

# National PRODCOM methodologies

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## Introduction

The Rolling review report on PRODCOM statistics concluded that PRODCOM has the potential for being an ESS (European Statistical System) output of prime importance to its key users: the Directorate Generals of the Commission, European trade bodies, industrial and commercial businesses, consultants, academics and the national statistical institutes.

The Rolling review report includes several recommendations to achieve this potential. One of them is to monitor the national PRODCOM methodologies and to make the national definitions available in electronic format.

This report includes the result of a study of national PRODCOM methodologies by January 2001.

The report will serve as documentation for discussions with the Member States on how to proceed on methodological harmonisation of published PRODCOM data. The report will also serve as inventory on approaches to PRODCOM for new countries wishing to implement PRODCOM, for example the PHARE countries.

Eurostat, May 2001

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# **FIRST PART**

## **Process description**

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## Process description

This chapter describes the creation of the PRODCOM Methodology Survey from its start-up to the final use of the results. It also describes how the responses from the Member States and other participating countries have been used for establishing a database on national PRODCOM methodologies.

The purpose of the survey on methodology is to investigate how the NSIs (national statistical institutes) implement the PRODCOM Regulation. The responses from the NSIs have been processed, consolidated and reconfirmed, resulting in a harmonised documentation of methodology for production statistics in the Member States.

- **Preparation**

A first study of national PRODCOM methodologies was carried out in 1997. The present survey is based on the 1997 survey. The aim of the present survey is to produce a comprehensive report and a database containing all the responses to the questionnaire, which would subsequently be issued to the PRODCOM delegates. However, it was decided to test the new questionnaire before the survey could be undertaken and so a Member State was invited to participate. Statistics Netherlands offered to take on the responsibility.

- **Validation of the questionnaire**

The object of validating the questionnaire in advance was to create a questionnaire that was relevant, clear and that would not be an excessive burden for those who had to complete it. Comments from a NSI on the questionnaire format were seen as very useful for a successful survey. Issues to be addressed with Statistics Netherlands included which methodological matters should be covered by the survey, the number of questions to include and the clarity and scope of these questions.

A meeting was held in August 1999 between Statistics Netherlands and the project officers responsible for the survey. A draft questionnaire had been sent to Statistics Netherlands in advance, together with a list of issues for discussion. The discussion revealed that the questionnaire fulfilled its purpose well, but there were some points that could be omitted or tightened up.

Following the meeting, the most useful suggestions for improving the questionnaire were implemented. Also, Statistics Netherlands gave permission for their answers to be used as an example for the other respondents in the survey. Thus the survey response completed by Statistics Netherlands was annexed to the 1999 Methodology Survey questionnaires that were sent to the PRODCOM delegates.

- **Evaluation of the questionnaire**

Evaluation of the draft questionnaire showed that it was too general and that a more in-depth approach was required, particularly with regard to procedures followed by each Member State in their own national production surveys. The total number of questions to use and their general clarity were approved but a few items were thought unnecessary. Also, the test survey revealed that several people within the responding organisation were involved in completing the questionnaire, insofar as input from other departments regarding B-headings and national response rates was required.

- **Definitions**

Regarding the terms used in the PRODCOM Methodology questionnaire, some definitions such as 'Basic prices' (as defined in the European System of Accounts (ESA) 1995) were included in the questionnaire to provide guidance for answering the questions. For ease of reference, the following items were annexed to the 1999 Methodology Survey questionnaire:

- ◆ Annex 1 – Glossary NACE Rev. 1;
- ◆ Annex 2 - Council Regulation (EEC) No. 696/93 on Statistical units;
- ◆ Annex 3 - Extract of the European System of Accounts (ESA) 1995, containing the definition of Basic prices;
- ◆ Annex 4 - The model questionnaire completed by CBS Netherlands.

Annex 2 was provided to help respondents answer question 4 regarding the definition of Observation unit. Annex 3 was provided to help respondents answer question 6 regarding Product valuation. The benefit of providing this background documentation was that the respondents' answers were kept fairly concise.

Where possible, multiple-choice options were included in the questionnaire. The respondents were asked to give their answer by placing a cross in one or more of the check-boxes provided and in addition, respondents could give explanatory comments where relevant.

- **Presentation to the PRODCOM Committee**

By autumn 1999, the final format and content of the survey was agreed. The questionnaire was then presented to the delegates at the November 1999 PRODCOM Committee meeting in Luxembourg. During the meeting, each question was presented in detail and the content of the questionnaire was accepted.



- **Documentation of national PRODCOM methodologies**

The results of the survey on national methodologies were made available in a report on PRODCOM methodologies (in English). This was first made available to delegates at the June 2000 PRODCOM Committee meeting in Luxembourg.

The report included responses from the fifteen EU Member States, as well as Norway and Iceland. It enabled the delegates to compare their own methodology with that of the other countries. The survey responses were also used as the basis for creating a database on PRODCOM methodology.

When the results of the first survey were collated, some anomalies in the responses were noticed, so in order to clarify and harmonise the responses a further written procedure was undertaken with the participating countries. The NSIs were asked to confirm or amend the information as appropriate. The information was presented in English, French and German.

All amendments and corrections received were included in the material, resulting in this present report presented to the PRODCOM Committee at its meeting in June 2001.

The National PRODCOM Methodologies report is also to be made available for users through electronic means and should be of interest to a wider audience, such as those countries planning to join the PRODCOM production statistics system.

- **Database on PRODCOM methodologies**

The database on PRODCOM methodologies was further developed in the course of year 2000. New or revised responses from the NSIs, received in the course of the follow-up described above, were subsequently incorporated in the methodology database. The use of a standard database platform (Access) assures future development possibilities and facilitates integration with other methodology databases in Eurostat.

The PRODCOM methodology database will be maintained by Eurostat, to ensure security and continuity. All records contained in the database have been confirmed by the respective NSIs.

# **SECOND PART**

## **Question by question**

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## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

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**B:** The survey is carried out by the PRODCOM and Short term Industrial Statistics unit of the Belgian NSI. (Fabrimétal questions its members - using a paper questionnaire - and sends us their answers and estimates by e-mail).

The unit also carries out preliminary surveys on the basis of the DB-RIS file, to select new information providers.

The survey also covers the variables required by the law on short-term statistics, such as: employment; hours worked; wages and salaries; and for certain sectors, orders.

**DK:** The PRODCOM survey is carried out by Statistics Denmark, more precisely by the section compiling "Statistics of Manufacturers' Sales of Commodities" falling under the Division of Manufacturing and Construction falling under the Department of Business Statistics. Ms. Karin Holst Duer, Head of Section, is in charge of the day-to-day management of the Section.

The statistics of Manufacturers' Sales of Commodities form part of a combined statistics model for the manufacturing industry.

A range of basic statistical information is extracted from administrative registers in Denmark. The focus of selecting method, definitions and nomenclatures is the information, which has already been collected and thus accessible from the administrative registers. From the mid-60s on, the "production concept" was replaced by the "sales concept", which was then used, as this variable compares with, e.g. the VAT statistics and the external trade statistics.

**D:** Production statistics are collected on the on the basis of national legislation. The survey is carried out by the Statistical Offices of the Bundesländer (federal states). Methodological and technical regulations are laid down by the Federal Statistics Office, in agreement with the Statistical Offices of the federal states.

The Federal Statistics Office compiles the national statistics and supplies them to Eurostat.

**EL:** The PRODCOM survey is conducted by the Division of Industry and External Trade of National Statistical Service of Greece. Head of the Division is Mr. Constantinos Harissis. The head of the PRODCOM section is Mrs. Maria Sakkadonikolaki. The PRODCOM section consists of 15 employees who are responsible for the processing of data. Private collaborators are mainly used for collecting the data from individual enterprises. Tasks like creating the questionnaires, methodologies etc. are carried out by the Head of the section, in co-operation with the methodology division.

**E:** A section dealing exclusively with the PRODCOM survey.

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**F:** The PRODCOM surveys are incorporated in the branch surveys, of which they represent a significant part. These surveys are also an essential source of information for short-term indicators, industrial production indices and demand indices.

In France the branch surveys come under the responsibility of two departments: the SCEES, at the Ministry of Agriculture and Fisheries, is responsible for surveys relating to the agricultural and food industries; and the SESSI, at the Ministry for the Economy, Finance and Industry, is responsible for the other industrial branches. Both of these departments may delegate their right to carry out the surveys to approved professional organisations (OPA). There are approximately 500 branch surveys, half of which are carried out by OPAs.

These surveys, which are carried out directly by the surveying departments or by the approved professional organisations, are obligatory for businesses. In this respect, each survey questionnaire is given a valid stamp for the year. In accordance with the legislation in force, this stamp is given jointly by the INSEE (NSI) and the survey department responsible for the survey (the SESSI or the SCEES).

In the SESSI, the surveys are handled by six « sectoral » divisions, each specialised in certain activities. Each division is responsible for the surveys relating to the activities in its sector. It is thus responsible for the branch surveys (monthly, quarterly and annual), the structural surveys (annual business survey, annual survey on energy consumption) and thematic surveys (non-periodic). It is also the contact point for the OPAs in its field of activity (annual appraisal of their questionnaire prior to request for stamp, collecting their results). Five of these divisions are in CAEN, one is in Paris.

Two units co-ordinate the branch surveys:

- the « Production method and co-ordination » division, which co-ordinates the day-to-day management of the surveys, is responsible for the processing methods and produces the PRODCOM files (CAEN).
- the « Industrial classifications and surveys » division, which is responsible for the classification systems, grants the stamps in conjunction with the INSEE, follows up individual files with the OPAs and is the contact point for Eurostat (PARIS).

At the SCEES, the surveys are the responsibility of the sub-directorate for statistics of the agricultural and food industries. Acting on behalf of the Ministry of Agriculture and Fisheries, this sub-directorate carries out work relating to the preparation of industrial statistics in the area of agricultural and food industries and agricultural supplies. The sub-directorate has two offices:

- the office of statistics on agro-food enterprises;
- the office of industrial production statistics.

A « Classification and files » section is attached directly to the deputy director.

The first office carries out structural surveys such as the Annual Business Survey or the Annual Survey on Energy Consumption and thematic surveys (non-periodic).

It is the second office, which carries out or delegates to the OPAs (Approved Professional Organisations) the branch or production surveys, particularly PRODCOM. These surveys may be annual, monthly or quarterly. There are approximately 130 branch surveys in total for all the categories together, the vast majority of which are carried out by the OPAs. In the case of PRODCOM, more than half the categories come from the OPAs.

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## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

---

**IRL:** The annual PRODCOM survey is conducted by the PRODCOM section in the Irish industry division. The section consists of twelve people including a statistician, a higher executive officer, three executive officers, and seven clerical officers. Each executive officer is responsible for a particular industrial sector, such as chemicals or food. The clerical officers send out the survey questionnaires and reminders, enter the data from the responses, and carry out checks on the data.

**I:** PRODCOM surveys are conducted by the Service responsible for Structural Statistics on Business (SSI) of ISTAT. Head of this Service is Mr. Roberto Monducci. Within the Service, PRODCOM team is collocated into the Unit SSI/C. Head of this Unit is Mr. Giuseppe Antonio Certomà.

The PRODCOM team is involved in creating and sending the questionnaires, sending reminders by post or by telephone to enterprises, collecting and processing the data from individual enterprises, producing national and Gesmes output. Other sectors of the ISTAT co-operate with the PRODCOM team in methodology, software engineering and logistics.

**L:** The survey is conducted monthly by the “Indicateurs conjoncturels” (Short-term Economic Indicators) unit of STATEC as part of the Monthly Statistics on Industrial Activity, in which individualised questionnaires ask for information on industrial production, production value, numbers of employees, wages and salaries, hours worked, turnover and new orders.

**NL:** In September 2000 Statistics Netherlands was reorganised. Until September 2000 the PRODCOM survey had been conducted by the Industry sector (LIN), which had been responsible for the entire statistical process. After the reorganisation this changed and a new process-oriented structure was introduced.

The PRODCOM survey is now carried out in the Business Statistics division (BES). Within BES, the survey is conducted by the Business Surveys sector (BWH). BWH is responsible for the questionnaires and the individual data on the enterprises.

The output is made in the Statistical Analyses sector (BSH). Head of the BSH sector is Mrs. H. Berends-Ballast. This sector has been split into task groups; the 'Industry' task group is responsible for the output and for analyses of the PRODCOM survey. The manager of the task group is Mr. V. Smeets. Mr. Th. Klinkers is responsible for PRODCOM.

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**A:** The PRODCOM survey is an integral part of the monthly short term statistics (STS) survey, which together with annual business statistics (SBS) and the material input statistics (MIS) surveys, is one of three economic surveys conducted by the main department 3.2 'Manufacturing Industry', covering the industrial statistics with reference to the (OE)NACE Sections C to E.

The head of the main department, Mr. Johann Hameseder, is primarily responsible for conceptual and methodological work, logistics (such as scheduling, data security and publication techniques) as well as for co-ordination of the economic surveys within the so-called 'manufacturing industries' - covering not only (OE)NACE Sections C to E, but also F: Construction.

The necessary administrative work for all economic surveys (also for STS and SBS surveys in the service sector, (OE)NACE Sections G to Q) are carried out by the department 3.23 'Administration of Economic Surveys', led by Ms. Andrea Harich.

The work includes such tasks as:

- drawing and maintenance of sampling frame and sample thereof;
- providing help desk capacities to cover problems such as requests for delays or unit identification by answering them by phone or written procedures;
- checking of the sampling frame (especially updating the mailing list) before dispatch and controlling of the dispatch of the survey documents which is carried out by an external sub contractor on the basis of so called 'respondents-files' including parameters which refer to the observation units concerned, their activities, addresses, type(s) of questionnaire(s) etc.
- data collection and data entry especially controlling and evidence of the incoming questionnaires in accordance with timeliness (final date of return) and overall completeness; editing during data entry, if necessary after contact with the respondents;
- introducing and executing the reminder and penalty procedures;
- dissemination of tables, which are periodically ordered by special users and also, rewarding respondents with extracts of publications.

Processing of the short term statistics data (thus also the (OE)PRODCOM data), including their monthly publication as aggregated absolute figures, is accomplished by the department 3.21 'Short-term statistics in Manufacturing Industry'. Mr. Leopold Milota is in charge of the day to day management of this department.

The major tasks of the co-workers of this department are:

- to examine the raw data for their completeness in detail as well as their probability and to detect and correct errors and inconsistencies by micro data editing and EDP-technical plausibility at the micro-level (executing computer assisted completeness, routing and relational checks, ratio edits and data validation);
- to handle item non-response by cold deck and nearest neighbour imputation as well as units non-response by utilising auxiliary information;
- to aggregate the raw data automatically, both by region and by activity, and to analyse the different levels of aggregated data by executing the EDP-technical plausibility at the different macro-levels (using related data from other sources to detect and clear up further inconsistencies).

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

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- (A:)**
- to check the aggregates in accordance with the national confidentiality rules by carrying out the national disclosure method program.
  - to prepare special tailor-made tables and periodically, publications for dissemination.

Software engineering and administration of data (database engineering) is done in cooperation between Ms. Elisabeth Pratscher (EDP-division) and Mr. Milota.

- P:** The PRODCOM survey is conducted in the Business Statistics Department (head Mr. João Morais) of INE by the Industry and Construction Statistics Unit (head Mr. Humberto Pereira).

In this Unit the survey is conducted by the Industrial Production Team (head Mrs. Helena Marques). This team is responsible for the PRODCOM survey and Steel Statistics.

In the PRODCOM survey, the team collects information about production, raw materials purchased and energy consumed.

Their responsibility is to collect and process the data, to send contributions for updating the Register and to control the quality of data.

- FIN:** The PRODCOM survey is conducted by the Business Structures division of Statistics Finland. Head of this division is Mrs. K. Hovi. This division includes Industrial Structures unit, where the structural business statistics and also the PRODCOM survey are carried out.

Mr. H. Pihlaja is the head of this unit and he is also responsible for PRODCOM methodology. Mrs. R. Hakari is responsible for PRODCOM in other respects. They and other staff take care of the creation and updating of the statistical tools and questionnaires needed by production employees.

An external enterprise is used for pre-printing and sending the questionnaires. Mr. K. Asunmaa makes outputs in the new format and Mrs H. Seitsamo does the converting of the data to the Gesmes message.

Production employees are responsible for collecting and processing the PRODCOM data from individual establishments (17 persons, who also are responsible for collecting and processing the data for structural business statistics).

- S:** The PRODCOM-work at the Swedish institution is conducted by Economic Statistics – Manufacturing, which is a section within the Economic Statistics division.

PRODCOM is an annual survey on its own, although close comparisons are made with the Structural Business Statistics survey, to make sure that there is consistency between the surveys at enterprise level. (The PRODCOM survey also includes questions on income, specification of net turnover, etc.).

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

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**UK:** All of the work is located at ONS. Most business surveys within ONS are organised with a separate Data Validation Branch (DVB) and Results and Publications Branch (RAP). This is the case for PRODCOM.

The data collection and validation of business' returns is done within the PRODCOM DVB. These data are then passed to the PRODCOM RAP which has the responsibility for estimation of population results (grossing), matching the data with the overseas trade statistics, checking the grossed data matched with trade data, and preparing the publications and other electronic outputs (including the GESMES transfer).

**IS:** The Business statistics division of Statistics Iceland conducts the PRODCOM survey. Head of the division is Mr. Haraldur Thorbjörnsson but within the division Mr. Magnus Bergmann is in charge of PRODCOM.

**NO:** The Division for External Trade, Energy and Industrial Statistics in Statistics Norway conducts the PRODCOM survey. The Head of Division is Mr. Bjørn Bleskestad. The Industrial Statistics group is divided into two smaller groups. One group collects and thoroughly checks the data material on a microlevel. The other group is responsible for output and publication, as well as creation and updating of the statistical tools. This group has a co-ordinating function towards other units in Statistics Norway, such as the Division for Statistical Methods and Standards and the Office for IT and also towards Eurostat.



## 2. Registers and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included into the PRODCOM survey?

---

**B:** Yes. DB-RIS (DataBase des Redevables de l'Information Statistique).

**DK:** Yes. The Register of Business Statistics (ESR).

**D:** Yes. Unternehmens-Register-System (URS).

**EL:** Yes. Register of manufacturing units.

**E:** Yes. DIRCE (Directorio central de empresas) [Central Business Register].

**F:** Yes. In their surveys both survey departments use the start-up files which come indirectly from SIRENE, the national directory for identifying enterprises and establishments, which is managed by the INSEE. This directory is designed to manage the civil status of enterprises and give each one a unique number, its « marker ». Enterprises receive this identifier as soon as they are set up. It is obligatory and is of a definite administrative nature.

The OPAs are strongly encouraged to use this « marker » number in their surveys to identify those enterprises to survey, with this featuring in any new agreement authorising a professional organisation to carry out branch surveys on behalf of the government.

FUL (single start-up file) is the file used by the SESSI. It is a database which can be accessed by the survey managers for transactional updating or from which enterprises are extracted for survey purposes.

Harmonisation with SIRENE is carried out using a tool, which is also managed by the INSEE: OCEAN. One of the main features of OCEAN is that it correctly allocates enterprises according to the various statistical departments. Any statistical unit in FUL must be listed in SIRENE.

FUL also contains information received from OCEAN and SIRENE; information from the branch surveys themselves, particularly the list of all the activities of the enterprise.

In the case of the SCEES, the same general methodology is applied but in a less automated way, as the FUL is not yet operational (under construction).

**IRL:** Yes. Business Register.

**I:** Yes. ASIA Business Register (Archivio Statistico delle Imprese Attive).

**L:** Yes. Répertoire des entreprises luxembourgeoises (Luxembourg business register).

## 2. Registers and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included into the PRODCOM survey?

---

**NL:** Yes. The General Business Register.

**A:** Yes. Statistical Business Register of Enterprises and Establishments (UBR).

**P:** Yes. General Business Register (FGUE).

**FIN:** Yes. It is the 'Business Register'.

The Industrial Structures unit gets the basic data from the Business Register. On this basis the unit builds its structural register by maintaining, completing and combining the establishments.

**S:** Yes. The Business Register.

**UK:** Yes. Inter Departmental Business Register (IDBR).

**IS:** No. Statistics Iceland is working on the Business register and it will probably be fully functioning soon next year. It can probably be used to find the PRODCOM survey population for the year 1999.

For earlier years Statistics Iceland had all the data available which is to be included in the register. Iceland has a General Register of Enterprises and it contains general information on the enterprises and their activity. Information on turnover and number of employees for all enterprises is obtained from the Tax authorities.

**NO:** Yes. The Central Register of Establishments and Enterprises at Statistics Norway.

## 2. Registers and classification structure

### 2.2 Which statistical unit(s) is/are included in your business register?

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**B:** Enterprise: see the definition in Council Regulation (EEC) No 696/93 of 15 March 1993 on statistical units.

Establishment:

- if the enterprise includes only one activity and in just one location, the concepts of establishment and employer are identical;
- if the enterprise has operations in two or more locations (technical branches or divisions) and/or carries out several activities, each location is regarded as an establishment; if two or more activities are performed at one location, there are deemed to be as many establishments as there are separate activities. However, several locations performing the same activity in one commune generally count as one statistical unit.

**DK:** Denmark applies the definitions of companies (legal unit) and local units, according to the EU-regulation No. 696/93.

**D:** Germany applies definitions of enterprises (legal unit) and local units according to the EU-unit-regulation No. 696/93.

**EL:** In the Register of manufacturing units the statistical unit is actually the local unit which is called "establishment".

**E:** Enterprises and local units.  
In line with those laid down in the European Union regulation on statistical units.

**F:** Two types of statistical unit are incorporated in the directory and used in the branch surveys:

The **enterprise**;

defined as a legal unit, is in most cases either a legal person, whose existence is recognised in law independently of the persons or institutions who own it or are members of it, or a natural person who exercises an economic activity as a self-employed worker.

This statistical unit is the one that is most widely used in the branch survey.

The **establishment**;

is defined both in terms of location and belonging to a legal unit. Every enterprise thus has one or more establishments. This statistical unit is only used in some branch surveys, essentially for observing quantities produced.

**IRL:** Enterprises – The statistical units included in Ireland business register and survey are industrial enterprises with three or more people employed. An enterprise is defined as the smallest combination of legal units that is an organisational unit producing goods and / or services, which benefits from a certain degree of autonomy in decision making, especially for the allocation of its current resources.

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## 2. Registers and classification structure

### 2.2 Which statistical unit(s) is/are included in your business register?

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**I:** In the ASIA Business Register, several statistical units are defined. For the purpose of PRODCOM, Italy uses the following units:

- Enterprise;
- Local Unit.

a) Enterprise

Italy follows the definition of enterprise stated in Regulation EEC n. 696/93 of 15.3.93 on the statistical units for the observation and analysis of the production system in the Community.

At the moment, each enterprise in the Italian Business Register ASIA refers to one, and only one, legal unit.

The legal unit is each person or company that has a V.A.T code.

Italy does not consider as enterprises the legal units that are carrying out non-profit activity.

It will be noted that the definition excludes all those units that either do not carry out a true production activity or are formed merely for fiscal purposes. Also excluded are enterprises that exist legally but have not yet begun their production activity or those that have closed down such activity even though they may still exist from the legal-administrative standpoint.

b) Local unit

Italy follows the definition of local unit as stated in Regulation EEC n. 696/93 of 15.3.93 on the statistical units for the observation and analysis of the production system in the Community.

**L:** Enterprises (as specified in the following definition):  
Any legal unit subject to VAT is considered to be an enterprise. The Community definition of an enterprise is supplemented by including the relationship between the enterprise and the legal unit - the enterprise corresponds either to a legal unit or to the smallest possible combination of legal units. In the overwhelming majority of cases, a single legal unit is the sole legal basis for the enterprise.

**NL:** In the General Business Register several statistical units are defined. For the purpose of PRODCOM, the Netherlands use a definition, which is similar to the definition of the observation unit. This statistical unit is called the Enterprise. The Dutch definition of an Enterprise can be found in 4.1.

## 2. Registers and classification structure

### 2.2 Which statistical unit(s) is/are included in your business register?

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**A:** The Statistical Business Register of enterprises and establishments (UBR) administrates the following statistical units in accordance to the Council Regulation (CR-EEC) N° 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community and with reference to the Council Regulation (EEC) N° 2186/93 of 22 July 1993 on Community co-ordination in drawing up business registers for statistical purposes:

- The enterprise  
on the one hand, the enterprise is defined as a legal unit (therefore either being a legal person whose existence is recognised in law independently of the persons or institutions which are owners or members of it or being a natural person carrying out an economic activity as a proprietor or in general, as a self employed person) on the other hand the statistical unit 'enterprise' is the aggregate of all the organisational sub units like establishments and local units (or in terms of the CR-EEC N° 696/93 the kind of activity unit - KAU, local kind of activity unit – LKAU and local unit – LU).

For survey purposes the enterprises are subdivided into two types

- the single-establishment enterprises and
- the multi-establishment enterprises.

Moreover, the multi-establishment enterprises are splitted up into:

- single activity enterprises and
- multi-activity enterprises.

De facto the term 'single-activity' means that all organisational sub units and the enterprise itself only carry out a principal activity of the (OE)NACE Sections C to F or as a counterpart, only carry out a principal activity of (OE)NACE Sections G to Q (they are either 'members' of the manufacturing industries or they are all 'members' of the service sector).

- The establishment  
as statistical unit, taken to mean a cost accounting unit unambiguously identifiable at NUTS 3-level for which the enterprise information system must be capable of indicating or calculating at least the value of production, intermediate consumption, manpower costs, operating surplus and employment and gross fixed capital formation. Therefore it tends to be a kind of activity unit at local level (LKAU) in the manufacturing industries (in accordance with the ISIC Rev.3 definition) and in services, as kind of activity unit (KAU).
- The place of work in accordance with the local unit (LU).

So we can say that the enterprise is considered to be a legal unit consisting of at least one establishment (in manufacturing industries: therefore one LKAU and one KAU) and consequently, at least one local unit (LU). The enterprise itself, as well as the establishments and the places of work, carry out only one principal activity, 0 to n secondary activities and 0 to n ancilliary activities (the latter are integral parts of principal or secondary activities).

## 2. Registers and classification structure

### 2.2 Which statistical unit(s) is/are included in your business register?

---

**P:** In the FGUE, several statistical units are defined: – enterprise, KAU, establishment, etc. For PRODCOM purposes, KAU from the enterprises is used. The definition of KAU can be found in 4.1.

**FIN:** The business register includes:

Enterprise -in brief, this refers to an economic activity carried on by one or more persons for profit-making purposes (the Finnish longer definition is like in the Regulation on Statistical Units).

Kind-of-activity unit (KAU) is an enterprise or a part of an enterprise, which mainly operates within one industry. It is not limited to one site.

Establishment = Local kind-of-activity unit (local KAU) is a production unit owned by one enterprise or quasi corporate unit, located on one site and producing goods or services mainly one particular type.

**S:** Enterprise; Kind of activity unit; Local kind of activity unit; Local unit.

## 2. Registers and classification structure

### 2.2 Which statistical unit(s) is/are included in your business register?

UK:	Included in business register		%*	OBSERVATIONS
	YES	NO		
<b>Statistical Units</b>				
A. the enterprise	Y		53	IDBR covers 99% of GDP
B. the institutional unit	Y		53	Excludes private households
a. private and public companies, public corporations	Y		Almost 100	Excludes inactive companies
b. co-operatives or partnerships recognised as independent legal entities	Y		Almost 100	
c. public enterprises which by virtue of special legislation are recognised as independent legal entities	Y		100	Excludes committees with no employment
d. non profit institutions recognised as independent legal entities	Y		100	Excludes institutions with no employment, which may include some charities
e. agencies of general government	Y		100	
f. quasi-corporate enterprises				ESA handbook doesn't offer full definition, for us to determine if these enterprises are included in our register.
C. the enterprise group (of A.)	Y		100	Data received from Dun & Bradstreet
D. the kind of activity unit (KAU) (of A.)	Y		100	Created (as reporting units) where significant secondary activity
E. the unit of homogeneous production (UHP)		N		Not a register variable
F. the local unit (of A.)	Y		100	
G. the local kind of activity unit (local KAU)	Y		100	Units normally created only if local unit has employment of 10 or more
H. the local unit of homogeneous production (local UHP)		N		Not a register variable
<b>UNIT 1</b> Reporting Unit	Y			RU = enterprise, except where agreement with business to split into separate RU's
<b>UNIT 2</b> VAT & PAYE	Y			Not strictly statistical or legal units, but used for statistical purposes

\* Percentage of total population of units covered by the register (from all 3.7 million enterprises in the UK)

**IS:** -

**NO:** The Central Register of Establishments and Enterprises at Statistics Norway includes five main statistical units: legal units, enterprises, local units, kind-of-activity units (KAU) and local kind-of-activity units (local KAUs).

For the purpose of PRODCOM the unit used is 'Enterprise'. The Norwegian definition can be found in 4.1.

## 2. Registers and classification structure

### 2.3 By which activity classification do you classify the statistical units in the register?

**B:** By a national version of NACE (Rev.1):

Units are classified by reference to NACE-BEL, the first four headings of which correspond to NACE Rev. 1.

**DK:** By a national version of NACE (Rev.1):

Denmark uses the NACE Rev. 1, but the national subsections have been extended with two extra digits.

**D:** By a national version of NACE (Rev.1):

Classification of economic activities, 1993 edition.  
[Klassifikation der Wirtschaftszweige – WZ 93]

**EL:** By NACE (Rev. 1).

**E:** By a national version of NACE (Rev.1):

CNAE-93 (Clasificación Nacional de Actividades Económicas 1993)

**F:** By a national version of NACE (Rev.1):

Statistical units are classified using the French Activity Nomenclature (**NAF**) which is broken down according to NACE Rev. 1. The 700 classes of the NAF are obtained by breaking down some of the 503 NACE classes.

<p><b>NACE Rev.1</b></p>	<p>17 sections (letters A to Q) 31 sub-sections (two-letter alphabetic codes) 60 divisions (two-digit codes) 222 groupes (three-digit codes) 503 classes (four-digit codes)</p>	<p>NAF</p>
	<p>700 NAF classes (three-digit codes + one letter )</p>	

**IRL:** By NACE (Rev. 1).

Ireland uses the latest version of NACE (Rev. 1) as contained in the relevant PRODCOM List supplied by Eurostat.



## 2. Registers and classification structure

### 2.3 By which activity classification do you classify the statistical units in the register?

---

**I:** By a national version of NACE (Rev.1):

Statistical units in Italian Business Register are classified by ATECO 91. ATECO 91 can be considered as the Italian version of NACE Rev. 1. In fact, it covers the same classifications found in NACE Rev. 1 up to the fourth level of detail. A further fifth level was added to identify economic activities that are significant in Italian terms; this was obtained by splitting the fourth level of NACE Rev. 1. Definition of this fifth level took into account the opinion of enterprises as represented by their Associations and various central administrative bodies such as INPS (the Social Security Institute) and the Ministry of Finance. It should be noted that certain other specific activity sectors were included such as electronics, computer-related activities, etc. not covered in the previous classification but which had grown to be of considerable economic importance over the last few years.

**L:** By a national version of NACE (Rev.1):

NACE Rev.1 – Luxembourg version (NACELUX Rev.1), 5-digit, the first 4 digits corresponding to NACE Rev.1.

**NL:** By NACE (Rev. 1).

For SBI 1993 the breakdown into divisions, groups and classes is identical to that of NACE Rev. 1. Some activities not relevant to the Netherlands are excluded from SBI 1993.

Standard Activities Classification (SBI) 1993 is made up of

- 17 sections (identified by letters)
- 58 divisions (positions 1 and 2)
- 211 group (positions 1-3)
- 491 classes (positions 1-4)
- 829 sub-classes (positions 1-5)

**A:** By a national version of NACE (Rev.1) :

OENACE 1995 is strictly compatible with NACE Rev. 1, from 1-digit downwards to the 4-digit level. It should be noted that Sub-sections (originally only used in Sections C and D in NACE Rev. 1 and not really relevant for survey and publication purposes) are used systematically throughout OENACE by adding the letter 'A' to all the section labels except for Sections C and D.

An extra level made up of a 2-digit supplementary code has been introduced using the 5<sup>th</sup> and 6<sup>th</sup> digits and separated from the coding of the class levels by a hyphen. These are called the Subclasses and they have been added for 127 classes throughout the classification, notably in construction and distributive trades. The total number of Subclasses is 718, compared to NACE Rev. 1's 503 classes.

---

## 2. Registers and classification structure

### 2.3 By which activity classification do you classify the statistical units in the register?

---

**P:** By NACE (Rev. 1).

Although based on NACE Rev.1, the Portuguese version has some more detail. However the survey covers all the NACE classes.

**FIN:** By a national version of NACE (Rev.1):

Finland uses NACE (Rev. 1), but makes a national breakdown in some NACE classes by adding an extra fifth digit.

**S:** By a national version of NACE (Rev.1):

The Swedish Standard Industrial Classification of all economic Activities (SNI) is harmonised with the NACE Rev. 1 at four-digit level, and therefore comparable with the classification applied in the European Community. To the four-digit level a national fifth digit level is added.

**UK:** By a national version of NACE (Rev.1):

Standard Industrial Classification 1992 (SIC92). This disaggregates the 4-digit NACE classes, where appropriate, to 5-digit subclasses.

**IS:** By a national version of NACE (Rev.1):

Activities of enterprises are broken down to 5-digit NACE (Rev. 1) in the General Register of Enterprises.

**NO:** By a national version of NACE (Rev.1):

The statistical units are classified according to the Norwegian Standard Industrial Classification (SIC94), which is a national version of NACE Rev. 1 -

SIC94 is made up of:

- 17 Sections (identified by 1 letter)
- 31 Subsections (identified by 2 letters)
- 60 Divisions (positions 1 and 2)
- 222 Groups (positions 1-3)
- 503 Classes (positions 1-4)
- 658 Subclasses (positions 1-5)

---

## 2. Registers and classification structure

### 2.4 How often is this register updated?

---

**B:** Constantly, at least every three months:

Except for the establishments file, which is updated annually, the information in the register is updated on a daily, monthly or quarterly basis, depending on whether the source is within or external to the NSI.

**DK:** Constantly, at least every three months:

The register is continuously updated, partly on the basis of information from the Danish Central Customs and Tax Administration, the Danish Commerce and Companies Agency, and not least, information drawn from the various questionnaires submitted to Statistics Denmark by the Danish respondents.

**D:** At least annually.

**EL:** At least annually.

**E:** At least annually.

**F:** Constantly, at least every three months:

The SIRENE directory is constantly updated. Likewise, the branch survey start-up files of the survey department constantly receive information from the surveys (and not only from the branch surveys).

Once a year there is reconciliation with the SIRENE register via OCEAN, the main contribution being that all the new units can be taken into account.

**IRL:** At least annually:

Births of new enterprises are surveyed annually and existing business are surveyed approximately every five years to verify any changes.

**I:** Constantly, at least every three months/At least annually:

Information is updated annually through the integration with administrative registers.

All statistical units involved in Business surveys are constantly updated. The normal operating rule is that ASIA is modified when ISTAT receives new data from any of the business surveys conducted by ISTAT – PRODCOM, SBS surveys, employment in large-scale industry, Production prices, Surveys on services, etc.

**L:** Constantly, at least every three months.

## 2. Registers and classification structure

### 2.4 How often is this register updated?

---

**NL:** Constantly, at least every three months:

The register is updated on a monthly basis.

**A:** At least annually:

Constantly and immediately, if there is any register-relevant information available.

**P:** Constantly, at least every three months:

The register is updated when there is any new information that could be used for that updating – usually less often than monthly.

**FIN:** At least annually:

It is updated from administrative files quarterly and moreover, by a particular questionnaire issued by the Business Register Unit once a year.

**S:** Constantly, at least every three months.

**UK:** Constantly, at least every three months:

It is worth noting that the register holds two fields: current economic activity classification and employment, and frozen economic activity classification and employment.

Although the register is continuously being updated, for survey purposes, short term surveys (i.e. monthly and quarterly) use the frozen field to sample firms in order to achieve consistency throughout the year; annual surveys use the current field i.e. the most up-to-date information. The frozen field is updated annually unless large errors in classification, etc. are found. In these cases the frozen field is corrected within year.

**IS:** Constantly, at least every three months:

The General Register of Enterprises is updated daily.

**NO:** Constantly, at least every three months:

The register is updated constantly (online, on a daily basis).

---

## 2. Registers and classification structure

### 2.5 By which source(s) is the register updated?

---

**B:** By information from registers for public administration.  
By information from the structural business statistics.

**DK:** By information from registers for public administration.  
By information from the structural business statistics.

**D:** By information from registers for public administration.  
By information from the structural business statistics.

**EL:** By information from registers for public administration.  
By information from the structural business statistics.  
By information from national Business Associations.

**E:** By information from registers for public administration.  
By information from the structural business statistics.

**F:** By information from registers for public administration.  
By information from the structural business statistics.  
By information from national Business Associations. (\*)

(\*) In some cases the start-up files from the survey departments can benefit from information from the OPAs. The survey managers of the survey departments are in fact in close contact with these national professional federations (for the SESSI, this is particularly the case in the mechanical engineering sector where there are closer historical and functional ties than is the case for other OPAs). There is no direct effect on the SIRENE directory.

**IRL:** By information from registers for public administration.

**I:** By information from registers for public administration.  
By information from the structural business statistics.

**L:** By information from registers for public administration.

**NL:** By information from registers for public administration.  
By information from the structural business statistics.

**A:** By information from registers for public administration.  
By information from the structural business statistics.  
By information from national Business Associations.

## 2. Registers and classification structure

### 2.5 By which source(s) is the register updated?

---

**P:** By information from registers for public administration.  
By information from the structural business statistics.

**FIN:** By information from registers for public administration:

Statistics Finland receives, from the National Board of Taxes, information about new enterprises. The Business Register Unit has its own query about establishments belonging to the enterprises.

**S:** By information from registers for public administration.

Also by questionnaires made by the Business Register themselves and from information from the PRODCOM survey.

**UK:** By information from registers for public administration.  
By information from the structural business statistics. \*

(\*And from the PRODCOM survey in terms of firms' economic activity classification.)

**IS:** By information from registers for public administration.

**NO:** By information from registers for public administration.  
By information from the structural business statistics.

### 3. Survey population

#### 3.1 Which unit(s) do you include in the PRODCOM survey?

---

- B:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:
- Included: local KAUs of enterprises with 10 or more employees or with a turnover of BEF 100 million or more.
- Not included in the survey: energy, iron and steel (NACE 27.1), dairies (15.51) and slaughterhouses for large cattle (15.11, *part-time*).
- DK:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:
- The Statistics of Manufacturers' Sales of Commodities include all kinds of activity units employing at least 10 persons and whose main economic activity are classified to the sections C and D in NACE Rev. 1.
- D:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:
- Extractive and manufacturing establishments (including pre-cast construction) which belong to manufacturing enterprises with in general 20 or more persons employed.
- Extractive and manufacturing establishments with in general 20 or more persons employed, belonging to enterprises from other economic sectors including handicraft producers.
- EL:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:
- The Greek PRODCOM survey covers all manufacturing units with 10 or more employees.
- E:** Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:
- The enterprise is the unit responsible for completing the questionnaire;
  - The observation units to which the data in the questionnaire refer are establishments in sections C, D and E of the NACE (Rev. 1) classification.

### 3. Survey population

#### 3.1 Which unit(s) do you include in the PRODCOM survey?

---

**F:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

The branch surveys of the survey departments cover all enterprises with 20 or more employees. The OPAs must adhere to this threshold but they also survey smaller enterprises, and in some cases their surveys are practically exhaustive.

Note concerning the OPAs: these approved professional organisations are required to survey not only their members but also non-members (20 employees or more). If an enterprise does not wish to reply to the OPA, it has the legal option of sending its reply directly to the survey department (SESSI or SCEES). Few enterprises take up this option.

**IRL:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

The Irish PRODCOM survey covers all industrial enterprises with three or more persons engaged, which are wholly or primarily engaged in industrial production or services in mining, quarrying or manufacturing.

**I:** Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

The Italian PRODCOM surveys covers:

- a) For enterprises with 20 employees and over: all local units classified in NACE Division from 13 to 22 and from 24 to 36.
- b) For enterprises with less than 20 employees: a random sample of enterprises (with at least 3 employees) classified in NACE Division from 13 to 22 and from 24 to 36.

Italy does not carry out PRODCOM surveys for energy products (NACE Division 10, 11, 23 and 40). In fact, information about energy products are collected in Italy by other bodies - Ministry of Industry, National Electric Company (ENEL), etc. - and these data are sent to Eurostat (Unit F4). The implementation of these data in the PRODCOM database can, so, be done by the PRODCOM Unit in Eurostat.

**L:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

**NL:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

The Dutch PRODCOM survey covers all industrial enterprises, with 20 or more employees.



### 3. Survey population

#### 3.1 Which unit(s) do you include in the PRODCOM survey?

**A:** Observation unit (s) classified wholly or partly into the sections C, D and E of the NACE (Rev. 1) classification/Other:

Outgoing from the starting point that the (OE)PRODCOM-survey population (or the STS-survey population, respectively) is drawn from the SBR total population as a *non representative, concentrated sample*, the survey sample (at the first stage) is based on activity information (principal and secondary activity codes) stored together with further unit attributes (such as employment and turnover) in singular database files. At the second stage, on the basis of employment size classes, it covers all single and multi-establishment enterprises with at least 20 persons employed, as well as their establishments (LKAU's) carrying out a principal activity with reference to the (OE)NACE Sections C to F.

If these units do not represent at least 90% of national production per (OE)NACE class, further enterprises with less than 20 persons employed must be included (eg. all enterprises referring to employment size class 15 to 19 and/or 10 to 14 are relevant to cover at least 90% of national production).

In general, all enterprises with less than 10 persons employed are excluded from the duty to report the STS-questionnaire because of national regulation restrictions.

Single establishment enterprises and establishments of multi-establishment enterprises whose principal activity is within (OE)NACE Sections G to Q (but maybe with secondary activities referring to (OE)NACE Sections C to F) are definitely excluded from the survey.

The principal activity of a survey unit is stated by using the top-down method: starting from the (OE)NACE Sections and then downwards to the (OE)NACE classes, to determine which principal activity is carried out by the unit, using one of the basic indicators below:

- value added (net production value)
- marketable value
- employment, or
- gross wages and salaries.

**P:** Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

In the Portuguese Register, for each enterprise there is information about the KAU's which they have. All the enterprises that have at least one KAU classified in sections C, D or E of NACE (rev.1) are selected.

**FIN:** Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Local KAUs of the enterprises with 10 or more employees.

### 3. Survey population

#### 3.1 Which unit(s) do you include in the PRODCOM survey?

---

**S:** Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

The observation unit is the local-kind-of-activity unit. The population includes all enterprises and their local-kind-of-activity units classified under Major Divisions 10-37 (Mining & Quarrying and Manufacturing). Included also are all industrial local units with 20 persons or more engaged, belonging to non-industrial enterprises. Previously the population in principle included only local units dealing with industrial production. The cut-off limit is 20, so all enterprises with at least 20 or more employees are included.

**UK:** Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification.

**IS:** Iceland has not included the E section of NACE (Rev. 1) in the surveys so far. The PRODCOM survey includes all other industrial companies which have more than 3 employees and/or an annual turnover of more than 20 million ISK.

**NO:** Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

The Norwegian PRODCOM survey covers all industrial enterprises with 20 or more employees. In addition, the survey also covers enterprises with less than 20 employees for some activity sub-classes. The survey population is identified at establishment level and not at enterprise level. This implies that enterprises classified in other NACE activity sections are also included, provided they have a certain level of production within sections C, D or E.

### 3. Survey population

#### 3.2 How often do you update the PRODCOM survey population?

---

**B:** Constantly, before each PRODCOM survey:

If an enterprise is found to be missing, it is immediately re-included. The preliminary survey is carried out several times a year, generally once the link has been established in DB-RIS between the VAT and ONSS numbers (i.e. each quarter, subject to a time lag of about six months).

**DK:** Constantly, before each PRODCOM survey:

The Statistics of Manufacturers' Sales of Commodities are continuously linked with the ESR, implying that name and address; etc is extracted directly from the ESR. However, changes relating to the industries of the kind of activity units as well as the population are only undertaken once a year.

**D:** Constantly, before each PRODCOM survey.

**EL:** Constantly, before each PRODCOM survey.

**E:** Annually.

**F:** Constantly, before each PRODCOM survey/Annually:

For the SESSI and the SCEES, this PRODCOM survey population is not managed independently but jointly with the other surveys (all the branch surveys, structural surveys and thematic surveys).

The enterprise population is constantly updated by the managers of these surveys (this essentially relates to cessation of activity, changes in structure, changes of activity and changes of address). Moreover, reconciliation with the SIRENE directory takes place annually via OCEAN. This operation is essential for finding out about new units (new businesses, transition beyond the 20 employee threshold).

The situation is more varied as regards the OPAs. Some approved professional organisations manage a small number of enterprises (around 100); in addition to the contribution from the survey department to update their start-up survey file, contacts with the enterprises are an essential source of information which can take very diverse forms (membership applications, contacts at trade events, fairs etc.).

**IRL:** Constantly, before each PRODCOM survey:

As information is received, changes are made.

**I:** Constantly, before each PRODCOM survey.

### 3. Survey population

#### 3.2 How often do you update the PRODCOM survey population?

---

**L:** Constantly, before each PRODCOM survey:

All units of a size considered as “large” are included (including newly founded units).

**NL:** Constantly, before each PRODCOM survey:

For every new statistical period the population is updated by means of the General Business Register. In general only changes to the original population will be adopted during the statistical year.

**A:** Annually:

The obligation of an enterprise active in the manufacturing industries to report the monthly STS questionnaire for the subsequent year (and therefore (OE)PRODCOM too) is derived from the number of persons employed in the enterprise at 30<sup>th</sup> September of the current year. The obligation remains at least for one calendar year (except death/deactivation merger, take-over, break-up and split-off of the enterprise concerned. In general, such cases lead to immediate dismissal from the obligation to report the STS-questionnaire).

Births and changes in the principal activity of enterprises are generally taken into account from the subsequent calendar year onwards.

**P:** Constantly, before each PRODCOM survey:

For every new statistical period the population is updated by means of the FGUE.

**FIN:** Annually:

Statistics Finland also does separate updating in the meantime if needed.

**S:** Annually:

The population is updated annually by means of the Business Register.

**UK:** Annually:

If by 'survey population' you mean the population on the register, then the comments at 2.4 apply. A new sample is drawn from the register before each annual or quarterly survey but the population on the register at that time depends on the last time the register was updated.

### 3. Survey population

#### 3.2 How often do you update the PRODCOM survey population?

---

**IS:** Constantly, before each PRODCOM survey/Annually:

The PRODCOM survey population is updated annually before each survey.

**NO:** Constantly, before each PRODCOM survey/Annually:

The population is updated before each PRODCOM survey, which Norway does on an annual basis.

---

### 3. Survey population

3.3 Do you compare the updated survey population with the previous survey to verify the changes?

---

- B:** Yes. Before the data for a given month are published, they are compared with those for the 11 preceding months. The enterprises whose data make up the result are estimated retrospectively, from the date on which they began production (i.e. since they have had to make a VAT return). This is because of the time required to include a new company in PRODCOM. The data used to decide if the criteria for inclusion in the survey are met are those for the previous year. The same applies for comparisons between years.
- DK:** Yes. Before printing out the questionnaires for each quarter, the present population is compared with the previous survey population, entailing that any structural changes relating to major firms can be taken into account.
- D:** Yes. The survey population is determined annually by the current status of the Business Register (Unternehmens-Register-System). The updated survey population is compared with that of the previous period through comparison of the selected identity numbers.
- EL:** Yes. Greece always makes this kind of comparisons before each PRODCOM survey.
- E:** Yes. Before compiling the survey population for the reference year, comparisons are made with the previous year in order to avoid duplication and omissions.
- F:** Yes. See under 3.2.
- IRL:** Yes. Generally, Ireland accepts that the most recent information Ireland has is the most accurate. If the Irish new source of information conflicts with other sources of information, the facts are verified with the enterprise involved.
- I:** Yes. For enterprises with 20 employees and over, Italy links the updated list with the previous survey list through enterprise code and fiscal code to make sure that Italy is not missing crucial enterprises in the new survey list
- L:** Yes. STATEC checks, for example, the origin of new products not surveyed before.
- NL:** Yes. Before creating the new questionnaires the Netherlands always compare the old and the new population to make sure that the Netherlands are not missing crucial enterprises in the new population.

### 3. Survey population

3.3 Do you compare the updated survey population with the previous survey to verify the changes?

---

**A:** Yes. Before creating the new survey questionnaires for the following year, for dispatch purposes at the end of the year the old survey population is compared with the new and updated survey population, entailing that any structural change relating to an enterprise and/or establishment has been taken into account. If the new information conflicts with previous information or other sources, the facts are verified directly by contacting the respondent of the observation unit concerned. This comparison ensures that no crucial enterprise will be lost for new survey purposes.

**P:** Yes. Before creating the new questionnaires, the old and the new survey populations are always compared to make sure that crucial enterprises are not missing from the new population. Because the population (sample) is selected every year, Portugal needs to make sure that enterprises that answered in the last survey are still in the new one.

**FIN:** Yes. Before creating the new questionnaire Finland compares the old and new population in order not to miss any old establishments, which should be in.

**S:** Yes. Before creating the new questionnaires, Statistics Sweden always compares the old and the new population, to make sure that crucial enterprises are not missing from the new population.

**UK:** Yes. In answering yes to this question the UK has interpreted the question as meaning 'do you compare the updated new sample with the one for the previous year or quarter?'. Extensive checks are carried out within the DVB to compare the firms in the current and previous sample.

If you mean 'do you compare the population on the register with that at the time of the previous survey?' then the UK does not currently do this although the UK does have plans to carry out these checks in future.

**IS:** Yes. Before sending out new questionnaires, the old and the new survey populations are compared in order to see if some important enterprises are missing.

**NO:** Yes.

#### 4. Observation unit

4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

---

**B:** Local KAUs.

**DK:** The kind of activity unit is used as the observation unit. Only kind of activity units, whose main activity is classified to sections C and D in NACE Rev. 1, are included.

**D:** Establishments, defined as local units.

**EL:** "Establishment". It represents a location in which one or more persons, being under single control are permanently engaged in the production, repairing or assembling goods, or in auxiliary activities other than the main ones.

**E:** The industrial establishment or local unit, by which is meant any unit producing industrial goods and services, located at a specific physical site and under the management or control of a single enterprise.

**F:** These are the same units as in the SIRENE (cf. 2.2)

- the enterprise is the unit used by a majority since the PRODCOM requirements were taken into account in the branch surveys, the value of production sold being better known at this level. It is in fact at this level that there is an obligatory annual financial report in the form of a profit-and-loss account, including turnover, as well as a balance sheet and financial annexes.
- the establishment was the preferred unit of observation when production was essentially observed in terms of quantity. The systematic introduction of invoicing has led to this statistical unit losing some of its relevance.

In its direct branch surveys the SESSI uses only the enterprise as the unit of observation. Most of the OPAs coming under this survey department do likewise. In certain rare cases, total production (sold or processed) is observed in terms of quantity by the professional organisation at establishment level.

In the case of the SCEES, the establishment remains the appropriate enquiry level in the numerous production surveys relating only to physical quantities, including those carried out by the OPAs. Moreover, it is the establishment level that offers localised information at a detailed geographical level for which there is strong demand. However, since the introduction of PRODCOM it has been the enterprise level that has prevailed. Certain operations have been arranged so as to combine the two enquiry levels (e.g. the annual milk survey carried out by the SCEES).

**IRL:** The observation unit Ireland uses is the enterprise. An enterprise is defined as the smallest combination of legal units that is an organisational unit producing goods and / or services, which benefits from a certain degree of autonomy in decision making, especially for the allocation of its current resources.



## 4. Observation unit

### 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

- I:** a) Enterprise (for enterprises with less than 20 Employees)  
b) Local Unit (for enterprises with 20 employees and over)

These units are both defined in 2.2.

- L:** Legal Unit (See under 2.2)

- NL:** Enterprise. According to the Dutch definition, an enterprise is an independent unit producing goods or services for third parties. The delineation of the enterprise is done by means of the criteria of homogeneity of activity and the possibility to describe the enterprise in a statistical way. The latter criteria has been elaborated by the requirements that the enterprise must have the right to decide independently about the production process as well as the availability of its own annual financial report in the form of a profit and loss account and a balance sheet. The description and elaboration of the concept of the enterprise fits to a great extent the current description as laid down in the Council Regulation (EEC) on statistical units.

- A:** The Austrian observation unit of the (OE)PRODCOM survey (as well as of the STS-survey) is the local kind of activity unit (LKAU), as kind of activity unit at NUTS 3-level, which is considered to be the actual transactor in the production process.

Because of the fact that about 90% of the SBR-population carrying out an economic activity within (OE)NACE Sections C to F (Section F of the (OE)NACE is also covered by the (OE) PRODCOM-survey) are enterprises with only one LKAU, the most numerous transactors in the production process are the 'single establishment enterprises'. However, the economically most important production transactors are the establishments (LKAU's) of multi establishment enterprises active within (OE)NACE Sections C to F.

The Austrian establishment (or LKAU) therefore can be described as technical unit at local (NUTS 3) level, contributing to one or more enterprise activities within the (OE)NACE Section C to F and corresponding to one or several operational subdivisions of the enterprise.

Establishments of multi-activity enterprises with principal activities outside the (OE)NACE Sections C to F are not allowed to be considered as survey units, even if the enterprise itself is mainly active within the (OE)NACE Sections C to F.

In general, both the (OE)PRODCOM characteristic production referring to principal activity at 4-digit level and non-characteristic production referring to secondary activities (especially services connected with the production process) must be reported for individual observation units, establishments or single establishment enterprises.

A special survey unit only in the construction sector is the working association. This survey unit is more or less comparable with a single establishment enterprise. Admittedly, it is an interest group of several enterprises on a contractual basis only for a restricted duration to carry out a certain construction project under a common commercial direction that is incumbent on one of the enterprises involved.

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#### 4. Observation unit

##### 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

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**P:** The statistical unit is the enterprise, but the observation unit is the Kind of Activity Unit (KAU). The KAU is defined as the unit in the enterprise that groups the parts of an enterprise which contribute to the execution of an activity, that can be defined by the uniformity of the production process and by the homogeneity of the products that are produced.

**FIN:** Establishment (= local kind-of-activity unit) is a production unit owned by one enterprise or quasi corporate unit, located on one site, and producing goods or services mainly of one particular type.

**S:** Local kind of activity unit.

**UK:** It is as given above - i.e. the unit for which data are recorded. It is the same as the reporting unit, which for PRODCOM is the enterprise reporting unit.

**IS:** All enterprises and individuals having more than 3 employees and/or more than 20 million ISK in annual turnover are included in the survey population.

**NO:** The observation unit is the enterprise, which is defined as an organisational unit comprising all economic activities engaged in by one-and-the-same owner. Hence an enterprise is a legal entity covering one or more productive units (establishments).

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## 5. Product classification

### 5.1 Which product classification is your national PRODCOM survey based on?

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**B:** Latest PRODCOM list or similar.

**DK:** The Combined Nomenclature (CN):

Including national subsections: Denmark uses the CN, but any national subsections have been extended with 2 extra digits, where these sections are of importance to national market analyses.

The nomenclature is updated annually, and a list of all annual changes is prepared.

As the CN is exclusively concerned with commodities (no services), services are only included in the Statistics of Manufacturers' Sales of Commodities as general subsections, e.g. "Repairs", "Installation work", "Contract work", which can be classified to various industries on the basis of the industry of the reporting unit, but cannot be further classified to, e.g. "imprints on textiles".

**D:** Latest PRODCOM list or similar:

Systematic classification of goods for production statistics, at the moment the 1995 edition, which is derived from the PRODCOM list.

**EL:** Latest PRODCOM list or similar:

In Greece all PRODCOM headings are collected, except the iron and steel data (27.10 data is collected by the ECSC questionnaires). Up to now Greece collects many of the B-list headings. There is a separate questionnaire for every 2-digit level of NACE updated every year according to the year's PRODCOM list.

**E:** Latest PRODCOM list or similar:

The list is updated each year with new entries, deletions and changes in the reference year, and equivalencies are established between these changes and the list for the previous year, to estimate the non-responses in the reference year.

## 5. Product classification

### 5.1 Which product classification is your national PRODCOM survey based on?

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**F:** Latest PRODCOM list or similar:

The PRODCOM list used is the one corresponding to the year observed.

Example : the surveys carried out during 2000 :

- use the **1999 PRODCOM** list for the annual surveys processed in the first half of 2000 and which relate to the results of the previous year.
- on the other hand, for the monthly and quarterly surveys, the **PRODCOM 2000** list is the one used throughout 2000.

The link with the external trade classification (**HS/CN**), where this makes sense, is nearly always featured either directly on the questionnaire or on the accompanying explanatory note.

Where it is difficult to classify a product, the classification link plays an essential role. It is initially in relation to the customs classifications (HS, CN) that a product is classified, in particular using the detailed explanatory notes of the Harmonised System. The table of correspondence provided by EUROSTAT can then be used in relation to the PRODCOM list to determine the suitable PRODCOM heading.

**IRL:** Combination of the PRODCOM List and the CN:

The Combined Nomenclature and its accompanying explanatory notes are used to classify the products initially. Then the equivalent PRODCOM code, using the latest PRODCOM List, is derived for the product.

**I:** Latest PRODCOM list or similar:

Italy uses the latest PRODCOM list.

For each heading Italy adopts a 9-digit code obtained by adding a fifth digit to the first 4 PRODCOM digits (NACE Rev.1), in order to link products to the 5-digit national economic activity classification (ATECO 91).

In Italy all PRODCOM headings are collected, except energy data (see 3.1).

**L:** Latest PRODCOM list or similar:

The questionnaires are individualised, i.e. STATEC inserts the PRODCOM codes for products declared in the last survey and an “other products“ heading which asks for the CN codes. Since almost all of Luxembourg’s production is exported, most units know these codes.

## 5. Product classification

### 5.1 Which product classification is your national PRODCOM survey based on?

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**NL:** Latest PRODCOM list or similar/The Combined Nomenclature (CN):

In general the Netherlands use the latest PRODCOM list. For a few very large enterprises, the Netherlands use the CN as well. In the Dutch processing system the Netherlands use a double key field, which makes it possible to allow CN-input as well.

The PRODCOM survey on Energy is conducted by the Energy section (LEN).

In the Netherlands all PRODCOM-headings are collected, except the iron and steel data (NACE 27.10). The data on iron and steel are collected by the ECSC-questionnaires. Statistics Netherlands do not translate these data into PRODCOM. Implementation of ECSC-data in PRODCOM is done by Eurostat.

The nomenclature needs to be updated every year. All compulsory changes will be carried out. Because the questionnaires are based on the history of products for every individual enterprise, the Netherlands need to handle all changes in the product specification.

Non-compulsory B-headings for statistical year (T-1) can become compulsory in the statistical year (T). The Netherlands need to take care, that if an enterprise produced the compulsory A-heading concerned in statistical year (T-1), all corresponding B-headings are presented on the questionnaire for the statistical year (T).

On the other hand certain A-headings might be aggregated into a new compulsory A-heading. Even more complex changes need to be carried out.

So besides implementing the new PRODCOM-list the Netherlands need to update a list in which old compulsory headings are linked to the new compulsory headings, to be able to print correct customised questionnaires.

**A:** Other:

The product list OEPRODCOM is based on all the A- and B-headings of the latest PRODCOM-list. These headings are often extended with two extra digits because of their importance to national market analyses and so the national codification consists of 10 digits.

The product list is enlarged by further product headings for the (OE)NACE divisions 37, 41 and especially 45 as well as for commodities representing mostly secondary activities in accordance with (OE)NACE divisions 50 to 93 (market profit oriented activities), often created as extensions of existing CPA sub-categories (CPA 6-digits extended to OEPRODCOM 10 digits).

If for national purposes it is necessary to define further headings which cannot be based on valid PRODCOM 8 digits or a certain CPA level, then so called 'black box-' or 'dummy-headings' are defined (often reflecting total plants, special industrial services like repairs, establishing, erecting, maintenance or other activities). However, these codes must fit into one of the valid hierarchical levels of the CPA 1995.

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## 5. Product classification

### 5.1 Which product classification is your national PRODCOM survey based on?

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**(A:)** OEPRODCOM is the basis for the branch-specific Commodity Lists 1 (consisting of all products and services in accordance with the (OE)NACE divisions 10 to 45) and the Commodity Lists 2 (referring to all CPA based 'commodities' – only related to value – of division 50 to 93). The Commodity Lists 1 do not use the original PRODCOM wording; rather the description of the headings is more or less hierarchically organised to ensure better understanding by the respondents.

**P:** Latest PRODCOM list or similar:

Portugal always uses the latest PRODCOM list. However in some cases national products that result from a more detailed level of PRODCOM are defined.

The information about Energy is also collected by the PRODCOM survey using the PRODCOM list. For NACE 27.10 the information is collected by the ECSC-questionnaires. Portugal doesn't collect information for the A-headings that have B-headings. In this case, B-headings are collected and INE calculates the A-heading using the sum of the B-headings.

**FIN:** Latest PRODCOM list or similar:

Finland also uses some national subclasses of the PRODCOM headings.

**S:** Combination of the PRODCOM List and the CN:

Statistics Sweden uses the PRODCOM List to collect services and the CN to collect products.

Before delivery to Eurostat the CN-data is translated into PRODCOM headings. In order to report according to the PRODCOM List, subdivisions of the CN are made where it is necessary.

The nomenclature is updated every year. In the CN, old headings are linked to new headings.

**UK:** Latest PRODCOM list or similar:

The PRODCOM List is held and updated each year in line with changes made. The UK list does use different text in some sectors; this is as a result of the Review of the UK Question List that was carried out 3 years ago, which improved the text to aid firms' understanding of what was being requested.

**IS:** Latest PRODCOM list or similar.

**NO:** Latest PRODCOM list or similar.

## 5. Product classification

### 5.2 Do you collect information on B-headings?

**B:** No. Except 7 items: 15.71.10.03, 15.71.10.05, 15.71.10.07, 15.71.10.09, 26.40.11.13, 26.40.11.15 and 26.40.11.17.

**DK:** No. According to Statistics Denmark's view, the main purpose of the PRODCOM is "market-oriented statistics", entailing that it is necessary to enable comparisons between PRODCOM subsections with the external trade statistics in order to compile statistics of the entire market. As this is not possible for B-subsections, data are usually not compiled for these subsections.

Only in rare cases, where, e.g. the B-subsection is compatible with the national subsection of the CN, data is collected for these subsections.

**D:** Yes. The classification according to which information on production in Germany is collected is the Güterverzeichnis für Produktionsstatistiken (GP), currently in its 1995 edition. It is derived from the PRODCOM List and is in some cases more detailed than this. The so-called B headings in PRODCOM are normally included in the German product list also.

**EL:** Yes. Greece collects data for many B-headings. Greece also uses 10-digit headings in some cases where users request it, or it is necessary for time-series data.

**E:** Yes. Only for a small number of headings (around 30 A-headings, which is the equivalent of around 100 B products).

**F:** Yes/No(\*)  
\* the headings in list B are headings for which the transmission to EUROSTAT of the corresponding production figures is optional. These headings are breakdowns of obligatory headings (list A). In France, the branch surveys are based on a more detailed product list than the PRODCOM list A.

In the case of the SESSI, the products list (PRODFRA) contains approximately 8000 products. Each PRODFRA heading, codified into 9 sub-headings, corresponds to a PRODCOM heading (xx.xx.xx.xx.0) or a more detailed breakdown of a PRODCOM (xx.xx.xx.xx.1 to 9). Some of these products may correspond to list B items but this is not the point of PRODFRA, which is aimed essentially at meeting the specific needs of the national professional organisations.

For the SCEES, there are also levels of reply which are more detailed than PRODCOM, but their classification is not « institutionalised » as PRODFRA (products are not always linked with PRODCOM items). As regards the transmission of data to EUROSTAT, France does not give list B items.

**IRL:** No. Because of the high level of confidential results involved in the Irish survey and because of a desire to minimise the response burden on enterprises, Ireland does not collect information on the B-headings.

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## 5. Product classification

### 5.2 Do you collect information on B-headings?

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**I:** Yes. During the first years of PRODCOM, Italy started collecting all headings at B-level. After some years it became clear that the B-headings would probably stay non-compulsory, because of the difficulty to link to the CN. Because Italy pays much attention to put as little an administrative burden on enterprises as possible, during the last years Italy decided, only in some cases, to restrict the collection at the A-level.

For PRODCOM headings collected at the B-level Italy does not transmit to Eurostat data at A-level.

**L:** Yes. For certain products STATEC collects detailed information on list B each month.

**NL:** Yes. In the beginning of PRODCOM the Netherlands started collecting all headings on the B-level. The Netherlands did this because the Netherlands were thinking that the ultimate statistical level would become the B-level. After some years it became clear that the B-headings would probably stay non-compulsory, because of the difficult link to the CN.

In the Netherlands much attention is paid to put as little an administrative burden on enterprises as possible. Thus the Netherlands decided to restrict the collection to the compulsory A- and B1-headings, with limited exceptions.

PRODCOM is a survey on a European level, but there are also national needs. For this reason the C.B.S. decided to create a 10-digit PRODCOM level, which the Netherlands use for national purposes only.

Handling confidentiality is also an important factor. Using B-headings in general will complicate the statistical process.

BTW: The 10-digit level of the Netherlands can't be compared in general with B-headings, although there are some headings that correspond.

**A:** Yes: Generally yes, but Austria tends to restrict the collection of PRODCOM B-headings because of the missing link to the CN and because of the fact that the use of B-headings can extremely tighten the problem of handling statistical confidentiality at different publication levels (10-, 8-, 6-, 4- and 2-digit levels). Therefore it complicates the statistical output process and data availability in publications. This is why Austria does not submit data on B-headings to Eurostat.

**P:** Yes. Portugal decided to collect information for B-headings because they were created to answer the needs of the users. In Portugal some consider this data to be very important. On the other hand, the collection of this information does not cause additional delays in the survey. The B-headings do not cause problems about confidentiality if they are to be considered as non-compulsory headings. Confidentiality of the A-headings is always assured.

**FIN:** Yes. Statistics Finland collects information about all B-headings that are in the PRODCOM list.



## 5. Product classification

### 5.2 Do you collect information on B-headings?

---

**S:** No.

**UK:** No. The UK has never collected B headings and has no intention to do so. Some A headings are disaggregated where UK industry has made a case for collection of a greater level of detail. These are not supplied to Eurostat as they do not form part of the PRODCOM List itself.

**IS:** No. Up to now Iceland has deemed the value of the B-headings to be less than the cost of collecting the information.

**NO:** Yes. Statistics Norway collects information on B-headings for some products, but data is mainly collected on A-headings.

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## 6. Product valuation

### 6.1 Which principle of valuation do you apply?

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**B:** Prices that are close to ESA 1995 definition:

Ex-works value, i.e. the value excluding VAT without transport and insurance costs.  
Rebates and discounts obtained at the time of invoicing have to be deducted.  
Problems with excise duties arise with drinks and cigarettes.

**DK:** Prices that are close to ESA 1995 definition:

- The value is calculated as invoice sales ex factory or free delivered inside Denmark, where requested.
- Value added, other turnover taxes and production taxes are excluded from the sales value.
- Invoiced discounts are to be deducted, if they can be distributed to individual commodities.
- General packaging costs are included (except for empty returns).
- Freight charges and insurance costs are included, if they can be distributed to individual commodities.

**D:** Prices that are close to ESA in 1995 definition:

As described in the General Notes to the PRODCOM List, point 4.2 'Evaluation'.

**EL:** Basic prices as defined in the ESA 1995.

**E:** Basic prices as defined in the ESA 1995.

**F:** Prices that are close to ESA 1995 definition:

Taxes (VAT, consumption taxes on tobacco and alcohol) are not taken into account, neither are resales in unaltered state.

In the case of agricultural and food industry products, any export refunds are excluded from the value of products.

**IRL:** Basic prices as defined in the ESA 1995:

The value of production used in the Irish survey is net selling value (that is, the net amount, excluding Value added tax, invoiced to customers).

This value included amounts charged by enterprises to customers for packaging and for transport of goods by their own vehicles.

It excludes duties and taxes payable on the goods (for example, excise duties); separately charged freight costs; discounts granted to customers; and goods resold with further processing (that is goods merchanted or factored).

## 6. Product valuation

### 6.1 Which principle of valuation do you apply?

---

**I:** Prices that are close to ESA 1995 definition:

Italy follows the same definition as stated in point 4.2 of the PRODCOM List – General Notes.

**L:** Prices that are close to ESA 1995 definition:

The prices of products manufactured during the reference period, whether sold or not, are producers' prices, excluding VAT.

**NL:** Prices that are close to ESA 1995 definition:

- VAT and other taxes on products and production are not included.
- Subsidies on products and production are excluded.
- Freight costs are excluded, if separately charged by third parties.
- Duties are excluded.
- Packing costs are included.
- Advertising costs will be implemented in the price of the products.

**A:** Another price definition:

In principle, the Austrian OEPRODCOM concept (with the exception of headings in accordance with (OE)NACE classes 45.22, 45.31 to 45.34, 45.41 to 45.45 and with (OE)NACE divisions 50 to 93 – only 'production' or 'performances sold') differentiates between the following production types:

- **Own production**

The term 'own production' covers all goods and services produced by the observation unit within a reference period with a view to the market in accordance with the national commodity lists (production intended for sale outside the observation unit). Therefore it does not include production intended for further processing in the same observation unit.

The quantities, up to a maximum of three quantities (at the maximum three measurement units), are valued on the basis of the ex-works selling price (ex VAT and other taxes linked to turnover), comparable with the basic price as the price receivable by the owner (producer / seller) for the units of goods or services as output.

Exception: taxes on products (such as mineral taxes) are often included.

Any subsidy receivable on produced units as a consequence of its production or sale (therefore a subsidy on products) is included. Any transport charges invoiced separately by the producer are excluded but any transport margins charged by the producer on the same invoice are included, even when they are included as a separate item on the invoice.

## 6. Product valuation

### 6.1 Which principle of valuation do you apply?

- (A:) Generally, reduction in prices, rebates and discounts as well as the value of returned packing must not be included, but price reductions, rebates and bonuses conceded later to clients (for example at the end of the year) often cannot be deducted.
- **Contract processing carried out by the observation unit as a sub contractor**  
Contract processing is defined as an economic process, when material supplied free of charge by the principal (as 'owner') is worked out or processed by a sub-contractor. Principal and sub-contractor must be different enterprises and therefore contract processing between different plants or establishments belonging to the same enterprise is not possible.  
The sub-contractor has to report the volume (up to a maximum of three quantities) in accordance with the national commodity lists and valued by the fee (ex VAT) paid by the principal (in Austria called 'Lohn Groschen').
  - **Contract processing carried out by another enterprise (reported by the principal)**  
This is production done by a foreign sub-contractor and reported by the principal who is the owner of the product. The principal has to report only the volume intended for sale (not intended for further processing in the same observation unit) in accordance with the national commodity lists valued by a price (ex VAT and other taxes linked to turnover) comparable with the basic price (in detail, see 'own production').
  - **Production/performances sold**  
This production type includes all the market sales of products which are invoiced at the end of the reporting period (either produced as 'own production' or produced by a foreign enterprise as a sub-contractor carrying out contract processing). The owner of the products (as producer in a wider sense) has to report at the maximum three quantities on the basis of the ex-works selling price (ex VAT and other taxes linked to turnover), comparable with the basic price described below.
  - **Deliveries and performances within the enterprise**  
This type of production is only relevant in case of establishments of the multi-establishment enterprises delivering goods and performances from 'own production' to satisfy the demands of other establishments of the same enterprise in further processing these products into other products or fitting them into another product. These goods must be reported on the basis of the national commodity lists in quantities and valued by enterprise internal prices.

The economic total production in quantity, referring to the PRODCOM defined total production, consists of all products of the production types 'own production' and 'contract processing carried out by another enterprise' (reported by the principal). It therefore includes all products intended for sale (but not for further processing within the same establishment or single establishment enterprise).

The technical total production, as a basis for calculating the monthly production index, covers all own-produced goods and performances (including all the industrial services from secondary activities in accordance with the Commodity List 2), as well as contract processing carried out by the observation unit as sub-contractor.

## 6. Product valuation

### 6.1 Which principle of valuation do you apply?

---

**P:** Prices that are close to ESA 1995 definition:

- VAT and other taxes on products and production are not included.
- Subsidies on products and production are excluded.
- Freight costs are excluded, if separately charged by third parties.
- Duties are excluded.
- Packing costs are included.

**FIN:** Basic prices as defined in the ESA 1995.

**S:** Basic prices as defined in the ESA 1995:

Values are calculated as selling-price, excluding discounts or rebates and excluding indirect taxes. In principle charges for transportation performed by others are not included.

**UK:** Prices that are close to ESA 1995 definition:

As given in point 4.2 (regarding valuation).

The following is what is actually specified on the questionnaires (see paragraph 1 of paper prepared for Working Group on Product Valuation by Paul Massey):

Production Sold ('S') – value collected for all categories and volume data for most.

Sales of Goods of own production invoiced during the period, net of trade and other discounts, agents, allowances on returns

Include:

- Transfer of goods to other parts of the same organisation not covered by this return. These should be valued as if sold to an independent source.
- Cost of packaging materials less allowances for returnable containers
- Sales of goods made for you under sub-contracting/toll manufacturing arrangements. That is, work carried out by other firms or outworkers on materials supplied by you
- Free-on-board value where goods have been exported

Exclude:

- VAT
- Net proceeds from sales of capital items
- Transport costs (where possible)
- Staged payments (*note this is to be included from 2000*)

**IS:** Basic prices as defined in the ESA 1995.

**NO:** Prices that are close to ESA 1995 definition.

**6. Product valuation**6.2 Do you plan to change this definition?

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**B:** No.**DK:** No.**D:** No.**EL:** No.**E:** No.**F:** No.**IRL:** No.**I:** No.**L:** No.**NL:** No.**A:** No.**P:** No.**FIN:** No.**S:** No.**UK:** No.**IS:** No.**NO:** No.

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## 7. Data collection

### 7.1 How is data collected for PRODCOM?

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**B:** PRODCOM has its own survey.

**DK:** PRODCOM has its own survey.

The statistics of Manufacturers' Sales of Commodities are published quarterly as a special survey, which is a part of the entire system of business statistics in Denmark.

**D:** PRODCOM is a part of another survey:

Production survey on the basis of national legislation.

**EL:** PRODCOM has its own survey.

**E:** PRODCOM has its own survey.

**F:** PRODCOM is a part of another survey:

The PRODCOM surveys are incorporated into the branch surveys, the main aims of which are: PRODCOM; the supply of short-term economic indicators and national accounts.

**IRL:** PRODCOM has its own survey:

Ireland issues customised questionnaires to enterprises in an annual PRODCOM survey. Other sections of the industry division carry out other surveys, such as the annual Census on Industrial Production.

**I:** PRODCOM has its own survey:

In order to ensure the complete implementation of the PRODCOM Regulation in Italy, Italy is carrying three different PRODCOM surveys:

- a) Annual PRODCOM survey.
- b) Quarterly PRODCOM survey on textile and clothing.
- b) Quarterly PRODCOM survey on chemicals.

**L:** PRODCOM is a part of another survey:

See under 1.1.

**NL:** PRODCOM has its own survey:

In the Netherlands the enterprises in PRODCOM are covered by a survey, which is part of a wider system of production statistics.

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

---

**A:** PRODCOM is a part of another survey :

(OE)PRODCOM is an integral part of the monthly short term statistics (STS) survey in accordance with the Council Regulation (EEC) N° 1165/98 of 19 May 1998 concerning short term statistics. Quarterly and annual PRODCOM data for Eurostat are calculated by aggregation.

**P:** PRODCOM has its own survey:

In the PRODCOM survey, information about the production, raw materials purchased and energy consumed is collected.

**FIN:** PRODCOM has its own survey:

PRODCOM has its own survey, but at the same time data on raw materials and packaging materials is also collected.

**S:** PRODCOM has its own survey:

The 'Industrial production' questionnaire also includes questions concerning Incomes; specification of the Net Turnover - such as for trade and other services.

The respondents are asked to specify the net turnover on industrial activities and on trade activities as well as on internal deliveries. The main purpose for these questions is to serve the National Accounts with data. (It also enables us to check the production data on different commodities with what is reported as the industrial net income and to improve the consistency between the Structural Business Statistics and the "Industrial Production Statistics".)

**UK:** PRODCOM has its own survey.

**IS:** PRODCOM has its own survey.

**NO:** PRODCOM has its own survey.



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## 7. Data collection

### 7.2 How frequently do you collect data for PRODCOM?

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**B:** Monthly

**DK:** Quarterly.

**D:** In addition to the quarterly survey, a monthly survey for a selected survey population.

**EL:** Quarterly/Annually.

**E:** Annually.

**F:** Mix of monthly, quarterly and annual data collection:

Of the various possible schemes, the main arrangements are as follows:

- a single survey, carried out within the year (monthly or quarterly), and exhaustively (at least all enterprises with 20 or more employees) and relating to detailed levels of products (PRODCOM headings are more detailed) so that both needs of PRODCOM and of short-term economic indicators can be met.
- two co-ordinated surveys, one monthly relating to sample of enterprises and aggregated products, the other, annual at detailed level and exhaustive. In this scheme, the results of the monthly surveys are adjusted annually to those of the annual survey.

As regards the SCEES, certain surveys put in place for PRODCOM requirements are only carried out annually.

**IRL:** Annually.

**I:** Quarterly/Annually:

- Annual for NACE Divisions 13, 14, 15, 16, 19, 20, 21, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36.
- Quarterly for NACE Divisions 17, 18, 24.

**L:** Monthly for most products; annually for some (e.g. wine).

**NL:** Quarterly.

**A:** Monthly.

## 7. Data collection

### 7.2 How frequently do you collect data for PRODCOM?

---

**P:** Annually.

**FIN:** Annually.

**S:** Mix of monthly, quarterly and annual data collection:  
The survey is yearly, excluding the chemistry branch, which is quarterly.

**UK:** Quarterly/Annually.

**IS:** Annually.

**NO:** Annually.

## 7. Data collection

### 7.3 By which media do you collect PRODCOM data?

---

**B:** Mailed paper questionnaires.

In future, provision will be made for using electronic questionnaires and the Internet.

**DK:** Mailed paper questionnaires: 99%  
Electronic data collection from companies' internal product specification: 1%

In Denmark work is in progress on using other media, particularly in the case of large firms reporting data relating to a great variety of commodities.

**D:** Mailed paper questionnaires.

**EL:** Mailed paper questionnaires.

Manual data collection from companies' internal product specification:

**E:** Mailed paper questionnaires.

**F:** Mailed paper questionnaires:  
Electronic questionnaires:\*  
Manual data collection from companies' internal product specification:\*  
Electronic data collection from companies' internal product specification:\*

The paper questionnaire remains the main medium.

(\*) – Other methods of collection are also used or are undergoing trials.

In the case of the SESSI, an electronic questionnaire will be tested during 2000. The some 3 000 enterprises surveyed monthly will be able to reply via Internet. It will be a secure questionnaire, with a password and encryption. In return, the enterprise will have access to the results of the survey on the linked website.

As regards the OPAs

- the French Steel Federation has long experience under the ECSC Treaty in collecting data from product specifications specific to enterprises, making extensive use of electronic data interchange (EDI).
- the French Federation of Tiles and Bricks has been using a detailed monthly survey (PRODCOM) since January 1998, employing an electronic questionnaire and Internet technology. Approximately 40 enterprises take part in this electronic data collection, representing more than 80% of the production of this branch.

## 7. Data collection

### 7.3 By which media do you collect PRODCOM data?

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- (F:)** - some OPAs use trade codes, constructed from definitions of products specific to enterprises, this is particularly the case in the paper industry where there is a very detailed trade coding of products, sufficiently so that the results necessary for PRODCOM can easily be obtained by aggregation.

In the coming years, the SCEES could also try out an electronic questionnaire in one or two surveys. On another level, trials could also be carried out on retrieving via Internet the files of individual results collected by the OPAs.

**IRL:** Mailed paper questionnaires.

**I:** Mailed paper questionnaires.

**L:** Mailed paper questionnaires.

**NL:** Mailed paper questionnaires.  
Electronic questionnaires.  
Manual data collection from companies' internal product specification.  
Electronic data collection from companies' internal product specification.

Questionnaires can be built on paper (Postscript) or in digital form (HTML). The Netherlands plan to use the Internet in the future as an additional method to send the questionnaires to the enterprises and to receive the data back in a digital form.

The traditional paper questionnaire is, with more than 90 percent, the largest medium for collecting the statistical information. In the early years (until 1997) the Netherlands used questionnaires based on the NACE-classes of the enterprises. In 1998 the Netherlands introduced questionnaires based on the history of products reported by the enterprise.

For approximately 10 big enterprises the Netherlands convert their internal product specification to PRODCOM.

The Netherlands also introduced in a few NACE-classes EDI, with which enterprises could link their products to PRODCOM headings.

## 7. Data collection

### 7.3 By which media do you collect PRODCOM data?

**A:** Mailed paper questionnaires.  
Electronic questionnaires.

At present, Statistics Austria is developing a new comprehensive system for executing statistical surveys (SDSE) with the electronic questionnaire management system (EFBMS) as the core programme and with survey-specific modules, such as electronic questionnaires for short term statistics (EQ-STS), electronic questionnaires for structural business statistics (EQ-SBS) and electronic questionnaires for raw material statistics (EQ-RMS).

The most important features of the SDSE will be:

- The EFBMS must be usable for diverse statistical surveys of different degrees of complexity, including the highly complex economic surveys STS (Short Term Statistics) and later on, SBS (Structural Business Statistics). If a respondent is obliged to report for several surveys, he/she must not be compelled to install EFBMS more than once, but an EFBMS installation should enable the collection and administration of the response data of different surveys. If there is a new survey, only the registration of the metadata describing this survey and possibly some specific components (e.g. for searching a classification code) should be necessary.
- EFBMS must offer a local and a network installation variant.
- For the storage of data on the respondent's computer system, a relational database management system will be part of EFBMS
- If statistical response data are confidential within the company of the respondent, it must be possible to define quite sophisticated access rights.
- EFBMS must support hierarchical relations between observation units.
- Automatic completion of the questionnaires must be a primary goal, in particular with extensive surveys which take place periodically. For this purpose, the respondent must be permitted to supply the response data via his/her own EDP system. The data must be provided in the standardized EFBMS import/export format.
- With regard to data validation, in case of a survey with hierarchically related observation units, it must be possible to define validation rules across these hierarchical levels.
- There must be two types of validation rules: those which force the users to correct any errors found, and those which enable the respondents to insist on their answers, even though the data conflicts with a rule. In the latter case the respondent will have the opportunity to attach a note explaining why he/she thinks that the answers are correct.
- With some surveys users must be able to search for classification codes (like NACE or PRODCOM). As classifications may change in the course of time, the classification components must administer several versions of a classification
- When a respondent wants to send his/her response data to Statistics Austria (by e-mail, FTP or dial line connection), EFBMS automatically performs the defined validation checks if the user has not yet activated them manually. Then the XML message is generated, compressed and encoded by an asymmetric encryption algorithm. To control the correct data transfer, a control value will be computed and added to the transmission data. After sending the data, the respondent will receive a transmission receipt

The SDSE will first be used in January 2001 as a part of the STS and the STS itself in manufacturing industries, retail trade and repairs.

## 7. Data collection

### 7.3 By which media do you collect PRODCOM data?

---

**P:** Mailed paper questionnaires.

**FIN:** Mailed paper questionnaires.

**S:** Mailed paper questionnaires.

**UK:** Mailed paper questionnaires.  
Electronic questionnaires.

The majority of returns are collected via mailed paper questionnaires. The UK was piloting the use of an Electronic Questionnaire for a small number of quarterly surveys/firms. This has now been discontinued due to the development of a questionnaire on the Internet. A pilot exercise to collect data via this method is planned to start for collection of Q1 2000 data in Spring 2000.

**IS:** Mailed paper questionnaires.  
Electronic questionnaires.

All of the Icelandic questionnaires are sent out by mail, but companies are offered the option of getting them via e-mail if they prefer that.

**NO:** Mailed paper questionnaires.

---

## 7. Data collection

### 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

---

**B:** No.

**DK:** Yes. The questionnaires are individually printed out, implying that only the commodity items normally used by the respondent appear.

**D:** Yes. The products reported by the establishment in the previous period are listed in their specific questionnaire.

**EL:** No.

**E:** Yes. Spain has 83 different questionnaires, each of which groups together related activities.

Each enterprise receives as many questionnaires as it has industrial establishments, and these cover typical products corresponding to the groups of activities in each of these establishments. In addition to the products from the PRODCOM list corresponding to the groups of activities, all the questionnaires have open codes to include manufactured products, which have not been printed in the questionnaire.

**F:** Yes. The questionnaires of the surveys carried out directly the SESSI are personalised. An enterprise receives only the headings of products it produces, corresponding to its previous declaration; or only the headings corresponding to its activity (NAF) if it is the first declaration.

The questionnaires of the surveys carried out by the OPAs are limited to the products corresponding to the activity which relates to the professional organisation. This activity corresponds to one or more classes of the NAF, and sometimes to a part of a NAF class. In these cases, an enterprise may receive questionnaires from several professional organisations (this not very often the case).

As regards the SCEES, each activity branch has a specific questionnaire covering the PRODCOM products produced by this activity. An enterprise may receive several questionnaires if it exercises several different activities.

**IRL:** Yes. Initially, when an enterprise is registered Ireland enters a list of products on the survey questionnaire as close as possible to what Ireland thinks the enterprise manufactures. Ireland also includes a page for the enterprise to include "any other products manufactured". When a return is received the survey form is re-customised if necessary.

**I:** Yes. Each observation unit (Enterprise or Local unit) receives a questionnaire with annexed, the list of PRODCOM headings related to the NACE Division to which the unit belongs.

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## 7. Data collection

### 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

---

**L:** Yes. See under 5.1.

**NL:** Yes. Questionnaires are built based on product history of an enterprise. If the Netherlands have product history only the products concerned are presented with of course the possibility to add new product lines on the questionnaire. If the Netherlands don't have product history, all headings are presented belonging to the 4-digit NACE of the enterprise. As a reference period for the product history the Netherlands use the last statistical year.

**A:** Yes. Reporting units using printed survey documents only obtain the specific commodity lists 1 in accordance with their principal and secondary activities and furthermore one commodity list 2. If products are not identifiable by using the commodity lists the products can be reported by using their commercial designations without coding. Furthermore each reporting unit receives the correct type(s) of questionnaire(s).

In the EFBMS, the organisational structure of the enterprise will be hierarchically illustrated in a tree-view, but only the observation units and their questionnaires concerned will be highlighted and can be filled out. Moreover, only those blocks of variables (of the different statistical surveys) which apply to individual observation units will be indicated.

**P:** Yes. Questionnaires are based on the product history of an enterprise.

If there is a product history, only the products concerned are presented, with of course the possibility of adding new products on the questionnaire. However every three years, all the products for each KAU are sent out.

If no product history is available, all headings belonging to the different KAU's of the enterprises are printed in the questionnaire.

**FIN:** Yes. The questionnaires are pre-printed with the PRODCOM codes and their descriptions (with corresponding CN codes), which the establishment had reported in the previous year. It is of course possible to add new product lines on the questionnaire.

If we do not have product history, all headings are presented belonging to the 4-digit NACE of the establishment. As a reference period for the product history, Finland uses the last statistical year.



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## 7. Data collection

### 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

---

**S:** Yes. Questionnaires are based on the product history of an enterprise/local unit. If there is a product history, only the products concerned are presented, with of course the possibility of adding new products on the questionnaire. If no product history is available, all headings belonging to the 4-digit NACE of the enterprises are printed in the questionnaire.

As a reference period for the product history, Statistics Sweden uses the last statistical year.

**UK:** Yes. This is done by looking at the previous returns made by firms so that the products they make can be printed on their next questionnaire. This includes products made which are classified to other NACE subclasses, i.e. carry-out production (when PRODCOM was first introduced, customisation of forms was done by contacting all firms new to the survey beforehand, to find out what they made).

For new firms in the sample, the UK is assessing whether there is a benefit in telephoning them before the survey is sent out to find out what they make and therefore customise their questionnaire. The other alternative is to ask them to list all of their production on the questionnaire. The DVB staff then has to 'code' this production into the PRODCOM codes.

**IS:** Yes. Questionnaires are based on product history. If there is product history for a company, then the figures are printed on the new questionnaire to make it easier for the companies to fill it out.

**NO:** Yes. The questionnaires include the PRODCOM codes that the enterprise used in the preceding year. New enterprises receive questionnaires with the most common PRODCOM codes for their class.

## 7. Data collection

### 7.5 When do you send the questionnaires?

---

**B:** At the end of the survey period.

**DK:** At the end of the survey period.

**D:** At the start of the survey period:

The questionnaires are usually dispatched at the beginning of a year for the whole year, some being sent monthly also.

**EL:** Within a month after the end of the survey period.

**E:** Within a month after the end of the survey period.

**F:** At the end of the survey period:

For the surveys carried out directly by the SESSI or the SCEES:

- Monthly: the 25<sup>th</sup> of the month surveyed,
- Quarterly: the end of the quarter surveyed,
- Annual: start of January of the following year.

**IRL:** Within a month after the end of the survey period.

**I:** At the end of the survey period:

With reference to the annual survey, Italy is planning to send questionnaires at the end of the survey period (in the last years Italy sent questionnaires later, in order to wait for the complete implementation and updating of the new Business Register ASIA).

For quarterly surveys, at the end of the first reference quarter Italy sends questionnaires for all quarters of the year.

**L:** Within a month after the end of the survey period:

The annual questionnaires are sent out in February or March of the year following the reference year.

**NL:** Within a month after the end of the survey period:

The questionnaires are sent to the companies for Quarter (T) in the first week of Quarter (T+1).

---

## 7. Data collection

### 7.5 When do you send the questionnaires?

---

**A:** At the end of the survey period:

The questionnaires are sent out in the last week of the reporting month by an external subcontractor. This external service enterprise prints the survey documents requested by using a source file from Statistics Austria, the parameters of which define the singular respondents, the observation units in accordance with the respondent, the observation unit specific questionnaire type and the different types of survey documents (such as commodity lists, explanatory notes, letters, etc.).

**P:** Within a month after the end of the survey period:

The questionnaires are sent to enterprises in January or the beginning of February of year n+1.

**FIN:** Within a month after the end of the survey period:

At the end of January.

**S:** More than a month after the end of the survey period:

The questionnaires are sent to the companies two months after the end of the survey period. (Annually).

**UK:** At the end of the survey period.

**IS:** More than a month after the end of the survey period:

When the survey population is prepared, Statistics Iceland relies on administrative registers, which first became available for use in March.

**NO:** Within a month after the end of the survey period.

## 8. Response rate

### 8.1 What is the general/average rate of response?

---

**B:** High (90% or more):

Almost 100%. This could change if the Inspectorate's activities change (e.g. if it is decided to discontinue visits to respondents who are late in replying).

**DK:** High (90% or more).

**D:** High (90% or more):

There is an obligation to provide information.

**EL:** Medium (between 70% and 90%).

**E:** High (90% or more).

**F:** High (90% or more):

There is a high average response rate for the surveys carried out directly by the SESSI or the SCEES.

As regards the OPAs, fairly little is known about the response rate. The studies under way on the quality of the branch surveys should shed light on this issue (see 11.1).

**IRL:** Medium (between 70% and 90%):

Ireland receives an 80 per cent response rate, approximately, and better than this from larger enterprises.

**I:** Fairly low (between 50% and 70%).

**L:** High (90% or more):

The response rate is high, but some 15% of questionnaires fail to arrive by the deadline (the 20th of the month following the reference month).

**NL:** High (90% or more):

The response rate is more than 90 % based on the covered value. The response rate based on number of enterprises is lower, approx. 80 %.

## 8. Response rate

### 8.1 What is the general/average rate of response?

---

**A:** High (90% or more).

90 calendar days after the reference month (end of the first phase of reconditioning and publication of preliminary results), the published data is based on a response rate of 92%. At the end of the second phase of reconditioning (9 months after the calendar year), the final results can be published on the basis of a 99% response rate.

**P:** High (90% or more):

The response rate in value (turnover) is about 90% to 95% at the end of the survey. The response rate is about 75%, measured by number of enterprises.

**FIN:** High (90% or more):

Both based on number of enterprises and on the covered value. Small enterprises with 10-19 employees decrease the rate of response.

**S:** High (90% or more):

The response rate is about 96 % based on the covered value. The response rate, based on the number of enterprises / local units, is lower, approx. 90 %.

**UK:** Medium (between 70% and 90%):

80% response is the official target for achieved response. This is met overall, but is sometimes bettered in some NACE subclasses, and sometimes slightly worse in others.

**IS:** Fairly low (between 50% and 70%):

This is the response rate based on number of enterprises. When the response rate is based on value covered, then it is much higher, up to 90%.

**NO:** High (90% or more).

---

## 8. Response rate

### 8.2 Do you take any actions to increase the response rate?

---

**B:** Yes:

- Letters of reminder
- Telephone calls
- If necessary, on-the-spot visits.

**DK:** Yes. Denmark has established a permanent practice for sending out reminders and fines will be imposed in the case of compulsory questionnaires.

Written reminders are sent to respondents twice, and telephone contact is made once during the survey period. Where information has not been submitted or where information is incorrect, Statistics Denmark can take legal proceedings, pleading imposition of fines.

**D:** Yes. Telephone enquiries, written warnings and fines.

**EL:** Yes. Greece is implementing the use of private collaborators to collect the questionnaires from the enterprises. A great effort is being made to speed up the procedures of publishing the necessary administrative decisions concerning the above collaborators.

**E:** Yes. Spain sends any enterprise which requests it free information on the market share of its products, and can apply sanctions if enterprises do not respond after several reminders of the deadline.

**F:** Yes.

For the SESSI,

- Systematic follow-up contacts with enterprises
- Dissemination and reproduction of aggregated statistical information meeting the needs of enterprises, which has a positive effect on response rates. It is planned to disseminate PRODCOM data on the Internet, adhering to the rules on confidentiality.

For the SCEES, there are three or four follow-up contacts with enterprises which do not respond: two by mail, one by phone and, for the most difficult cases, a visit by a survey officer.

**IRL:** Yes. Central Statistics Office in Ireland telephones enterprises, sends out mailed reminders, and also visits firms using Irish business field force personnel.

## 8. Response rate

### 8.2 Do you take any actions to increase the response rate?

**I:** Yes. Data collection is carried out by mailing to the enterprises the questionnaire and the related goods list. Afterwards three reminders, two of which sent through POSTEL and one through normal mail, are sent; with the second reminder Italy sends back the questionnaire to the non-respondent enterprises. In some cases reminders are also carried out by telephone.

Starting from the 1999 survey (reference year) Italy is planning to enforce the described reminders system by a wide action of telephone reminders, carried out through CATI system, for all medium and large non-respondent enterprises.

**L:** Yes. Repeated written and telephone reminders, explanatory notes sent out, etc.

**NL:** Yes. At the statistical office one person is the contact for the industrial enterprises for all their financial statistics. These persons need to take care that the response on the figures to be published is good or at least adequate. When they are not working on questionnaires or publications, they contact enterprises by phone. Missing enterprises are listed top-down, so it is very easy to see the priority in enterprises to be contacted.

Sometimes the Netherlands disseminated recent aggregated figures to the enterprises. The Netherlands didn't do this with PRODCOM data yet. It can stimulate the enterprise to send in time, so the Netherlands are considering this kind of feedback to companies as an incentive.

Approximately a month after sending the questionnaires, enterprises are reminded (by letter or fax) to send in the PRODCOM data if they haven't done this in time. In the near future the Netherlands might start sending reminders by e-mail. Technically the Netherlands are ready.

**A:** Yes:

- Systematic follow up of contacts in the reporting units (by one and the same co-worker of Statistics Austria) often leads to a personal relationship, ensuring that the statistical information arrives in time and correct at Statistics Austria.
- Free dissemination of periodically aggregated and printed information meeting the branch-specific needs of enterprises for observing the economic cycle helps to increase acceptance of the statistical burden.
- Furthermore, it is made clear in the explanatory notes that estimates are accepted if exact figures are not (yet) available.
- Legal deadline to report is 20<sup>th</sup> of the subsequent month. To ensure that this deadline is met, Statistics Austria has established a permanent practice for sending out reminders in two stages: 1<sup>st</sup> reminder, one week after; 2<sup>nd</sup> reminder (informal and formal requests).three weeks after the legal deadline
- If the reporting unit is not willing to meet the legal obligation to report within 6 weeks after the deadline, Statistics Austria is obliged to report them to the legal district authority which might impose a fee up to 30.000 ATS.
- Missing observation units are listed top-down according to their branch importance, to see the priority for immediate contact.

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## 8. Response rate

### 8.2 Do you take any actions to increase the response rate?

---

**P:** Yes. When it is completely impossible to obtain an answer, INE has the capability of applying fines to enterprises that do not answer. The value of the fine can be from 50 Euro to 50 000 Euro. When information for an important enterprise is not available, the data is estimated using information from the previous year.

**FIN:** No. Finland tries to maintain the 90% response rate by means of telephone enquiries and written reminders, but does not try to go beyond that level.

**S:** Yes:

- With a strict reminder system: during a limited period, enterprises/local units are reminded by phone, fax, e-mail, letters.
- The enterprises are divided into different priority groups, with consideration being given to size (turnover) and coverage/branch.
- The use of conditional penalty fines in the latest years has shown high efficiency.

**UK:** No. Not in terms of trying to increase beyond 80% ; once 80% response rate is achieved for a NACE class, response for that industry is accepted.

**IS:** Yes. If the questionnaire has not been returned within the given deadline, then a reminder is sent out, urging the companies to return the questionnaire as soon as possible. If there is still no answer, the enterprises are contacted by phone. Missing companies are listed according to turnover, so it is very easy to prioritise the enterprises to be contacted.

**NO:** Yes. One employee at the division is the contact for all enterprises sending in questionnaires concerning industrial statistics. The enterprises are reminded twice, before Norway sends out warning letters regarding fines. The Norwegian Statistical Act allows Norway to fine the establishments that do not return the questionnaires.

In addition, the group that checks the data calls up those establishments that have returned incomplete, or clearly incorrect questionnaires.



## 8. Response rate

### 8.3 What is the general/average speed of response?

---

- B:** Medium, i.e. around 80% of the answers are received within three months after deadline for response.
- DK:** High, i.e. around 80% of the answers are received within one month after deadline for response.
- D:** High, i.e. around 80% of the answers are received within one month after deadline for response.
- EL:** Very low, 80% of the answers are received more than six months after deadline for response.
- E:** Medium, i.e. around 80% of the answers are received within three months after deadline for response.
- F:** High, i.e. around 80% of the answers are received within one month after deadline for response. / Medium, i.e. around 80% of the answers are received within three months after deadline for response. The aim is to adhere to the regulation deadlines.

For the surveys carried out directly by the SESSI :

- The response time is rapid for the monthly surveys.
- It is average for the direct quarterly and annual surveys.

The response time is average for the SCEES as nearly all the PRODCOM surveys are annual.

As regards the OPA, the response times vary from excellent to mediocre. As in the case of the response rates, the studies underway on the quality of the branch surveys should lead to solutions for improving this point (see 11.1).

- IRL:** Low, i.e. around 80% of the answers are received within six months after deadline for response.
- I:** Low, i.e. around 80% of the answers are received within six months after deadline for response.
- L:** High, i.e. around 80% of the answers are received within one month after deadline for response.
- NL:** Medium, i.e. around 80% of the answers are received within three months after deadline for response.

## 8. Response rate

### 8.3 What is the general/average speed of response?

---

**A:** Medium, i.e. around 80% of the answers are received within three months after deadline for response.

**P:** Low, i.e. around 80% of the answers are received within six months after deadline for response:

Four months after the end of the reference year, the response rate is about 65% measured by value. By July it is about 85%.

**FIN:** Medium, i.e. around 80% of the answers are received within three months after deadline for response.

**S:** Medium, i.e. around 80% of the answers are received within three months after deadline for response:

As can be seen, Sweden has a high response rate already at the deadline, but the problem is that there are still some big dominating enterprises missing. Otherwise Sweden should be able to deliver data to Eurostat earlier than the actual delivery time.

**UK:** Medium, i.e. around 80% of the answers are received within three months after deadline for response.

**IS:** Medium, i.e. around 80% of the answers are received within three months after deadline for response.

**NO:** Low, i.e. around 80% of the answers are received within six months after deadline for response.

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## 8. Response rate

### 8.4 Do you take any actions to speed up response?

---

**B:** Yes. See 8.2.

**DK:** Yes. The last few years have seen a tightening of the procedure of sending out reminders, which have had a positive effect on both the response rate and response time.

At the moment it is being considered to speed up the publication date, i.e. 2 months after the end of the quarter, for the purpose of taking, e.g. the quarterly national accounts into account.

**D:** Yes. Telephone reminders and written warnings.

**EL:** Yes. Same as in 8.2.

**E:** Yes. As indicated in 8.2.

**F:** Yes. Systematic follow-up contacts with enterprises.

As these surveys are obligatory, enterprises which do not reply can be pursued in law and be fined (for repeat offences, the fine can extend to €2000 per refusal). The Legal Committee following examination of the offence sets up this fine. A few hundred enterprises are involved every year (1 to 2 %). As general rule, a reply by the enterprise cancels the legal proceedings. This procedure thus has a fairly strong follow-up effect.

**IRL:** Yes. Ireland is constantly trying to improve the speed of the response rate through the actions described in my comments on question 8.2. However, given that the financial year in Ireland ends in April and not December, many enterprises do not have their accounts completed before then. This is a major factor explaining the slow response rate in Ireland and delaying the transmission of PRODCOM results to Eurostat.

**I:** Yes. The action described in 8.2.

**L:** Yes. See under 8.2.

**NL:** Yes. Same as in 8.2.

**A:** Yes. Same as in 8.2.

**P:** Yes. The same as in 8.2.

**8. Response rate**8.4 Do you take any actions to speed up response?

---

**FIN:** Yes. Reminders are sent by letter to those establishments which have not sent the questionnaires back in time and phone calls are made to get additional information.

**S:** Yes. Same as in 8.2.

**UK:** Yes. It is made clear on the front of the questionnaire that estimates are acceptable if exact figures are unavailable.

Two letters reminding firms to supply figures are despatched : 2 weeks and 6 weeks after the response deadline for the annual survey questionnaires ; 1 week and 3 weeks after the response deadline for the quarterly questionnaires.

DVB staff also 'response chase' non-responding firms via telephone and fax duplicate copies of questionnaires after reminder letters have gone out. They prioritise firms whose production is 20% or more of a product.

**IS:** Yes. Same as in 8.2

**NO:** See answer to 8.2 regarding the response rate.

## 9. Estimation of missing data

### 9.1 Which method do you use to comply with the “90% rule”?

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**B:** The threshold provided for in the Regulation (20 persons) was lowered to 10 persons or turnover of BEF 100 million.

Each year, Belgium establishes a coverage per class of NACE-Rev 1. This facilitates an estimate of the share of industrial output covered by the PRODCOM survey. To evaluate total output, we add output defined according to PRODCOM and the turnover (using VAT data) of all enterprises which are engaged in an industrial activity and fall below the thresholds (10 persons/turnover of BEF 100 million). It is assumed that these companies are only engaged in production and that they are correctly classified. Overall coverage is 93%. Only six divisions of the NACE currently have a coverage below 90%.

**DK:** Comparisons between the Statistics of Manufacturers' Sales of Commodities and the VAT Statistics are continuously undertaken. The data comparability is hampered by the circumstance that the statistical unit used in the two statistics differs, but subject to margins of statistical uncertainty, this comparability can, however, be used in estimating whether coverage of 90% is fulfilled.

For the sections C and D taken as a whole, the comparison of the "90% rule" shows coverage of nearly 90%.

However, these concern industries whose coverage is comparatively low, as the main part of their turnover is accounted for by the kind of economic activity units employing less than 10 persons, e.g. gravel pits.

It is possible to include units employing less than 10 persons in the Statistics of Manufacturers' Sales of Commodities, if a unit of this type accounts for a significant turnover relating to at least one product. In this context, problems are connected with identifying such units.

Comparing the Statistics of Manufacturer's Sales with Export Statistics it is, e.g. possible to identify units accounting for significant exports and thus supplement the population in the Statistics of Manufacturers' Sales.

**D:** By appropriate definition of the survey population.

**EL:** Greece is collecting data from enterprises with less than 20 employees.

**E:** Spain makes comparisons with the structural survey on industry and takes appropriate action, such as increasing the sample size by including establishments belonging to enterprises with 10 - 19 employees. All enterprises with 20 or more employees are included in all the CNAEs.

## 9. Estimation of missing data

### 9.1 Which method do you use to comply with the “90% rule”?

---

**F:** The EPEI, Structural survey of small industrial enterprises (enterprises with 0 to 19 employees) is the source used to establish the proportion of small enterprises with less than 20 employees which have not been surveyed by the branch surveys, and to produce estimates as required.

Here too, studies under way on the quality the branch surveys should shed light on the use of this source for estimates (see 11.1).

**IRL:** Ireland surveys all industrial enterprises with three or more persons engaged.

**I:** In order to comply with 90% rule Italy includes in PRODCOM surveys all industrial local units belonging to enterprises with 20 employees and over, as well as a random sample of industrial enterprises from 3 to 19 employees.

The data which are sent to Eurostat concerning PRODCOM, cover:

- a) The production of all industrial local units belonging to enterprises with 20 employees and over. This means that if a company doesn't answer, its production is estimated.
- b) The estimate of production of all industrial enterprises from 3 to 19 employees (random sample estimation).

**L:** Information is usually requested from units that either employ 20 or more persons, or have a relatively high turnover. Production is therefore requested from certain units with fewer than 10 employees.

In most classes the 90% is guaranteed, whereas in others such as the craft sector (where most units are very small and sometimes account for more than 50% of GVA), Luxembourg applies Article 3, point 4 of the PRODCOM Regulation, which stipulates that *“Where the production ... represents less than 1 % of the Community total, the data on the headings in that class need not be collected.”*

**NL:** In the Netherlands all enterprises with 20 or more employees are included.

The data, which have been sent to Eurostat concerning PRODCOM, cover the products of all industrial companies with more than 20 employees. This means that if a company didn't send in time, their production has been estimated.

In some NACE-classes the 90 % coverage is hard to reach. Pure grossing-up is not considered to be a possibility for all NACE-classes. If the Netherlands are going to do this, the Netherlands need information about the product range of the small enterprises. The quickest way to accomplish the 90 % coverage is probably sampling the small enterprises every X-year. Problems to accomplish this are: first the political pressure to diminish administrative burden and secondly budgetary aspects.

The use of other sources like Foreign Trade data and secondary sources like VAT data is another possibility that is preferred within the C.B.S.

## 9. Estimation of missing data

### 9.1 Which method do you use to comply with the “90% rule”?

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**A:** As already stated in 3.1 all single establishment enterprises as well as multi-establishment enterprises and their establishments carrying out a principal activity within the manufacturing industries and employing 20 and more persons at 30 September of the preceding year are obliged to report in the STS-survey in general.

Taking into account the 90% criterion of the PRODCOM Regulation, it might be necessary to include further enterprises with less than 20 persons employed (for instance all enterprises of the employment class 15 to 19 and/or 10 to 14). Enterprises with less than 10 persons employed are not allowed to be included into the survey because of national regulation restrictions.

Increases in the number of survey units are in principle based on information from the structural business statistics or other statistics as well as on external information (SBR, Chamber of Commerce and other administrative sources).

Considering the fact that the production type ‘production sold’ is compulsory for nearly all PRODCOM-headings, Statistics Austria yearly checks the 90% criteria per (OE)NACE class by using total value of production sold for single (OE)NACE classes and comparing with the latest data referring to the SBS variables: turnover from the principal activity (18 110) and turnover from industrial activities (18 120) of all observation units, grossed up at an (OE)NACE 4-digit level concerning manufacturing industries.

**P:** In Portugal all the enterprises are included, irrespective of NACE chapter. Enterprises are included if one of their KAU’s falls within NACE chapters C, D or E. The final criteria for inclusion in the PRODCOM survey is the turnover of the enterprise.

Enterprises are selected in descending order of turnover, in order to achieve 90% of total turnover for each NACE Rev. 1 class. However for some NACE classes, it is very difficult to achieve 90% - i.e. in those where there is an enormous number of very small enterprises. In these cases, Portugal includes 80% to 85% of turnover.

**FIN:** The Finnish PRODCOM survey includes all enterprises with 10 or more employees.

**S:** The population includes all enterprises and their local units classified under Major Divisions 10-37. Included also are all industrial local units with 20 persons or more engaged, belonging to non-industrial enterprises. For some branches, enterprises with 10 persons or more engaged are included. However, in some NACE-classes the 90 % coverage is hard to reach.

## 9. Estimation of missing data

### 9.1 Which method do you use to comply with the “90% rule”?

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**UK:** The UK introduced an optimal sample design in respect of the 1997 annual survey, and 1998 quarterly surveys. The survey returns are 'grossed up' - i.e. estimation using statistical methods is then carried out in order to achieve population estimates, i.e. covering 100% of UK activity for each NACE class.

(Previous to this the UK sent forms to all firms in a NACE class in order to cover 90% of employment (i.e. proxying employment for production), but never allowing complete enumeration of firms below size 20 employment. Sampling was done below this level in order to provide estimates covering 100%, i.e. grossing).

**IS:** In Iceland, all enterprises with 3 or more employees and/or exceeding a certain level of turnover are included in the PRODCOM survey.

By using the Business Register, the VAT-register, the Payroll Register and other administrative registers, it is possible to respect the 90% goal.

**NO:** The Norwegian sample is based on register information. The PRODCOM survey includes about 90% of turnover in Norway. On this basis it is expected that the PRODCOM survey covers about 90% of the national production.



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## 9. Estimation of missing data

### 9.2 Do you include estimates of missing data in the PRODCOM output data?

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- B:** Yes:
- Estimate of non-responses (use of external VAT data and regression between total values declared in previous months and VAT data; a breakdown by product is then done on the basis of the data for previous months).
  - Estimate of incomplete returns (imputed on a proportional basis); quantities are estimated by the unit price, calculated on an enterprise or sector basis.
- DK:** Yes. Units, which are comprised in the population covered by the statistics of manufacturers, but which have failed to return their questionnaire in a given quarter, are included in the published statistics with the same turnover as that of the latest quarter for which data have been reported (however, substantial seasonal fluctuations are taken into account).
- D:** Yes. Estimation of missing data is, to a lesser extent, possible on the basis of data from the establishment for the previous period.
- EL:** No.
- E:** Yes. With information from the previous year, updated using the industrial indices.
- F:** In France, the branch surveys carried out directly by the survey departments concern enterprises with more than 20 employees.
- At enterprise level, an estimate is carried out automatically or by the expert of the branch concerned, where the enterprise does not reply within the deadlines.
- At PRODCOM level, the methods of estimation vary from one branch to another. The most common one is the use of other sources (external trade and/or annual business survey), combined if possible with an opinion given by the professional bodies concerned.
- IRL:** Yes. The value of production (net selling value) for non-respondent enterprises is estimated based on their previous years' responses. If no response has been given in previous years, an estimate of their value of production is calculated based on the results of enterprises of a similar size level in their 4-digit NACE Rev. 1 group.

## 9. Estimation of missing data

### 9.2 Do you include estimates of missing data in the PRODCOM output data?

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- I:** Yes. Missing data are estimated in two different ways:
- For enterprises which answered in the previous PRODCOM surveys, missing data are estimated by making use of the product history of the enterprise as well as of the sold production trend of the other enterprises which make the same product.
  - For enterprises which never answered to PRODCOM surveys, Italy adopts a general statistical method of estimation.

The same general statistical method is also applied in estimating sample data for small enterprises

- L:** Yes, only if the data fail to arrive on time or appear to be wrong. Estimates are made by comparing the data relating to the preceding period (t-1, year a) with those of the same period of the year before (t-1, year a-1) and applying a rate of change identical to that observed between (t-1, year a-1) and (t, year a-1).

- NL:** Yes. The Netherlands intend to publish three months after the questionnaires have been sent to the enterprises. So if the data coverage is high enough, a copy of the figures of all respondents, whose figures are marked "clean", is made in the output database. Missing data are estimated by making use of the product history of enterprises and the production for sale trend of enterprises in the corresponding NACE class.

Estimating missing data will be done several times. The PRODCOM data are final when the confrontation with the SBS-figures has taken place.

Statistics Netherlands only surveys enterprises with 20 or more employees and so 90% or more of the annual industrial turnover is covered. In practise this means that in some NACE-classes the '90%-rule' is not complied with. In the near future, when stable procedures are established, a solution to this problem will be sought.

- A:** Yes. Missing data of single establishment enterprises and establishments of multi-establishment enterprises (as observation units for which answers from previous PRODCOM survey periods are available) are estimated by making use of the product history, as well as of the sold production trend of the other observation units manufacturing the same products.

- P:** Yes. When information for an important enterprise is not available, the data is estimated using information from the previous year.

- FIN:** Yes. If 50 % or more of quantities of the heading (calculated in relation to values) has been received, the missing quantities will be estimated.

## 9. Estimation of missing data

### 9.2 Do you include estimates of missing data in the PRODCOM output data?

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**S:** Yes. Missing data are estimated by:

- Making use of the net income used in SBS.
- Making use of the product history of enterprises.
- Making use of the mean change of the sales values for responding enterprises in the same NACE class.
- The respondents are asked to specify the net turnover on industrial activities and on trade activities as well as on internal deliveries. The main purpose for these questions is to serve the National Accounts with data. (It also enables us to check the production data on different commodities with what is reported as the industrial net income and to improve the consistency between the Structural Business Statistics and the "Industrial Production Statistics".).

Estimating missing data will be done several times. The PRODCOM data are final when the confrontation with the SBS-figures has taken place.

If no net income is reported in the SBS, figures will be used from the Standardised Accounting Extracts, which is a supplement to the normal tax returns collected by the Swedish Tax Authorities.

**UK:** Yes. Imputations (estimates) are made for non-response on value and volume data :

Value data : If a firm does not respond to the value question for a product, an estimate is made for the non-responding firm using the average movement of the value of production of the product by other firms, between the current and previous survey period.

Volume data: If a firm does not respond to the volume question for a product, an estimate is made for the non-responding firm using information supplied in the previous survey period(s). If this is unavailable the median unit price for the product is calculated from other firms' returns for that product in the current survey period. This is then used to estimate the missing volume data using the identity  $\text{volume} = \text{value} / \text{unit price}$ .

Estimation is carried out for non-sampled units and units that have never responded :

Estimation is carried out for each product, within each industry observed as making the product. The industry estimates for the product are then aggregated, to obtain the final estimate of total activity for that product in the UK.

The procedure is as follows for each product, for each industry making the product : the aggregate of the survey returns for the product is created. This is then 'grossed up' by adding on an estimate of the activity of the non-sampled firms (and any that have never responded and therefore cannot be imputed for - see above).

This estimate is based on the observed productivity of the firms making the product (excluding outlying or atypical values), the proportion of the sample observed making the product, and the employment of the IDBR of the non-sampled firms and any who have never responded.

**9. Estimation of missing data**

9.2 Do you include estimates of missing data in the PRODCOM output data?

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**IS:** Yes. Missing data is estimated by studying the overall trend in the relevant NACE class, the history of the enterprises involved and available data in administrative registers.

**NO:** Yes. Volume data are estimated by using a ratio estimator, where possible.

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## 9. Estimation of missing data

### 9.3 Do you plan to change the method of your data collection?

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- B:** Yes.  
See 7.3: possibility of replying by Internet and under certain circumstances, by e-mail.
- DK:** No.
- D:** No.
- EL:** Yes. In the near future Greece is going to use questionnaires fitted to the observation units.
- E:** Yes. Spain continuously makes small changes to the collection procedure. At present Spain is studying the possibility of using an electronic questionnaire.
- F:** No.
- IRL:** No.
- I:** No.
- L:** No.
- NL:** Yes:  
- The Netherlands have plans to implement electronic questionnaires on the Internet.  
- The Netherlands are going to make use of secondary sources.  
- The Netherlands will create Internet facilities.
- The Netherlands are considering:  
- The possibilities to combine the PRODCOM survey with the foreign trade survey (Intrastat);  
- To implement data from the Europroms CD-ROM in the processing system;  
- To produce figures on the total industry.
- A:** Yes. Statistics Austria will force the data collection and transmission by means of EFBMS instead of printed questionnaires. Furthermore, Statistics Austria will create Internet facilities and will make use of secondary sources (such as combining the PRODCOM-survey with the foreign trade survey) to a greater extent.
- P:** No.

## 9. Estimation of missing data

### 9.3 Do you plan to change the method of your data collection?

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**FIN:** No.

**S:** No.

**UK:** No, although the U.K. does not know how well the Internet pilot (see above) will go and this may lead to more collection via those methods in future.

**IS:** Yes. Statistics Iceland is considering the following:

- Forms sent and received via e-mail.
- Electronic questionnaires on the internet.
- Inclusion of forms in accounting software.

**NO:** No.

## 10. Validation of incoming data

### 10.1 Which kind of quality control do you apply to incoming data?

**B:**

- Comparison with the previous month;
- Checks on individual returns. There are 40 checks (see xls files in annex); for the most part, the cyclical variables (employment, etc.) and average prices by PRODCOM code or information provider are placed in bands.

**DK:** In this context, reference is made to the specific report of quality control, which are compiled in connection with the seminar on methodologies.

The data controls can summarily be broken down as follows:

- Data for each respondent are compared with data for earlier periods, and considerable fluctuations are noted for further examination.
- Data for each respondent are compared with similar data for other respondents, and considerable fluctuations are noted for further examination.
- The data in the Statistics of Manufacturers' Sales of Commodities is compared with other surveys, e.g. exports statistics, industrial accounts statistics, statistics of orders and sales in the manufacturing industry, and major variations are noted for further examination.

Subsequently contact is made to each respondent, with any marked data, (in writing as far as possible) and special comments relating to each individual respondent can be incorporated into the system (e.g. specially priced qualities).

**D:** Extensive manual and automated plausibility checks; for example, checks at establishment and Bundesland level by comparing with: previous periods, rate of change, mean values, turnover.

**EL:** There is always an employee responsible for the NACE-branch the enterprise is enlisted. This person makes the following checks:

1. Kinds of products produced (history of the enterprise),
2. Unit declared – PRODCOM unit,
3. Level of production – mean price of product.

**E:** Removal of annual inconsistencies.  
Identification of new products and products withdrawn compared to the previous year and their percentage changes in quantity and/or value for each questionnaire. Comparison with the figures published by large enterprises or manufacturers' associations.

**F:** Checks on the consistency of the aggregates by activity, on the developments by enterprise, in comparison with external sources (Annual Business Survey, etc.)

**IRL:** Ireland compares the figures with those from the previous year. Ireland calculates and checks the unit price values of all enterprises with a similar PRODCOM code. And where possible Ireland compares the figures with those of the same enterprise for other industrial surveys, including the Census of Industrial Production.

## 10. Validation of incoming data

### 10.1 Which kind of quality control do you apply to incoming data?

**I:** Italy adopts the following kind of quality control:

- a) Checking on coherence between variables filled in questionnaire (total production, production under contracting, sold production, number of employees involved in production process, etc.);
- b) Checking on coherence of PRODCOM codes declared by enterprises, by comparing mean price in the questionnaire and the mean price of the same product declared by other enterprises;
- c) Checking outliers detected by ad hoc software;
- d) Checking on coherence of PRODCOM data declared by enterprises for previous periods.

**L:** Monthly checks, comparisons of data with those of the year before and the month before, unit price checks, etc.

**NL:**

1. Important to know is the fact that the Dutch sector handles all financial surveys on industrial enterprises (STS, PRODCOM and SBS). This means that the Netherlands have also knowledge of the turnover level of the individual enterprises. E.g. quality checks make use of this information.
2. Besides this, time series per company are evaluated.
3. A third method to check PRODCOM data is a check on mean prices (historical minimum and maximum overall prices on the heading and information from other sources e.g. Internet, VAT, and COMDEX).

So when figures are processed, checks are carried out by the processing system:

- Only products are displayed which are expected for the enterprise
- For every single product a certain level of production is expected
- There is also a check on the mean price. This is implemented by using the minimum and the maximum mean price of a product over all enterprises
- Another check that is carried out is the confrontation with the STS-figures of the enterprise
- After confrontation with the results of the S.B.S. survey, the status of the PRODCOM figures will become final.

To be used in the output database the specifications of the enterprises need to be "clean". This means that the employees need to take care that figures have passed the quality checks. In certain cases this means that borders need to be enlarged or that information needs to be stored in the processing system. Employees can handle this themselves in the processing system to avoid any delay in data processing.



## 10. Validation of incoming data

### 10.1 Which kind of quality control do you apply to incoming data?

- A:** A lot of micro- and macro-plausibility checks are carried out, at different aggregate levels and between historical and actual data:
- Checking coherence between different variables of the STS questionnaire (production types, employment, volume of orders, turnover);
  - Checking coherence of the singular (OE)PRODCOM-headings in comparing the actual mean price and the mean price of an observation unit as well as the actual minimum and the maximum price of the same product of the totals;
  - Checking coherence of the singular (OE)PRODCOM-headings in comparing the actual mean price and the historical mean price of the observation unit as well as the actual minimum and the maximum price of the same product of the totals;
  - Checking plausibility between production sold and foreign trade results.

Furthermore, because of the fact that the main department handles all the economic surveys in manufacturing industry (STS, SBS and RM statistics), it has a wide range of possibilities to compare different variables via EDP, for example: quantity and value of material input compared with (OE)PRODCOM output, turnover by value from STS and SBS statistics compared with production sold, in some economic branches orders received and unfilled orders at the end of a period compared with value of production sold).

Further controls are done in the main department 3.3, by calculating the monthly production index, (basing on the variables of own production and subcontract work carried out by the observation unit); turnover indices; indices of orders received and all the other indices (with the exception of the output price indices) relating to the CR-STC regulation.

- P:**
1. Important to know is the fact that the Industry and Construction Statistics unit handles all financial surveys on industrial enterprises (STS, PRODCOM and SBS). This means that the unit also has also knowledge of the turnover level of the individual enterprises - e.g. quality checks make use of this information.
  2. Besides this, time series per company are evaluated.
  3. A third method to check PRODCOM data is a check on mean prices (historical minimum and maximum overall prices for the heading and information from other sources - e.g. Internet, VAT and COMDEX).

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## 10. Validation of incoming data

### 10.1 Which kind of quality control do you apply to incoming data?

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**FIN:** The Business Structures division handles both structural business statistics data and the PRODCOM data, so the division also has knowledge of the turnover level of the individual enterprises.

Quality checks make use of this information. The PRODCOM figures are checked to make sure that they are in reasonable line with the structural figures and also, with the figures of the previous year.

Only the products expected for the establishment are displayed on the questionnaires. This reduces the use of invalid PRODCOM-codes. There is also an automated check for the invalid codes.

The production data is compared with the data of raw materials within the same establishment.

Finland has a check on the mean price. This is done by using the minimum and the maximum price of a product over all establishments.

**S:** Micro and macro checks:

A) Micro checks

There are two types of mechanical checks in the on line-system:

- 1) Logical checks
- 2) Reasonableness checks

In addition to these automated checks, there are also manual checks done by the staff that carry out checks on the actual enterprise/local unit. Then most of the data is approved; there is one more micro-check on mean price, etc.

B) Macro checks

- Different checks with historical data.
- Confrontation with the SBS-survey.

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## 10. Validation of incoming data

### 10.1 Which kind of quality control do you apply to incoming data?

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**UK:** Firms' returns are either electronically scanned or manually keyed into the PRODCOM computer system. Various checks are then performed on the data, e.g. current period on previous period movement, revisions, movement over time in unit price, etc.

Non-production totals and turnover totals are also collected to enable consistency checks to be carried out - i.e. to ensure that no production has been missed out on the questionnaires.

The aggregate of the survey returns for each product are also validated: again, similar checks are carried out including checks of the estimates made for non-responding firms.

(for details of the validation checks carried out, please see the paper prepared for the Working Group on Data Validation by Tony Birch)

**IS:** Incoming forms are evaluated by comparing them with older forms, and sometimes by comparison with VAT data.

**NO:** All questionnaires are checked manually at micro-level. They are also checked manually against the figures / questionnaires from the preceding year and against the accounting statistics.

For enterprises that have reported suspicious data, the contact persons (as asked for in the questionnaires) are telephoned. The information given is checked against the Central Register of Establishments and Enterprises. Furthermore, the Internet is used as a source of information.

Control lists are generated,

- to check that total value of PRODCOM goods is equal to turnover;
- to check for the use of invalid PRODCOM codes;
- to check if less than 50% of an enterprise's production falls within its NACE activity class.
- to check prices on goods that differ by more than 100% from the mean price of the PRODCOM goods concerned.

**10. Validation of incoming data**

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

**B:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units		X			
Medium size units		X			
Small units		X			

**DK:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units		X			
Medium size units		X			
Small units		X			

**D:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units		X			
Medium size units		X			
Small units		X			

**EL:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units		X			
Medium size units		X			
Small units					X

**E:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units		X			
Medium size units		X			
Small units			X		

**F:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units		X			
Medium size units			X		
Small units				X	

**IRL:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units	X				
Medium size units		X			
Small units			X		

**I:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units		X			
Medium size units			X		
Small units				X	

**L:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units	X				
Medium size units		X			
Small units		X			

**NL:**

	Excellent	Good	Acceptable	Poor	Very poor
Large units		X			
Medium size units		X			
Small units					X

## 10. Validation of incoming data

### 10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
<b>A:</b>					
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units		<b>X</b>			

	Excellent	Good	Acceptable	Poor	Very poor
<b>P:</b>					
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units				<b>X</b>	

	Excellent	Good	Acceptable	Poor	Very poor
<b>FIN:</b>					
Large units		<b>X</b>			
Medium size units			<b>X</b>		
Small units				<b>X</b>	

	Excellent	Good	Acceptable	Poor	Very poor
<b>S:</b>					
Large units		<b>X</b>			
Medium size units			<b>X</b>		
Small units				<b>X</b>	

	Excellent	Good	Acceptable	Poor	Very poor
<b>UK:</b>					
Large units *		<b>X</b>			
Medium size units			<b>X</b>		
Small units				<b>X</b>	

(\* In general, although large firms also sometimes code products incorrectly to PRODCOM codes leading to revisions)

	Excellent	Good	Acceptable	Poor	Very poor
<b>IS:</b>					
Large units			<b>X</b>		
Medium size units			<b>X</b>		
Small units			<b>X</b>		

	Excellent	Good	Acceptable	Poor	Very poor
<b>NO:</b>					
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units		<b>X</b>			

## 11. Quality of the PRODCOM output data

### 11.1 Do you apply quality control to the output data of PRODCOM?

- B:** Yes:
- comparison with other sources (VAT, ONSS, SBS)
  - comparison between years
  - comparison with the users (e.g. sectoral associations)

- DK:** Yes. The majority of data controls are performed as control of the incoming data as stated under item 10, but when the data has been published; another error detection is undertaken.

In conjunction with the use of output data, users with special knowledge often contact Statistics Denmark to draw attention to errors in the data. Such errors are subsequently rectified (as far back in time as possible), and each time it is being assessed whether such rectification may cause changes in the current data controls.

- D:** Yes. Extensive manual and automated plausibility checks; for example, checks at Bundesland and national level by comparison with: previous periods, rate of change, mean values.

- EL:** Yes. The subsector Output uses a matrix of results of all PRODCOM headings since the beginning of PRODCOM. On top of this, there is a selection tool for the individual interest. Figures can be marked, if the user sets the acceptance of increase or decrease between periods to a certain level. When you want to know how figures have been composed, you click a certain heading to find a list with enterprises causing the change. To find the reason why there is a big change in production, you click on the figures of the enterprise in the overview to retrieve the remark concerning the production change.

- E:** Yes. By analysing differences in the macrodata and identifying the establishments causing these; they are then asked to give the reason for these differences.

- F:** For the SESSI and the SCEES.
- The quality of the PRODCOM data is checked at various levels:
    - meeting European requirements;
  - Consistency of the PRODCOM data:
    - in the trend
    - in terms of level (aggregate checks); and
    - with the data from other sources: Annual Business Survey, Customs etc.

In practice, this quality check is carried out:

- By an internal computer management and control system which is specific to PRODCOM transmission and accessible to all those involved in this transmission.
- By using the PRCBASE control programme supplied to us by Eurostat.
- By using Europroms

## 11. Quality of the PRODCOM output data

### 11.1 Do you apply quality control to the output data of PRODCOM?

**(F:)** The quality of the data supplied by the OPAs and, to a wider extent, the quality of the branch surveys is currently being studied for the two survey departments (SCEES and SESSI) and the Statistical Institute (INSEE). The study is based on quality criteria (relevance, deadlines, accuracy, consistency, comparability, accessibility and cost) which are fairly close to those of EUROSTAT.

The idea of a quality charter incorporating quality indicators is being considered. However, caution must be exercised as regards application in practice: the process and cost of such an operation remain largely unknown.

**IRL:** Yes. As outlined in my comments on question 10.1 Ireland compares the data with the previous year's data. Ireland compares the unit price values with those of other enterprises with similar PRODCOM codes. And Ireland also compares the data with those of other surveys, including the Census of Industrial Production. Figures are then rechecked with the enterprise if necessary.

**I:** Yes. The control is done at each heading level and involves mean price and level of variables. This control is carried out by use of previous series of PRODCOM data and secondary sources (if any).

**L:** Yes. STATEC checks the quality of the results of the short-term economic survey of which PRODCOM is part.

**NL:** Yes. The subsector Output uses a matrix of results of all PRODCOM headings since the beginning of PRODCOM. On top of this, there is a selection tool for the individual interest. Figures can be marked, if the user sets the acceptance of increase or decrease between periods to a certain level. When you want to know how figures have been composed, you click a certain heading to find a list with enterprises causing the change. To find the reason why there is a big change in production, you click on the figures of the enterprise in the overview to retrieve the remark concerning the production change.

**A:** Yes. As aforementioned under 10.1, plus

- Comparing with other sources
- Confrontation with other users especially the National Accounts, environmental and foreign trade statistics as well as Chamber of Commerce statistics.

**P:** Yes. A matrix of results for all PRODCOM headings since the beginning of PRODCOM is used. On top of this, there is a selection tool for the individual interest. Figures can be marked, if the user sets acceptance of increase or decrease between periods to a certain level. For the situations that could be considered as "not normal", the enterprises are requested to give formal confirmation of the figures they sent (using a written procedure).

This information it is also available for the National Accounts.

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## 11. Quality of the PRODCOM output data

### 11.1 Do you apply quality control to the output data of PRODCOM?

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**FIN:** Yes. Finland has only manual quality control of the output data so far. It is checked that the data is reasonably in line with the figures of the previous year.

The users of the PRODCOM statistics are also an important control by finding out errors and informing Statistics Finland about them.

**S:** Yes. Same as in 10.1, plus:

- Confrontation with other users. The most important user: The National Accounts.
- Enterprises are listed top-down, looking at mean price, looking at comparative figures between the latest years.
- Comparing with other sources.

**UK:** Yes. Grossed products go through four sets of checks in the PRODCOM computer system, covering: period-on-period movement, revisions, unit price movement and PRODCOM data compared with trade data unit prices.

(for details of the validation checks carried out, please see the paper prepared for the Working Group on Data Validation by Tony Birch)

**IS:** Yes. Iceland has used the PrcBase program to assess the quality of the output data.

**NO:** Yes. The output data is examined before publication and distribution, especially the imputed volume data.

The users of PRODCOM statistics give us good feedback on the quality of the data and on their experience of using the data. Users include the Division for National Accounts.



## 11. Quality of the PRODCOM output data

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>B:</b>		<b>X</b>				

Result of extensive checks (depending on resources) and comparison with users:

- good coverage (93%)
- comparison of our information provider file with registers other than DB-RIS).
- comparison, for some enterprises, of the PRODCOM and Intrastat codes.
- quality is a subjective concept and it is difficult to establish criteria for measuring it. It also depends on the quality of the register and on how the information providers fill in the forms (one or more codes, etc.) The quality is improving (very gradually) every year. The number of information providers and publishable (non-confidential) codes is also increasing (again, very gradually).

Many of the activity codes in the DB-RIS register differ from those in the SBS. Our survey also includes public sector companies and divisions (or establishments) of non-industrial companies which perform an industrial activity and which meet the criteria for inclusion in the survey.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>DK:</b>		<b>X</b>				

The total response rate is over 97%. Generally speaking, Danish firms have a serious attitude to compulsory surveys.

"The Supply Statistics", which have a high level of detail, makes it possible to undertake market analyses.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>D:</b>		<b>X</b>				

Users with good market knowledge consider the results to be reliable.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>EL:</b>			<b>X</b>			

Because small enterprises (less than 20 employees) represent a high percentage in the total industry and their PRODCOM data are of poor quality.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>E:</b>			<b>X</b>			

The completion rate is high and there are no great differences with other currently available sources.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>F:</b>			<b>X</b>			

The diversity of surveys and teams (ministerial departments or OPAs) does not enable a significant argument to be developed.

## 11. Quality of the PRODCOM output data

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>IRL:</b>		<b>X</b>				

Because Ireland gets a 95-100 per cent response from all enterprises with production in excess of £IR 20 million. In 1998 Ireland got a 97 per cent response rate from all firms with a net sales of more than £IR20 million. They account for 70 per cent of Ireland total net sales in value terms. Ireland got a 100 per cent response rate from firms with net sales of greater than £IR50 million.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>I:</b>			<b>X</b>			

The design of PRODCOM surveys in Italy was implemented in order to cover at least 90% of national production for almost all NACE classes.

The stated range of PRODCOM data quality in the Italian country refers to final data. Preliminary estimates and provisional data may, obviously, have a lower quality.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>L:</b>		<b>X</b>				

Total coverage of over 90% of GVA.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>NL:</b>			<b>X</b>			

On the level of total industry the coverage is above 90 %. In some NACE classes additional information from companies with less than 20 employees would be needed to reach 90 % coverage on these NACE classes (examples are NACE classes 15.81 and 28.11).

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>A:</b>			<b>X</b>			

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>P:</b>			<b>X</b>			

There are several reasons:

- (1) The PRODCOM output data are used by the national accounts statisticians. Their questions have become fewer and easier.
- (2) The external users of the data usually accept the quality as good.
- (3) The PRODCOM output data compares well with the foreign trade data.
- (4) The feedback on the PRODCOM output data from enterprises confirms the quality as good.
- (5) The method Portugal uses to select the PRODCOM survey units assures a good coverage of the enterprises
- (6) The efforts made to obtain information on all headings as well as on type of production, etc. assure a good coverage of information collected.

## 11. Quality of the PRODCOM output data

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>FIN:</b>				<b>X</b>		

The quality control in Finland is not yet good enough to reveal all the inconsistencies.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>S:</b>			<b>X</b>			

- Good coverage and response rate
- Validation checks on incoming data
- Quality control on output data

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>UK:</b>				<b>X</b>		

It is known that data collection and coding of products is more difficult in some industries/sectors than others and that the data quality does vary across sectors. Volume data causes particular problems.

Comparison of turnover estimates between PRODCOM and the Structural Business survey indicate that manufacturing estimates are reasonably congruent.

Estimation can be difficult in, for example industries which are dominated by small firms: i.e. employment less than 20. The UK is constantly trying to improve upon its methods and the introduction of the new sample design and methodology should improve the estimates.

To answer this question properly the UK needs quality measures that we can assess, as quality means different things to different users: e.g. extent and number of revisions, amount of imputation for non-response, etc.

The UK hopes to develop standard errors over the next year or so, which will be one definitive measure of accuracy. The UK is also starting work on developing quality measures.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>IS:</b>				<b>X</b>		

Considering that Iceland has only once collected production data using the PRODCOM codes directly, the data is considered to be acceptable. However with more experience, Iceland can and will do better and therefore the Icelandic PRODCOM data will only improve from here on.

	Excellent	Very good	Good	Acceptable	Poor	Very poor
<b>NO:</b>		<b>X</b>				

Statistics Norway executes a thorough control on all incoming data at microlevel. Questionnaires are received from almost all the enterprises in the sample.

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## 11. Quality of the PRODCOM output data

### 11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

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**B:** No.

**DK:** Yes. The change in the programmes of the Statistics of Manufacturers' Sales of Commodities, which has taken place over the last 2 years, has now widely begun to work. Consequently, the Danish problems connected with deadlines for submission of PRODCOM data should thus be over.

At the same time, the new system opens up a variety of possibilities to improve the data controls. Further work on the data controls can thus be carried out, which has an effect on the output data.

**D:** No.

**EL:** Yes. In the near future there will be an important change in legislation concerning the economic affairs of small enterprises. According to this, small enterprises will be obliged to keep the appropriate accounts about production, sales, inputs, outputs etc. Then PRODCOM data would be of higher quality.

**E:** Yes. More comparisons of the data with other sources.

**F:** Yes.

For the SESSI and the SCEES: Analysis of the causes of the divergence between the PRODCOM data collected in the branch surveys and the data from other sources, such as the Structural Business Survey, which would improve the quality of the PRODCOM output data.

Continue efforts to co-ordinate better the survey system, which has been made complex by the large number of bodies.

**IRL:** No.

**I:** Yes. In the future Italy is:

- planning to improve the Italian estimation methodologies;
- going to make more use of secondary sources about turnover and products of the enterprises;
- planning to improve timeliness and response rate through a wide campaign of telephone reminders.

**L:** No.

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## 11. Quality of the PRODCOM output data

### 11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

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- NL:** Yes. In the future the Netherlands are going to make more use of secondary sources, which will give us more information about turnover and possibly about the products of the enterprises.
- A:** Yes. It is expected that implementation of the new electronic questionnaire management system, starting from the year 2001 onwards, will bring a substantial increase in efficiency and data quality, both for the NSI and the respondents. It will also minimise the burden on the respondents and therefore ensure more acceptance by the reporting units.
- P:** Yes. Portugal intends to:
- (1) Improve the quality control by including questions and answers from the enterprises.
  - (2) Improve the analysis of raw materials and make a more profound comparison between production and raw materials.
- FIN:** Yes. In the future Statistics Finland is going to introduce more quality checks and improve the existing ones. Particularly, the manual quality control on the output data is not sufficient, so automatic checks for that and for validation of incoming data should be developed.
- S:** Yes. Statistics Sweden has started making comparisons with trade statistics and as a result of these comparisons, there will be changes in the statistics.
- UK:** Yes. The UK is continuing to improve its methods; a project is currently being carried out to improve the method of estimating for non-response of volume data and the grossing methodology will also be reviewed during 2000/01.
- It is also planned to review the validation gates for the grossed data in order to make them product specific.
- IS:** Yes. Iceland is constantly trying to improve the data and so the quality of the Icelandic PRODCOM data will, with more experience, keep getting better.
- NO:** No.

# **THIRD PART**

## **Country by country**

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# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

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## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The survey is carried out by the PRODCOM and Short term Industrial Statistics unit of the Belgian NSI. (Fabrimétal questions its members - using a paper questionnaire - and sends us their answers and estimates by e-mail).

The unit also carries out preliminary surveys on the basis of the DB-RIS file, to select new information providers.

The survey also covers the variables required by the law on short-term statistics, such as: employment; hours worked; wages and salaries; and for certain sectors, orders.

## 2. Register and classification structure

### 2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

DB-RIS (DataBase des Redevables de l'Information Statistique)

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

### 2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

**Enterprise:**

see the definition in Council Regulation (EEC) No 696/93 of 15 March 1993 on statistical units.

**Establishment:**

- if the enterprise includes only one activity and in just one location, the concepts of establishment and employer are identical;
- if the enterprise has operations in two or more locations (technical branches or divisions) and/or carries out several activities, each location is regarded as an establishment; if two or more activities are performed at one location, there are deemed to be as many establishments as there are separate activities. However, several locations performing the same activity in one commune generally count as one statistical unit.



2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Units are classified by reference to NACE-BEL, the first four headings of which correspond to NACE Rev. 1.

2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**

Except for the establishment's file, which is updated annually, the information in the register is updated on a daily, monthly or quarterly basis, depending on whether the source is within or external to the NSI.

2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics:

By information from national Business Associations:

### 3. Survey population

#### 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

Included: local KAUs of enterprises with 10 or more employees or with a turnover of BEF 100 million or more.

Not included in the survey: energy, iron and steel (NACE 27.1), dairies (15.51) and slaughterhouses for large cattle (15.11, *part-time*).

#### 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

If an enterprise is found to be missing, it is immediately re-included. The preliminary survey is carried out several times a year, generally once the link has been established in DB-RIS between the VAT and ONSS numbers (i.e. each quarter, subject to a time lag of about six months).

#### 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

Before the data for a given month are published, they are compared with those for the 11 preceding months. The enterprises whose data make up the result are estimated retrospectively, from the date on which they began production (i.e. since they have had to make a VAT return). This is because of the time required to include a new company in PRODCOM. The data used to decide if the criteria for inclusion in the survey are met are those for the previous year. The same applies for comparisons between years.

NO

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

Local KAUs.

## 5. Product classification

- 5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

- 5.2 Do you collect information on B-headings?

YES

**Please specify:**

NO

**Please specify:**

Except 7 items: 15.71.10.03, 15.71.10.05, 15.71.10.07, 15.71.10.09, 26.40.11.13, 26.40.11.15 and 26.40.11.17.

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

### 6.1 Which principle of valuation do you apply?

- Basic prices as defined in the ESA 1995:
- Prices that are close to ESA 1995 definition:
- Another price definition:

#### Comments:

Ex-works value, i.e. the value excluding VAT without transport and insurance costs. Rebates and discounts obtained at the time of invoicing have to be deducted.

Problems with excise duties arise with drinks and cigarettes.

### 6.2 Do you plan to change this definition?

- YES
- NO

If **YES**, please specify the change:

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

### 7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

**Comments:**

Monthly.

### 7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:

Electronic questionnaires:

Manual data collection from companies' internal product specification:

Electronic data collection from companies' internal product specification:

Other methods:

**Comments:**

In future, provision will be made for using electronic questionnaires and the Internet.

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

## 8. Response rate

8.1 What is the general/average rate of response?

High (90% or more)

Medium (between 70% and 90%)

Fairly low (between 50% and 70%)

Low (less than 50%)

**Comments:**

Almost 100%. This could change if the Inspectorate's activities change (e.g. if it is decided to discontinue visits to respondents who are late in replying).

8.2 Do you take any actions to increase the response rate?

YES

NO

If **YES** please specify which methods:

- Letters of reminder
- Telephone calls
- If necessary, on-the-spot visits.

8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

See 8.2.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

The threshold provided for in the Regulation (20 persons) was lowered to 10 persons or turnover of BEF 100 million.

Each year, Belgium establishes a coverage per class of NACE-Rev 1. This facilitates an estimate of the share of industrial output covered by the PRODCOM survey. To evaluate total output, we add output defined according to PRODCOM and the turnover (using VAT data) of all enterprises which are engaged in an industrial activity and fall below the thresholds (10 persons/turnover of BEF 100 million). It is assumed that these companies are only engaged in production and that they are correctly classified. Overall coverage is 93%. Only six divisions of the NACE currently have a coverage below 90%.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

- Estimate of non-responses (use of external VAT data and regression between total values declared in previous months and VAT data; a breakdown by product is then done on the basis of the data for previous months).
- Estimate of incomplete returns (imputed on a proportional basis); quantities are estimated by the unit price, calculated on an enterprise or sector basis.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

See 7.3: possibility of replying by Internet and, under certain circumstances, by e-mail.



## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

- comparison with the previous month
- checks on individual returns. There are 40 checks;

For the most part, the cyclical variables (employment, etc.) and average prices whether by PRODCOM code or information provider are placed in bands.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units		<b>X</b>			

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

- comparison with other sources (VAT, ONSS, SBS)
- comparison between years
- comparison with the users (e.g. sectoral associations)

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data		<b>X</b>				

**Please specify why:**

Result of extensive checks (depending on resources) and comparison with users:

- good coverage (93%)
- comparison of our information provider file with registers other than DB-RIS)
- comparison, for some enterprises, of the PRODCOM and Intrastat codes
- quality is a subjective concept and it is difficult to establish criteria for measuring it. It also depends on the quality of the register and on how the information providers fill in the forms (one or more codes, etc.) The quality is improving (very gradually) every year. The number of information providers and publishable (non-confidential) codes is also increasing (again, very gradually).

Many of the activity codes in the DB-RIS register differ from those in the SBS. Our survey also includes public sector companies and divisions (or establishments) of non-industrial companies which perform an industrial activity and which meet the criteria for inclusion in the survey.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Danmarks Statistik  
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DK-2100 København Ø

Person responsible for PRODCOM: Mrs. Karin Holst Duer  
Department: Industri og Byggeri  
Tel: (+45) 3917 3917  
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E-mail: khd@dst.dk

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The PRODCOM survey is carried out by Statistics Denmark, more precisely by the section compiling "Statistics of Manufacturers' Sales of Commodities" falling under the Division of Manufacturing and Construction falling under the Department of Business Statistics. Ms. Karin Holst Duer, Head of Section, is in charge of the day-to-day management of the Section.

The statistics of Manufacturers' Sales of Commodities form part of a combined statistics model for the manufacturing industry.

A range of basic statistical information is extracted from administrative registers in Denmark. The focus of selecting method, definitions and nomenclatures is the information, which has already been collected and thus accessible from the administrative registers. From the mid-60s on, the "production concept" was replaced by the "sales concept", which was then used, as this variable compares with, e.g. the VAT statistics and the external trade statistics.

## 2. Register and classification structure

### 2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:  
The Register of Business Statistics (ESR)

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

### 2.2. Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

Denmark applies the definitions of companies (legal unit) and local units, according to the EU-regulation No. 696/93.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Denmark uses the NACE Rev. 1, but the national subsections have been extended with two extra digits.

2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**

The register is continuously updated, partly on the basis of information from the Danish Central Customs and Tax Administration, the Danish Commerce and Companies Agency, and not least, information drawn from the various questionnaires submitted to Statistics Denmark by the Danish respondents.

2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics:

By information from national Business Associations:

### 3. Survey population

3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

The Statistics of Manufacturers' Sales of Commodities include all kinds of activity units employing at least 10 persons and whose main economic activity are classified to the sections C and D in NACE Rev. 1.

3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

The Statistics of Manufacturers' Sales of Commodities are continuously linked with the ESR, implying that name and address; etc is extracted directly from the ESR.

However, changes relating to the industries of the kind of activity units as well as the population are only undertaken once a year.

3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

Before printing out the questionnaires for each quarter, the present population is compared with the previous survey population, entailing that any structural changes relating to major firms can be taken into account.

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

The kind of activity unit is used as the observation unit. Only kind of activity units, whose main activity is classified to sections C and D in NACE Rev. 1, are included.

## 5. Product classification

- 5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

Including national subsections: Denmark uses the CN, but any national subsections have been extended with 2 extra digits, where these sections are of importance to national market analyses.

The nomenclature is updated annually, and a list of all annual changes is prepared.

As the CN is exclusively concerned with commodities (no services), services are only included in the Statistics of Manufacturers' Sales of Commodities as general subsections, e.g. "Repairs", "Installation work", "Contract work", which can be classified to various industries on the basis of the industry of the reporting unit, but cannot be further classified to, e.g. "imprints on textiles".

5.2 Do you collect information on B-headings?

YES

**Please specify:**

NO

**Please specify:**

According to Statistics Denmark's view, the main purpose of the PRODCOM is "market-oriented statistics", entailing that it is necessary to enable comparisons between PRODCOM subsections with the external trade statistics in order to compile statistics of the entire market. As this is not possible for B-subsections, data are usually not compiled for these subsections.

Only in rare cases, where, e.g. the B-subsection is compatible with the national subsection of the CN, data is collected for these subsections.

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".



## 6.1 Which principle of valuation do you apply?

- Basic prices as defined in the ESA 1995:
- Prices that are close to ESA 1995 definition:
- Another price definition:

**Comments:**

The value is calculated as invoice sales ex factory or free delivered inside Denmark, where requested.

Value added, other turnover taxes and production taxes are excluded from the sales value.

Invoiced discounts are to be deducted, if they can be distributed to individual commodities.

General packaging costs are included (except for empty returns).

Freight charges and insurance costs are included, if they can be distributed to individual commodities.

## 6.2 Do you plan to change this definition?

- YES
- NO

If **YES**, please specify the change:

## 7. Data collection

## 7.1 How is data collected for PRODCOM?

- PRODCOM has its own survey:
- PRODCOM is a part of another survey:
- Other methods:

**Comments:**

The statistics of Manufacturers Sales of Commodities are published quarterly as a special survey, which is a part of the entire system of business statistics in Denmark.

## 7.2 How frequently do you collect data for PRODCOM?

- Quarterly:
- Annually:
- Mix of monthly, quarterly and annual data collection:
- Other:

## 7.3 By which media do you collect PRODCOM data?

- Mailed paper questionnaires: 99%
- Electronic questionnaires:
- Manual data collection from companies' internal product specification: 1%
- Electronic data collection from companies' internal product specification:
- Other methods:

**Comments:**

In Denmark work is in progress on using other media, particularly in the case of large firms reporting data relating to a great variety of commodities

## 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

- YES
- NO

If **YES** please specify how:

The questionnaires are individually printed out, implying that only the commodity items normally used by the respondent appear.

## 7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

## 8. Response rate

## 8.1 What is the general/average rate of response?

High (90% or more)

Medium (between 70% and 90%)

Fairly low (between 50% and 70%)

Low (less than 50%)

**Comments:**

## 8.2 Do you take any actions to increase the response rate?

YES

NO

If **YES** please specify which methods:

Denmark has established a permanent practice for sending out reminders and fines will be imposed in the case of compulsory questionnaires.

Written reminders are sent to respondents twice, and telephone contact is made once during the survey period. Where information has not been submitted or where information is incorrect, Statistics Denmark can take legal proceedings, pleading imposition of fines.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

## 8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

The last few years have seen a tightening of the procedure of sending out reminders, which have had a positive effect on both the response rate and response time.

At the moment it is being considered to speed up the publication date, i.e. 2 months after the end of the quarter, for the purpose of taking, e.g. the quarterly national accounts into account.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

Comparisons between the Statistics of Manufacturers' Sales of Commodities and the VAT Statistics are continuously undertaken. The data comparability is hampered by the circumstance that the statistical unit used in the two statistics differs, but subject to margins of statistical uncertainty, this comparability can, however, be used in estimating whether coverage of 90% is fulfilled.

For the sections C and D taken as a whole, the comparison of the "90% rule" shows coverage of nearly 90%.

However, these concern industries whose coverage is comparatively low, as the main part of their turnover is accounted for by the kind of economic activity units employing less than 10 persons, e.g. gravel pits.

It is possible to include units employing less than 10 persons in the Statistics of Manufacturers' Sales of Commodities, if a unit of this type accounts for a significant turnover relating to at least one product.

In this context, problems are connected with identifying such units.

Comparing the Statistics of Manufacturer's Sales with Export Statistics it is, e.g. possible to identify units accounting for significant exports and thus supplement the population in the Statistics of Manufacturers' Sales.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>

If **YES** please specify how the missing data is estimated:

Units, which are comprised in the population covered by the statistics of manufacturers, but which have failed to return their questionnaire in a given quarter, are included in the published statistics with the same turnover as that of the latest quarter for which data have been reported (however, substantial seasonal fluctuations are taken into account).

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

In this context, reference is made to the specific report of quality control, which are compiled in connection with the seminar on methodologies.

The data controls can summarily be broken down as follows:

- Data for each respondent are compared with data for earlier periods, and considerable fluctuations are noted for further examination.
- Data for each respondent are compared with similar data for other respondents, and considerable fluctuations are noted for further examination.
- The data in the Statistics of Manufacturers' Sales of Commodities is compared with other surveys, e.g. exports statistics, industrial accounts statistics, statistics of orders and sales in the manufacturing industry, and major variations are noted for further examination.

Subsequently contact is made to each respondent, with any marked data, (in writing as far as possible) and special comments relating to each individual respondent can be incorporated into the system (e.g. specially priced qualities).

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units		<b>X</b>			

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

The majority of data controls are performed as control of the incoming data as stated under item 10, but when the data has been published; another error detection is undertaken.

In conjunction with the use of output data, users with special knowledge often contact Statistics Denmark to draw attention to errors in the data.

Such errors are subsequently rectified (as far back in time as possible), and each time it is being assessed whether such rectification may cause changes in the current data controls.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data		<b>X</b>				

**Please specify why:**

The total response rate is over 97%.

Generally speaking, Danish firms have a serious attitude to compulsory surveys.

"The Supply Statistics", which have a high level of detail, makes it possible to undertake market analyses.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

The change in the programmes of the Statistics of Manufacturers' Sales of Commodities, which has taken place over the last 2 years, has now widely begun to work. Consequently, the Danish problems connected with deadlines for submission of PRODCOM data should thus be over.

At the same time, the new system opens up a variety of possibilities to improve the data controls. Further work on the data controls can thus be carried out, which has an effect on the output data.



# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Federal Statistical Office  
65180 Wiesbaden  
Germany

Person responsible for PRODCOM: LRD Gunter Laux  
Department : Group IV A Business Cycle Monitoring, Production.  
Tel: (+49) 611-75 2785  
Fax: (+49) 611-75 3999953  
E-mail: [gunter.laux@statistik-bund.de](mailto:gunter.laux@statistik-bund.de)

## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

Production statistics are collected on the on the basis of national legislation. The survey is carried out by the Statistical Offices of the Bundesländer (federal states).

Methodological and technical regulations are laid down by the Federal Statistics Office, in agreement with the Statistical Offices of the federal states.

The Federal Statistics Office compiles the national statistics and supplies them to Eurostat.

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

**Unternehmens-Register-System (URS)**

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

Germany applies definitions of enterprises (legal unit) and local units according to the EU-unit-regulation No. 696/93.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Classification of economic activities, 1993 edition.

[Klassifikation der Wirtschaftszweige – WZ 93]

## 2.4 How often is this register updated?

Constantly, at least every three months: At least annually: At other intervals: **Comments:**

## 2.5 By which source(s) is the register updated?

By information from registers for public administration: By information from the structural business statistics: By information from national Business Associations: **3. Survey population**

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification: Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification: Other: **Please specify:**

Extractive and manufacturing establishments (including pre-cast construction) which belong to manufacturing enterprises with in general 20 or more persons employed.

Extractive and manufacturing establishments with in general 20 or more persons employed, belonging to enterprises from other economic sectors including handicraft producers.

## 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey: Annually: Quarterly: Other, please specify: **Comments:**

## 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES **Please specify:**

The survey population is determined annually by the current status of the Business Register (Unternehmens-Register-System). The updated survey population is compared with that of the previous period through comparison of the selected identity numbers.

NO **Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?**Observation unit:**

Establishments, defined as local units.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

Systematic classification of goods for production statistics, at the moment the 1995 edition, which is derived from the PRODCOM list.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

The classification according to which information on production in Germany is collected is the Güterverzeichnis für Produktionsstatistiken (GP), currently in its 1995 edition. It is derived from the PRODCOM List and is in some cases more detailed than this. The so-called B headings in PRODCOM are normally included in the German product list also.

NO

**Please specify:**

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

As described in the General Notes to the PRODCOM List, point 4.2 'Evaluation'.

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

Production survey on the basis of national legislation.

### 7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

**Comments:**

In addition to the quarterly survey, a monthly survey for a selected survey population.

### 7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:

Electronic questionnaires:

Manual data collection from companies' internal product specification:

Electronic data collection from companies' internal product specification:

Other methods:

**Comments:**

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

The products reported by the establishment in the previous period are listed in their specific questionnaire.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

The questionnaires are usually dispatched at the beginning of a year for the whole year, some being sent monthly also.

## 8. Response rate

8.1 What is the general/average rate of response?

High (90% or more)

Medium (between 70% and 90%)

Fairly low (between 50% and 70%)

Low (less than 50%)

**Comments:**

There is an obligation to provide information.



8.2 Do you take any actions to increase the response rate?

YES

NO

If **YES** please specify which methods:

Telephone enquiries, written warnings and fines.

8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

Telephone reminders and written warnings.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

By appropriate definition of the survey population.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

Estimation of missing data is, to a lesser extent, possible on the basis of data from the establishment for the previous period.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Extensive manual and automated plausibility checks;  
for example, checks at establishment and Bundesland level by comparing with:  
previous periods, rate of change, mean values, turnover.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units		<b>X</b>			

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

Extensive manual and automated plausibility checks; for example, checks at Bundesland and national level by comparison with: previous periods, rate of change, mean values.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data		<b>X</b>				

**Please specify why:**

Users with good market knowledge consider the results to be reliable.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

National Statistical Service of Greece  
42 Akademias St.  
GR-10672 Athens

Person responsible for PRODCOM: Mrs F. Vassiliou  
Department: Department of Industrial Products Statistics and Raw Materials  
Section

Tel: (+30) 1-360 0423  
Fax: (+30) 1-360 2632  
E-mail: fotvasi@statistics.gr

## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The PRODCOM survey is conducted by the Division of Industry and External Trade of National Statistical Service of Greece. Head of the Division is Mr. Constantinos Harissis. The head of the PRODCOM section is Mrs. Maria Sakkadonikolaki. The PRODCOM section consists of 15 employees who are responsible for the processing of data. Private collaborators are mainly used for collecting the data from individual enterprises. Tasks like creating the questionnaires, methodologies etc. are carried out by the Head of the section, in co-operation with the methodology division.

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:  
Register of manufacturing units.

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

In the Register of manufacturing units the statistical unit is actually the local unit which is called "establishment".

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

## 2.4 How often is this register updated?

Constantly, at least every three months: At least annually: At other intervals: **Comments:**

## 2.5 By which source(s) is the register updated?

By information from registers for public administration: By information from the structural business statistics: By information from national Business Associations: **3. Survey population**

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification: Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification: Other: **Please specify:**

The Greek PRODCOM survey covers all manufacturing units with 10 or more employees.

## 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey: Annually: Quarterly: Other, please specify:

- 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

Greece always makes these kinds of comparisons before each PRODCOM survey.

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

“Establishment”. It represents a location in which one or more persons, being under single control are permanently engaged in the production, repairing or assembling goods, or in auxiliary activities other than the main ones.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

In Greece all PRODCOM headings are collected, except the iron and steel data (27.10 data is collected by the ECSC questionnaires). Up to now Greece collects many of the B-list headings. There is a separate questionnaire for every 2-digit level of NACE updated every year according to the year's PRODCOM list.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

Greece collects data for many B-headings.

Greece also uses 10-digit headings in some cases where users request it, or it is necessary for time-series data.

NO

**Please specify:**



## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

«The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice».

6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

#### Comments:

### 7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

### 7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:

Electronic questionnaires:

Manual data collection from companies' internal product specification:

Electronic data collection from companies' internal product specification:

Other methods:

#### Comments:

### 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

## 7.5 When do you send the questionnaires?

At the start of the survey period: At the end of the survey period: Within a month after the end of the survey period: More than a month after the end of the survey period: **Comments:****8. Response rate**

## 8.1 What is the general/average rate of response?

High (90% or more) Medium (between 70% and 90%) Fairly low (between 50% and 70%) Low (less than 50%) **Comments:**

## 8.2 Do you take any actions to increase the response rate?

YES NO If **YES** please specify which methods:

Greece is implementing the use of private collaborators to collect the questionnaires from the enterprises. A great effort is being made to speed up the procedures of publishing the necessary administrative decisions concerning the above collaborators.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

## 8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

Same as in 8.2

## 9. Estimation of missing data

The PRODCOM Council Regulation states that «Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

## 9.1 Which method do you use to comply with the «90% rule»?

**Answer:**

Greece is collecting data from enterprises with less than 20 employees.

## 9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

In the near future Greece is going to use questionnaires fitted to the observation units.

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

There is always an employee responsible for the NACE-branch the enterprise is enlisted. This person makes the following checks:

- a. Kinds of products produced (history of the enterprise);
- b. Unit declared – PRODCOM unit;
- c. Level of production – mean price of product.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units					<b>X</b>

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

The subsector Output uses a matrix of results of all PRODCOM headings since the beginning of PRODCOM. On top of this, there is a selection tool for the individual interest. Figures can be marked, if the user sets the acceptance of increase or decrease between periods to a certain level. When you want to know how figures have been composed, you click a certain heading to find a list with enterprises causing the change. To find the reason why there is a big change in production, you click on the figures of the enterprise in the overview to retrieve the remark concerning the production change.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data			<b>X</b>			

**Please specify why:**

Because small enterprises (less than 20 employees) represent a high percentage in the total industry and their PRODCOM data are of poor quality.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

In the near future there will be an important change in legislation concerning the economic affairs of small enterprises. According to this, small enterprises will be obliged to keep the appropriate accounts about production, sales, inputs, outputs etc. Then PRODCOM data would be of higher quality.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

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## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

A section dealing exclusively with the PRODCOM survey

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

**DIRCE** (Directorio central de empresas) [Central Business Register]

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

Enterprises and local units: In line with those laid down in the European Union regulation on statistical units.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

CNAE-93 (Clasificación Nacional de Actividades Económicas 1993)

2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**



## 2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics:

By information from national Business Associations:

### 3. Survey population

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

- The enterprise is the unit responsible for completing the questionnaire;
- The observation units to which the data in the questionnaire refer are establishments in sections C, D and E of the NACE (Rev. 1) classification.

## 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

- 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

Before compiling the survey population for the reference year, comparisons are made with the previous year in order to avoid duplication and omissions.

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

The industrial establishment or local unit, by which is meant any unit producing industrial goods and services, located at a specific physical site and under the management or control of a single enterprise.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

The list is updated each year with new entries, deletions and changes in the reference year, and equivalencies are established between these changes and the list for the previous year, to estimate the non-responses in the reference year.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

Only for a small number of headings (around 30 A-headings, which is the equivalent of around 100 B products).

NO

**Please specify:**

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

### 7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

### 7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:

Electronic questionnaires:

Manual data collection from companies' internal product specification:

Electronic data collection from companies' internal product specification:

Other methods:

**Comments:**

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

Spain has 83 different questionnaires, each of which groups together related activities.

Each enterprise receives as many questionnaires as it has industrial establishments, and these cover typical products corresponding to the groups of activities in each of these establishments. In addition to the products from the PRODCOM list corresponding to the groups of activities, all the questionnaires have open codes to include manufactured products, which have not been printed in the questionnaire.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

## 8. Response rate

8.1 What is the general/average rate of response?

High (90% or more)

Medium (between 70% and 90%)

Fairly low (between 50% and 70%)

Low (less than 50%)

**Comments:**

## 8.2 Do you take any actions to increase the response rate?

YES NO If **YES** please specify which methods:

Spain sends any enterprise which requests it free information on the market share of its products, and can apply sanctions if enterprises do not respond after several reminders of the deadline.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response Medium, i.e. around 80% of the answers are received within three months after deadline for response Low, i.e. around 80% of the answers are received within six months after deadline for response Later 

## 8.4 Do you take any actions to speed up response?

YES NO If **YES** please specify which actions:

As indicated in 8.2

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

Spain makes comparisons with the structural survey on industry and takes appropriate action, such as increasing the sample size by including establishments belonging to enterprises with 10 - 19 employees. All enterprises with 20 or more employees are included in all the CNAEs

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

With information from the previous year, updated using the industrial indices.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

Spain continuously makes small changes to the collection procedure. At present Spain is studying the possibility of using an electronic questionnaire.

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Removal of annual inconsistencies.

Identification of new products and products withdrawn compared to the previous year and their percentage changes in quantity and/or value for each questionnaire. Comparison with the figures published by large enterprises or manufacturers' associations.



10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units			<b>X</b>		

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

By analysing differences in the macrodata and identifying the establishments causing these. The reasons for these differences are then asked for.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data			<b>X</b>			

**Please specify why:**

The completion rate is high and there are no great differences with other currently available sources.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

More comparisons of the data with other sources.

# PRODCOM

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### Institution and person responsible

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## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The PRODCOM surveys are incorporated in the branch surveys, of which they represent a significant part. These surveys are also an essential source of information for short-term indicators, industrial production indices and demand indices.

In France the branch surveys come under the responsibility of two departments: the **SCEES**, at the Ministry of Agriculture and Fisheries, is responsible for surveys relating to the agricultural and food industries; and the **SESSI**, at the Ministry for the Economy, Finance and Industry, is responsible for the other industrial branches. Both of these departments may delegate their right to carry out the surveys to approved professional organisations (**OPA**). There are approximately 500 branch surveys, half of which are carried out by OPAs.

These surveys, which are carried out directly by the surveying departments or by the approved professional organisations, are obligatory for businesses. In this respect, each survey questionnaire is given a valid stamp for the year. In accordance with the legislation in force, this stamp is given jointly by the INSEE (NSI) and the survey department responsible for the survey (the SESSI or the SCEES).

In the SESSI, the surveys are handled by six « sectoral » divisions, each specialised in certain activities. Each division is responsible for the surveys relating to the activities in its sector. It is thus responsible for the branch surveys (monthly, quarterly and annual), the structural surveys (annual business survey, annual survey on energy consumption) and thematic surveys (non-periodic). It is also the contact point for the OPAs in its field of activity (annual appraisal of their questionnaire prior to request for stamp, collecting their results). Five of these divisions are in CAEN, one is in Paris.

Two units co-ordinate the branch surveys:

- the « Production method and co-ordination » division, which co-ordinates the day-to-day management of the surveys, is responsible for the processing methods and produces the PRODCOM files (CAEN).
- the « Industrial classifications and surveys » division, which is responsible for the classification systems, grants the stamps in conjunction with the INSEE, follows up individual files with the OPAs and is the contact point for Eurostat (PARIS).

At the SCEES, the surveys are the responsibility of the sub-directorate for statistics of the agricultural and food industries. Acting on behalf of the Ministry of Agriculture and Fisheries, this sub-directorate carries out work relating to the preparation of industrial statistics in the area of agricultural and food industries and agricultural supplies. The sub-directorate has two offices:

- the office of statistics on agro-food enterprises;
- the office of industrial production statistics.

A « Classification and files » section is attached directly to the deputy director.

The first office carries out structural surveys such as the Annual Business Survey or the Annual Survey on Energy Consumption and thematic surveys (non-periodic).

It is the second office, which carries out or delegates to the OPAs (Approved Professional Organisations) the branch or production surveys, particularly PRODCOM. These surveys may be annual, monthly or quarterly. There are approximately 130 branch surveys in total for all the categories together, the vast majority of which are carried out by the OPAs. In the case of PRODCOM, more than half the categories come from the OPAs.

## 2. Register and classification structure

- 2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

In their surveys both survey departments use the start-up files which come indirectly from **SIRENE**, the national directory for identifying enterprises and establishments, which is managed by the INSEE. This directory is designed to manage the civil status of enterprises and give each one a unique number, its « marker ». Enterprises receive this identifier as soon as they are set up. It is obligatory and is of a definite administrative nature.

The OPAs are strongly encouraged to use this « marker » number in their surveys to identify those enterprises to survey, with this featuring in any new agreement authorising a professional organisation to carry out branch surveys on behalf of the government.

**FUL** (single start-up file) is the file used by the SESSI. It is a database which can be accessed by the survey managers for transactional updating or from which enterprises are extracted for survey purposes.

Harmonisation with SIRENE is carried out using a tool, which is also managed by the INSEE: OCEAN. One of the main features of OCEAN is that it correctly allocates enterprises according to the various statistical departments. Any statistical unit in **FUL** must be listed in SIRENE.

**FUL** also contains information received from OCEAN and SIRENE; information from the branch surveys themselves, particularly the list of all the activities of the enterprise.

In the case of the SCEES, the same general methodology is applied but in a less automated way, as the **FUL** is not yet operational (under construction).

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

## 2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

Two types of statistical unit are incorporated in the directory and used in the branch surveys:

- the **enterprise**, defined as a legal unit, is in most cases
  - either a legal person, whose existence is recognised in law independently of the persons or institutions who own it or are members of it,
  - or a natural person who exercises an economic activity as a self-employed worker.

This statistical unit is the one that is most widely used in the branch survey.

- the **establishment** is defined both in terms of location and belonging to a legal unit. Every enterprise thus has one or more establishments. This statistical unit is only used in some branch surveys, essentially for observing quantities produced.

## 2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Statistical units are classified using the French Activity Nomenclature (**NAF**) which is broken down according to NACE Rev. 1. The 700 classes of the NAF are obtained by breaking down some of the 503 NACE classes.

<b>NACE Rev.1</b>	17 sections (letters A to Q) 31 sub-sections (two-letter alphabetic codes) 60 divisions (two-digit codes) 222 groups (three-digit codes) 503 classes (four-digit codes)	<b>NAF</b>
	700 NAF classes (three-digit codes + one letter )	

## 2.4 How often is this register updated?

Constantly, at least every three months: At least annually: At other intervals: **Comments:**

The SIRENE directory is constantly updated. Likewise, the branch survey start-up files of the survey department constantly receive information from the surveys (and not only from the branch surveys).

Once a year there is reconciliation with the SIRENE directory via OCEAN, the main contribution being that all the new businesses can be taken into account.

## 2.5 By which source(s) is the register updated?

By information from registers for public administration: By information from the structural business statistics: By information from national Business Associations: 

(\*) In some cases the start-up files from the survey departments can benefit from information from the OPAs. The survey managers of the survey departments are in fact in close contact with these national professional federations (for the SESSI, this is particularly the case in the mechanical engineering sector where there are closer historical and functional ties than is the case for other OPAs). There is no direct effect on the SIRENE directory.

### 3. Survey population

#### 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

The branch surveys of the survey departments cover all enterprises with 20 or more employees. The OPAs must adhere to this threshold but they also survey smaller enterprises, and in some cases their surveys are practically exhaustive.

Note concerning the OPAs: these approved professional organisations are required to survey not only their members but also non-members (20 employees or more). If an enterprise does not wish to reply to the OPA, it has the legal option of sending its reply directly to the survey department (SESSI or SCEES). Few enterprises take up this option.

#### 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

For the SESSI and the SCEES, this PRODCOM survey population is not managed independently but jointly with the other surveys (all the branch surveys, structural surveys and thematic surveys).

The enterprise population is constantly updated by the managers of these surveys (this essentially relates to cessation of activity, changes in structure, changes of activity and changes of address). Moreover, reconciliation with the SIRENE directory takes place annually via OCEAN. This operation is essential for finding out about new units (new businesses, transition beyond the 20 employee threshold).

The situation is more varied as regards the OPAs. Some approved professional organisations manage a small number of enterprises (around 100); in addition to the contribution from the survey department to update their start-up survey file, contacts with the enterprises are an essential source of information which can take very diverse forms (membership applications, contacts at trade events, fairs etc.).

3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

See under 3.2

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

These are the same units as in the SIRENE (cf. 2.2):

- the **enterprise** is the unit used by a majority since the PRODCOM requirements were taken into account in the branch surveys, the value of production sold being better known at this level. It is in fact at this level that there is an obligatory annual financial report in the form of a profit-and-loss account, including turnover, as well as a balance sheet and financial annexes.
- the **establishment** was the preferred unit of observation when production was essentially observed in terms of quantity. The systematic introduction of invoicing has led to this statistical unit losing some of its relevance.

In its direct branch surveys the SESSI uses only the enterprise as the unit of observation. Most of the OPAs coming under this survey department do likewise. In certain rare cases, total production (sold or processed) is observed in terms of quantity by the professional organisation at establishment level.

In the case of the SCEES, the establishment remains the appropriate enquiry level in the numerous production surveys relating only to physical quantities, including those carried out by the OPAs. Moreover, it is the establishment level that offers localised information at a detailed geographical level for which there is strong demand. However, since the introduction of PRODCOM it has been the enterprise level that has prevailed. Certain operations have been arranged so as to combine the two enquiry levels (e.g. the annual milk survey carried out by the SCEES).



## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

- Latest PRODCOM list or similar:
- The Combined Nomenclature (CN):
- Combination of the PRODCOM List and the CN:
- Basic use of the PRODCOM list, but the questionnaires are not updated each year:
- Other:

**Comments:**

The PRODCOM list used is the one corresponding to the year observed.

Example: the surveys carried out during 2000

- use the **1999 PRODCOM** list for the annual surveys processed in the first half of 2000 and which relate to the results of the previous year.
- on the other hand, for the monthly and quarterly surveys, the **PRODCOM 2000** list is the one used throughout 2000.

The link with the external trade classification (**HS/CN**), where this makes sense, is nearly always featured either directly on the questionnaire or on the accompanying explanatory note.

Where it is difficult to classify a product, the classification link plays an essential role. It is initially in relation to the customs classifications (HS, CN) that a product is classified, in particular using the detailed explanatory notes of the Harmonised System. The table of correspondence provided by EUROSTAT can then be used in relation to the PRODCOM list to determine the suitable PRODCOM heading.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

NO

**Please specify:**

(\*) the headings in list B are headings for which the transmission to EUROSTAT of the corresponding production figures is optional. These headings are breakdowns of obligatory headings (list A).

In France, the branch surveys are based on a more detailed product list than the PRODCOM list A.

In the case of the SESSI, the products list (**PRODFRA**) contains approximately 8000 products. Each PRODFRA heading, codified into 9 sub-headings, corresponds to a PRODCOM heading (xx.xx.xx.xx.0) or a more detailed breakdown of a PRODCOM (xx.xx.xx.xx.1 to 9). Some of these products may correspond to list B items but this is not the point of PRODFRA, which is aimed essentially at meeting the specific needs of the national professional organisations.

For the SCEES, there are also levels of reply which are more detailed than PRODCOM, but their classification is not « institutionalised » as PRODFRA (products are not always linked with PRODCOM items). As regards the transmission of data to EUROSTAT, France does not give list B items.

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

### 6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

#### Comments:

Taxes (VAT, consumption taxes on tobacco and alcohol) are not taken into account, neither are resales in unaltered state.

In the case of agricultural and food industry products, any export refunds are excluded from the value of products.

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

### Comments:

The PRODCOM surveys are incorporated into the branch surveys, the main aims of which are: PRODCOM; the supply of short-term economic indicators and national accounts.

7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

Of the various possible schemes, the main arrangements are as follows:

- a single survey, carried out within the year (monthly or quarterly), and exhaustively (at least all enterprises with 20 or more employees) and relating to detailed levels of products (PRODCOM headings are more detailed) so that both needs of PRODCOM and of short-term economic indicators can be met.
- two co-ordinated surveys, one monthly relating to sample of enterprises and aggregated products, the other, annual at detailed level and exhaustive. In this scheme, the results of the monthly surveys are adjusted annually to those of the annual survey.

As regards the SCEES, certain surveys put in place for PRODCOM requirements are only carried out annually.

## 7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:	<input checked="" type="checkbox"/>
Electronic questionnaires:	<input type="checkbox"/>
Manual data collection from companies' internal product specification:	<input type="checkbox"/>
Electronic data collection from companies' internal product specification:	<input type="checkbox"/>
Other methods:	<input type="checkbox"/>

**Comments:**

The paper questionnaire remains the main medium.

(\*) Other methods of collection are also used or are undergoing trials.

In the case of the SESSI, an electronic questionnaire will be tested during 2000. The some 3 000 enterprises surveyed monthly will be able to reply via Internet. It will be a secure questionnaire, with a password and encryption. In return, the enterprise will have access to the results of the survey on the linked website.

As regards the OPAs

- the French Steel Federation has long experience under the ECSC Treaty in collecting data from product specifications specific to enterprises, making extensive use of electronic data interchange (EDI).
- the French Federation of Tiles and Bricks has been using a detailed monthly survey (PRODCOM) since January 1998, employing an electronic questionnaire and Internet technology. Approximately 40 enterprises take part in this electronic data collection, representing more than 80% of the production of this branch.
- some OPAs use trade codes, constructed from definitions of products specific to enterprises, this is particularly the case in the paper industry where there is a very detailed trade coding of products, sufficiently so that the results necessary for PRODCOM can easily be obtained by aggregation.

In the coming years, the SCEES could also try out an electronic questionnaire in one or two surveys. On another level, trials could also be carried out on retrieving via Internet the files of individual results collected by the OPAs.

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

The questionnaires of the surveys carried out directly the SESSI are personalised. An enterprise receives only the headings of products it produces, corresponding to its previous declaration; or only the headings corresponding to its activity (NAF) if it is the first declaration.

The questionnaires of the surveys carried out by the OPAs are limited to the products corresponding to the activity which relates to the professional organisation. This activity corresponds to one or more classes of the NAF, and sometimes to a part of a NAF class. In these cases, an enterprise may receive questionnaires from several professional organisations (this not very often the case).

As regards the SCEES, each activity branch has a specific questionnaire covering the PRODCOM products produced by this activity. An enterprise may receive several questionnaires if it exercises several different activities.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

For the surveys carried out directly by the SESSI or the SCEES:  
 Monthly: the 25<sup>th</sup> of the month surveyed,  
 Quarterly: the end of the quarter surveyed,  
 Annual: start of January of the following year.

## 8. Response rate

8.1 What is the general/average rate of response?

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| High (90% or more)               | <input checked="" type="checkbox"/> |
| Medium (between 70% and 90%)     | <input type="checkbox"/>            |
| Fairly low (between 50% and 70%) | <input type="checkbox"/>            |
| Low (less than 50%)              | <input type="checkbox"/>            |

**Comments:**

There is a high average response rate for the surveys carried out directly by the SESSI or the SCEES.

As regards the OPAs, fairly little is known about the response rate. The studies under way on the quality of the branch surveys should shed light on this issue (see 11.1).

8.2 Do you take any actions to increase the response rate?

- |     |                                     |
|-----|-------------------------------------|
| YES | <input checked="" type="checkbox"/> |
| NO  | <input type="checkbox"/>            |

If **YES** please specify which methods:

For the SESSI,

- Systematic follow-up contacts with enterprises
- Dissemination and reproduction of aggregated statistical information meeting the needs of enterprises, which has a positive effect on response rates. It is planned to disseminate PRODCOM data on the Internet, adhering to the rules on confidentiality.

For the SCEES, there are three or four follow-up contacts with enterprises which do not respond: two by mail, one by phone and, for the most difficult cases, a visit by a survey officer.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

The aim is to adhere to the regulation deadlines.

For the surveys carried out directly by the SESSI:  
The response time is rapid for the monthly surveys  
It is average for the direct quarterly and annual surveys.

The response time is average for the SCEES, as nearly all the PRODCOM surveys are annual.

As regards the OPAs, the response times vary from excellent to mediocre. As in the case of the response rates, the studies underway on the quality of the branch surveys should lead to solutions for improving this point (see 11.1).

## 8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

Systematic follow-up contacts with enterprises.  
As these surveys are obligatory, enterprises which do not reply can be pursued in law and be fined (for repeat offences, the fine can extend to 2000 Euro per refusal). The Legal Committee following examination of the offence sets up this fine. A few hundred enterprises are involved every year (1 to 2%). As a general rule, a reply by the enterprise cancels the legal proceedings. This procedure thus has a fairly strong follow-up effect.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

The EPEI, Structural survey of small industrial enterprises (enterprises with 0 to 19 employees) is the source used to establish the proportion of small enterprises with less than 20 employees which have not been surveyed by the branch surveys, and to produce estimates as required.

Here too, studies under way on the quality the branch surveys should shed light on the use of this source for estimates (see 11.1).

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

In France, the branch surveys carried out directly by the survey departments concern enterprises with more than 20 employees.

At enterprise level, an estimate is carried out automatically or by the expert of the branch concerned, where the enterprise does not reply within the deadlines.

At PRODCOM level, the methods of estimation vary from one branch to another. The most common one is the use of other sources (external trade and/or annual business survey), combined if possible with an opinion given by the professional bodies concerned.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:



## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Checks on the consistency of the aggregates by activity, on the developments by enterprise, in comparison with external sources (Annual Business Survey, etc.)

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units			<b>X</b>		
Small units				<b>X</b>	

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

For the SESSI and the SCEES:

The quality of the PRODCOM data is checked at various levels:

- Meeting European requirements;

Consistency of the PRODCOM data:

- In the trend
- In terms of level (aggregate checks); and
- With the data from other sources: Annual Business Survey, Customs etc.

In practice, this quality check is carried out:

- By an internal computer management and control system which is specific to PRODCOM transmission and accessible to all those involved in this transmission.
- By using the PRCBASE control programme supplied to us by Eurostat.
- By using Europroms

The quality of the data supplied by the OPAs and, to a wider extent, the quality of the branch surveys is currently being studied for the two survey departments (SCEES and SESSI) and the Statistical Institute (INSEE). The study is based on quality criteria (relevance, deadlines, accuracy, consistency, comparability, accessibility and cost) which are fairly close to those of EUROSTAT.

The idea of a quality charter incorporating quality indicators is being considered. However, caution must be exercised as regards application in practice: the process and cost of such an operation remain largely unknown.

- 11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data			<b>X</b>			

**Please specify why:**

The diversity of surveys and departments does not enable a significant argument to be developed.

- 11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>

If **YES** please specify why:

For the SESSI and the SCEES. Analysis of the causes of the divergence between the PRODCOM data collected in the branch surveys and the data from other sources, such as the Annual Business Survey, which would enable the consistency of the responses to be checked.

Continuation of statistical co-ordination work for a survey system that has been made complex by the large number of bodies.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

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CORK

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## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The annual PRODCOM survey is conducted by the PRODCOM section in the Irish industry division. The section consists of twelve people including a statistician, a higher executive officer, three executive officers, and seven clerical officers. Each executive officer is responsible for a particular industrial sector, such as chemicals or food. The clerical officers send out the survey questionnaires and reminders, enter the data from the responses, and carry out checks on the data.

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:  
Business Register.

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

Enterprises – The statistical units included in Ireland business register and survey are industrial enterprises with three or more people employed. An enterprise is defined as the smallest combination of legal units that is an organisational unit producing goods and / or services, which benefits from a certain degree of autonomy in decision making, especially for the allocation of its current resources.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Ireland uses the latest version of NACE (Rev. 1) as contained in the relevant PRODCOM List supplied by Eurostat.

## 2.4 How often is this register updated?

Constantly, at least every three months: At least annually: At other intervals: **Comments:**

Births of new enterprises are surveyed annually and existing businesses are surveyed approximately every five years to verify any changes.

## 2.5 By which source(s) is the register updated?

By information from registers for public administration: By information from the structural business statistics: By information from national Business Associations: 

### 3. Survey population

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification: Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification: Other: **Please specify:**

The Irish PRODCOM survey covers all industrial enterprises with three or more persons engaged, which are wholly or primarily engaged in industrial production or services in mining, quarrying or manufacturing.

## 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey: Annually: Quarterly: Other, please specify: **Comments:**

As information is received, changes are made.

## 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES **Please specify:**

Generally, Ireland accepts that the most recent information Ireland has is the most accurate. If the Irish new source of information conflicts with other sources of information, the facts are verified with the enterprise involved.

NO **Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?**Observation unit:**

The observation unit Ireland uses is the enterprise. An enterprise is defined as the smallest combination of legal units that is an organisational unit producing goods and / or services, which benefits from a certain degree of autonomy in decision making, especially for the allocation of its current resources.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

The Combined Nomenclature and its accompanying explanatory notes are used to classify the products initially. Then the equivalent PRODCOM code, using the latest PRODCOM List, is derived for the product.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

NO

**Please specify:**

Because of the high level of confidential results involved in the Irish survey and because of a desire to minimise the response burden on enterprises, Ireland does not collect information on the B-headings.

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e.

subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice”.

6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

The value of production used in the Irish survey is net selling value (that is, the net amount, excluding Value added tax, invoiced to customers).

This value includes amounts charged by enterprises to customers for packaging and for transport of goods by their own vehicles.

It excludes duties and taxes payable on the goods (for example, excise duties); separately charged freight costs; discounts granted to customers; and goods resold with further processing (that is goods merchanted or factored).

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

Ireland issues customised questionnaires to enterprises in an annual PRODCOM survey. Other sections of the industry division carry out other surveys, such as the annual Census on Industrial Production.



## 7.2 How frequently do you collect data for PRODCOM?

- Quarterly:
- Annually:
- Mix of monthly, quarterly and annual data collection:
- Other:

## 7.3 By which media do you collect PRODCOM data?

- Mailed paper questionnaires:
- Electronic questionnaires:
- Manual data collection from companies' internal product specification:
- Electronic data collection from companies' internal product specification:
- Other methods:

**Comments:**

## 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

- YES
- NO

If **YES** please specify how:

Initially, when an enterprise is registered Ireland enters a list of products on the survey questionnaire as close as possible to what Ireland thinks the enterprise manufactures. Ireland also includes a page for the enterprise to include "any other products manufactured". When a return is received the survey form is re-customised if necessary.

## 7.5 When do you send the questionnaires?

At the start of the survey period: At the end of the survey period: Within a month after the end of the survey period: More than a month after the end of the survey period: **Comments:****8. Response rate**

## 8.1 What is the general/average rate of response?

High (90% or more) Medium (between 70% and 90%) Fairly low (between 50% and 70%) Low (less than 50%) **Comments:**

Ireland receives an 80 per cent response rate, approximately, and better than this from larger enterprises.

## 8.2 Do you take any actions to increase the response rate?

YES NO If **YES** please specify which methods:

Central Statistics Office in Ireland telephones enterprises, sends out mailed reminders, and also visits firms using Irish business field force personnel.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

## 8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

Ireland is constantly trying to improve the speed of the response rate through the actions described in my comments on question 8.2. However, given that the financial year in Ireland ends in April and not December, many enterprises do not have their accounts completed before then. This is a major factor explaining the slow response rate in Ireland and delaying the transmission of PRODCOM results to Eurostat.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

## 9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

Ireland surveys all industrial enterprises with three or more persons engaged.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

The value of production (net selling value) for non-respondent enterprises is estimated based on their previous years' responses. If no response has been given in previous years, an estimate of their value of production is calculated based on the results of enterprises of a similar size level in their 4-digit NACE Rev. 1 group.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Ireland compares the figures with those from the previous year. Ireland calculates and checks the unit price values of all enterprises with a similar PRODCOM code. And where possible Ireland compares the figures with those of the same enterprise for other industrial surveys including the Census of Industrial Production.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units	<b>X</b>				
Medium size units		<b>X</b>			
Small units			<b>X</b>		

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

As outlined in my comments on question 10.1 Ireland compares the data with the previous year's data. Ireland compares the unit price values with those of other enterprises with similar PRODCOM codes, and Ireland also compares the data with those of other surveys, including the Census of Industrial Production. Figures are then rechecked with the enterprise if necessary.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data		<b>X</b>				

**Please specify why:**

Because Ireland gets a 95-100 per cent response from all enterprises with production in excess of £IR 20 million. In 1998 Ireland got a 97 per cent response rate from all firms with a net sales of more than £IR20 million. They account for 70 per cent of Ireland total net sales in value terms. Ireland got a 100 per cent response rate from firms with net sales of greater than £IR50 million.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Istituto Nazionale di Statistica  
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I – 00184 Roma

Person responsible for PRODCOM: Mr Giuseppe Antonio Certomà  
Department: Servizio delle Statistiche Strutturali sulle Imprese – SSI/C  
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E-mail: certoma@istat.it

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**Answer:**

PRODCOM surveys are conducted by the Service responsible for Structural Statistics on Business (SSI) of ISTAT. Head of this Service is Mr. Roberto Monducci. Within the Service, PRODCOM team is collocated into the Unit SSI/C. Head of this Unit is Mr. Giuseppe Antonio Certomà.

The PRODCOM team is involved in creating and sending the questionnaires, sending reminders by post or by telephone to enterprises, collecting and processing the data from individual enterprises, producing national and Gesmes output. Other sectors of ISTAT co-operate with the PRODCOM team in methodology, software engineering and logistics.

## 2. Register and classification structure

### 2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

ASIA Business Register (**A**rchivio **S**tatistico delle **I**mprese **A**ttive)

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

### 2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

In the ASIA Business Register, several statistical units are defined. For the purpose of PRODCOM, Italy uses the following units:

- Enterprise;
- Local unit.

a) Enterprise

Italy follows the definition of enterprise stated in Regulation EEC n. 696/93 of 15.3.93 on the statistical units for the observation and analysis of the production system in the Community.

At the moment, each enterprise in the Italian Business Register ASIA refers to one, and only one, legal unit.

The legal unit is each person or company that has a V.A.T code.

Italy does not consider as enterprises the legal units that are carrying out non-profit activity.

It will be noted that the definition excludes all those units that either do not carry out a true production activity or are formed merely for fiscal purposes. Also excluded are enterprises that exist legally but have not yet begun their production activity or those that have closed down such activity even though they may still exist from the legal-administrative standpoint.

b) Local unit

Italy follows the definition of local unit as stated in Regulation EEC n. 696/93 of 15.3.93 on the statistical units for the observation and analysis of the production system in the Community.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Statistical units in the Italian Business Register are classified by ATECO 91. ATECO 91 can be considered as the Italian version of NACE Rev. 1. In fact, it covers the same classifications found in NACE Rev. 1 up to the fourth level of detail. A further fifth level was added to identify economic activities that are significant in Italian terms; this was obtained by splitting the fourth level of NACE Rev. 1. Definition of this fifth level took into account the opinion of enterprises as represented by their Associations and various central administrative bodies such as INPS (the Social Security Institute) and the Ministry of Finance. It should be noted that certain other specific activity sectors were included such as electronics, computer-related activities, etc. not covered in the previous classification but which had grown to be of considerable economic importance over the last few years.

2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**

Information is updated annually through the integration with administrative registers.

All statistical units involved in Business surveys are constantly updated.

The normal operating rule is that ASIA is modified when ISTAT receives new data from any of the business surveys conducted by ISTAT – PRODCOM, SBS surveys, employment in large-scale industry, Production prices, Surveys on services, etc.



## 2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics:

By information from national Business Associations:

### 3. Survey population

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

The Italian PRODCOM surveys covers:

- a) For enterprises with 20 employees and over: all local units classified in NACE Division from 13 to 22 and from 24 to 36.
- b) For enterprises with less than 20 employees: a random sample of enterprises (with at least 3 employees) classified in NACE Division from 13 to 22 and from 24 to 36.

Italy does not carry out PRODCOM survey for energy products (NACE Division 10, 11, 23 and 40). In fact, information about energy products are collected in Italy by other bodies - Ministry of Industry, National Electric Company (ENEL), etc. – and these data are sent to Eurostat (Unit F4). The implementation of these data in the PRODCOM database can, so, be done by the PRODCOM Unit in Eurostat.

## 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

- 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES



**Please specify:**

For enterprises with 20 employees and over, Italy links the updated list with the previous survey list through enterprise code and fiscal code to make sure that Italy is not missing crucial enterprises in the new survey list

NO



**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

- a) Enterprise (for enterprises with less than 20 employees)
  - b) Local Unit (for enterprises with 20 employees and over)
- These units are both defined in 2.2.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

Italy uses the latest PRODCOM list.

For each heading Italy adopts a 9-digit code obtained by adding a fifth digit to the first 4 PRODCOM digits (NACE Rev.1), in order to link products to the 5-digit national economic activity classification (ATECO 91).

In Italy all PRODCOM headings are collected, except energy data (see 3.1).

5.2 Do you collect information on B-headings?

YES

**Please specify:**

During the first years of PRODCOM, Italy started collecting all headings at B-level. After some years it became clear that the B-headings would probably stay non-compulsory, because of the difficulty to link to the CN. Because Italy pays much attention to put as little an administrative burden on enterprises as possible, during the last years Italy decided, only in some cases, to restrict the collection at the A-level.

For PRODCOM headings collected at the B-level Italy does not transmit to Eurostat data at A-level.

NO

**Please specify:**

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

Italy follows the same definition as stated in point 4.2 of the PRODCOM List – General Notes.

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

In order to ensure the complete implementation of the PRODCOM Regulation in Italy, Italy is carrying three different PRODCOM surveys:

- a) Annual PRODCOM survey.
- b) Quarterly PRODCOM survey on textile and clothing.
- b) Quarterly PRODCOM survey on chemicals.

### 7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

**Comments:**

- a) Annual for NACE Divisions 13, 14, 15, 16, 19, 20, 21, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36.
- b) Quarterly for NACE Divisions 17, 18, 24.

### 7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:

Electronic questionnaires:

Manual data collection from companies' internal product specification:

Electronic data collection from companies' internal product specification:

Other methods:

**Comments:**

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

Each observation unit (Enterprise or Local unit) receives a questionnaire with annexed, the list of PRODCOM headings related to the NACE Division to which the unit belongs.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

With reference to the annual survey, Italy is planning to send questionnaires at the end of the survey period (in the last years Italy sent questionnaires later, in order to wait for the complete implementation and updating of the new Business Register ASIA)

For quarterly surveys, at the end of the first reference quarter Italy sends questionnaires for all quarters of the year.

## 8. Response rate

8.1 What is the general/average rate of response?

High (90% or more)

Medium (between 70% and 90%)

Fairly low (between 50% and 70%)

Low (less than 50%)

**Comments:**

## 8.2 Do you take any actions to increase the response rate?

YES NO If **YES** please specify which methods:

Data collection is carried out by mailing to the enterprises the questionnaire and the related goods list. Afterwards three reminders, two of which sent through POSTEL and one through normal mail, are sent; with the second reminder Italy sends back the questionnaire to the non-respondent enterprises. In some cases reminders are also carried out by telephone.

Starting from the 1999 survey (reference year) Italy is planning to enforce the described reminders system by a wide action of telephone reminders, carried out through CATI system, for all medium and large non-respondent enterprises.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response Medium, i.e. around 80% of the answers are received within three months after deadline for response Low, i.e. around 80% of the answers are received within six months after deadline for response Later 

## 8.4 Do you take any actions to speed up response?

YES NO If **YES** please specify which actions:

The action described in 8.2

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

In order to comply with the 90% rule, Italy includes in PRODCOM surveys all industrial local units belonging to enterprises with 20 employees and over, as well as a random sample of industrial enterprises from 3 to 19 employees.

The data which are sent to Eurostat concerning PRODCOM, cover:

- a) The production of all industrial local units belonging to enterprises with 20 employees and over. This means that if a company doesn't answer, its production is estimated.
- b) The estimate of production of all industrial enterprises from 3 to 19 employees (random sample estimation)

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

Missing data are estimated in two different ways:

- a) For enterprises which answered in the previous PRODCOM surveys, missing data are estimated by making use of the product history of the enterprise as well as of the sold production trend of the other enterprises which make the same product.
- b) For enterprises which never answered to PRODCOM surveys, Italy adopts a general statistical method of estimation.

The same general statistical method is also applied in estimating sample data for small enterprises.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:



## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Italy adopts the following kind of quality control:

- a) Checking on coherence between variables filled in questionnaire (total production, production under contracting, sold production, number of employees involved in production process, etc.);
- b) Checking on coherence of PRODCOM codes declared by enterprises, by comparing mean price in the questionnaire and the mean price of the same product declared by other enterprises;
- c) Checking outliers detected by ad hoc software;
- d) Checking on coherence of PRODCOM data declared by enterprises for previous periods.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units			<b>X</b>		
Small units				<b>X</b>	

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

The control is done at each heading level and involves mean price and level of variables.

This control is carried out by use of previous series of PRODCOM data and secondary sources (if any).

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data			<b>X</b>			

**Please specify why:**

The design of PRODCOM surveys in Italy was implemented in order to cover at least 90% of national production for almost all NACE classes.

The stated range of PRODCOM data quality in Italy refers to final data. Preliminary estimates and provisional data may, obviously, have a lower quality.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

In the future Italy is:

- a) planning to improve the Italian estimation methodologies;
- b) going to make more use of secondary sources about turnover and products of the enterprises;
- c) planning to improve timeliness and response rate through a wide campaign of telephone reminders.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Service Central de la Statistique et des Etudes Economiques (STATEC)  
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Person responsible for PRODCOM: Mr Frank Hansen

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## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The survey is conducted monthly by the "Indicateurs conjoncturels" (Short-term Economic Indicators) unit of STATEC as part of the Monthly Statistics on Industrial Activity, in which individualised questionnaires ask for information on industrial production, production value, numbers of employees, wages and salaries, hours worked, turnover and new orders.

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

Répertoire des entreprises luxembourgeoises (Luxembourg business register)

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

Enterprises (as in the following definition): Any legal unit subject to VAT is considered to be an enterprise. The Community definition of an enterprise is supplemented by including the relationship between the enterprise and the legal unit - the enterprise corresponds either to a legal unit or to the smallest possible combination of legal units. In the overwhelming majority of cases, a single legal unit is the sole legal basis for the enterprise.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

NACE Rev.1 – Luxembourg version (NACELUX Rev.1), 5-digit, the first 4 digits corresponding to NACE Rev.1.

## 2.4 How often is this register updated?

- Constantly, at least every three months:
- At least annually:
- At other intervals:

**Comments:**

## 2.5 By which source(s) is the register updated?

- By information from registers for public administration:
- By information from the structural business statistics:
- By information from national Business Associations:

**3. Survey population**

## 3.1 Which unit(s) do you include in the PRODCOM survey?

- Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:
- Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:
- Other:

**Please specify:**

## 3.2 How often do you update the PRODCOM survey population?

- Constantly, before each PRODCOM survey:
- Annually:
- Quarterly:
- Other, please specify:

**Comments:**

All units of a size considered as "large" are included (including newly founded units).

- 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

STATEC checks, for example, the origin of new products not surveyed before.

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:** Legal Unit (See under 2.2)

## 5. Product classification

- 5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

The questionnaires are individualised, i.e. STATEC inserts the PRODCOM codes for products declared in the last survey and an "other products" heading which asks for the CN codes. Since almost all of Luxembourg's production is exported, most units know these codes.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

NO

**Please specify:**

For certain products, STATEC collects detailed information on list B each month.

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

The prices of products manufactured during the reference period, whether sold or not, are producers' prices excluding VAT.

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

See under 1.1.

7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

**Comments:**

Monthly for most products; annually for some (e.g. wine).

7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:

Electronic questionnaires:

Manual data collection from companies' internal product specification:

Electronic data collection from companies' internal product specification:

Other methods:



7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

See under 5.1.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

The annual questionnaires are sent out in February or March of the year following the reference year.

## 8. Response rate

8.1 What is the general/average rate of response?

High (90% or more)

Medium (between 70% and 90%)

Fairly low (between 50% and 70%)

Low (less than 50%)

**Comments:**

The response rate is high, but some 15% of questionnaires fail to arrive by the deadline (the 20th of the month following the reference month).

8.2 Do you take any actions to increase the response rate?

YES

NO

If **YES** please specify which methods:

Repeated written and telephone reminders, explanatory notes sent out, etc.

8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

See under 8.2.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

Information is usually requested from units that either employ 20 or more persons, or have a relatively high turnover. Production is therefore requested from certain units with fewer than 10 employees.

In most classes the 90% is guaranteed, whereas in others such as the craft sector (where most units are very small and sometimes account for more than 50% of GVA), Luxembourg applies *Article 3*, point 4 of the PRODCOM Regulation, which stipulates that:

*"Where the production ... represents less than 1 % of the Community total, the data on the headings in that class need not be collected."*

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

Data is estimated only if the data fails to arrive on time or appears to be wrong. Estimates are made by comparing data relating to the preceding period (t-1, year a) with those of the same period of the year before (t-1, year a-1) and applying a rate of change identical to that observed between (t-1, year a-1) and (t, year a-1).

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Monthly checks, comparisons of data with those of the year before and the month before, unit price checks, etc.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units	<b>X</b>				
Medium size units		<b>X</b>			
Small units		<b>X</b>			

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

STATEC checks the quality of the results of the short-term economic survey of which PRODCOM is part.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data		<b>X</b>				

**Please specify why:**

Total coverage of over 90% of GVA.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Statistics Netherlands (C.B.S.)  
Kloosterweg 1  
P.O. Box 4481  
NL-6401 CZ Heerlen

Person responsible for PRODCOM: Mr. Theo Klinkers  
Department: Sector Industry  
Tel: (+31) 45 570 6313  
Fax: (+31) 45 570 6277  
E-mail: tkns@cbs.nl

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**Answer:**

In September 2000 Statistics Netherlands was reorganised. Until September 2000 the PRODCOM survey had been conducted by the Industry sector (LIN), which had been responsible for the entire statistical process. After the reorganisation this changed and a new process-oriented structure was introduced.

The PRODCOM survey is now carried out in the Business Statistics division (BES). Within BES, the survey is conducted by the Business Surveys sector (BWH). BWH is responsible for the questionnaires and the individual data on the enterprises.

The output is made in the Statistical Analyses sector (BSH). Head of the BSH sector is Mrs. H. Berends-Ballast. This sector has been split into task groups; the 'Industry' task group is responsible for the output and for analyses of the PRODCOM survey. The manager of the task group is Mr. V. Smeets. Mr. Th. Klinkers is responsible for PRODCOM.

## 2. Register and classification structure

### 2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:  
The General Business Register.

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

### 2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

In the General Business Register several statistical units are defined. For the purpose of PRODCOM, the Netherlands use a definition, which is similar to the definition of the observation unit. This statistical unit is called the Enterprise. The Dutch definition of an Enterprise can be found in 4.1.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

For SBI 1993 the breakdown into divisions, groups and classes is identical to that of NACE Rev. 1. Some activities not relevant to the Netherlands are excluded from SBI 1993.

Standard Activities Classification (SBI) 1993 is made up of

- 17 sections (identified by letters)
- 58 divisions (positions 1 and 2)
- 211 groups (positions 1-3)
- 491 classes (positions 1-4)
- 829 sub-classes (positions 1-5)

2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**

The register is updated on a monthly basis.

2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics:

By information from national Business Associations:

### 3. Survey population

3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

The Dutch PRODCOM survey covers all industrial enterprises with 20 or more employees.

3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

For every new statistical period the population is updated by means of the General Business Register. In general only changes to the original population will be adopted during the statistical year.

3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

Before creating the new questionnaires the Netherlands always compare the old and the new population to make sure that the Netherlands are not missing crucial enterprises in the new population.

NO

**Please specify:**



## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

Enterprise. According to the Dutch definition, an enterprise is an independent unit producing goods or services for third parties. The delineation of the enterprise is done by means of the criteria of homogeneity of activity and the possibility to describe the enterprise in a statistical way. The latter criteria has been elaborated by the requirements that the enterprise must have the right to decide independently about the production process as well as the availability of its own annual financial report in the form of a profit and loss account and a balance sheet. The description and elaboration of the concept of the enterprise fits to a great extent the current description as laid down in the Council Regulation (EEC) on statistical units.

## 5. Product classification

- 5.1 Which product classification is your national PRODCOM survey based on?

- Latest PRODCOM list or similar:
- The Combined Nomenclature (CN):
- Combination of the PRODCOM List and the CN:
- Basic use of the PRODCOM list, but the questionnaires are not updated each year:
- Other:

**Comments:**

In general the Netherlands use the latest PRODCOM list. For a few very large enterprises, the Netherlands use the CN as well. In the Dutch processing system the Netherlands use a double key field, which makes it possible to allow CN-input as well.

The PRODCOM survey on Energy is conducted by the Energy section (LEN). In the Netherlands all PRODCOM-headings are collected, except the iron and steel data (NACE 27.10). The data on iron and steel are collected by the ECSC-

questionnaires. Statistics Netherlands does not translate these data into PRODCOM. Implementation of ECSC-data in PRODCOM is done by Eurostat.

The nomenclature needs to be updated every year. All compulsory changes will be carried out. Because the questionnaires are based on the history of products for every individual enterprise, the Netherlands need to handle all changes in the product specification.

Non-compulsory B-headings for statistical year (T-1) can become compulsory in the statistical year (T). The Netherlands need to take care, that if an enterprise produced the compulsory A-heading concerned in statistical year (T-1), all corresponding B-headings are presented on the questionnaire for the statistical year (T).

On the other hand certain A-headings might be aggregated into a new compulsory A-heading. Even more complex changes need to be carried out.

So besides implementing the new PRODCOM-list the Netherlands need to update a list in which old compulsory headings are linked to the new compulsory headings, to be able to print correct customised questionnaires.

## 5.2 Do you collect information on B-headings?

YES



### Please specify:

In the beginning of PRODCOM the Netherlands started collecting all headings on the B-level. The Netherlands did this because the Netherlands were thinking that the ultimate statistical level would become the B-level. After some years it became clear that the B-headings would probably stay non-compulsory, because of the difficult link to the CN.

In the Netherlands much attention is paid to put as little an administrative burden on enterprises as possible. Thus the Netherlands decided to restrict the collection to the compulsory A- and B1-headings, with limited exceptions.

PRODCOM is a survey on a European level, but there are also national needs. For this reason the C.B.S. decided to create a 10-digit PRODCOM level, which the Netherlands use for national purposes only.

Handling confidentiality is also an important factor. Using B-headings in general will complicate the statistical process.

BTW: The 10-digit level of the Netherlands can't be compared in general with B-headings, although there are some headings that correspond.

NO



### Please specify:

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

### 6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

#### Comments:

- VAT and other taxes on products and production are not included.
- Subsidies on products and production are excluded.
- Freight costs are excluded, if separately charged by third parties.
- Duties are excluded.
- Packing costs are included.
- Advertising costs will be implemented in the price of the products.

### 6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

In the Netherlands the enterprises in PRODCOM are covered by a survey, which is part of a wider system of production statistics.

### 7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

### 7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:

Electronic questionnaires:

Manual data collection from companies' internal product specification:

Electronic data collection from companies' internal product specification:

Other methods:

**Comments:**

Questionnaires can be built on paper (Postscript) or in digital form (HTML). The Netherlands plan to use the Internet in the future as an additional method to send the questionnaires to the enterprises and to receive the data back in a digital form.

The traditional paper questionnaire is, with more than 90 percent, the largest medium for collecting the statistical information. In the early years (until 1997) the Netherlands used questionnaires based on the NACE-classes of the enterprises. In 1998 the Netherlands introduced questionnaires based on the history of products reported by the enterprise.

For approximately 10 big enterprises the Netherlands convert their internal product specification to PRODCOM.

The Netherlands also introduced in a few NACE-classes EDI, with which enterprises could link their products to PRODCOM headings.

- 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

Questionnaires are built based on product history of an enterprise. If the Netherlands have product history only the products concerned are presented with of course the possibility to add new product lines on the questionnaire. If the Netherlands don't have product history, all headings are presented belonging to the 4-digit NACE of the enterprise. As a reference period for the product history the Netherlands use the last statistical year.

- 7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

The questionnaires are sent to the companies for Quarter (T) in the first week of Quarter (T+1).

## 8. Response rate

8.1 What is the general/average rate of response?

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| High (90% or more)               | <input checked="" type="checkbox"/> |
| Medium (between 70% and 90%)     | <input type="checkbox"/>            |
| Fairly low (between 50% and 70%) | <input type="checkbox"/>            |
| Low (less than 50%)              | <input type="checkbox"/>            |

**Comments:**

The response rate is more than 90 % based on the covered value. The response rate based on number of enterprises is lower, approx. 80 %.

8.2 Do you take any actions to increase the response rate?

- |     |                                     |
|-----|-------------------------------------|
| YES | <input checked="" type="checkbox"/> |
| NO  | <input type="checkbox"/>            |

If **YES** please specify which methods:

At the statistical office one person is the contact for the industrial enterprises for all their financial statistics. These persons need to take care that the response on the figures to be published is good or at least adequate. When they are not working on questionnaires or publications, they contact enterprises by phone. Missing enterprises are listed top-down, so it is very easy to see the priority in enterprises to be contacted.

Sometimes the Netherlands disseminated recent aggregated figures to the enterprises. The Netherlands didn't do this with PRODCOM data yet. It can stimulate the enterprise to send in time, so the Netherlands are considering this kind of feedback to companies as an incentive.

Approximately a month after sending the questionnaires, enterprises are reminded (by letter or fax) to send in the PRODCOM data if they haven't done this in time. In the near future the Netherlands might start sending reminders by e-mail. Technically the Netherlands are ready.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

## 8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

Same as in 8.2.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

## 9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

In the Netherlands all enterprises with 20 or more employees are included. The data, which have been sent to Eurostat concerning PRODCOM, cover the products of all industrial companies with more than 20 employees. This means that if a company didn't send in time, their production has been estimated.

In some NACE-classes the 90 % coverage is hard to reach. Pure grossing-up is not considered to be a possibility for all NACE-classes. If the Netherlands are going to do this, the Netherlands need information about the product range of the small enterprises. The quickest way to accomplish the 90 % coverage is probably sampling the small enterprises every X-year. Problems to accomplish this are: first the political pressure to diminish administrative burden and secondly budgetary aspects.

The use of other sources like Foreign Trade data and secondary sources like VAT data is another possibility that is preferred within the C.B.S.

## 9.2 Do you include estimates of missing data in the PRODCOM output data?

YES NO 

If **YES** please specify how the missing data is estimated:

The Netherlands intend to publish three months after the questionnaires have been sent to the enterprises. So if the data coverage is high enough, a copy of the figures of all respondents, whose figures are marked "clean", is made in the output database.

Missing data are estimated by making use of the product history of enterprises and the production for sale trend of enterprises in the corresponding NACE class.

Estimating missing data will be done several times. The PRODCOM data are final when the confrontation with the SBS-figures has taken place.

Statistics Netherlands only surveys enterprises with 20 or more employees and so 90% or more of the annual industrial turnover is covered. In practise this means that in some NACE-classes the '90%-rule' is not complied with. In the near future, when stable procedures are established, a solution to this problem will be sought.

## 9.3 Do you plan to change the method of your data collection?

YES NO 

If **YES** please specify the change:

- The Netherlands have plans to implement electronic questionnaires on the Internet.
- The Netherlands are going to make use of secondary sources.
- The Netherlands will create internet facilities.

The Netherlands are considering:

- The possibilities to combine the PRODCOM survey with the foreign trade survey (Intrastat);
- To implement data from the Europroms CD-ROM in the processing system;
- To produce figures on the total industry.



## 10. Validation of incoming data

### 10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

1. Important to know is the fact that the Dutch sector handles all financial surveys on industrial enterprises (STS, PRODCOM and SBS). This means that the Netherlands have also knowledge of the turnover level of the individual enterprises. E.g. quality checks make use of this information.
2. Besides this, time series per company are evaluated.
3. A third method to check PRODCOM data is a check on mean prices (historical minimum and maximum overall prices on the heading and information from other sources e.g. Internet, VAT, and COMDEX).

So when figures are processed, checks are carried out by the processing system:

- Only products are displayed which are expected for the enterprise
- For every single product a certain level of production is expected
- There is also a check on the mean price. This is implemented by using the minimum and the maximum mean price of a product over all enterprises
- Another check that is carried out is the confrontation with the STS-figures of the enterprise
- After confrontation with the results of the S.B.S.-survey the status of the PRODCOM figures will become final.

To be used in the output database the specifications of the enterprises need to be "clean". This means that the employees need to take care that figures have passed the quality checks.

In certain cases this means that borders need to be enlarged or that information needs to be stored in the processing system. Employees can handle this themselves in the processing system to avoid any delay in data processing.

### 10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units					<b>X</b>

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

The subsector Output uses a matrix of results of all PRODCOM headings since the beginning of PRODCOM. On top of this, there is a selection tool for the individual interest. Figures can be marked, if the user sets the acceptance of increase or decrease between periods to a certain level. When you want to know how figures have been composed, you click a certain heading to find a list with enterprises causing the change. To find the reason why there is a big change in production, you click on the figures of the enterprise in the overview to retrieve the remark concerning the production change.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data			<b>X</b>			

**Please specify why:**

On the level of total industry the coverage is above 90%.

In some NACE classes, additional information from companies with less than 20 employees would be needed to reach 90 % coverage on these NACE classes (examples are NACE classes 15.81 and 28.11).

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

In the future the Netherlands are going to make more use of secondary sources, which will give us more information about turnover and possibly about the products of the enterprises.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

The questionnaire covers:

1. Organisation of PRODCOM
2. Register and classification structure
3. Survey population
4. Observation unit
5. Product classification
6. Product valuation
7. Data collection
8. Response rate
9. Estimation of missing data
10. Validation of incoming data
11. Quality of the PRODCOM output data

### Institution and person responsible

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## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The PRODCOM survey is an integral part of the monthly short term statistics (STS) survey, which together with annual business statistics (SBS) and the material input statistics (MIS) surveys, is one of three economic surveys conducted by the main department 3.2 'Manufacturing Industry', covering the industrial statistics with reference to the (OE)NACE Sections C to E.

The head of the main department, Mr. Johann Hameseder, is primarily responsible for conceptual and methodological work, logistics (such as scheduling, data security and publication techniques) as well as for co-ordination of the economic surveys within the so-called 'manufacturing industries' - covering not only (OE)NACE Sections C to E, but also F: Construction.

The necessary administrative work for all economic surveys (also for STS and SBS surveys in the service sector, (OE)NACE Sections G to Q) are carried out by the department 3.23 'Administration of Economic Surveys', led by Ms. Andrea Harich.

The work includes such tasks as:

- drawing and maintenance of sampling frame and sample thereof;
- providing help desk capacities to cover problems such as requests for delays or unit identification by answering them by phone or written procedures;
- checking of the sampling frame (especially updating the mailing list) before dispatch and controlling of the dispatch of the survey documents which is carried out by an external sub contractor on the basis of so called 'respondents-files' including parameters which refer to the observation units concerned, their activities, addresses, type(s) of questionnaire(s) etc.
- data collection and data entry especially controlling and evidence of the incoming questionnaires in accordance with timeliness (final date of return) and overall completeness; editing during data entry, if necessary after contact with the respondents;
- introducing and executing the reminder and penalty procedures;
- dissemination of tables, which are periodically ordered by special users and also, rewarding respondents with extracts of publications.

Processing of the short term statistics data (thus also the (OE)PRODCOM data), including their monthly publication as aggregated absolute figures, is accomplished by the department 3.21 'Short-term statistics in Manufacturing Industry'. Mr. Leopold Milota is in charge of the day to day management of this department.

The major tasks of the co-workers of this department are:

- to examine the raw data for their completeness in detail as well as their probability and to detect and correct errors and inconsistencies by micro data editing and EDP-technical plausibility at the micro-level (executing computer assisted completeness, routing and relational checks, ratio edits and data validation);
- to handle item non-response by cold deck and nearest neighbour imputation as well as units non-response by utilising auxiliary information;

- to aggregate the raw data automatically, both by region and by activity, and to analyse the different levels of aggregated data by executing the EDP-technical plausibility at the different macro-levels (using related data from other sources to detect and clear up further inconsistencies).
- to check the aggregates in accordance with the national confidentiality rules by carrying out the national disclosure method program.
- to prepare special tailor-made tables and periodically, publications for dissemination.

Software engineering and administration of data (database engineering) is done in cooperation between Ms. Elisabeth Pratscher (EDP-division) and Mr. Milota.

## 2. Register and classification structure

- 2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

Statistical Business Register of enterprises and establishments (UBR).

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

- 2.2 Which statistical unit(s) is/are included in your business register?

### Please specify the definitions:

The Statistical Business Register of enterprises and establishments (UBR) administrates the following statistical units in accordance to the Council Regulation (CR-EEC) N° 696/93 of 15 March 1993 on the statistical units for the observation and analysis of the production system in the Community and with reference to the Council Regulation (EEC) N° 2186/93 of 22 July 1993 on Community co-ordination in drawing up business registers for statistical purposes:

- **The enterprise**

- on the one hand, the enterprise is defined as a legal unit (therefore either being a legal person whose existence is recognised in law independently of the persons or institutions which are owners or members of it or being a natural person carrying out an economic activity as a proprietor or in general, as a self employed person)
- on the other hand the statistical unit 'enterprise' is the aggregate of all the organisational sub units like establishments and local units (or in terms of the CR-EEC N° 696/93 the kind of activity unit - KAU, local kind of activity unit – LKAU and local unit – LU).

For survey purposes the enterprises are subdivided into two types:

- the single-establishment enterprises and
- the multi-establishment enterprises.

Moreover, the multi-establishment enterprises are splitted up into:

- single activity enterprises and
- multi-activity enterprises.

De facto the term 'single-activity' means that all organisational sub units and the enterprise itself only carry out a principal activity of the (OE)NACE Sections C to F or as a counterpart, only carry out a principal activity of (OE)NACE Sections G to Q (they are either 'members' of the manufacturing industries or they are all 'members' of the service sector).

- **The establishment**

as statistical unit, taken to mean a cost accounting unit unambiguously identifiable at NUTS 3-level for which the enterprise information system must be capable of indicating or calculating at least the value of production, intermediate consumption, manpower costs, operating surplus and employment and gross fixed capital formation. Therefore it tends to be a kind of activity unit at local level (LKAU) in the manufacturing industries (in accordance with the ISIC Rev.3 definition) and in services, as kind of activity unit (KAU).

- **The place of work in accordance with the local unit (LU).**

So we can say that the enterprise is considered to be a legal unit consisting of at least one establishment (in manufacturing industries: therefore one LKAU and one KAU) and consequently, at least one local unit (LU).

The enterprise itself, as well as the establishments and the places of work, carry out only one principal activity, 0 to n secondary activities and 0 to n ancilliary activities (the latter are integral parts of principal or secondary activities).

### 2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

OENACE 1995 is strictly compatible with NACE Rev. 1, from 1-digit downwards to the 4-digit level. It should be noted that Sub-sections (originally only used in Sections C and D in NACE Rev. 1 and not really relevant for survey and publication purposes) are used systematically throughout OENACE by adding the letter 'A' to all the section labels except for Sections C and D. An extra level made up of a 2-digit supplementary code has been introduced using the 5<sup>th</sup> and 6<sup>th</sup> digits and separated from the coding of the class levels by a hyphen. These are called the Subclasses and they have been added for 127 classes throughout the classification, notably in construction and distributive trades. The total number of Subclasses is 718, compared to NACE Rev. 1's 503 classes.

## 2.4 How often is this register updated?

Constantly, at least every three months: At least annually: At other intervals: **Comments:**

Constantly and immediately, if there is any register-relevant information available

## 2.5 By which source(s) is the register updated?

By information from registers for public administration: By information from the structural business statistics: By information from national Business Associations: **3. Survey population**

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification: Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification: Other: **Please specify:**

Outgoing from the starting point that the (OE)PRODCOM-survey population (or the STS-survey population, respectively) is drawn from the SBR total population as a **non representative, concentrated sample**, the survey sample (at the first stage) is based on activity information (principal and secondary activity codes) stored together with further unit attributes (such as employment and turnover) in singular database files.

At the second stage, on the basis of employment size classes, it covers all single and multi-establishment enterprises with at least 20 persons employed, as well as their establishments (LKAU's) carrying out a principal activity with reference to the (OE)NACE Sections C to F.

If these units do not represent at least 90% of national production per (OE)NACE class, further enterprises with less than 20 persons employed must be included (eg. all enterprises referring to employment size class 15 to 19 and/or 10 to 14 are relevant to cover at least 90% of national production). In general, all enterprises with less than 10 persons employed are excluded from the duty to report the STS-questionnaire because of national regulation restrictions.

Single establishment enterprises and establishments of multi-establishment enterprises whose principal activity is within (OE)NACE Sections G to Q (but maybe with secondary activities referring to (OE)NACE Sections C to F) are definitely excluded from the survey.

The principal activity of a survey unit is stated by using the top-down method: starting from the (OE)NACE Sections and then downwards to the (OE)NACE classes, to determine which principal activity is carried out by the unit, using one of the basic indicators below:

- value added (net production value)
- marketable value
- employment, or
- gross wages and salaries.

### 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

#### Comments:

The obligation of an enterprise active in the manufacturing industries to report the monthly STS questionnaire for the subsequent year (and therefore (OE)PRODCOM too) is derived from the number of persons employed in the enterprise at 30<sup>th</sup> September of the current year. The obligation remains at least for one calendar year (except death/deactivation merger, take-over, break-up and split-off of the enterprise concerned. In general, such cases lead to immediate dismissal from the obligation to report the STS-questionnaire).

Births and changes in the principal activity of enterprises are generally taken into account from the subsequent calendar year onwards.



- 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

Before creating the new survey questionnaires for the following year, for dispatch purposes at the end of the year the old survey population is compared with the new and updated survey population, entailing that any structural change relating to an enterprise and/or establishment has been taken into account. If the new information conflicts with previous information or other sources, the facts are verified directly by contacting the respondent of the observation unit concerned. This comparison ensures that no crucial enterprise will be lost for new survey purposes.

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

The Austrian observation unit of the (OE)PRODCOM survey (as well as of the STS-survey) is the local kind of activity unit (LKAU), as kind of activity unit at NUTS 3-level, which is considered to be the actual transactor in the production process.

Because of the fact that about 90% of the SBR-population carrying out an economic activity within (OE)NACE Sections C to F (Section F of the (OE)NACE is also covered by the (OE) PRODCOM-survey) are enterprises with only one LKAU, the most numerous transactors in the production process are the 'single establishment enterprises'.

However, the economically most important production transactors are the establishments (LKAU's) of multi establishment enterprises active within (OE)NACE Sections C to F.

The Austrian establishment (or LKAU) therefore can be described as technical unit at local (NUTS 3) level, contributing to one or more enterprise activities

within the (OE)NACE Section C to F and corresponding to one or several operational subdivisions of the enterprise.

Establishments of multi-activity enterprises with principal activities outside the (OE)NACE Sections C to F are not allowed to be considered as survey units, even if the enterprise itself is mainly active within the (OE)NACE Sections C to F.

In general, both the (OE)PRODCOM characteristic production referring to principal activity at 4-digit level and non-characteristic production referring to secondary activities (especially services connected with the production process) must be reported for individual observation units, establishments or single establishment enterprises.

A special survey unit only in the construction sector is the working association. This survey unit is more or less comparable with a single establishment enterprise. Admittedly, it is an interest group of several enterprises on a contractual basis only for a restricted duration to carry out a certain construction project under a common commercial direction that is incumbent on one of the enterprises involved.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

- Latest PRODCOM list or similar:
- The Combined Nomenclature (CN):
- Combination of the PRODCOM List and the CN:
- Basic use of the PRODCOM list, but the questionnaires are not updated each year:
- Other:

### Comments:

The product list OEPRODCOM is based on all the A- and B-headings of the latest PRODCOM-list. These headings are often extended with two extra digits because of their importance to national market analyses and so the national codification consists of 10 digits.

The product list is enlarged by further product headings for the (OE)NACE divisions 37, 41 and especially 45 as well as for commodities representing mostly secondary activities in accordance with (OE)NACE divisions 50 to 93 (market profit oriented activities), often created as extensions of existing CPA sub-categories (CPA 6-digits extended to OEPRODCOM 10 digits).

If for national purposes it is necessary to define further headings which cannot be based on valid PRODCOM 8 digits or a certain CPA level, then so called 'black box-' or 'dummy-headings' are defined (often reflecting total plants, special industrial services like repairs, establishing, erecting, maintenance or other activities). However, these codes must fit into one of the valid hierarchical levels of the CPA 1995.

OEPRODCOM is the basis for the branch-specific Commodity Lists 1 (consisting of all products and services in accordance with the (OE)NACE divisions 10 to 45) and the Commodity Lists 2 (referring to all CPA based 'commodities' – only related to value – of division 50 to 93). The Commodity Lists 1 do not use the original PRODCOM wording; rather the description of the headings is more or less hierarchically organised to ensure better understanding by the respondents.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

Generally yes, but Austria tends to restrict the collection of PRODCOM B-headings because of the missing link to the CN and because of the fact that the use of B-headings can extremely tighten the problem of handling statistical confidentiality at different publication levels (10-, 8-, 6-, 4- and 2-digit levels). Therefore it complicates the statistical output process and data availability in publications. This is why Austria does not submit data on B-headings to Eurostat.

NO

**Please specify:**

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

## 6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995: Prices that are close to ESA 1995 definition: Another price definition: **Comments:**

In principle, the Austrian OEPRODCOM concept (with the exception of headings in accordance with (OE)NACE classes 45.22, 45.31 to 45.34, 45.41 to 45.45 and with (OE)NACE divisions 50 to 93 – only 'production' or 'performances sold') differentiates between the following production types:

- **Own production**

The term 'own production' covers all goods and services produced by the observation unit within a reference period with a view to the market in accordance with the national commodity lists (production intended for sale outside the observation unit). Therefore it does not include production intended for further processing in the same observation unit.

The quantities, up to a maximum of three quantities (at the maximum three measurement units), are valued on the basis of the ex-works selling price (ex VAT and other taxes linked to turnover), comparable with the basic price as the price receivable by the owner (producer / seller) for the units of goods or services as output.

Exception: taxes on products (such as mineral taxes) are often included.

Any subsidy receivable on produced units as a consequence of its production or sale (therefore a subsidy on products) is included. Any transport charges invoiced separately by the producer are excluded but any transport margins charged by the producer on the same invoice are included, even when they are included as a separate item on the invoice.

Generally, reduction in prices, rebates and discounts as well as the value of returned packing must not be included, but price reductions, rebates and bonuses conceded later to clients (for example at the end of the year) often cannot be deducted.

- **Contract processing carried out by the observation unit as a sub contractor**

Contract processing is defined as an economic process, when material supplied free of charge by the principal (as 'owner') is worked out or processed by a sub-contractor. Principal and sub-contractor must be different enterprises and therefore contract processing between different plants or establishments belonging to the same enterprise is not possible. The sub-contractor has to report the volume (up to a maximum of three quantities) in accordance with the national commodity lists and valued by the fee (ex VAT) paid by the principal (in Austria called 'Lohngröschchen').

- **Contract processing carried out by another enterprise (reported by the principal)**

This is production done by a foreign sub-contractor and reported by the principal who is the owner of the product. The principal has to report only the volume intended for sale (not intended for further processing in the same observation unit) in accordance with the national commodity lists valued by a price (ex VAT and other taxes linked to turnover) comparable with the basic price (in detail, see 'own production').

- **Production/performances sold**

This production type includes all the market sales of products which are invoiced at the end of the reporting period (either produced as 'own production' or produced by a foreign enterprise as a sub-contractor carrying out contract processing). The owner of the products (as producer in a wider sense) has to report at the maximum three quantities on the basis of the ex-works selling price (ex VAT and other taxes linked to turnover), comparable with the basic price described below.

- **Deliveries and performances within the enterprise**

This type of production is only relevant in case of establishments of the multi-establishment enterprises delivering goods and performances from 'own production' to satisfy the demands of other establishments of the same enterprise in further processing these products into other products or fitting them into another product. These goods must be reported on the basis of the national commodity lists in quantities and valued by enterprise internal prices.

The economic total production in quantity, referring to the PRODCOM defined total production, consists of all products of the production types 'own production' and 'contract processing carried out by another enterprise' (reported by the principal).

It therefore includes all products intended for sale (but not for further processing within the same establishment or single establishment enterprise).

The technical total production, as a basis for calculating the monthly production index, covers all own-produced goods and performances (including all the industrial services from secondary activities in accordance with the Commodity List 2), as well as contract processing carried out by the observation unit as sub-contractor.

## 6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

- PRODCOM has its own survey:
- PRODCOM is a part of another survey:
- Other methods:

**Comments:**

(OE)PRODCOM is an integral part of the monthly short term statistics (STS) survey in accordance with the Council Regulation (EEC) N° 1165/98 of 19 May 1998 concerning short term statistics. Quarterly and annual PRODCOM data for Eurostat are calculated by aggregation.

### 7.2 How frequently do you collect data for PRODCOM?

- Quarterly:
- Annually:
- Mix of monthly, quarterly and annual data collection:
- Other:

**Comments:**

Monthly.

### 7.3 By which media do you collect PRODCOM data?

- Mailed paper questionnaires:
- Electronic questionnaires:
- Manual data collection from companies' internal product specification:
- Electronic data collection from companies' internal product specification:
- Other methods:

**Comments:**

At present, Statistics Austria is developing a new comprehensive system for executing statistical surveys (SDSE) with the electronic questionnaire management system (EFBMS) as the core programme and with survey-specific modules, such as electronic questionnaires for short term statistics (EQ-STSS), electronic questionnaires for structural business statistics (EQ-SBS) and electronic questionnaires for raw material statistics (EQ-RMS).

The most important features of the SDSE will be:

- The EFBMS must be usable for diverse statistical surveys of different degrees of complexity, including the highly complex economic surveys STS (Short Term Statistics) and later on, SBS (Structural Business Statistics). If a respondent is obliged to report for several surveys, he/she must not be compelled to install EFBMS more than once, but an EFBMS installation should enable the collection and administration of the response data of different surveys. If there is a new survey, only the registration of the metadata describing this survey and possibly some specific components (e.g. for searching a classification code) should be necessary.
- EFBMS must offer a local and a network installation variant.
- For the storage of data on the respondent's computer system, a relational database management system will be part of EFBMS
- If statistical response data are confidential within the company of the respondent, it must be possible to define quite sophisticated access rights.
- EFBMS must support hierarchical relations between observation units.
- Automatic completion of the questionnaires must be a primary goal, in particular with extensive surveys which take place periodically. For this purpose, the respondent must be permitted to supply the response data via his/her own EDP system. The data must be provided in the standardized EFBMS import/export format.
- With regard to data validation, in case of a survey with hierarchically related observation units, it must be possible to define validation rules across these hierarchical levels.
- There must be two types of validation rules: those which force the users to correct any errors found, and those which enable the respondents to insist on their answers, even though the data conflicts with a rule. In the latter case the respondent will have the opportunity to attach a note explaining why he/she thinks that the answers are correct.
- With some surveys users must be able to search for classification codes (like NACE or PRODCOM). As classifications may change in the course of time, the classification components must administer several versions of a classification
- When a respondent wants to send his/her response data to Statistics Austria (by e-mail, FTP or dial line connection), EFBMS automatically performs the defined validation checks if the user has not yet activated them manually. Then the XML message is generated, compressed and encoded by an asymmetric encryption algorithm. To control the correct data transfer, a control value will be computed and added to the transmission data. After sending the data, the respondent will receive a transmission receipt

The SDSE will first be used in January 2001 as a part of the STS and the STS itself in manufacturing industries, retail trade and repairs.

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

Reporting units using printed survey documents only obtain the specific commodity lists 1 in accordance with their principal and secondary activities and furthermore one commodity list 2. If products are not identifiable by using the commodity lists the products can be reported by using their commercial designations without coding. Furthermore each reporting unit receives the correct type(s) of questionnaire(s).

In the EFBMS, the organisational structure of the enterprise will be hierarchically illustrated in a tree-view, but only the observation units and their questionnaires concerned will be highlighted and can be filled out. Moreover, only those blocks of variables (of the different statistical surveys) which apply to individual observation units will be indicated.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

The questionnaires are sent out in the last week of the reporting month by an external subcontractor. This external service enterprise prints the survey documents requested by using a source file from Statistics Austria, the parameters of which define the singular respondents, the observation units in accordance with the respondent, the observation unit specific questionnaire type and the different types of survey documents (such as commodity lists, explanatory notes, letters, etc.).



## 8. Response rate

8.1 What is the general/average rate of response?

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| High (90% or more)               | <input checked="" type="checkbox"/> |
| Medium (between 70% and 90%)     | <input type="checkbox"/>            |
| Fairly low (between 50% and 70%) | <input type="checkbox"/>            |
| Low (less than 50%)              | <input type="checkbox"/>            |

**Comments:**

90 calendar days after the reference month (end of the first phase of reconditioning and publication of preliminary results), the published data is based on a response rate of 92%. At the end of the second phase of reconditioning (9 months after the calendar year), the final results can be published on the basis of a 99% response rate.

8.2 Do you take any actions to increase the response rate?

- |     |                                     |
|-----|-------------------------------------|
| YES | <input checked="" type="checkbox"/> |
| NO  | <input type="checkbox"/>            |

If **YES** please specify which methods:

- Systematic follow up of contacts in the reporting units (by one and the same co-worker of Statistics Austria) often leads to a personal relationship, ensuring that the statistical information arrives in time and correct at Statistics Austria.
- Free dissemination of periodically aggregated and printed information meeting the branch-specific needs of enterprises for observing the economic cycle helps to increase acceptance of the statistical burden.
- Furthermore, it is made clear in the explanatory notes that estimates are accepted if exact figures are not (yet) available.
- Legal deadline to report is 20<sup>th</sup> of the subsequent month. To ensure that this deadline is met, Statistics Austria has established a permanent practice for sending out reminders in two stages: 1<sup>st</sup> reminder, one week after; 2<sup>nd</sup> reminder (informal and formal requests).three weeks after the legal deadline
- If the reporting unit is not willing to meet the legal obligation to report within 6 weeks after the deadline, Statistics Austria is obliged to report them to the legal district authority which might impose a fee up to 30.000 ATS.
- Missing observation units are listed top-down according to their branch importance, to see the priority for immediate contact.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

## 8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions.

Same as in 8.2

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

## 9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

As already stated in 3.1 all single establishment enterprises as well as multi-establishment enterprises and their establishments carrying out a principal activity within the manufacturing industries and employing 20 and more persons at 30 September of the preceding year are obliged to report in the STS-survey in general.

Taking into account the 90% criterion of the PRODCOM Regulation, it might be necessary to include further enterprises with less than 20 persons employed (for instance all enterprises of the employment class 15 to 19 and/or 10 to 14). Enterprises with less than 10 persons employed are not allowed to be included into the survey because of national regulation restrictions.

Increases in the number of survey units are in principle based on information from the structural business statistics or other statistics as well as on external information (SBR, Chamber of Commerce and other administrative sources). Considering the fact that the production type 'production sold' is compulsory for nearly all PRODCOM-headings, Statistics Austria yearly checks the 90% criteria per (OE)NACE class by using total value of production sold for single (OE)NACE classes and comparing with the latest data referring to the SBS variables: turnover from the principal activity (18 110) and turnover from industrial activities (18 120) of all observation units, grossed up at an (OE)NACE 4-digit level concerning manufacturing industries.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

Missing data of single establishment enterprises and establishments of multi-establishment enterprises (as observation units for which answers from previous PRODCOM survey periods are available) are estimated by making use of the product history, as well as of the sold production trend of the other observation units manufacturing the same products.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

Statistics Austria will force the data collection and transmission by means of EFBMS instead of printed questionnaires. Furthermore, Statistics Austria will create internet facilities and will make use of secondary sources (such as combining the PRODCOM-survey with the foreign trade survey) to a greater extent.

## 10. Validation of incoming data

### 10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

A lot of micro- and macro-plausibility checks are carried out, at different aggregate levels and between historical and actual data:

- Checking coherence between different variables of the STS questionnaire (production types, employment, volume of orders, turnover);
- Checking coherence of the singular (OE)PRODCOM-headings in comparing the actual mean price and the mean price of an observation unit as well as the actual minimum and the maximum price of the same product of the totals;
- Checking coherence of the singular (OE)PRODCOM-headings in comparing the actual mean price and the historical mean price of the observation unit as well as the actual minimum and the maximum price of the same product of the totals;
- Checking plausibility between production sold and foreign trade results.

Furthermore, because of the fact that the main department handles all the economic surveys in manufacturing industry (STS, SBS and RM statistics), it has a wide range of possibilities to compare different variables via EDP, for example: quantity and value of material input compared with (OE)PRODCOM output, turnover by value from STS and SBS statistics compared with production sold, in some economic branches orders received and unfilled orders at the end of a period compared with value of production sold).

Further controls are done in the main department 3.3, by calculating the monthly production index, (basing on the variables of own production and subcontract work carried out by the observation unit); turnover indices; indices of orders received and all the other indices (with the exception of the output price indices) relating to the STS Regulation.

### 10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units		<b>X</b>			

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

As aforementioned under 10.1, plus

- Comparing with other sources
- Confrontation with other users especially the National Accounts, environmental and foreign trade statistics as well as Chamber of Commerce statistics.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data			<b>X</b>			

**Please specify why:**

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

It is expected that implementation of the new electronic questionnaire management system, starting from the year 2001 onwards, will bring a substantial increase in efficiency and data quality, both for the NSI and the respondents.

It will also minimise the burden on the respondents and therefore ensure more acceptance by the reporting units.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Instituto Nacional de Estatística  
Avenida Antonio José de Almeida, 5  
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Person responsible for PRODCOM: Mr. Humberto Pereira  
Department: Business Statistics Department (Unit of Statistics of Industry  
and Construction)

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E-mail: [humberto.pereira@ine.pt](mailto:humberto.pereira@ine.pt)

## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The PRODCOM survey is conducted in the Business Statistics Department (head Mr. João Morais) of INE by the Industry and Construction Statistics Unit (head Mr. Humberto Pereira).

In this Unit the survey is conducted by the Industrial Production Team (head Mrs. Helena Marques). This team is responsible for the PRODCOM survey and Steel Statistics.

In the PRODCOM survey, the team collects information about production, raw materials purchased and energy consumed. Their responsibility is to collect and process the data, to send contributions for updating the Register and to control the quality of data.

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:  
General Business Register (FGUE)

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:** In the FGUE, several statistical units are defined: – enterprise, KAU, establishment, etc. For PRODCOM purposes, KAU from the enterprises is used. The definition of KAU can be found in 4.1.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Although based on NACE Rev.1, the Portuguese version has some more detail. However the survey covers all the NACE classes.

2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**

The register is updated when there is any new information that could be used for that updating – usually less often than monthly.

2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics:

By information from national Business Associations:



### 3. Survey population

3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

In the Portuguese Register, for each enterprise there is information about the KAU's which they have. All the enterprises that have at least one KAU classified in sections C, D or E of NACE (rev.1) are selected.

3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

For every new statistical period, the population is updated by means of the FGUE.

3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

Before creating the new questionnaires, the old and the new survey populations are always compared to make sure that crucial enterprises are not missing from the new population. Because the population (sample) is selected every year, Portugal needs to make sure that enterprises that answered in the last survey are still in the new one.

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

The statistical unit is the enterprise, but the observation unit is the Kind of Activity Unit (KAU). The KAU is defined as the unit in the enterprise that groups the parts of an enterprise which contribute to the execution of an activity, that can be defined by the uniformity of the production process and by the homogeneity of the products that are produced.

## 5. Product classification

- 5.1 Which product classification is your national PRODCOM survey based on?

- |  |                                     |
|--|-------------------------------------|
| Latest PRODCOM list or similar:  | <input checked="" type="checkbox"/> |
| The Combined Nomenclature (CN):  | <input type="checkbox"/>            |
| Combination of the PRODCOM List and the CN:                                      | <input type="checkbox"/>            |
| Basic use of the PRODCOM list, but the questionnaires are not updated each year: | <input type="checkbox"/>            |
| Other:   | <input type="checkbox"/>            |

**Comments:**

Portugal always uses the latest PRODCOM list. However in some cases national products that result from a more detailed level of PRODCOM are defined.

The information about Energy is also collected by the PRODCOM survey using the PRODCOM list. For NACE 27.10 the information is collected by the ECSC-questionnaires. Portugal doesn't collect information for the A-headings that have B-headings. In this case, B-headings are collected and INE calculates the A-heading using the sum of the B-headings.

## 5.2 Do you collect information on B-headings?

YES

**Please specify:**

Portugal decided to collect information for B-headings because they were created to answer the needs of the users. In Portugal some consider this data to be very important. On the other hand, the collection of this information does not cause additional delays in the survey. The B-headings do not cause problems about confidentiality if they are to be considered as non-compulsory headings. Confidentiality of the A-headings is always assured.

NO

**Please specify:****6. Product valuation**

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

## 6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

- VAT and other taxes on products and production are not included.
- Subsidies on products and production are excluded.
- Freight costs are excluded, if separately charged by third parties.
- Duties are excluded.
- Packing costs are included.

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

In the PRODCOM survey, information about the production, raw materials purchased and energy consumed is collected.

7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:

7.3 By which media do you collect PRODCOM data?

Mailed paper questionnaires:

Electronic questionnaires:

Manual data collection from companies' internal product specification:

Electronic data collection from companies' internal product specification:

Other methods:

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

Questionnaires are based on the product history of an enterprise.

If there is a product history, only the products concerned are presented, with of course the possibility of adding new products on the questionnaire. However every three years, all the products for each KAU are sent out.

If no product history is available, all headings belonging to the different KAU's of the enterprises are printed in the questionnaire.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

The questionnaires are sent to enterprises in January or the beginning of February of year n+1.

## 8. Response rate

8.1 What is the general/average rate of response?

High (90% or more)

Medium (between 70% and 90%)

Fairly low (between 50% and 70%)

Low (less than 50%)

**Comments:**

The response rate in value (turnover) is about 90% to 95% at the end of the survey. The response rate is about 75%, measured by number of enterprises.

## 8.2 Do you take any actions to increase the response rate?

YES NO If **YES** please specify which methods:

When it is completely impossible to obtain an answer, INE has the capability of applying fines to enterprises that do not answer. The value of the fine can be from 50 Euro to 50 000 Euro. When information for an important enterprise is not available, the data is estimated using information from the previous year.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response Medium, i.e. around 80% of the answers are received within three months after deadline for response Low, i.e. around 80% of the answers are received within six months after deadline for response Later **Comments:**

Four months after the end of the reference year, the response rate is about 65% measured by value. By July it is about 85%.

## 8.4 Do you take any actions to speed up response?

YES NO If **YES** please specify which actions:

The same as in 8.2.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

In Portugal all the enterprises are included, irrespective of NACE chapter. Enterprises are included if one of their KAU's falls within NACE chapters C, D or E. The final criteria for inclusion in the PRODCOM survey is the turnover of the enterprise.

Enterprises are selected in descending order of turnover, in order to achieve 90% of total turnover for each NACE Rev. 1 class. However for some NACE classes, it is very difficult to achieve 90% - i.e. in those where there is an enormous number of very small enterprises. In these cases, Portugal includes 80% to 85% of turnover.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

When information for an important enterprise is not available, the data is estimated using information from the previous year.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

1. Important to know is the fact that the Industry and Construction Statistics unit handles all financial surveys on industrial enterprises (STS, PRODCOM and SBS). This means that the unit also has also knowledge of the turnover level of the individual enterprises. E.g. quality checks make use of this information.
2. Besides this, time series per company are evaluated.
3. A third method to check PRODCOM data is a check on mean prices (historical minimum and maximum overall prices for the heading and information from other sources - e.g. Internet, VAT and COMDEX).

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units				<b>X</b>	

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

A matrix of results for all PRODCOM headings since the beginning of PRODCOM is used. On top of this, there is a selection tool for the individual interest. Figures can be marked, if the user sets acceptance of increase or decrease between periods to a certain level. For the situations that could be considered as "not normal", the enterprises are requested to give formal confirmation of the figures they sent (using a written procedure).

This information it is also available for the National Accounts.



11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data			<b>X</b>			

**Please specify why:**

There are several reasons:

- (1) The PRODCOM output data are used by the national accounts statisticians. Their questions have become fewer and easier.
- (2) The external users of the data usually accept the quality as good.
- (3) The PRODCOM output data compares well with the foreign trade data.
- (4) The feedback on the PRODCOM output data from enterprises confirms the quality as good.
- (5) The method Portugal uses to select the PRODCOM survey units assures a good coverage of the enterprises
- (6) The efforts made to obtain information on all headings as well as on type of production, etc. assure a good coverage of information collected.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

Portugal intends to

- (1) Improve the quality control by including questions and answers from the enterprises.
- (2) Improve the analysis of raw materials and make a more profound comparison between production and raw materials.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Statistics Finland  
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PB 6D  
FIN-00022 Statistics Finland

Person responsible for PRODCOM: Mrs. Riitta Hakari  
Department: Business Structures  
Tel: (+358) 9 1734 2470  
Fax: (+358) 9 1734 2465  
E-mail: riitta.hakari@stat.fi

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The PRODCOM survey is conducted by the Business Structures division of Statistics Finland. Head of this division is Mrs. K. Hovi. This division includes Industrial Structures unit, where the structural business statistics and also the PRODCOM survey are carried out.

Mr. H. Pihlaja is the head of this unit and he is also responsible for PRODCOM methodology. Mrs. R. Hakari is responsible for PRODCOM in other respects.

They and other staff take care of the creation and updating of the statistical tools and questionnaires needed by production employees. An external enterprise is used for pre-printing and sending the questionnaires.

Mr. K. Asunmaa makes outputs in the new format and Mrs H. Seitsamo does the converting of the data to the Gesmes message.

Production employees are responsible for collecting and processing the PRODCOM data from individual establishments (17 persons, who also are responsible for collecting and processing the data for structural business statistics).

## 2. Register and classification structure

### 2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

It is the 'Business Register'. The Industrial Structures unit gets the basic data from the Business Register. On this basis the unit builds its structural register by maintaining, completing and combining the establishments.

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

## 2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

The business register includes:

Enterprise -in brief, this refers to an economic activity carried on by one or more persons for profit-making purposes (the Finnish longer definition is like in the Regulation on Statistical Units).

Kind-of-activity unit (KAU) is an enterprise or a part of an enterprise, which mainly operates within one industry. It is not limited to one site.

Establishment = Local kind-of-activity unit (local KAU) is a production unit owned by one enterprise or quasi corporate unit, located on one site and producing goods or services mainly one particular type.

## 2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Finland uses NACE (Rev. 1), as defined in annex 1, but makes a national breakdown in some NACE classes by adding an extra fifth digit.

## 2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**

It is updated from administrative files quarterly and moreover, by a particular questionnaire issued by the Business Register Unit once a year.

## 2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics:

By information from national Business Associations:

**Comments:**

Statistics Finland receives, from the National Board of Taxes, information about new enterprises. The Business Register Unit has its own query about establishments belonging to the enterprises.

**3. Survey population**

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

Local KAUs of the enterprises with 10 or more employees.

## 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

Statistics Finland also does separate updating in the meantime if needed.

- 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

Before creating the new questionnaire, Finland compares the old and new population, in order not to miss any old establishments which should be in.

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

Establishment (= local kind-of-activity unit) is a production unit owned by one enterprise or quasi corporate unit, located on one site, and producing goods or services mainly of one particular type.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

Finland also uses some national subclasses of the PRODCOM headings.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

Statistics Finland collects information about all B-headings that are in the PRODCOM list.

NO

**Please specify:**

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

## 6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

## 6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

## 7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

PRODCOM has its own survey, but at the same time data on raw materials and packaging materials is also collected.

## 7.2 How frequently do you collect data for PRODCOM?

Quarterly:

Annually:

Mix of monthly, quarterly and annual data collection:

Other:



## 7.3 By which media do you collect PRODCOM data?

- Mailed paper questionnaires:
- Electronic questionnaires:
- Manual data collection from companies' internal product specification:
- Electronic data collection from companies' internal product specification:
- Other methods:

**Comments:**

## 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

- YES
- NO

If **YES** please specify how:

The questionnaires are pre-printed with the PRODCOM codes and their descriptions (with corresponding CN codes), which the establishment had reported in the previous year. It is of course possible to add new product lines on the questionnaire.

If we do not have product history, all headings are presented belonging to the 4-digit NACE of the establishment. As a reference period for the product history, Finland uses the last statistical year.

## 7.5 When do you send the questionnaires?

- At the start of the survey period:
- At the end of the survey period:
- Within a month after the end of the survey period:
- More than a month after the end of the survey period:

**Comments:**

At the end of January.

## 8. Response rate

8.1 What is the general/average rate of response?

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| High (90% or more)               | <input checked="" type="checkbox"/> |
| Medium (between 70% and 90%)     | <input type="checkbox"/>            |
| Fairly low (between 50% and 70%) | <input type="checkbox"/>            |
| Low (less than 50%)              | <input type="checkbox"/>            |

**Comments:**

Both based on number of enterprises and on the covered value. Small enterprises with 10-19 employees decrease the rate of response.

8.2 Do you take any actions to increase the response rate?

- |     |                                     |
|-----|-------------------------------------|
| YES | <input type="checkbox"/>            |
| NO  | <input checked="" type="checkbox"/> |

If **YES** please specify which methods:

Finland tries to maintain the 90% response rate by means of telephone enquiries and written reminders, but does not try to go beyond that level.

8.3 What is the general/average speed of response?

- |   |                                     |
|---|-------------------------------------|
| High, i.e. around 80% of the answers are received within one month after deadline for response      | <input type="checkbox"/>            |
| Medium, i.e. around 80% of the answers are received within three months after deadline for response | <input checked="" type="checkbox"/> |
| Low, i.e. around 80% of the answers are received within six months after deadline for response      | <input type="checkbox"/>            |
| Later   | <input type="checkbox"/>            |

8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

Reminders are sent by letter to those establishments which have not sent the questionnaires back in time and phone calls are made to get additional information.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

The Finnish PRODCOM survey includes all enterprises with 10 or more employees.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

If 50 % or more of quantities of the heading (calculated in relation to values) has been received, the missing quantities will be estimated.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

The Business Structures division handles both structural business statistics data and the PRODCOM data, so the division also has knowledge of the turnover level of the individual enterprises.

Quality checks make use of this information. The PRODCOM figures are checked to make sure that they are in reasonable line with the structural figures and also, with the figures of the previous year.

Only the products expected for the establishment are displayed on the questionnaires. This reduces the use of invalid PRODCOM-codes. There is also an automated check for the invalid codes.

The production data is compared with the data of raw materials within the same establishment.

Finland has a check on the mean price. This is done by using the minimum and the maximum price of a product over all establishments.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units			<b>X</b>		
Small units				<b>X</b>	

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

Finland has only manual quality control of the output data so far. It is checked that the data is reasonably in line with the figures of the previous year.

The users of the PRODCOM statistics are also an important control by finding out errors and informing Statistics Finland about them.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data				<b>X</b>		

**Please specify why:**

The quality control in Finland is not yet good enough to reveal all the inconsistencies.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

In the future Statistics Finland is going to introduce more quality checks and improve the existing ones. Particularly, the manual quality control on the output data is not sufficient, so automatic checks for that and for validation of incoming data should be developed.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

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## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The PRODCOM-work at the Swedish institution is conducted by Economic Statistics – Manufacturing, which is a section within the Economic Statistics division.

PRODCOM is an annual survey on its own, although close comparisons are made with the Structural Business Statistics survey, to make sure that there is consistency between the surveys at enterprise level. (The PRODCOM survey also includes questions on income, specification of net turnover, etc.)

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:  
The Business Register.

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

Enterprise; Kind of activity unit; Local kind of activity unit; Local unit.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

The Swedish Standard Industrial Classification of all economic Activities (SNI) is harmonised with the NACE Rev. 1 at four digit level, and therefore comparable with the classification applied in the European Community. To the four-digit level a national fifth digit level is added.

## 2.4 How often is this register updated?

Constantly, at least every three months: At least annually: At other intervals: **Comments:**

## 2.5 By which source(s) is the register updated?

By information from registers for public administration: By information from the structural business statistics: By information from national Business Associations: **Comments:**

Also by questionnaires made by the Business Register themselves and from information from the PRODCOM survey.

### 3. Survey population

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification: Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification: Other: **Please specify:**

The observation unit is the local-kind-of-activity unit. The population includes all enterprises and their local-kind-of-activity units classified under Major Divisions 10-37 (Mining & Quarrying and Manufacturing). Included also are all industrial local units with 20 persons or more engaged, belonging to non-industrial enterprises. Previously the population in principle included only local units dealing with industrial production. The cut-off limit is 20, so all enterprises with at least 20 or more employees are included.



## 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey: Annually: Quarterly: Other, please specify: **Comments:**

The population is updated annually by means of the Business Register.

## 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES **Please specify:**

Before creating the new questionnaires, Statistics Sweden always compares the old and the new population, to make sure that crucial enterprises are not missing from the new population.

NO **Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?**Observation unit:**

Local kind of activity unit.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

Statistics Sweden uses the PRODCOM List to collect services and the CN to collect products.

Before delivery to Eurostat the CN-data is translated into PRODCOM headings. In order to report according to the PRODCOM List, subdivisions of the CN are made where it is necessary.

The nomenclature is updated every year. In the CN, old headings are linked to new headings.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

NO

**Please specify:**

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

### 6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

#### Comments:

Values are calculated as selling-price, excluding discounts or rebates and excluding indirect taxes. In principle charges for transportation performed by others are not included.

### 6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

### 7.1 How is data collected for PRODCOM?

- PRODCOM has its own survey:
- PRODCOM is a part of another survey:
- Other methods:

**Comments:**

The 'Industrial production' questionnaire also includes questions concerning incomes.

The respondents are asked to specify the net turnover on industrial activities and on trade activities as well as on internal deliveries. The main purpose for these questions is to serve the National Accounts with data. (It also enables us to check the production data on different commodities with what is reported as the industrial net income and to improve the consistency between the Structural Business Statistics and the "Industrial Production Statistics".)

### 7.2 How frequently do you collect data for PRODCOM?

- Quarterly:
- Annually:
- Mix of monthly, quarterly and annual data collection:
- Other:

**Comments:**

The survey is yearly, excluding the chemistry branch, which is quarterly.

### 7.3 By which media do you collect PRODCOM data?

- Mailed paper questionnaires:
- Electronic questionnaires:
- Manual data collection from companies' internal product specification:
- Electronic data collection from companies' internal product specification:
- Other methods:

**Comments:**

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

Questionnaires are based on the product history of an enterprise/local unit. If there is a product history, only the products concerned are presented, with of course the possibility of adding new products on the questionnaire. If no product history is available, all headings belonging to the 4-digit NACE of the enterprises are printed in the questionnaire.

As a reference period for the product history, Statistics Sweden uses the last statistical year.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

The questionnaires are sent to the companies two months after the end of the survey period (Annually).

## 8. Response rate

8.1 What is the general/average rate of response?

High (90% or more)

Medium (between 70% and 90%)

Fairly low (between 50% and 70%)

Low (less than 50%)

**Comments:**

The response rate is about 96 % based on the covered value.

The response rate, based on the number of enterprises / local units, is lower, approx. 90 %.

## 8.2 Do you take any actions to increase the response rate?

YES

NO

If **YES** please specify which methods:

- With a strict reminder system: during a limited period, enterprises/local units are reminded by phone, fax, e-mail, letters.
- The enterprises are divided into different priority groups, with consideration being given to size (turnover) and coverage/branch.
- The use of conditional penalty fines in the latest years has shown high efficiency.

## 8.3 What is the general/average speed of response?

High, i.e. around 80% of the answers are received within one month after deadline for response

Medium, i.e. around 80% of the answers are received within three months after deadline for response

Low, i.e. around 80% of the answers are received within six months after deadline for response

Later

**Comments:**

As can be seen, Sweden has a high response rate already at the deadline, but the problem is that there are still some big dominating enterprises missing. Otherwise Sweden should be able to deliver data to Eurostat earlier than the actual delivery time.

## 8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

Same as in 8.2.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

The population includes all enterprises and their local units classified under Major Divisions 10-37. Included also are all industrial local units with 20 persons or more engaged, belonging to non-industrial enterprises. For some branches, enterprises with 10 persons or more engaged are included. However in some NACE-classes the 90 % coverage is hard to reach.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

Missing data are estimated by:

- Making use of the net income used in SBS.
- Making use of the product history of enterprises.
- Making use of the mean change of the sales values for responding enterprises in the same NACE class.
- If no information on commodities from the previous year are available, the establishment is assigned representative commodities.

Estimating missing data will be done several times. The PRODCOM data are final when the confrontation with the SBS-figures has taken place.

If no net income is reported in the SBS, figures will be used from the Standardised Accounting Extracts, which is a supplement to the normal tax returns collected by the Swedish Tax Authorities.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Micro and Macro checks;

A) Micro checks

There are two types of mechanical checks in the on line-system:

- 1) Logical checks
- 2) Reasonableness checks

In addition to these automated checks, there are also manual checks done by the staff that carry out checks on the actual enterprise/local unit.

When most of the data is approved; there is one more micro-check on mean price, etc.

B) Macro checks

Different checks with historical data.

Confrontation with the SBS-survey.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units			<b>X</b>		
Small units				<b>X</b>	

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

Same as in 10.1, plus

- Confrontation with other users. The most important user: The National Accounts.
- Enterprises are listed top-down, looking at mean price, looking at comparative figures between the latest years.
- Comparing with other sources.



11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data			<b>X</b>			

**Please specify why:**

- Good coverage and response rate.
- Validation checks on incoming data.
- Quality control on output data.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

Statistics Sweden has started making comparisons with trade statistics and as a result of these comparisons there will be changes in the statistics.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

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Department: Product Prices & Sales  
Tel: (+44) 1633-812 029  
Fax: (+44) 1633-812 229  
E-mail: david.freeman@ons.gov.uk

## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

All of the work is located at ONS. Most business surveys within ONS are organised with a separate Data Validation Branch (DVB) and Results and Publications Branch (RAP). This is the case for PRODCOM.

The data collection and validation of business' returns is done within the PRODCOM DVB. These data are then passed to the PRODCOM RAP which has the responsibility for estimation of population results (grossing), matching the data with the overseas trade statistics, checking the grossed data matched with trade data, and preparing the publications and other electronic outputs (including the GESMES transfer).

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

Inter **D**epartmental **B**usiness **R**egister (IDBR).

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

## 2.2 Which statistical unit(s) is/are included in your business register?

Please specify the definitions:

Statistical Units	Included in business register		%*	Observations
	YES	NO		
A. the enterprise	Y		53	IDBR covers 99% of GDP
B. the institutional unit	Y		53	Excludes private households
a. private and public companies, public corporations	Y		Almost 100	Excludes inactive companies
b. co-operatives or partnerships recognised as independent legal entities	Y		Almost 100	
c. public enterprises which by virtue of special legislation are recognised as independent legal entities	Y		100	Excludes committees with no employment
d. non profit institutions recognised as independent legal entities	Y		100	Excludes institutions with no employment, which may include some charities
e. agencies of general government	Y		100	
f. quasi-corporate enterprises				ESA handbook doesn't offer full definition, for us to determine if these enterprises are included in our register.
C. the enterprise group (of A.)	Y		100	Data received from Dun & Bradstreet
D. the kind of activity unit (KAU) (of A.)	Y		100	Created (as reporting units) where significant secondary activity
E. the unit of homogeneous production (UHP)		N		Not a register variable
F. the local unit (of A.)	Y		100	
G. the local kind of activity unit (local KAU)	Y		100	Units normally created only if local unit has employment of 10 or more
H. the local unit of homogeneous production (local UHP)		N		Not a register variable
UNIT 1 Reporting Unit	Y			RU = enterprise, except where agreement with business to split into separate RU's
UNIT 2 VAT & PAYE	Y			Not strictly statistical or legal units, but used for statistical purposes

\* Percentage of total population of units covered by the register (from all 3.7 million enterprises in the UK)

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Standard Industrial Classification 1992 (SIC 92). This disaggregates the 4-digit NACE classes, where appropriate, to 5-digit subclasses.

2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**

It is worth noting that the register holds two fields: current economic activity classification and employment, and frozen economic activity classification and employment.

Although the register is continuously being updated, for survey purposes, short term surveys (i.e. monthly and quarterly) use the frozen field to sample firms in order to achieve consistency throughout the year; annual surveys use the current field i.e. the most up-to-date information. The frozen field is updated annually unless large errors in classification, etc. are found. In these cases the frozen field is corrected within year.

2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics: \*

By information from national Business Associations:

(\*And from the PRODCOM survey in terms of firms' economic activity classification.)

### 3. Survey population

3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

If by 'survey population' you mean the population on the register, then the comments at 2.4 apply. A new sample is drawn from the register before each annual or quarterly survey but the population on the register at that time depends on the last time the register was updated.

3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

In answering yes to this question the UK has interpreted the question as meaning 'do you compare the updated new sample with the one for the previous year or quarter?' Extensive checks are carried out within the DVB to compare the firms in the current and previous sample.

If you mean 'do you compare the population on the register with that at the time of the previous survey?' then the UK does not currently do this although the UK does have plans to carry out these checks in future.

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

It is as given above - i.e. the unit for which data are recorded. It is the same as the reporting unit, which for PRODCOM is the enterprise reporting unit.

## 5. Product classification

- 5.1 Which product classification is your national PRODCOM survey based on?

- |  |                                     |
|--|-------------------------------------|
| Latest PRODCOM list or similar:  | <input checked="" type="checkbox"/> |
| The Combined Nomenclature (CN):  | <input type="checkbox"/>            |
| Combination of the PRODCOM List and the CN:                                      | <input type="checkbox"/>            |
| Basic use of the PRODCOM list, but the questionnaires are not updated each year: | <input type="checkbox"/>            |
| Other:   | <input type="checkbox"/>            |

**Comments:**

The PRODCOM List is held and updated each year in line with changes made. The UK list does use different text in some sectors; this is as a result of the Review of the UK Question List that was carried out 3 years ago, which improved the text to aid firms' understanding of what was being requested.

5.2 Do you collect information on B-headings?

YES

**Please specify:**

NO

**Please specify:**

The UK has never collected B headings and has no intention to do so.

Some A headings are disaggregated where UK industry has made a case for collection of a greater level of detail. These are not supplied to Eurostat as they do not form part of the PRODCOM List itself.

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

As given in point 4.2 Evaluation.

The following is what is actually specified on the questionnaires (see paragraph 1 of paper prepared for Working Group on Product Valuation by Paul Massey):



Production Sold (S) – value collected for all categories and volume data for most.

Sales of Goods of own production invoiced during the period, net of trade and other discounts, agents, allowances on returns

Include:

- Transfer of goods to other parts of the same organisation not covered by this return. These should be valued as if sold to an independent source.
- Cost of packaging materials less allowances for returnable containers
- Sales of goods made for you under sub-contracting/toll manufacturing arrangements. That is, work carried out by other firms or outworkers on materials supplied by you
- Free-on-board value where goods have been exported

Exclude:

- VAT
- Net proceeds from sales of capital items
- Transport costs (where possible)
- Staged payments (*note this is to be included from 2000*)

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

**Comments:**

## 7.2 How frequently do you collect data for PRODCOM?

- Quarterly:
- Annually:
- Mix of monthly, quarterly and annual data collection:
- Other:

## 7.3 By which media do you collect PRODCOM data?

- Mailed paper questionnaires:
- Electronic questionnaires:
- Manual data collection from companies' internal product specification:
- Electronic data collection from companies' internal product specification:
- Other methods:

**Comments:**

The majority of returns are collected via mailed paper questionnaires. The UK was piloting the use of an Electronic Questionnaire for a small number of quarterly surveys/firms. This has now been discontinued due to the development of a questionnaire on the Internet. A pilot exercise to collect data via this method is planned to start for collection of Q1 2000 data in Spring 2000.

7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

YES

NO

If **YES** please specify how:

This is done by looking at the previous returns made by firms so that the products they make can be printed on their next questionnaire. This includes products made which are classified to other NACE subclasses, i.e. carry-out production (when PRODCOM was first introduced, customisation of forms was done by contacting all firms new to the survey beforehand, to find out what they made).

For new firms in the sample, the UK is assessing whether there is a benefit in telephoning them before the survey is sent out to find out what they make and therefore customise their questionnaire. The other alternative is to ask them to list all of their production on the questionnaire. The DVB staff then has to 'code' this production into the PRODCOM codes.

7.5 When do you send the questionnaires?

At the start of the survey period:

At the end of the survey period:

Within a month after the end of the survey period:

More than a month after the end of the survey period:

**Comments:**

## 8. Response rate

8.1 What is the general/average rate of response?

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| High (90% or more)               | <input type="checkbox"/>            |
| Medium (between 70% and 90%)     | <input checked="" type="checkbox"/> |
| Fairly low (between 50% and 70%) | <input type="checkbox"/>            |
| Low (less than 50%)              | <input type="checkbox"/>            |

**Comments:**

80% response is the official target for achieved response. This is met overall, but is sometimes bettered in some NACE subclasses, and sometimes slightly worse in others.

8.2 Do you take any actions to increase the response rate?

- |     |  |
|-----|--|
| YES | <input type="checkbox"/>                 |
| NO  | <input checked="" type="checkbox"/><br>* |

If **YES** please specify which methods:

\* Not in terms of trying to increase beyond 80%; once the 80% response rate is achieved for a NACE class, the response for that industry is accepted.

8.3 What is the general/average speed of response?

- |   |                                     |
|---|-------------------------------------|
| High, i.e. around 80% of the answers are received within one month after deadline for response      | <input type="checkbox"/>            |
| Medium, i.e. around 80% of the answers are received within three months after deadline for response | <input checked="" type="checkbox"/> |
| Low, i.e. around 80% of the answers are received within six months after deadline for response      | <input type="checkbox"/>            |
| Later   | <input type="checkbox"/>            |

## 8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

It is made clear on the front of the questionnaire that estimates are acceptable if exact figures are unavailable.

Two letters reminding firms to supply figures are despatched: 2 weeks and 6 weeks after the response deadline for the annual survey questionnaires; 1 week and 3 weeks after the response deadline for the quarterly questionnaires.

DVB staff also 'response chase' non-responding firms via telephone and fax duplicate copies of questionnaires after reminder letters have gone out. They prioritise firms whose production is 20% or more of a product.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

## 9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

The UK introduced an optimal sample design in respect of the 1997 annual survey, and 1998 quarterly surveys. The survey returns are 'grossed up' -i.e. estimation using statistical methods is then carried out in order to achieve population estimates, i.e. covering 100% of UK activity for each NACE class.

(Previous to this the UK sent forms to all firms in a NACE class in order to cover 90% of employment (i.e. proxying employment for production), but never allowing complete enumeration of firms below size 20 employment. Sampling was done below this level in order to provide estimates covering 100%, i.e. grossing).

## 9.2 Do you include estimates of missing data in the PRODCOM output data?

YES NO 

If **YES** please specify how the missing data is estimated:

Imputations (estimates) are made for non-response on value and volume data:

*Value data:* If a firm does not respond to the value question for a product, an estimate is made for the non-responding firm using the average movement of the value of production of the product by other firms, between the current and previous survey period

*Volume data:* If a firm does not respond to the volume question for a product, an estimate is made for the non-responding firm using information supplied in the previous survey period(s). If this is unavailable the median unit price for the product is calculated from other firms' returns for that product in the current survey period. This is then used to estimate the missing volume data using the identity  $\text{volume} = \text{value} / \text{unit price}$

Estimation is carried out for non-sampled units and units that have never responded:

Estimation is carried out for each product, within each industry observed as making the product. The industry estimates for the product are then aggregated to obtain the final estimate of total activity for that product in the UK.

The procedure is as follows for each product, for each industry making the product: the aggregate of the survey returns for the product is created. This is then 'grossed up' by adding on an estimate of the activity of the non-sampled firms (and any that have never responded and therefore cannot be imputed for - see above). This estimate is based on the observed productivity of the firms making the product (excluding outlying or atypical values), the proportion of the sample observed making the product, and the employment of the IDBR of the non-sampled firms and any who have never responded.

## 9.3 Do you plan to change the method of your data collection?

YES NO **Comments:**

No, although the U.K. does not know how well the Internet pilot (see above) will go and this may lead to more collection via those methods in future.

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Firms' returns are either electronically scanned or manually keyed into the PRODCOM computer system. Various checks are then performed on the data, e.g. current period on previous period movement, revisions, movement over time in unit price, etc.

Non-production totals and turnover totals are also collected to enable consistency checks to be carried out - i.e. to ensure that no production has been missed out on the questionnaires.

The aggregate of the survey returns for each product are also validated: again, similar checks are carried out including checks of the estimates made for non-responding firms.

(for details of the validation checks carried out, please see the paper prepared for the Working Group on Data Validation by Tony Birch)

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units *		<b>X</b>			
Medium size units			<b>X</b>		
Small units				<b>X</b>	

(\* In general - although large firms also sometimes code products incorrectly to PRODCOM codes, leading to revisions)

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

Grossed products go through four sets of checks in the PRODCOM computer system, covering: period-on-period movement, revisions, unit price movement and PRODCOM data compared with trade data unit prices.

(for details of the validation checks carried out, please see the paper prepared for the Working Group on Data Validation by Tony Birch)

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data				<b>X</b>		

**Please specify why:**

It is known that data collection and coding of products is more difficult in some industries/sectors than others and that the data quality does vary across sectors. Volume data causes particular problems.

Comparison of turnover estimates between PRODCOM and the Structural Business survey indicate that manufacturing estimates are reasonably congruent.

Estimation can be difficult in, for example industries which are dominated by small firms: i.e. employment less than 20. The UK is constantly trying to improve upon its methods and the introduction of the new sample design and methodology should improve the estimates.

To answer this question properly the UK needs quality measures that we can assess, as quality means different things to different users: e.g. extent and number of revisions, amount of imputation for non-response, etc.

The UK hopes to develop standard errors over the next year or so, which will be one definitive measure of accuracy. The UK is also starting work on developing quality measures.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

The UK is continuing to improve its methods; a project is currently being carried out to improve the method of estimating for non-response of volume data and the grossing methodology will also be reviewed during 2000/01.

It is also planned to review the validation gates for the grossed data in order to make them product specific.



# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Hagstofa Islands  
Skuggasund 3  
IS-150 Reykjavik  
ICELAND

Person responsible for PRODCOM: Mr. Haraldur Thorbjörnson  
Tel: (+354) 545 - 8863  
Fax: (+354) 561 - 0255  
E-mail: haraldur.thorbjornsson@statice.is

## 1. Organisation of PRODCOM

1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The Business statistics division of Statistics Iceland conducts the PRODCOM survey. Head of the division is Mr. Haraldur Thorbjörnsson but within the division Mr. Magnus Bergmann is in charge of PRODCOM.

## 2. Register and classification structure

2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

Statistics Iceland is working on the Business register and it will probably be fully functioning soon next year. It can probably be used to find the PRODCOM survey population for the year 1999.

For earlier years Statistics Iceland had all the data available which is to be included in the register. Iceland has a General Register of Enterprises and it contains general information on the enterprises and their activity. Information on turnover and number of employees for all enterprises is obtained from the Tax authorities.

2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

-

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

Activities of enterprises are broken down to 5-digit NACE (Rev. 1) in the General Register of Enterprises.

## 2.4 How often is this register updated?

Constantly, at least every three months: At least annually: At other intervals: **Comments:**

The General Register of Enterprises is updated daily.

## 2.5 By which source(s) is the register updated?

By information from registers for public administration: By information from the structural business statistics: By information from national Business Associations: 

### 3. Survey population

## 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification: Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification: Other: **Please specify:**

Iceland has not included the E section of NACE (Rev. 1) in the surveys so far. The PRODCOM survey includes all other industrial companies which have more than 3 employees and/or an annual turnover of more than 20 million ISK.

## 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey: Annually: Quarterly: Other, please specify: **Comments:**

The PRODCOM survey population is updated annually, before each survey.

## 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES **Please specify:**

Before sending out new questionnaires, the old and the new survey populations are compared in order to see if some important enterprises are missing.

NO **Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?**Observation unit:**

All enterprises and individuals having more than 3 employees and/or more than 20 million ISK in annual turnover are included in the survey population.

## 5. Product classification

5.1 Which product classification is your national PRODCOM survey based on?

Latest PRODCOM list or similar:

The Combined Nomenclature (CN):

Combination of the PRODCOM List and the CN:

Basic use of the PRODCOM list, but the questionnaires are not updated each year:

Other:

**Comments:**

5.2 Do you collect information on B-headings?

YES

**Please specify:**

NO

**Please specify:**

Up to now Iceland has deemed the value of the B-headings to be less than the cost of collecting the information.

## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

## 6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995: Prices that are close to ESA 1995 definition: Another price definition: **Comments:**

## 6.2 Do you plan to change this definition?

YES NO If **YES**, please specify the change:**7. Data collection**

## 7.1 How is data collected for PRODCOM?

PRODCOM has its own survey: PRODCOM is a part of another survey: Other methods: **Comments:**

## 7.2 How frequently do you collect data for PRODCOM?

Quarterly: Annually: Mix of monthly, quarterly and annual data collection: Other: **Comments**

## 7.3 By which media do you collect PRODCOM data?

- Mailed paper questionnaires:
- Electronic questionnaires:
- Manual data collection from companies' internal product specification:
- Electronic data collection from companies' internal product specification:
- Other methods:

**Comments:**

All of the Icelandic questionnaires are sent out by mail, but companies are offered the option of getting them via e-mail if they prefer that.

## 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

- YES
- NO

If **YES** please specify how:

Questionnaires are based on product history. If there is product history for a company, then the figures are printed on the new questionnaire to make it easier for the companies to fill it out.

## 7.5 When do you send the questionnaires?

- At the start of the survey period:
- At the end of the survey period:
- Within a month after the end of the survey period:
- More than a month after the end of the survey period:

**Comments:**

When the survey population is prepared, Statistics Iceland relies on administrative registers, which first became available for use in March.

## 8. Response rate

8.1 What is the general/average rate of response?

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| High (90% or more)               | <input type="checkbox"/>            |
| Medium (between 70% and 90%)     | <input type="checkbox"/>            |
| Fairly low (between 50% and 70%) | <input checked="" type="checkbox"/> |
| Low (less than 50%)              | <input type="checkbox"/>            |

**Comments:**

This is the response rate based on number of enterprises. When the response rate is based on value covered, then it is much higher, up to 90%.

8.2 Do you take any actions to increase the response rate?

- |     |                                     |
|-----|-------------------------------------|
| YES | <input checked="" type="checkbox"/> |
| NO  | <input type="checkbox"/>            |

If **YES** please specify which methods:

If the questionnaire has not been returned within the given deadline, then a reminder is sent out, urging the companies to return the questionnaire as soon as possible. If there is still no answer, the enterprises are contacted by phone. Missing companies are listed according to turnover, so it is very easy to prioritise the enterprises to be contacted.

8.3 What is the general/average speed of response?

- |   |                                     |
|---|-------------------------------------|
| High, i.e. around 80% of the answers are received within one month after deadline for response      | <input type="checkbox"/>            |
| Medium, i.e. around 80% of the answers are received within three months after deadline for response | <input checked="" type="checkbox"/> |
| Low, i.e. around 80% of the answers are received within six months after deadline for response      | <input type="checkbox"/>            |
| Later   | <input type="checkbox"/>            |



8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

Same as in 8.2.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

In Iceland, all enterprises with 3 or more employees and/or exceeding a certain level of turnover are included in the PRODCOM survey.

By using the Business Register, the VAT-register, the Payroll Register and other administrative registers, it is possible to respect the 90% goal.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

Missing data is estimated by studying the overall trend in the relevant NACE class, the history of the enterprises involved and available data in administrative registers.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

Statistics Iceland is considering the following:

- Forms sent and received via e-mail.
- Electronic questionnaires on the internet.
- Inclusion of forms in accounting software.

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

Incoming forms are evaluated by comparing them with older forms, and sometimes by comparison with VAT data.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units			<b>X</b>		
Medium size units			<b>X</b>		
Small units			<b>X</b>		

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

Iceland has used the PRC-Base program to assess the quality of the output data.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data				<b>X</b>		

**Please specify why:**

Considering that Iceland has only once collected production data using the PRODCOM codes directly, the data is considered to be acceptable. However with more experience, Iceland can and will do better and therefore the Icelandic PRODCOM data will only improve from here on.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why:

Iceland is constantly trying to improve the data and so the quality of the Icelandic PRODCOM data will, with more experience, keep getting better.

# PRODCOM

## Questionnaire on the PRODCOM methodology

This questionnaire is part of a programme to monitor national PRODCOM methodologies.

- The questionnaire covers:
1. Organisation of PRODCOM
  2. Register and classification structure
  3. Survey population
  4. Observation unit
  5. Product classification
  6. Product valuation
  7. Data collection
  8. Response rate
  9. Estimation of missing data
  10. Validation of incoming data
  11. Quality of the PRODCOM output data

### Institution and person responsible

Statistics Norway (SN)  
Unit 230  
P.O. Box 8131 Dep.  
N - 0033 Oslo

Person responsible for PRODCOM: Richard Ragnarsøn  
Department: Division for External Trade, Energy and Industrial Statistics  
Tel: (+47) 22 86 46 88  
Fax: (+47) 22 86 49 96  
E-mail: rir@ssb.no

## 1. Organisation of PRODCOM

### 1.1 How is the PRODCOM work organised in your institution?

**Answer:**

The Division for External Trade, Energy and Industrial Statistics in Statistics Norway conducts the PRODCOM survey. The Head of Division is Mr. Bjørn Bleskestad. The Industrial Statistics group is divided into two smaller groups. One group collects and thoroughly checks the data material on a microlevel. The other group is responsible for output and publication, as well as creation and updating of the statistical tools. This group has a co-ordinating function towards other units in Statistics Norway, such as the Division for Statistical Methods and Standards and the Office for IT and also towards Eurostat.

## 2. Register and classification structure

### 2.1 Do you have a business register from which you extract names and addresses of the companies included in the PRODCOM survey?

YES

If **YES**, please specify the name:

The Central Register of Establishments and Enterprises at Statistics Norway.

NO

If **NO**, please specify how you get names and addresses for the PRODCOM survey:

### 2.2 Which statistical unit(s) is/are included in your business register?

**Please specify the definitions:**

The Central Register of Establishments and Enterprises at Statistics Norway includes five main statistical units: legal units, enterprises, local units, kind-of-activity units (KAU) and local kind-of-activity units (local KAUs).

For the purpose of PRODCOM the unit used is 'Enterprise'. The Norwegian definition can be found in 4.1.

2.3 By which activity classification do you classify the statistical units in the register?

By NACE (Rev. 1), as defined in **annex 1**:

By a national version of NACE (Rev.1):

**Please specify:**

The statistical units are classified according to the Norwegian Standard Industrial Classification (SIC94), which is a national version of NACE Rev. 1 -

SIC94 is made up of:

- 17 Sections (identified by 1 letter)
- 31 Subsections (identified by 2 letters)
- 60 Divisions (positions 1 and 2)
- 222 Groups (positions 1-3)
- 503 Classes (positions 1-4)
- 658 Subclasses (positions 1-5)

2.4 How often is this register updated?

Constantly, at least every three months:

At least annually:

At other intervals:

**Comments:**

The register is updated constantly (online, on a daily basis).

2.5 By which source(s) is the register updated?

By information from registers for public administration:

By information from the structural business statistics:

By information from national Business Associations:

### 3. Survey population

#### 3.1 Which unit(s) do you include in the PRODCOM survey?

Statistical units from the business register classified in sections C, D and E of the NACE (Rev. 1) classification:

Observation unit(s) classified wholly or partly in the sections C, D and E of the NACE (Rev. 1) classification:

Other:

**Please specify:**

The Norwegian PRODCOM survey covers all industrial enterprises with 20 or more employees. In addition, the survey also covers enterprises with less than 20 employees for some activity sub-classes. The survey population is identified at establishment level and not at enterprise level. This implies that enterprises classified in other NACE activity sections are also included, provided they have a certain level of production within sections C, D or E.

#### 3.2 How often do you update the PRODCOM survey population?

Constantly, before each PRODCOM survey:

Annually:

Quarterly:

Other, please specify:

**Comments:**

The population is updated before each PRODCOM survey, which Norway does on an annual basis.

#### 3.3 Do you compare the updated survey population with the previous survey to verify the changes?

YES

**Please specify:**

NO

**Please specify:**

## 4. Observation unit

The Council Regulation (EEC) No 696/93 includes definitions of eight statistical units, cf. **annex 2**. A uniform definition of the observation unit is important for comparing PRODCOM statistics from different countries.

The observation unit – according to Eurostat – represents an identifiable entity, about which data can be obtained. During the collection of data, this is the unit for which data is recorded. It should be noted that this may, or may not be, the same as the reporting unit, i.e. the unit that reports the information for each of the observation units.

- 4.1 What is the definition of the **observation unit** used in your national PRODCOM survey?

**Observation unit:**

The observation unit is the enterprise, which is defined as an organisational unit comprising all economic activities engaged in by one-and-the-same owner. Hence an enterprise is a legal entity covering one or more productive units (establishments).

## 5. Product classification

- 5.1 Which product classification is your national PRODCOM survey based on?

- Latest PRODCOM list or similar:
- The Combined Nomenclature (CN):
- Combination of the PRODCOM List and the CN:
- Basic use of the PRODCOM list, but the questionnaires are not updated each year:
- Other:

**Comments:**

- 5.2 Do you collect information on B-headings?

YES

**Please specify:**

Statistics Norway collects information on B-headings for some products, but data is mainly collected on A-headings.

NO

**Please specify:**



## 6. Product valuation

The **General Notes** in the PRODCOM List specify, in point 4.2 Evaluation (see **annex 3** for a version in your national language), that the 'value of production sold/production intended for sale should be calculated on the basis of the ex-works selling price obtained/obtainable during the reporting period. This price includes packaging costs but not turnover taxes and consumer taxes neither separately charged costs of freight nor any discounts granted to customers'.

This specification comes close to the definition of the value in 'basic prices'. The concept of 'basic prices' is defined in the 'ESA 1995' (European System of Accounts (ESA) 1995, [3.48]). The definition is:

"The basic price is the price receivable by the producers from the purchaser for a unit of a good or service produced as output minus any tax payable on that unit as a consequence of its production or sale (i.e. taxes on products), plus any subsidy receivable on that unit as a consequence of its production or sale (i.e. subsidies on products). It excludes any transport charges invoiced separately by the producer. It includes any transport margins charged by the producer on the same invoice, even when they are included as a separate item on the invoice".

6.1 Which principle of valuation do you apply?

Basic prices as defined in the ESA 1995:

Prices that are close to ESA 1995 definition:

Another price definition:

**Comments:**

6.2 Do you plan to change this definition?

YES

NO

If **YES**, please specify the change:

## 7. Data collection

7.1 How is data collected for PRODCOM?

PRODCOM has its own survey:

PRODCOM is a part of another survey:

Other methods:

## 7.2 How frequently do you collect data for PRODCOM?

- Quarterly:
- Annually:
- Mix of monthly, quarterly and annual data collection:
- Other:

## 7.3 By which media do you collect PRODCOM data?

- Mailed paper questionnaires:
- Electronic questionnaires:
- Manual data collection from companies' internal product specification:
- Electronic data collection from companies' internal product specification:
- Other methods:

**Comments:**

## 7.4 Do you customise your national PRODCOM questionnaires to fit the observation units?

- YES
- NO

If **YES** please specify how:

The questionnaires include the PRODCOM codes that the enterprise used in the preceding year. New enterprises receive questionnaires with the most common PRODCOM codes for their class.

## 7.5 When do you send the questionnaires?

- At the start of the survey period:
- At the end of the survey period:
- Within a month after the end of the survey period:
- More than a month after the end of the survey period:

## 8. Response rate

8.1 What is the general/average rate of response?

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| High (90% or more)               | <input checked="" type="checkbox"/> |
| Medium (between 70% and 90%)     | <input type="checkbox"/>            |
| Fairly low (between 50% and 70%) | <input type="checkbox"/>            |
| Low (less than 50%)              | <input type="checkbox"/>            |

**Comments:**

8.2 Do you take any actions to increase the response rate?

- |     |                                     |
|-----|-------------------------------------|
| YES | <input checked="" type="checkbox"/> |
| NO  | <input type="checkbox"/>            |

If **YES** please specify which methods:

One employee at the division is the contact for all enterprises sending in questionnaires concerning industrial statistics. The enterprises are reminded twice, before Norway sends out warning letters regarding fines. The Norwegian Statistical Act allows Norway to fine the establishments that do not return the questionnaires.

In addition, the group that checks the data calls up those establishments that have returned incomplete, or clearly incorrect questionnaires.

8.3 What is the general/average speed of response?

- |   |                                     |
|---|-------------------------------------|
| High, i.e. around 80% of the answers are received within one month after deadline for response      | <input type="checkbox"/>            |
| Medium, i.e. around 80% of the answers are received within three months after deadline for response | <input type="checkbox"/>            |
| Low, i.e. around 80% of the answers are received within six months after deadline for response      | <input checked="" type="checkbox"/> |
| Later   | <input type="checkbox"/>            |

8.4 Do you take any actions to speed up response?

YES

NO

If **YES** please specify which actions:

See answer to 8.2, regarding the response rate.

## 9. Estimation of missing data

The PRODCOM Council Regulation states that "Member States shall adopt survey methods designed to facilitate the collection of data from undertakings representing at least 90% of national production per NACE Rev. 1 class.

9.1 Which method do you use to comply with the "90% rule"?

**Answer:**

The Norwegian sample is based on register information. The PRODCOM survey includes about 90% of turnover in Norway. On this basis it is expected that the PRODCOM survey covers about 90% of the national production.

9.2 Do you include estimates of missing data in the PRODCOM output data?

YES

NO

If **YES** please specify how the missing data is estimated:

Volume data are estimated by using a ratio estimator, where possible.

9.3 Do you plan to change the method of your data collection?

YES

NO

If **YES** please specify the change:

## 10. Validation of incoming data

10.1 Which kind of quality control do you apply to incoming data?

**Answer:**

All questionnaires are checked manually at micro-level. They are also checked manually against the figures / questionnaires from the preceding year and against the accounting statistics.

For enterprises that have reported suspicious data, the contact persons (as asked for in the questionnaires) are telephoned. The information given is checked against the Central Register of Establishments and Enterprises. Furthermore, the Internet is used as a source of information.

Control lists are generated,

- to check that total value of PRODCOM goods is equal to turnover;
- to check for the use of invalid PRODCOM codes;
- to check if less than 50% of an enterprise's production falls within its NACE activity class.
- to check prices on goods that differ by more than 100% from the mean price of the PRODCOM goods concerned.

10.2 How is the quality of the PRODCOM data linked to the size of the unit?

	Excellent	Good	Acceptable	Poor	Very poor
Large units		<b>X</b>			
Medium size units		<b>X</b>			
Small units		<b>X</b>			

## 11. Quality of the PRODCOM output data

11.1 Do you apply quality control to the output data of PRODCOM?

YES

NO

If **YES** please specify how:

The output data is examined before publication and distribution, especially the imputed volume data.

The users of PRODCOM statistics give us good feedback on the quality of the data and on their experience of using the data. Users include the Division for National Accounts.

11.2 Where – on a scale from excellent to very poor - would you range the quality of the PRODCOM data of your country?

	Excellent	Very good	Good	Acceptable	Poor	Very poor
Quality of data		<b>X</b>				

**Please specify why:**

Statistics Norway executes a thorough control on all incoming data at microlevel. Questionnaires are received from almost all the enterprises in the sample.

11.3 Do you expect changes in the quality of the PRODCOM output data in the near future?

YES

NO

If **YES** please specify why: