activities.

In addition to this there was a discussion of the need of including specification of which part of the turnover stems from activities in other entities or Brcko District. The draft questionnaire from BHAS thus includes fields for specifying retail trade turnover from FBIH and from RS. Similarly, the draft questionnaire from RSIS includes fields for specifying retail trade turnover from FBIH and also Brcko District. The draft questionnaire from FIS does not include such a break-down of the retail trade turnover.

The discussions revealed the following:

- RSIS has a need for accurate monthly figures on the retail trade actually taking place in RS. The need is partly imposed from national accounts on entity level.
- FIS does not have the same need.

Bearing in mind that the monthly retail trade is mainly concerned with estimating monthly growth rates, one could easily argue that the breakdown on entities/regions is not essential for the quality of the monthly retail trade statistics itself. As long as it is clear to the users that the turnover from the enterprises are fully included in the entity region, to which the enterprise belongs, it should not lead to misunderstandings.

This project is primarily concerned with facilitating accurate statistics on state level. For that purpose the break-down of the retail trade turnover on entities/regions is not needed, but also does not interfere with that aim. Asking enterprises belonging to one entity to specify their turnover will of course add to the burden for some (mainly larger) enterprises. It is the opinion of the IPA experts that this can be avoided without substantial loss of quality in the statistics on entity level.

That being said, it is of course up to the statistical offices in BiH to decide. For RSIS to be able to calculate accurate figures for the monthly retail trade actually taking place in RS, they need the following:

1. To be able to subtract trade from the RS enterprises taking place in FBIH or District Brcko
2. To be able to add trade from FBIH and Brcko District enterprises the trade taking place in RS

No. 1 is dealt with via the break-down of the turnover in the RSIS questionnaire.

No. 2 can be dealt with in 2 manners:

1. RSIS performs a separate survey on the KAU's in RS belonging to enterprises in FBIH or Brcko District.
2. FIS and BHAS collect the data in their survey and transmit it, on the needed aggregation levels, to RSIS.

If it is the case that one of these two options are needed it is strongly recommended to choose the 2nd option. In that case all three institutions should ask for the turnover break-down, and exchange data on the needed aggregation levels, making also FIS able to calculate accurate figures for the monthly retail trade actually taking place in FBIH.

It was agreed, as for the quarterly survey, to ask for turnover excluding VAT, and also the VAT, separately.

Turnover variables (previous month)

The draft questionnaires from BHAS and RSIS include turnover from the previous month. It was argued that this helps increasing the response rate, and also, it makes error checking somewhat easier. These advantages should be seen against the desire to simplify these questionnaires as much as possible.

The IPA experts recommend only asking for turnover from the actual month.

Question of main activity

It was agreed only to include a question asking the respondents to mark their main activity, if the detailed break-down from the quarterly survey is excluded from that survey.

Measurement of burden

It was agreed not to include a question of time needed to complete the questionnaires on a monthly basis.

CPI

An introduction to the use of CPI for deflation of the Danish RTI was given, as well as a short introduction to the practice in Lithuania.

For this session BC experts from CPI joined in and informed about the CPI in BiH. The current CPI was prepared in 2005 with the help of Italian experts, and price indices have been published since 2007. COICOP is used for publishing with 12 main groups and more detailed levels as well, with the first publication at t+15. Weights are from HBS, which is currently only performed every 3 years. The weights are price adjusted yearly.

CPI in BiH is produced by using unified methodology for both entities and Brcko District. BHAS receive no elementary prices from RSIS and thus apply entity weights to compile the CPI on state level. Indices at the state level are calculated as a weighted arithmetic mean of the elementary indices of entities.

The level of detail as well as the timeliness of the CPI (for entity and state level) seems sufficient to be used for deflation of the retail trade statistics. It was agreed, initially only on state level, to define which price indices are needed for compiling the appropriate deflators and at a later stage to continue their work together with the CPI divisions of entities statistical institutes on evolving a system to automatize the submitting of price data.

Activity plans

During this mission a detailed activity plan was prepared, describing the activities to be performed in order to be able to produce quarterly distributive trade statistics as well as monthly retail trade statistics by new revised methods by 2013. This plan can be found below under the topic *Actions needed for preparing and conducting the next mission or future missions*.

Furthermore, a timetable was prepared, describing for both surveys the deadlines during the regular production in the future. This plan can be found in annex 4.

These plans, combined with the details in this report, complete benchmark A and B of this sub component.

3. Conclusions and recommendations

With regard to recommendations they can all be found in the text above.

This mission included many fruitful discussions on different aspects of the future production of domestic trade statistics in BiH and a quite detailed plan for the activities the rest of this year was prepared. It is the view of the IPA experts that the implementation of this plan will enable the

production of domestic trade statistics from 2013 which is close to being in accordance with the EU regulation.

Remaining is the issue of working day and seasonal adjustment, which hopefully can be solved during the next year.

On the next mission, which is proposed to take place in the beginning of December 2012, a lot of the work done over the coming months can be evaluated, and some aspects of the production can be further examined looking to the actual production starting by the reference month of January 2013 for retail trade and 1st quarter 2013 for distributive trade.

In 2013 one or two further missions will be performed, evaluating the new production methods, the dissemination and quality reports. Also, there will be follow-up on the issue of working day and seasonal adjustment.

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

BHAS - SECTOR FOR BUSSINES STATISTICS

PLAN FOR MODIFICATION OF DOMESTIC TRADE SURVEYS THROUGH IPA 2008 PROJECT

No.	MAIN ACTIVITY	COMPONENTS OF MAIN ACTIVITY	DATE OF REALIZATION	PARTICIPANTS	RESPONSIBLE INSTITUTION
1	REDESIGN OF QUESTIONNAIRE	1. Final design adopted 2. Instructions for filling the questionnaire prepared	1. 30.9.2012 2. 30.9.2012	BC experts, IPA experts	BHAS FIS RSIS
2	TOTALS FOR PUBLISHING	1. Final decision on the totals for publication	1. 30.9.2012	BC experts	BHAS FIS RSIS
3	DATA EXCHANGE	1. Agreement on exchange of aggregated data between statistical institutes	1. 30.9.2012	BC experts	BHAS FIS RSIS
4	SAMPLE FRAME AND SAMPLE DESIGN	1. Draft frame drawn from SBR (based on SBR on 30.6.2012) 2. Preliminary results of analysis on draft frame with regard to sample design etc. 3. Final analysis of draft frame 4. Final sample design 5. Final version of frame (based on SBR on 30.9.2012)	1. 31.8.2012 2. 17.9.2012 3. 30.9.2012 4. 10.10.2012 5. 20.10.2012	BC experts, SBR experts, (Sample experts), IPA experts	BHAS FIS RSIS
5	SAMPLE	1. Final sample allocation 2. Sample drawn for final checking 3. Final sample	1. 5.11.2012 2. 5.11.2012 3. 10.11.2012	BC experts, Sample experts, IPA experts	BHAS FIS RSIS
6	USE OF KAU'S	1. Produce lists of known KAU's from enterprises with main activity outside distributive trade/retail trade 2. Draft proposal of lists of KAU's to be included in the revised surveys 3. Finalised lists of KAU's to be included in the surveys	1. 31.8.2012 2. 17.9.2012 3. 20.10.2012	BC experts	BHAS FIS RSIS
7	DATA EDITING AND ERROR CHECKING	1. Proposal for methods applied and IT applications to be used	1. 15.10.2012	BC experts, IT experts, IPA experts	BHAS FIS RSIS

8	ESTIMATION/ GROSSING UP, INCLUDING TREATMENT OF KAU'S	1. Draft methods 2. Final methods adopted	1. 17.9.2012 2. 15.10.2012	BC experts, Sample experts, IPA experts	BHAS FIS RSIS
9	NON-RESPONSE TREATMENT	1. Draft imputation methods 2. Final imputation methods	1. 17.9.2012 2. 15.10.2012	BC experts, Sample experts, IPA experts	BHAS FIS RSIS
10	DEFLATION	1. List of input needed from CPI 2. Compilation of deflators 3. CPI deflators integrated in production system	1. 31.7.2012 2. 15.10.2012 3. 30.11.2012	BC experts, CPI experts, IT experts, IPA experts	BHAS FIS RSIS
11	TIMETABLE	Timetable with deadlines for regular production of RT statistics (data collection, entering, processing, dissemination etc.)	1. 30.9.2012	BC experts, IPA experts	BHAS FIS RSIS
12	IT SUPPORT	1. Agreement on future use of general IT application for STS 2. IT application developed	1. 31.8.2012 2. 30.11.2012	BC experts, IT experts	BHAS FIS RSIS
13	DISSEMINATION AND REPORTING	1. First results on RTI 2. First results on distributive trade 3. Methodology developed in accordance with EU standards 4. Reporting to EUROSTAT 5. Preparation of Quality report 6. Data confidentiality treatment	1. 27.2.2013 2. 25.5.2013	BC experts, Sample experts, IPA experts	BHAS FIS RSIS

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

Please see table above.

5. Topics for the next meeting, action 1.4.4

- Presentations by BC on the results of performed activities:
 - Final frame
 - Final sample design and final sample
 - Use of KAU's
 - Estimation methods

- Presentation by BC of IT application(s) used for production
- Data editing, error checking
- Imputation
- Deflation
- Backcasting of historical series
 - Example from Danish RTI
- Output tables and dissemination
- Working day and Seasonal adjustment
- Planning of future mission(s)

Annex 1. Terms of Reference and agenda

<p style="text-align: center;">Retail Trade Statistics 25th to 29th of June 2012 Terms of Reference - Activity 1.4.3. EU Twinning Project BA 08-IB-FI-03 Institute for Statistics of Federation of BiH, Zelenih beretki 26, Sarajevo</p>

- | | |
|-------------|--|
| 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

- | |
|---|
| <ol style="list-style-type: none"> 3. Plan for modification of existing survey on retail trade and quarterly survey on distributive trade developed by the 2nd project quarter (end of March 2012). Not completed yet 4. Detailed plan and preparation for modification of existing surveys on retail trade and distributive trade by the end of 4th project quarter (end of September 2012). 5. Existing surveys on retail trade and distributive trade modified by the end of 6th project quarter (end of March 2013). 6. Relevant results analysed and plan for regular surveys in force by the 8th project quarter (end of September 2013). 7. Short Term Business statistics improved retail trade short term indicators harmonized with EU standards by the 8th project quarter (end of September 2013). |
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1.4.3. Activity

<p>Improvements of the existing quarterly distributive trade survey and monthly survey on retail trade, bringing them in line with EU regulation on STS and ensuring producing of distributive trade and retail trade statistics at state level.</p>
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The expected activities are:

- Follow-up on training sessions from 2nd mission:
 - Experience from experts on imputation techniques use for RTI
 - Presentation of the use of CPI in Danish RTI
- Follow-up on information provided by BC on:
 - Findings of extent of misclassifications of RT enterprises wrongly classified with main activity outside RT
 - Analysis on group of KAU's in RT which belonging to enterprises correctly classified outside RT
 - Presentation of use of SBR and estimation on historical data
 - Review of the results on the use of KAU's from enterprises outside RT in the monthly survey on retail trade
 - Discussion on proposed changes of the questionnaires of distributive and retail trade statistics
 - Proposed draft of general activity plans for modification of existing survey on retail trade and quarterly survey on distributive trade
- Agreement on methods that will be used for modified surveys on retail trade and distributive trade:
 - Sample frame (definition of the target population - observation units and population frame based on SBR)
 - Sample design (determination of the criteria for sample design)
 - Data editing and processing (controls for micro data checking, non-response treatment, and outlier check and treatment)
 - Analysis of results (determination of the grossing-up method and definition of the required quality indicators)
 - Revision of input data and output results
 - Discussion on possible use of CPI as deflator (current situation and possible solutions)
- Proposals of treatment of turnover from local units belonging to enterprises from another entity/district
- Preparation of the detailed activity plans for existing surveys on retail trade and distributive trade
- Discussion on timetable with deadlines for regular production of RT statistics (data collection, entering, processing, dissemination etc.)
- Preparation for the next mission:
 - Planning of 4th mission and topics for the next mission
 - Preparation of the list of activities to be done before the next mission

Expected output

- Mission report – summarized and detailed version completed
- General and detailed activity plans with timetables prepared and agreed by all partners (BHAS-BD/ FIS/RSIS participants, experts and RTA)
- Final version of modified questionnaires agreed
- Defined homework and draft ToR for the next mission

Participants

List of participants for third mission through IPA 2008 Twinning project for subcomponent 1.4 Retail Trade statistics:

Agency for Statistics of BiH

Alen Bajramović, Senior Adviser for Services Statistics

Jasmina Omić, Senior Adviser for Services Statistics

Fahir Kanlić, Junior Officer in Department for Industry Statistics and Construction

Aida Zukanović, Junior officer in Department for Sample design and Methodology

Gorčin Stojanović, Junior officer in Prices Statistics Department

Federal Institute of Statistics of BiH

Sanja Ambrožić, Head of Department for Services Statistics and External Trade

Ademira Pirić, Junior officer for Retail and Whole Trade Statistics

Dužanka Mandić, Junior officer for Retail and Whole Trade Statistics

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Arijana Amina Muhić, Head of Department for Statistical Methodologies

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Jelena Glamočika, Head of Department for Services Statistics

Darko Marinković, Senior Officer for Statistical Sample and Analysis

Experts

Soren Kühl Andersen, Statistics Denmark

Laima Brakauskienė, Statistics Denmark

Twinning Project Administration

Bente Dyrberg, RTA

Djemka Sahinpasic, RTA Assistant

Interpreter

Agenda

Time	Event	Purpose / detail
25 June, 12:00	Follow-up on training sessions from 2nd mission	Experience from experts on imputation techniques use for RTI (Soren Kuhl Andersen, Laima Brakauskienė, BC participants)
	Follow-up on information provided by BC	Findings of extent of misclassifications of RT enterprises wrongly classified with main activity outside RT; Analysis on group of KAU's in RT which belonging to enterprises correctly classified outside RT; Presentation of use of SBR and estimation on historical data; Review of the results on the use of KAU's from enterprises outside RT in the monthly survey on retail trade; Discussion on proposed changes of the questionnaires of distributive and retail trade statistics; Proposals of treatment of turnover from local units belonging to enterprises from another entity/district; (Soren Kuhl Andersen, Laima Brakauskienė, BC participants)
	Agreement on methods that will be used for modified surveys on retail trade and distributive trade	Sample frame (definition of the target population - observation units and population frame based on SBR); Sample design (determination of the criteria for sample design); Data editing and processing (controls for micro data checking, non-response treatment, and outlier check and treatment); Analysis of results (determination of the grossing-up method and definition of the required quality indicators); Revision of input data and output results; (Soren Kuhl Andersen, Laima Brakauskienė, BC participants)

27 June, 09:00	Deflation _ Use of CPI	Presentation of the use of CPI in Danish RTI (Soren Kuhl Andersen) Discussion on possible use of CPI as deflator (current situation and possible solutions) (Soren Kuhl Andersen, Laima Brakauskienė, BC participants)
	Preparation of general and detailed activity plans with timetables for retail trade and distributive trade surveys	Proposed draft of general activity plans for modification of existing survey on retail trade and quarterly survey on distributive trade; Preparation of the detailed activity plans for existing surveys on retail trade and distributive trade; Discussion on timetable with deadlines for regular production of RT statistics (data collection, entering, processing, dissemination etc.) (Soren Kuhl Andersen, Laima Brakauskienė, BC participants)
	Preparation for the next mission	Planning of 4 th mission and topics for the next mission; Preparation of the list of activities to be done before the next mission (Soren Kuhl Andersen, Laima Brakauskienė, BC participants)
29 June, 12:00	Debriefing	Evaluation and approval of the Summary Mission Report (Soren Kuhl Andersen, Laima Brakauskienė, BC participants)

Annex 2. Persons met

See above for persons participating during this mission.

Annex 3. Additional documents

Prior to this mission a large amount of data and documentation, including new draft questionnaires, was provided by the BC. This is too extensive to include or even list here. All material is available upon request, as are the presentations done by the experts.

Annex 4. Timetable for future production**Monthly survey on retail trade**

Deadline for respondents to submit data: t+10

Deadline for cantonal/regional offices to submit data to statistical institutions: t+20

Deadline for statistical institutes to submit data to BHAS: t+25

Publication from all statistical institutions: t+28

Submission to Eurostat: t+28, or at least before end of month

Quarterly survey on distributive trade

Deadline for respondents to submit data: t+15

Deadline for cantonal/regional offices to submit data to statistical institutions: t+20

Deadline for statistical institutes to submit data to BHAS: t+50

Publication from all statistical institutions: t+55

Submission to Eurostat: t+55, or at least before end of month