

## Structure and contents

STRUCTURE AND CONTENTS	1
THE MANUAL AS A GUIDE	3
SECTION A: INTRODUCTION	3
1. European statistics	3
SECTION B: INFRASTRUCTURE & COVERAGE	5
<ul> <li>2. Infrastructure</li> <li>2.1. Statistical units</li> <li>2.2. Classifications</li> <li>3. Business populations</li> <li>3.1. Registers at the heart of business statistics - the frame population</li> <li>3.2. Contents, coverage and maintenance of the SBR</li> </ul>	5 3 7 12 13 14
SECTION C: COLLECTION TO PROCESSING - GENERAL	16
4. NATIONAL DATA COLLECTION 4.1. Subsidiarity, national coverage 4.2. Combination of sources 4.3. Sources 5. COMPILING NATIONAL RESULTS 5.1. Data control/editing 5.2. Treating non-response 5.3. Weighting samples / grossing up 5.4. Confrontation 5.5. Compiling indices 5.6. Decomposition	16 16 16 16 19 20 20 21 22 22 22
SECTION D: COLLECTION TO PROCESSING - INDEX SPECIFIC	31
6. COMMON INDICATORS 6.1. Employment 6.2. Hours worked 6.3. Wages and salaries 6.4. New orders and alternative leading indicators 7. INDUSTRIAL INDICATORS 7.1. Production 7.2. Turnover 7.3. Output prices 7.4. Import prices 8. CONSTRUCTION INDICATORS 8.1. Production	31 34 37 41 46 46 55 59 66 71
8.2. Construction costs and prices	75
8.3. Building permits  9. SERVICES INDICATORS (INCLUDING RETAIL TRADE)  9.1. Turnover  9.2. Deflator of sales  9.3. Output prices of services	79 81 81 83 83



SECTION E: TRANSMISSION TO DISSEMINATION	91
10. NATIONAL DATA TRANSMISSION TO EUROSTAT	91
10.1. Preparation: identification of confidential data, data robustness	91
10.2. Transmission: format and media	92
10.3. Data transmission timetable	93
10.4. Data revisions	93
11. COMPILING EU INDICES	94
11.1. Data reception	94
11.2. Compiling EU indices and decomposition	94
12. DISSEMINATION OF RESULTS BY EUROSTAT	96
12.1. Identification of confidential data for geographical aggregates	96
12.2. Choice of data for compilation: indices and growth rates	96
12.3. Choice of dissemination format/media	97
12.4. Timetable for compilation and dissemination	98
12.5. Revisions of EU indices	98
12.6 Quality	99