EUROPEAN COMMISSION
EUROSTAT

Deputy Director General
Unit 0-2: Statistical governance, quality and evaluation

European Statistics Code of Practice

Self Assessment Questionnaire

The questionnaire may be answered electronically by either clicking on boxes or filling in text in the foreseen fields.

Guidelines for the use of the Code of Practice Questionnaire

What is the Code of Practice Questionnaire?

The Code of Practice (CoP) has been developed by a Task Force of the Statistical Programme Committee in consultation with the quality managers of the European Union national statistical institutes to provide a common tool for a self-assessment against the principles and indicators of the European Statistics Code of Practice. At the same time it will provide the basis for the reporting on the European Statistical System adherence to the principles of the Code.

Who should fill in the CoP Questionnaire?

The questionnaire has been designed in a way that – in general – most parts can be filled in centrally, i.e. by horizontal services of the statistical authority, the major addressee being the quality manager of the organisation. Other units involved are the strategic planning and policy unit, the personnel and financial unit, the press office and the dissemination and metadata unit. However, depending on the organisational set-up and in particular on the degree to which information on statistical production processes is centrally available, it might be necessary to involve as well statistical production units.

A final review of the results, in particular of the part on the institutional environment and on the follow-up parts for each principle by the head of the statistical authority may promote validity of the results.

The objectives of the CoP questionnaire

In the framework of the implementation of the Code of Practice, the European Statistical System will review the Code's implementation periodically by the use of the indicators of good practice for each of the 15 principles. The Statistical Programme Committee will carry out peer review monitoring of the implementation of the Code. With the indicators of good practice varying in terms of detail, the CoP questionnaire is meant as a common basis and help for these reviews.

While organisations may feel free to deviate to some extent from this questionnaire, it benefits a common reading of the principles and facilitates the further processing of the results of the self-assessments.

At the same time it serves to identify at national and – as far as possible – at European Statistical System level, areas for further development and improvement, thus providing the basis for national and Community Code of Practice improvement plans.

Finally this questionnaire will be useful as a kind of checklist for the peer reviews and in communicating the ambition of the Code to national statistical authorities other than the national statistical institutes.

The structure of the CoP questionnaire

The CoP questionnaire follows the structure of the European Statistics Code of Practice. It is subdivided into 15 principles and the 3-7 indicators for each of the principles. For each principle the questionnaire concludes with a follow-up part in which particular issues can be highlighted and statistical authorities are requested to reflect upon improvement actions and a time frame towards full implementation of the Code's principles. Room has been foreseen as well to provide additional information and comments on the replies to the questions relating to that principle. Finally, suggestions for improving the questionnaire are invited.

Some questions are highlighted to be answered collectively by the SPC, some of them to require in addition some kind of user consultation. They are to be considered experimental as further reflections will be required to arrive at a meaningful assessment for the European Statistical System. Nevertheless, they have been retained in this questionnaire for reasons of completeness but as well to encourage input to this assessment.

How to use the CoP Questionnaire

Take the CoP Questionnaire as a basis when reviewing your organisation's position vis à vis the Code of Practice. It may help to raise the right questions, stimulate discussion – including on the pertinence of possible additional follow-up questions or different questions tailored to the organisation's specific situation - and provides a common structure for the results and the identification of improvement actions.

For some questions, the reply "yes" or "no" may seem to need some follow-up information. At the same time, questions for which percentages over the organisation are requested may be difficult to reply to given the heterogeneity of the organisation's processes and outputs. Again, here the questionnaire is intended as a first indication only to flag potential areas for follow-up questions, improvement actions or further discussion, e.g. in the framework of peer reviews.

While completing the questionnaire, the glossary at the end of the questionnaire may prove useful in explaining some technical terms and concepts used as well as standards referred to in the questionnaire. Most entries have been taken from the DESAP Self Assessment Checklist for Survey Managers.

1. Professional Independence

The professional independence of statistical authorities from other policy, regulatory departments and bodies, as well as form private sector operators, ensures the credibility of European Statistics.

Indicator 1.1:
The independence of the statistical authority from political and other external interference in producing and disseminating official statistics is specified in law.

1. a Is, in your country, the independence of the statistical authority from political and other external interference in producing and disseminating official statistics laid down in law?

Yes.. ☐

No .... ☐

Indicators 1.2, 1.3 and 1.4:
The head of the statistical authority has sufficiently high hierarchical standing to ensure senior level access to policy authorities and administrative public bodies. He/She should be of the highest professional calibre.

The head of the statistical authority and, where appropriate, the heads of its statistical bodies have responsibility for ensuring that European Statistics are produced and disseminated in an independent manner.

The head of the statistical authority and, where appropriate, the heads of its statistical bodies have the sole responsibility for deciding on statistical methods, standards and procedures, and on the content and timing of statistical releases.

2. Is the hierarchical level of the head of the statistical authority comparable to ….

… Minister (or senior political position) .... ☐

… Highest (non-political) public servant... ☐

… Other authority (please specify below) .... ☐

3. a Is the appointment of the head of the statistical authority based on a fixed term contract?

Yes.. ☐

No .... ☐ **Skip to 4**

b If yes, is it renewable?

Yes.. ☐

No .... ☐ **Skip to 4**

c If yes, have the last three heads of the statistical authority completed their appointments according to the fixed terms?

Yes.. ☐ **Skip to 4**

No .... ☐

d If no, please, specify below.

4. Is the content of statistical press releases subject to Ministerial approval?

Always .... ☐

Sometimes.. ☐

Never .... ☐

5. Is the timing of statistical press releases subject to Ministerial approval?

Always .... ☐

Sometimes.. ☐

Never .... ☐

6. Is the choice of statistical methods, standards and procedures subject to Ministerial approval?

Always .... ☐

Sometimes.. ☐

Never .... ☐

Indicator 1.5:

The statistical work programmes are published and periodic reports describe progress made

7. a Has your organisation a statistical work programme?

Yes.. ☐

No .... ☐ **Skip to 8**

b If yes, is the statistical work programme made public?

Yes.. ☐

No .... ☐

8. Is the progress status of the statistical work programme made public?

Yes.. ☐

No .... ☐

Indicator 1.6:

Statistical releases are clearly distinguished and issued separately from political/policy statements.

9. a Are statistical releases (e.g. press releases, reports, etc) clearly identified as products of the statistical authority?

Yes.. ☐

No .... ☐ **Skip to 10**

b If yes, how can statistical products be recognised?

Logo.. ☐

Design... ☐

Copyright .... ☐

Other (please, specify below)... ☐

10. Are statistical releases issued separately from political/policy statements?

Always .... ☐

Sometimes.. ☐

Never .... ☐

Indicator 1.7:

The statistical authority, when appropriate, comments publicly on statistical issues, including criticisms and misuses of official statistics.

11. As the statistical authority, do you have a specific policy to intervene publicly on statistical issues, in case of ….

a … criticism of official statistics

Yes.. ☐

No .... ☐

b … misuses of official statistics

Yes.. ☐

No .... ☐

c … misinterpretation of official statistics

Yes.. ☐

No .... ☐

d If yes, please state briefly the policy

Follow up:

12. Which is the main area of strength with regard to professional independence of your organisation? Please state below.

13. Which is the main area of weakness with regard to professional independence of your organisation? Please state below.

14. On basis of the above mentioned indicators, which actions would you like to take which are suited to further promote your organisation's professional independence? Please, list the actions below and give the time frame.

Actions and time frame

15. Which possible improvement actions at European level are suited to promote your organisation's professional independence? Please, list the actions below and give the time frame.

Actions and time frame

16. Would you like your organisation to have a peer review in the area of professional independence?

Yes.. ☐

No .... ☐

17. Do you have comments regarding the principle of professional independence? Please provide these below.

18. Do you have suggestions for improving the questions on professional independence? Please provide these below.

2. Mandate for Data Collection

Statistical authorities must have a clear legal mandate to collect information for European statistical purposes. Administrations, enterprises, households, and the public at large may be compelled by law to allow access to or deliver data for European statistical purposes at the request of statistical authorities.

Indicator 2.1:
The mandate to collect information for the production and dissemination of official statistics is specified in law.

1. Is the mandate to collect information for the production and dissemination of official statistics specified in law?

   Yes... ☐

   No .... ☐

Indicator 2.2:
The statistical authority is allowed by national legislation to use administrative records for statistical purposes.

2. a Is the statistical authority allowed to use administrative sources for statistical purposes?

   Yes... ☐

   No .... ☐ **Skip to 3**

   b If yes, ...

   by legislation .... ☐

   by other forms of agreement .... ☐

   c If yes, are the ministries and institutions allowed to provide data on the base of their specific legislation?

   Always .... ☐

   Sometimes... ☐

   Never .... ☐

Indicator 2.3:
On the basis of a legal act, the statistical authority can compel response to statistical surveys

3. a Is the obligation to reply to a survey stipulated by the statistical legislation of your country?

   Yes, for all surveys .... ☐ **Skip to 4**

   Yes, for some surveys... ☐

   No .... ☐ **Skip to the next chapter**

   b If yes for some, which types of reporting units (entities) are included?

   All enterprises... ☐

   Some enterprises .... ☐

   Households only .... ☐

   Other reporting units (please specify below)... ☐

4. a In case households reject the obligation to reply to a survey, is there a system of sanctions in place?

Yes .... ☐

No .... ☐ **Skip to 5**

  b If yes, how often do you practice it?

Always .... ☐

Sometimes .... ☐

Never .... ☐

5. a In case enterprises reject the obligation to reply to a survey, is there a system of sanctions in place?

Yes .... ☐

No .... ☐ **Skip to 6**

  b If yes, how often do you practice it?

Always .... ☐

Sometimes .... ☐

Never .... ☐

Follow up:

6. Please state below the main area of strength with regard to your organisation's mandate for data collection:

7. Please state below the main area of weakness with regard to your organisation's mandate for data collection:

8. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to strengthen your organisation's mandate for data collection:

Actions and time frame:

9.   Please identify below possible improvement actions at European level suited to promote your organisation's professional independence:

Actions and time frame:

10.   Would you like your organisation to have a peer review in the area mandate for data collection?

Yes.. ☐

No .... ☐

11.   Do you have comments regarding the principle of mandate for data collection? Please provide these below.

12.   Do you have suggestions for improving the questions on mandate for data collection? Please provide these below.

3. Adequacy of Resources

The resources available to statistical authorities must be sufficient to meet European Statistics requirements.

Indicator 3.1:

Staff, financial, and computing resources, adequate both in magnitude and in quality, are available to meet current European Statistics needs.

1. Please provide the following measures for mid 2005.
Note: Member States with decentralised statistical systems are required to provide data for the NSI and if available aggregate national data.

   a Total staff (excluding field staff/interviewers) in full time equivalents.....................
      Of which

   b Total staff dealing with IT matters (in full time equivalent units).............................

   c Total annual budget including administrative expenses (in €) ....
      Of which

   d IT expenditures in %...

   e Total annual budget (including administrative expenses) per
      100,000 population (€)...
      GDP ....

2. In real terms (i.e. e.g. adjusted for special occurrences or tasks of a specific year and for inflation), is your total budget for 2005 compared to the year 2000 …

Note: if information on the year 2000 is not available, please choose the closest possible year and specify your choice:

About the same level .... ☐

higher... ☐

lower .... ☐

3. To what extent are your resources adequate in order to meet current national statistics needs?
Please indicate on a scale from 1 = completely adequate to 5 = completely inadequate.

	1	2	3	4	5
Magnitude of staff resources	☐	☐	☐	☐	☐
Quality of staff resources	☐	☐	☐	☐	☐
Magnitude of financial resources	☐	☐	☐	☐	☐
Magnitude of computing resources	☐	☐	☐	☐	☐
Quality of computing resources	☐	☐	☐	☐	☐

4. Please, evaluate to what extent you consider your resources adequate in order to carry out the current European Statistical Programme?
Please indicate on a scale from 1 = completely adequate to 5 = completely inadequate.

	1	2	3	4	5
Magnitude of staff resources	☐	☐	☐	☐	☐
Quality of staff resources	☐	☐	☐	☐	☐
Magnitude of financial resources	☐	☐	☐	☐	☐
Magnitude of computing resources	☐	☐	☐	☐	☐
Quality of computing resources	☐	☐	☐	☐	☐

Indicator 3.2:

The scope, detail and cost of European Statistics are commensurate with needs.

Questions to be answered by Eurostat and NSIs in the SPC …

5. How would you assess the scope of European Statistics as compared to users' needs?

Too low .... ☐

Adequate .... ☐

Excessive .... ☐

6. How would you assess the detail of European Statistics as compared to users' needs?

Too low .... ☐

Adequate .... ☐

Excessive .... ☐

7. How would you assess the costs (comprising costs of production and respondents' burden) of European Statistics as compared to users' needs?

Too low .... ☐

Adequate .... ☐

Excessive .... ☐

Indicator 3.3:

Procedures exist to assess and justify demands for new European Statistics against their cost.

Questions to be answered jointly by Eurostat and NSIs in the SPC.

8. How would you evaluate the procedures in place to balance new demands for European Statistics against their costs?

a Procedures at Commission level

Adequate .... ☐

They are inadequate or insufficient .... ☐

They do not exist .... ☐

b Procedures at SPC / working party level

Adequate .... ☐

They are inadequate or insufficient .... ☐

They do not exist .... ☐

    c Procedures at Council level

       Adequate .... ☐

       They are inadequate or insufficient .... ☐

       They do not exist .... ☐

    d Procedures at Parliament level

       Adequate .... ☐

       They are inadequate or insufficient .... ☐

       They do not exist .... ☐

Indicator 3.4:

Procedures exist to assess the continuing need for all European Statistics, to see if any can be discontinued or curtailed to free up resources.

Questions to be answered jointly by Eurostat and NSIs in the SPC.

9.   How would you evaluate the procedures in place to assess the continuing need for all existing European Statistics to see if any can be discontinued or curtailed to free up resources?

    a Procedures at Commission level

       Adequate .... ☐

       They are inadequate or insufficient .... ☐

       They do not exist .... ☐

    b Procedures at SPC / working party level

       Adequate .... ☐

       They are inadequate or insufficient .... ☐

       They do not exist .... ☐

    c Procedures at Council level

       Adequate .... ☐

       They are inadequate or insufficient .... ☐

       They do not exist .... ☐

    d Procedures at Parliament level

       Adequate .... ☐

       They are inadequate or insufficient .... ☐

       They do not exist .... ☐

Follow up:

10.   Please state below the main area of strength with regard to your organisation's capacity to ensure the adequacy of its resources:

11.   Please state below the main area of weakness with regard to your organisation's capacity to ensure the adequacy of its resources:

12. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to improve the adequacy of your organisation's resources:

Actions and time frame:

13. Please identify below possible improvement actions at European level suitable to improve the adequacy of your institutes' resources:

Actions and time frame:

14. Would you like your organisation to have a peer review in the area adequacy of resources?

Yes.. ☐

No .... ☐

15. Do you have comments regarding the principle of adequacy of resources? Please provide these below.

16. Do you have suggestions for improving the questions on adequacy of resources? Please provide these below.

4. Quality Commitment

All ESS members commit themselves to work and co-operate according to the principles fixed in the Quality Declaration of the European Statistical System.

1. a Has your organisation introduced a Total Quality Management (TQM)-system (e.g. the EFQM Excellence Model)?

Yes.. ☐ **Skip to 2**

No .... ☐

   b If no, is the implementation of the EFQM model (or similar model) planned?

Yes.. ☐

No .... ☐ **Skip to 2**

   c If you plan to do so, please give the time frame.

Time frame

2. Has your organisation a Strategic Plan or a Business Plan with a long-term (e.g. 5 years) perspective?

Yes.. ☐

No .... ☐

3. a Does your organisation have an entity dealing with quality management?

Yes.. ☐

No .... ☐ **Skip to 4**

   b If yes, what kind of organisational entity is it?

Unit or department... ☐

Quality Manager .... ☐

Other (please specify below) .... ☐

4. Does your organisation internally promote the European Statistical System Quality Declaration?

Yes.. ☐

No .... ☐

Indicators 4.1 and 4.2, please refer as well to "Accessibility and Clearity":

Product quality is regularly monitored according the ESS quality components.

Processes are in place to monitor the quality of the collection, processing and dissemination of statistics.

5. For how many of your statistical outputs do you regularly monitor quality according to the European Statistical System components of quality?

	> 75%	25-75%	< 25%	none
Share of output regularly monitored	☐	☐	☐	☐
				Skip to 8

6. Where do you disseminate the results of this monitoring?

Internally .... ☐

Externally .... ☐

Both .... ☐

Nowhere .... ☐

7. Are the results made available to top management for action?

Yes... ☐

No .... ☐

8. a Do you regularly monitor the quality of the stages in the statistical production process?

	No	Yes, for all/ most sta- tistics	Yes, for some sta- tistics	If yes, fre- quency
Planning of (existing) survey	☐	☐	☐	☐
Survey design...	☐	☐	☐	☐
Data collection	☐	☐	☐	☐
Data capture and processing	☐	☐	☐	☐
Data analysis	☐	☐	☐	☐
Data dissemination	☐	☐	☐	☐

  b If yes, which procedures/methods do you use?

Internal audit.. ☐

Self assessment .... ☐

Quality reports .... ☐

Quality indicators (measurement of process variables) .... ☐

Others (please specify below) .... ☐

Indicator 4.3:

Processes are in place to deal with quality considerations, including tradeoffs within quality, and to guide planning for existing and emerging surveys.

9. Do you have formal processes in place to deal with quality considerations, including tradeoffs within quality (like e.g. between timeliness and accuracy)?

Yes... ☐

No .... ☐

10.   Do you have a formal policy in place to guide the planning for new surveys?

Yes... ☐

No .... ☐

Indicator 4.4:

Quality guidelines are documented and staff is well trained. These guidelines are spelled out in writing and made known to the public.

11.   a   Do you have internal handbooks / guidelines / recommendations for the statistical production process?

Yes for all.. ☐

Yes for most .... ☐

Yes for some .... ☐

No .... ☐

   b   If yes, are they available as well to external users?

Yes... ☐

No .... ☐

12.   Do you have specific training programs to address quality issues at your organisation?

Yes... ☐

No, but foreseen during (please specify the time frame) .... ☐

No .... ☐

Indicator 4.5:

There is a regular and thorough review of the key statistical outputs using external experts where appropriate.

13.   How many of your statistical outputs do you regularly review?

	> 75%	**25-75%**	**< 25%**	**none**
Share of output reviewed.............................	☐	☐	☐	☐
				Skip to 15

14.   During the last three years, did the findings from the reviews result in action plans?

Yes for all.. ☐

Yes for most .... ☐

Yes for some .... ☐

No .... ☐

15.   a   During the last three years, have your statistical outputs been subject to a Data Review of Standards and Codes (ROSC) by the International Monetary Funds?

Yes... ☐

No .... ☐ **Skip to 16**

   b   If yes, please list the statistical areas:

Follow up:

16. Please state below the main area of strength with regard to your organisation's quality commitment:

17. Please state below the main area of weakness with regard to your organisation's quality commitment:

18. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to promote your organisation's quality commitment:

Actions and time frame:

19. Please identify below possible improvement actions at European level suitable to promote your institutes' quality commitment:

Actions and time frame:

20. Would you like your organisation to have a peer review in the area of quality commitment?

Yes... ☐

No .... ☐

21. Do you have comments regarding the principle of quality commitment? Please provide these below.

22. Do you have suggestions for improving the questions on quality commitment? Please provide these below.

5. Statistical Confidentiality

The privacy of data providers (households, enterprises, administrations and other respondents), the confidentiality of the information they provide and its use only for statistical purposes must be absolutely guaranteed.

Indicator 5.1:
Statistical confidentiality is guaranteed in law.

1. Is statistical confidentiality guaranteed by national legislation?

   Yes.. ☐

   No .... ☐

Indicator 5.2:
Statistical authority staff sign legal confidentiality commitments on appointment.

2. Does statistical authority staff sign legal confidentiality commitments when appointed?

   Yes.. ☐

   No .... ☐

Indicator 5.3:
Substantial penalties are prescribed for any wilful breaches of statistical confidentiality.

3. Are penalties prescribed for any wilful breaches of statistical confidentiality…

   a … for employees of the statistical authority?

   Yes.. ☐

   No .... ☐

   b … for other persons?

   Yes.. ☐

   No .... ☐ **Skip to 4**

   c If yes, please specify the legal references by which penalties are/can be applied

Indicator 5.4:
Instructions and guidelines are provided on the protection of statistical confidentiality in the production and dissemination processes. These guidelines are spelled out in writing and made known to the public.

4. Do instructions and guidelines exist for the protection of statistical confidentiality, e.g. ….

   a …. for production processes

   Yes.. ☐

   No .... ☐ **Skip to 5**

   b … for dissemination processes

   Yes.. ☐

   No .... ☐ **Skip to 5**

c   Are they made known to the public?

Yes... ☐

Partly... ☐

No .... ☐ **Skip to 5**

d   To whom are they addressed? Multiple choice is possible.

Not applicable.. ☐

Employees of the statistical authority .... ☐

Other data producers.. ☐

Media .... ☐

Scientific community... ☐

Others (please specify below) .... ☐

Indicator 5.5:

Physical and technological provisions are in place to protect the security and integrity of statistical databases.

5. a   Do you have procedures in place to guarantee the security and integrity of your confidential data?

Yes... ☐

No .... ☐ **Skip to 6**

b   If yes, please specify the procedures (multiple choice is possible).

Legal provisions... ☐

Specific unit/department/division devoted to the protection of the security of the statistical database .... ☐

Technical provisions .... ☐

Others (please specify below) .... ☐

Indicator 5.6:

Strict protocols apply to external users accessing statistical microdata for research purposes.

6. a   Does the statistical authority grant access to statistical microdata for research purposes? Multiple choice is possible.

Yes... ☐

No .... ☐ **Skip to 7**

b   If yes, on the basis of …

Legal provisions... ☐

Protocols... ☐

Others (please specify)... ☐

7. a Are there limitations on the organisations/institutions to which you can grant access
to statistical microdata?

Yes... ☐

No .... ☐ **Skip to 8**

b If yes, please specify

8. In which way can you release statistical microdata to external users for research
purposes? Multiple choice is possible.

By formal and written request coming from an official Division/Department/Unit
of an organisation/institution.. ☐

By online facilities .... ☐

Others (please specify below) .... ☐

Follow up:

9. Please state below the main area of strength with regard to your organisation's
approach towards statistical confidentiality:

10. Please state below the main area of weakness with regard to your organisation's
approach towards statistical confidentiality:

11. On the basis of the above mentioned indicators of the European Statistics Code of
Practice, please list below actions related to statistical confidentiality you would like
to take

Actions und time frame:

12. Please identify below possible improvement actions at European level in the area
of statistical confidentiality:

Actions and time frame:

13. Would you like your organisation to have a peer review in the area of statistical confidentiality?

Yes.. ☐

No .... ☐

14. Do you have comments regarding the principle of statistical confidentiality? Please provide these below.

15. Do you have suggestions for improving the questions on statistical confidentiality? Please provide these below.

6. Impartiality and Objectivity

Statistical authorities must produce and disseminate European Statistics respecting scientific independence and in an objective, professional and transparent manner in which all users are treated equitably.

1. a Has objectivity of official statistics been criticized by media, users, or the public during the last two years?

Yes.. ☐

No .... ☐ **Skip to 2**

    b If yes, please specify and give an example:

Indicators 6.1 and 6.2:
Statistics are compiled on an objective basis determined by statistical considerations.
Choices of sources and statistical techniques are informed by statistical considerations.

2. a Is there a policy in place that states that data sources and statistical techniques are selected by statistical considerations only?

Yes.. ☐

No .... ☐ **Skip to 3**

    b If yes, have there been any violations against such a policy during the last two years?

Yes.. ☐

No .... ☐

Indicator 6.3, please refer as well to "Accessibility and Clarity":
Errors discovered in published statistics are corrected at the earliest possible date and published.

3. a Is there a procedure in place to record information about serious errors that are discovered in published data?

Yes.. ☐

No .... ☐

4. Is there a rule that states how corrected data should be announced to users?

Yes.. ☐

No .... ☐

Indicator 6.4:
Information on the methods and procedures used by the statistical authority are publicly available.

5. For how many of your statistical outputs do you publish on your website information on the methods and procedures used?

	> 75%	25-75%	< 25%	none
Share of output	☐	☐	☐	☐

6. For how many of your statistical outputs is information on methods and procedures regularly updated?

	> 75%	25-75%	< 25%	none
Share of output	☐	☐	☐	☐

Indicator 6.5, please refer as well to "Timeliness and Punctuality":
Statistical release dates and times are pre -announced.

7. a Do you publish in advance a release calendar comprising your main statistical outputs?

Yes.. ☐

No .... ☐ **Skip to 8**

b If yes, is there a procedure in place on how to revise this release calendar?

Yes.. ☐

No .... ☐

Indicator 6.6:
All users have equal access to statistical releases at the same time and any privileged pre-release access to any outside user is limited, controlled and published. In the event that leaks occur, pre-release arrangements should be revised so as to ensure impartiality.

8. a Do all users get access to statistical releases at the same time?

Yes.. ☐ **Skip to 9**

No .... ☐

b If not, please, explain the reasons:

c If not, please, specify the user group(s) and situations:

d If not, is information about this pre-release access publicly available?

Yes.. ☐

No .... ☐

9. Have there been any occurrences of information divulged prior to its official release (leaks) during the last two years?

Yes.. ☐

No .... ☐

10. Do you have procedures in place to prevent leaks?

Yes.. ☐

No .... ☐

Indicator 6.7:
Statistical releases and statements made in Press Conferences are objective and nonpartisan.

11. Do you have procedures in place to ensure objectivity in the content of statistical releases, statements made in press conferences and similar related events?

Yes.. ☐

No .... ☐

12. a Have there been any subjective political statements included in statistical releases during the last two years?

Yes.. ☐

No .... ☐ **Skip to 13**

b If yes, please specify:

Follow up:

13. Please state below the main area of strength with regard to your organisation's approach towards impartiality and objectivity:

14. Please state below the main area of weakness with regard to your organisation's approach towards impartiality and objectivity:

15. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions related to impartiality and objectivity you would like to take

Actions and time frame

16. Please identify below possible improvement actions at European level suitable to serve your organisation's impartiality and objectivity:

Actions and time frame

17. Would you like your organisation to have a peer review in the area of impartiality and objectivity?

Yes.. ☐

No .... ☐

18. Do you have comments regarding the principle of impartiality and objectivity? Please provide these below.

19. Do you have suggestions for improving the questions on impartiality and objectivity? Please provide these below.

7. Sound Methodology

Sound methodology must underpin quality statistics. This requires adequate tools, procedures and expertise.

Indicator 7.1:

The overall methodological framework of the statistical authority follows European and other international standards, guidelines, and good practices.

1. Does your national methodological framework in selected areas systematically deviate from European standards and guidelines?

Yes fully .... ☐

Yes to a large degree .... ☐

Yes to some extent .... ☐

No .... ☐

Indicator 7.2:

Procedures are in place to ensure that standard concepts, definitions and classifications are consistently applied throughout the statistical authority.

2. a Is there a specific entity that promotes the application of standard concepts, definitions and classifications?

Yes... ☐

No .... ☐ **Skip to 3**

b If yes, is it ... (multiple choice is possible)

An external body (e.g. Statistical Council/Commission)....................................... ☐

An internal unit.. ☐

Others (please specify below) .... ☐

3. a Does your organisation organize specific events (workshops, seminars, etc) to promote knowledge and application of European and international standards, guidelines and good practices?

Yes... ☐

No .... ☐ **Skip to 4**

b If yes, how many such events were there in 2004-05?

Indicator 7.3:

The business register and the frame for population surveys are regularly evaluated and adjusted if necessary in order to ensure high quality.

4. What type of frames are used for household surveys and how often are they updated? Please specify.

Frame for household surveys

Frequency of update

5. Do you have procedures in place to evaluate the quality of the frame used for household surveys?

Yes.. ☐

No .... ☐

6. What type of frames are used for business surveys and how often are they updated? (please specify)

Frame for business surveys

Frequency of update

Indicator 7.4:

Detailed concordance exists between national classifications and sectorisation systems and the corresponding European systems.

7. a Are there any systematic differences between major European classifications and corresponding classifications as implemented by your organisation?

Yes.. ☐

No .... ☐ **Skip to 8**

b If yes, please explain:

8. a Do you use your own explanatory notes for major European classifications?

Yes.. ☐

No .... ☐ **Skip to 9**

b If yes, please list the classifications:

Indicator 7.5:

Graduates in the relevant academic disciplines are recruited.

9. What percentage of your staff in full time equivalents (excluding field staff) are university graduates?

Fulltime staff In % ....

10. a Do you have free access to the labour market to recruit graduates from specific academic disciplines as needed?

Yes.. ☐ **Skip to 11**

No .... ☐

b If no, please explain.

Indicator 7.6:

Staff attend international relevant training courses and conferences, and liaise with statistician colleagues at international level in order to learn from the best and to improve their expertise.

11.   Do you have a specific strategy in order to improve the expertise of the staff?

      Yes... ☐

      No .... ☐

12.   Do you actively encourage your staff to participate in international conferences?

      Yes... ☐

      No .... ☐

Indicator 7.7:

Co-operation with the scientific community to improve methodology is organised and external reviews assess the quality and effectiveness of the methods implemented and promote better tools, when feasible.

13. a Do you work with the scientific community to improve methodology?

      Yes... ☐

      No .... ☐ **Skip to 14**

    b If yes, please provide a few examples.

14.   Do you hold regular meetings with the scientific community?

      Yes... ☐

      No .... ☐

15. a Have your statistical methods been subject to external (peer) reviews during the last 3 years?

      Yes... ☐

      No .... ☐ **Skip to 16**

    b If yes, please specify the areas

Follow up:

16.   Please state below your organisation's main area of strength with regard to sound methodology:

17.   Please state below your organisation's main area of weakness with regard to sound methodology:

18.   On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to promote sound methodology in your organisation:

      Actions and time frame

19. Please identify below possible improvement actions at European level suited to promote sound methodology in your organisation:

Actions and time frame

20. Would you like your organisation to have a peer review in the area of sound methodology?

Yes... ☐

No .... ☐

21. Do you have comments regarding the principle of sound methodology? Please provide these below.

22. Do you have suggestions for improving the questions on sound methodology? Please provide these below.

8. Appropriate statistical procedures

Appropriate statistical procedures, implemented from data collection to data validation, must underpin quality statistics.

Indicator 8.1:
Where European Statistics are based on administrative data, the definitions and concepts used for the administrative purpose must be a good approximation to those required for statistical purposes.

Please only consider statistics based on administrative data.

1. Do you base (some of your) statistics on administrative resources?

   Yes.. ☐

   No .... ☐ **Skip to 4**

2. Is your organisation consulted before a new questionnaire for administrative purposes is implemented?

   Yes, always .... ☐

   Yes, sometimes .... ☐

   No .... ☐

3. Does your organisation consult other administrations before introducing new statistical classifications?

   Yes.. ☐

   No .... ☐

Indicator 8.2:
In case of statistical surveys, questionnaires are systematically tested prior to the data collection.

4. How many questionnaires do you test prior to the first data collection or in case of major revisions?

	> 75%	25-75%	< 25%	none
Share of questionnaires tested	☐	☐	☐	☐

Indicator 8.3:
Survey designs, sample selections, and sample weights are well based and regularly reviewed, revised or updated as required.

5. For how many of your surveys do you have procedures in place to manage overcoverage, undercoverage and misclassification of statistical units?

	> 75%	25-75%	< 25%	none
Share of surveys	☐	☐	☐	☐

6. For how many of your surveys did you review the survey design during the last 3 years?

	> 75%	25-75%	< 25%	none
Share of surveys	☐	☐	☐	☐

7. For how many of your surveys do you compute quality indicators in line with the agreed European Statistical System indicators to evaluate the efficiency of the survey design?

	> 75%	25-75%	< 25%	none
Share of surveys......................................	☐	☐	☐	☐

Indicator 8.4:
Field operations, data entry, and coding are routinely monitored and revised as required.

8. For how many of your surveys are field operations, data entry, and coding routinely supervised and revised when required?

	> 75%	25-75%	< 25%	none
Share of surveys......................................	☐	☐	☐	☐

Indicator 8.5:
Appropriate editing and imputation computer systems are used and regularly reviewed, revised or updated as required.

9. For how many of your surveys do you use common systems within the organisation …

	> 75%	25-75%	< 25%	none
… for editing?	☐	☐	☐	☐
… for imputation?	☐	☐	☐	☐

10. For how many of your surveys do you have measures in place to avoid overediting?

	> 75%	25-75%	< 25%	none
Share of surveys......................................	☐	☐	☐	☐

11. For how many of your surveys do you assess the performance of the imputation process?

	> 75%	25-75%	< 25%	none
Share of surveys......................................	☐	☐	☐	☐

Indicator 8.6:
Revisions follow standard, well-established and transparent procedures

12. Do you provide specific information to the external users about major revisions concerning important official statistics?

Yes, always .... ☐

Yes, sometimes .... ☐

No .... ☐

13. Do you have a procedure in place to document major revisions concerning important official statistics?

Yes.. ☐

No .... ☐

14. For how many of your statistical outputs with revisions do you have a specific revision policy in place?

	> 75%	25-75%	< 25%	none
Share of output	☐	☐	☐	☐

Follow up:

15. Please state below your organisation's main area of strength with regard to statistical procedures:

16. Please state below your organisation's main area of weakness with regard to statistical procedures:

17. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to improve your statistical procedures:

Actions and time frame

18. Please identify below possible actions at European level suited to improve statistical procedures in your organisation:

Actions and time frame

19. Would you like your organisation to have a peer review in the area of statistical procedures?

Yes... ☐

No .... ☐

20. Do you have comments regarding the principle of appropriate statistical procedures? Please provide these below.

21. Do you have suggestions for improving the questions on appropriate statistical procedures? Please provide these below.

9. Non-Excessive Burden on Respondents

The reporting burden should be proportionate to the needs of the users and should not be excessive for respondents. The statistical authority monitors the response burden and sets targets for its reduction over time.

Indicator 9.1:
The range and detail of European Statistics demands is limited to what is absolutely necessary.

1. If a new draft regulation of a European statistic is discussed in the relevant working groups do you usually propose to insert additional questions – because of national needs?

In most cases .... ☐

Sometimes.. ☐

Never .... ☐

2. What kind of national co-ordination mechanism do you have in place to avoid duplication of surveys at national level when a new statistical information demand is expressed?

NSI is the only provider of official statistics at national level................................ ☐

Strong co-ordination function of the NSI .... ☐

Other (please explain briefly) .... ☐

Indicator 9.2:
The reporting burden is spread as widely as possible over survey populations through appropriate sampling techniques.

3. Is your organisation required to measure response burden on enterprises?

Yes, by legislation or external requirements .... ☐

Yes, by internal policy... ☐

No .... ☐

4. a Is your organisation required to reduce response burden on enterprises?

Yes, by legislation or national policy .... ☐

Yes, by internal targets... ☐

No .... ☐ **Skip to 5**

 b If yes, please specify

5. Is your organisation required to set targets for the reduction of the response burden on enterprises?

Yes, by legislation or external requirements .... ☐

Yes, by internal policy... ☐

No .... ☐

6. Are your household surveys organised in such a way that burden on respondents is fairly spread?

Yes... ☐

No .... ☐

Please only consider statistics based on data collections directly from individual or institutional respondents

7. For how many surveys do you assess the response burden?

	> 75%	25-75%	< 25%	none
Share of surveys..	☐	☐	☐	☐

8. Does your organisation have a definition of response burden …

	Yes	No
…. for individual respondents?	☐	☐
… for institutional respondents (e.g. enterprises)?	☐	☐

Indicator 9.3:

The information sought from business is, as far as possible, readily available from their accounts and electronic means are used where possible to facilitate its return.

Please only consider data collections directly from institutional respondents
(e.g. enterprises)

9. For how many of your enterprise surveys have you available electronic means to make a reply?

	> 75%	25-75%	< 25%	none
Share of surveys..	☐	☐	☐	☐

10. For how many of your enterprise surveys, do you try to adapt the questionnaire design to the accounting system of the relevant enterprises?

	> 75%	25-75%	< 25%	none
Share of surveys..	☐	☐	☐	☐

Indicator 9.4:

Best estimates and approximations are accepted when exact details are not readily available.

Please only consider data collections directly from institutional respondents
(e.g. enterprises)

11. Are respondents explicitly allowed to make estimations or approximations when exact information is not readily available?

Yes, always .... ☐

Yes, sometimes .... ☐

No .... ☐

Indicator 9.5:

Administrative sources are used whenever possible to avoid duplicating requests for information.

12. To what extent has your organisation assessed if administrative sources can be used for the production of statistics?

Full assessment... ☐

Partial assessment .... ☐

no assessment .... ☐

Indicator 9.6:

Data sharing within statistical authorities is generalized in order to avoid multiplications of surveys.

13. a Do you have formal provisions in place to allow for data sharing among statistical authorities?

Yes.. ☐

No .... ☐ **Skip to 14**

Not applicable... ☐ **Skip to 14**

    b If yes, do you share data amongst statistical authorities?

Yes.. ☐

No .... ☐ **Skip to 14**

Not applicable... ☐ **Skip to 14**

    c If yes, on which level do you share data?

At national level .... ☐

At regional level .... ☐

Within Europe .... ☐

Follow up:

14. Please state below your organisation's main area of strength with regard to reducing burden on respondents:

15. Please state below your organisation's main area of weakness with regard to reducing burden on respondents:

16. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to further reduce response burden:

Actions and time frame

17. Please identify below possible improvement actions at European level suited to further reduce response burden:

Actions and time frame

18.   Would you like your organisation to have a peer review in the area of response burden?

Yes...   ☐

No ....   ☐

19.   Do you have comments regarding the principle of non-excessive burden on respondents? Please provide these below.

20.   Do you have suggestions for improving the questions on non-excessive burden on respondents? Please provide these below.

10. Cost Effectiveness

Resources must be effectively used.

Indicator 10.1:
Internal and independent external measures monitor the statistical authority's use of resources.

1. Do you have an internal team or process responsible for monitoring the way you allocate …

	Yes	No
… for human resources?	☐	☐
… for financial resources?	☐	☐

2. Do you have an external body (other than an audit function) responsible for monitoring or assessing the way you allocate …

	Yes	No
.. for human resources?	☐	☐
… for financial resources?	☐	☐

3. a Does your organisation conduct periodic reviews of individual staff performance?

Yes.. ☐

No .... ☐ **Skip to 4**

b If yes, please specify:

Indicator 10.2:
Routine clerical operations (e.g. data capture, coding, validation) are automated to the extent possible

4. For how many of your statistics do you use automated data capture techniques?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

5. For how many of your statistics do you use automated data coding techniques?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

6. For how many of your statistics do you use automated validation techniques?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

Indicator 10.3:
The productivity potential of information and communications technology is being optimised for data collection, processing and dissemination.

7. Does your organisation systematically review the use of technology across the statistical value chain (collection, processing, analysis, dissemination)?

Yes, annually .... ☐

Yes, every 2-3 years... ☐

Less frequently .... ☐

8.   In your view, what are the obstacles for your organisation that hinder greater use of technology to improve statistical processing? Please briefly specify:

Indicator 10.4:
Proactive efforts are being made to improve the statistical potential of administrative records and avoid costly direct surveys

9.   Are you able to influence the statistical potential of administrative records (i.e. the form or content of the data collected for administrative purposes, or the classifications used)?

Yes...   ☐

No ....   ☐

Partly...   ☐

Follow up:

10.   Please state below the main area of strength with regard to your organisation's approach towards cost-effectiveness of your processes:

11.   Please state below the main area of weakness with regard to your organisation's approach towards cost-effectiveness of your processes:

12.   On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to improve your organisation's cost-effectiveness:

Actions and time frame

13.   Please identify below possible actions at European level suited to improve your organisation's cost-effectiveness:

Actions and time frame

14. Would you like your organisation to have a peer review in the area of cost-effectiveness?

Yes.. ☐

No .... ☐

15. Do you have comments regarding the principle of cost effectiveness? Please provide these below.

16. Do you have suggestions for improving the questions on cost effectiveness? Please provide these below.

11. Relevance

European Statistics must meet the needs of users.

Indicator 11.1:
Processes are in place to consult users, monitor the relevance and practical utility of existing statistics in meeting their needs, and advise on their emerging needs and priorities.

1. Do you have procedures in place to identify and profile your users across domains?

Yes.. ☐

No .... ☐

2. Do you have formal processes to consult users about their statistical needs?

Yes.. ☐

No .... ☐

3. Does your organisation have a (or several) national user Council(s) in which the main users are represented?

Yes.. ☐

No .... ☐

4. Does your Statistical Law require user consultation?

Yes.. ☐

No .... ☐ **Skip to 5**

If yes, please quote the text of relevant extract:

Indicator 11.2:
Priority needs are being met and reflected in the work programme.

5. Do you have procedures in place to prioritise between different users' needs in your work programme?

Yes.. ☐

No .... ☐

6. Have you signed Service Level Agreements (or such like) with your key users?

Yes.. ☐

No .... ☐

Indicator 11.3:
User satisfaction surveys are undertaken periodically.

7. a Do you carry out customer/user satisfaction surveys or studies with an office-wide scope on a regular basis?

Yes.. ☐

No .... ☐ **Skip to 7**

b If yes, please state frequency.

c If yes, does your organisation compile a user satisfaction index?

Yes.. ☐

No .... ☐

Follow up:

8. Please state below the main area of strength with regard to your organisation's approach towards relevance of your products:

9. Please state below the main area of weakness with regard to your organisation's approach towards relevance of your products:

10. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to improve the relevance of your products:

    Actions and time frame

11. Please identify below possible actions at European level suited to improve the relevance of your products:

    Actions and time frame

12. Would you like your organisation to have a peer review in the area of relevance?
    Yes... ☐
    No .... ☐

13. Do you have comments regarding the principle of relevance? Please provide these below.

14. Do you have suggestions for improving the questions on relevance? Please provide these below.

12. Accuracy and Reliability

European Statistics must accurately and reliably portray reality.

Indicator 12.1:

Source data, intermediate results and statistical outputs are assessed and validated

1. For how many of your statistics do you systematically use an assessment of accuracy to validate?

	> 75%	25-75%	< 25%	none
Source data	☐	☐	☐	☐
Intermediate results	☐	☐	☐	☐
Statistical outputs	☐	☐	☐	☐

2. Do you have rule(s) to forbid dissemination of statistical outputs due to accuracy considerations (e.g. very low data quality)

Yes	☐
No	☐

Indicator 12.2:

Sampling errors and non –sampling errors are measured and systematically documented according to the framework of the ESS quality components

3. For how many of your statistical outputs do you provide the following European Statistical System standard quality indicators? Please consider only statistics for which these indicators are relevant.

	> 75%	25-75%	< 25%	none
a Sampling errors:				
Coefficient of variation	☐	☐	☐	☐
b Non-sampling errors:				
Unit response rate	☐	☐	☐	☐
Item response rate	☐	☐	☐	☐
Imputation rate	☐	☐	☐	☐
Over-coverage rates	☐	☐	☐	☐
Misclassification rates	☐	☐	☐	☐
Average size of revisions	☐	☐	☐	☐

4. If you do not use definitions and calculation methods of the European Statistical System (ESS) standard quality indicators, please indicate below which other quality indicators or ways of estimation you use for …

a …. Sampling errors

They are identical to the ESS indicators .... ☐

Other quality indictors or ways of estimation (please specify:)

b … Son-Sampling errors

They are identical to the ESS indicators .... ☐

Other quality indictors or ways of estimation (please specify:)

Indicator 12.3:

Studies and analyses of revisions are carried out routinely and used internally to inform statistical processes. Please consider only statistics for which these indicators are relevant (multiple choice is possible)

5. For how many of your statistics do you systematically analyse revisions?

	> 75%	**25-75%**	**< 25%**	**none**
Share of statistics	☐	☐	☐	☐

Follow up:

6. Please state below the main area of strength with regard to your organisation's approach towards and relevance of your products:

7. Please state below the main area of weakness with regard to your organisation's approach towards accuracy and relevance of your products:

8. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to further improve accuracy and reliability of your products:

Actions and time frame

9. Please identify below possible actions at European level suited further improve accuracy and reliability of your products:

Actions and time frame

10.   Would you like your organisation to have a peer review in the area of data accuracy and reliability?

Yes.. ☐

No .... ☐

11.   Do you have comments regarding the principle of accuracy and reliability? Please provide these below.

12.   Do you have suggestions for improving the questions on accuracy and reliability? Please provide these below.

13. Timeliness and Punctuality

European Statistics must be disseminated in a timely and punctual manner.

Indicator 13.1:
Timeliness meets the highest European and international dissemination standards.

1. Did your organisation subscribe to the International Monetary Funds Special Data Dissemination Standard (SDDS)?

Fully .... ☐

Partly... ☐

No .... ☐

2. For how many of your statistics do you systematically collect information on punctuality?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

3. For how many of your statistics do you systematically collect information on timeliness?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

Indicator 13.2:
A standard daily time is set for the release of European Statistics.

4. Do you have a daily time for the release of official statistics?

Yes.. ☐

No .... ☐

Indicator 13.3:
Periodicity of European Statistics takes into account user requirements as much as possible. – Questions to be answered jointly by Eurostat and NSIs in the SPC (and by involving users, e.g. trough some kind of user survey)

5. How many European Statistics are subject to the following mechanism to ensure that their periodicity takes into account as much as possible main user requirements?

	> 75%	25-75%	< 25%	none
European legislation in which periodicity has been defined by the EP/Council	☐	☐	☐	☐
Periodical consultation of users on release calendar	☐	☐	☐	☐
Periodical hearings with client DGs including consultation on periodicity	☐	☐	☐	☐
Others (please specify:)				

....

Indicator 13.4:

Any divergence from the dissemination time schedule is publicised in advance, explained and a new release date set. – Please refer as well to Principle 6

6. a Do you publish in advance divergences from the pre-announced release calendar?

Yes.. ☐

No .... ☐ **Skip to 7**

There is no release calendar... ☐ **Skip to 7**

There have never been such divergences. .... ☐ **Skip to 7**

b If yes, do you include an explanation?

Always .... ☐

Sometimes.. ☐

Never .... ☐

c If yes, do you publicly announce a new release time?

Yes... ☐

No .... ☐

Indicator 13.5:

Preliminary results of acceptable aggregate quality can be disseminated when considered useful.

7. a Do you disseminate preliminary results of acceptable aggregate quality when they are considered useful?

Yes... ☐

No .... ☐ **Skip to 8**

b If yes, do you mark them as such?

Yes... ☐

No .... ☐

Follow up:

8. Please state below the main area of strength with regard to your organisation's approach towards timeliness and punctuality of your products:

9. Please state below the main area of weakness with regard to your organisation's approach towards timeliness and punctuality of your products:

10. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to further improve timeliness and punctuality of your products:

Actions and time frame

11. Please identify below possible actions at European level suited to improve timeliness and punctuality of your products:

Actions and time frame

12. Would you like your organisation to have a peer review in the area of data timeliness and punctuality?

Yes... ☐

No .... ☐

13. Do you have comments regarding the principle of timeliness and punctuality? Please provide these below.

14. Do you have suggestions for improving the questions on timeliness and punctuality? Please provide these below.

14. Coherence and Comparability

European Statistics should be consistent internally, over time, and comparable between regions and countries; it should be possible to combine and make joint use of related data from different sources.

Indicator 14.1:

Statistics are internally coherent and consistent (e.g. arithmetic and accounting identities observed) – Please consider only statistics for which these indicators are relevant.

1. For how many of your statistics is it standard practice to compare annual with short term results?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

2. Do you systematically document and analyse the differences over time?

Yes.. ☐

Partly.. ☐

No .... ☐

3. For how many of your statistics is it standard practice to compare provisional with final results?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

4. Do you systematically document and analyse the differences over time?

Yes.. ☐

Partly.. ☐

No .... ☐

5. For how many of your statistics is it standard practice to compare them with national accounts?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

6. Do you systematically document and analyse the differences over time?

Yes.. ☐

Partly.. ☐

No .... ☐

7. a Did you introduce any changes to improve coherence and consistency of your statistical outputs during the last two years?

Yes.. ☐

No .... ☐ **Skip to 8**

b If yes, please explain briefly:

Indicator 14.2:

Statistics are coherent or reconcilable over a reasonable period of time. Please consider only statistics for which these indicators are relevant.

8. For how many of your statistics do you systematically document breaks in time series?

	> 75%	25-75%	< 25%	none
Share of statistics	☐	☐	☐	☐

9. For how many of your statistics do you systematically document and analyse the differences over time?

Yes... ☐

Partly.. ☐

No .... ☐

Indicator 14.3:

Statistics are compiled on the basis of common standards with respect to scope, definitions, units and classifications in the different surveys and sources.

10. Do you apply for your national statistics European standard …

a … concepts (like e.g. the definition of statistical units)?

Yes... ☐

Partly.. ☐

No .... ☐

b … classifications (like e.g. NACE)?

Yes... ☐

Partly.. ☐

No .... ☐

Indicator 14.4:

Statistics from the different surveys and sources are compared and reconciled.

11. Do you regularly compare international flow statistics (like e.g. trade statistics) with other countries' results?

a Yes... ☐

Only irregularly .... ☐

No .... ☐ **Skip to 12**

b If yes, do you have guidelines to reconcile large differences?

Yes... ☐

No .... ☐

Follow up:

12. Please state below the main area of strength with regard to your organisation's approach towards coherence and/or comparability of your products:

13. Please state below the main area of weakness with regard to your organisation's approach towards coherence and/or comparability of your products:

14. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to further improve coherence and comparability of your products:

Actions and time frame

15. Please identify below possible actions at European level suited to improve coherence and comparability of your products:

Actions and time frame

16. Would you like your organisation to have a peer review in the area of data coherence and comparability?

Yes.. ☐

No .... ☐

17. Do you have comments regarding the principle of coherence and comparability? Please provide these below.

18. Do you have suggestions for improving the questions on coherence and comparability? Please provide these below.

15. Accessibility and Clarity

European Statistics should be presented in a clear and understandable form, disseminated in a suitable and convenient manner, available and accessible on an impartial basis with supporting metadata and guidance.

Indicator 15.1:

Statistics are presented in a clear and understandable form.

1. Does the website of your organisation comply with the W3C Web Content Accessibility Guidelines?

   a Yes.. ☐

     No .... ☐ **Skip to 2**

     Don't know .... ☐ **Skip to 2**

   b If yes, which priority (for more information, please refer to the glossary)?

     1... ☐

     2... ☐

     3... ☐

2. Do you regularly test the usability of your website for different groups of users?

     Yes... ☐

     No .... ☐

3. Is a statistical table usually accompanied by an explanation (explanation on how the statistics should be used, pointers to related statistical information, etc.)?

     Yes... ☐

     No .... ☐

4. a Do you invite user comments on the content and presentation of your statistical outputs?

     Yes... ☐

     No .... ☐ **Skip to 5**

   b If yes, do you have active procedures in place to follow-up these user comments?

     Yes... ☐

     No .... ☐

5. Do you offer training for your staff in …

   a … writing press releases?

     Yes... ☐

     No .... ☐

   b … dealing with the media?

     Yes... ☐

     No .... ☐

Indicator 15.2:

Statistics are disseminated using modern information technology

6. What percentage of your statistical outputs is available via he internet?

	> 75%	**25-75%**	**< 25%**	**none**
Share of output...	☐	☐	☐	☐

Indicator 15.3:

Custom-design analyses are provided when feasible.

7. a Do you provide tailor-made analyses of your statistical output upon request?

Yes... ☐

No .... ☐ **Skip to 8**

b If yes, do the results of the analysis become generally available?

Always .... ☐

Sometimes... ☐

Never .... ☐

Indicators 15.4 and 15.5, please refer as well to "Statistical Condifentiality":

Existence of strict protocols to access micro data for research purposes.

Metadata are documented according to standardised metadata systems.

8. a Do you have a standard metadata format for your statistical output?

Yes... ☐

No .... ☐ **Skip to 9**

b If yes, do you follow an international metadata standard?

Yes... ☐

No .... ☐

c If yes, which one? (multiple choice possible)

SDDS (IMF, Eurostat)... ☐

OECD manual .... ☐

Other (please specify): ☐

....

9. Can your metadata objects be mapped onto the Dublin Core (for more information, please refer to the glossary)?

Yes... ☐

No .... ☐

Don't know .... ☐

10. Do you apply any measures of metadata quality?

Yes... ☐

No .... ☐

Indicator 15.6:

Users are kept informed on the methodology and the quality of statistical processes and output. Please refer to "Quality Commitment" and "Impartiality and Objectivity".

Follow up:

11. Please state below the main area of strength with regard to your organisation's approach towards accessibility and clarity of your products:

12. Please state below the main area of weakness with regard to your organisation's approach towards accessibility and clarity of your products:

13. On the basis of the above mentioned indicators of the European Statistics Code of Practice, please list below actions you would like to take which are suited to further improve accessibility and clarity of your products:

Actions and time frame

14. Please identify below possible actions at European level suited to improve accessibility and clarity of your products:

Actions and time frame

15. Would you like your organisation to have a peer review in the area of accessibility and clarity of your products?

Yes... ☐

No .... ☐

16. Do you have comments regarding the principle of accessibility and clarity? Please provide these below.

17. Do you have suggestions for improving the questions on accessibility and clarity? Please provide these below.

Accessibility

Accessibility refers to the physical conditions in which users can obtain data: where to go, how to order, delivery time, clear pricing policy, marketing conditions (copyright, etc.), availability of micro or macro data, various formats (paper, files, CD-ROM, Internet…), etc.

Accuracy

Accuracy in the general statistical sense denotes the closeness of computations or estimates to the exact or true values.

Administrative record

Refers to any data collected primarily for some other purpose than official statistics production. An administrative record contains information used in making decisions or determinations or for taking actions affecting individual subjects of the records. See → "Register"

Clarity

Clarity refers to the information environment of data, whether data are accompanied with appropriate metadata, illustrations such as graphs and maps, whether information on the data quality is also available (including limitations in use…) and the extent to which additional assistance is provided by the NSI.

Coding

Coding is a technical procedure for converting verbal information into numbers or other symbols, which can be more easily counted and tabulated.

Coefficient of variation

A measure of dispersion for a set of data; defined as the ratio of the standard deviation to the mean.

Coherence

Coherence of statistics is their adequacy to be reliably combined in different ways and for various uses. It is, however, generally easier to show cases of incoherence than to prove coherence. When originating from a single source, statistics are normally coherent in the sense that elementary results derived from the survey in question can be reliably combined in numerous ways to produce more complex results. When originating from different sources, and in particular from statistical surveys of different nature and/or frequencies, statistics may not be completely coherent in the sense that they may be based on different approaches, classifications and methodological standards. Conveying neighbouring results, they may also convey not completely coherent messages, the possible effects of which, users should be clearly informed.

Comparability

Comparability is the extent to which differences between statistics from different geographical areas, non-geographical domains, or over time, can be attributed to differences between the true values of the statistics.

Completeness

Completeness is the extent to which all statistics that are needed are available. It is usually described as a measure of the amount of available data from a statistical system compared to the amount that was expected to be obtained.

Coverage error

Coverage error is the error associated with the failure to include some units of the target population in the frame used for sample selection (undercoverage) and the error associated with the failure to identify units represented in the frame more than once (overcoverage).The source of coverage error is the sampling frame itself.

Dublin Core Metadata element set	The Dublin Core Metadata Initiative (DCMI) is an organization dedicated to promoting the widespread adoption of interoperable metadata standards and developing specialized metadata vocabularies for describing resources that enable more intelligent information discovery systems. The Dublin Core metadata element set is a standard for cross-domain information resource description. http://dublincore.org/documents/dces/
Editing, edits	Data editing is the application of checks that identify missing, invalid or inconsistent entries or that point to data records that are potentially erroneous.
EFQM	European Foundation for Quality Management promoting an Excellence Model which builds upon Customer focus, Partnership Development, People development and involvement, Management by processes and facts, Continuous learning, innovation and improvement, Leadership and constancy of purpose, Corporate social responsibility, Results orientation
Electronic data interchange (EDI), Electronic document interchange	Electronic data interchange (EDI) is the computer-to-computer exchange of data in a publicly published and globally standardised format.
Error	In general, a mistake or error in the colloquial sense. There may, for example, be a gross error or avoidable mistake; an error of reference, when data concerning one phenomenon are attributed to another; copying errors; an error of interpretation. In a more limited sense the word error is used in statistics to denote the difference between an observed (or occurring) value and its true (or expected) value. For this definition, no mistakes stemming from a human agent; the deviation is a chance effect. In this sense we have, for example, errors of observations, errors in equations, errors of the first and second kinds in the testing hypothesis, and the error band surrounding an estimate.
Estimate	In the strict sense an estimate is the particular value yielded by an estimator in a given set of circumstances.
Estimator	An estimator is a rule or method of estimating a constant of a population. It is usually expressed as a function of sample values and hence it is a variable, the distribution of which is of great importance in assessing the reliability of the estimate that it yields.
Frame	The frame consists of previously available descriptions of the objects or material related to the physical field in the form of maps, lists, directories, etc., from which sampling units may be constructed and a set of sampling units selected; and also information on communications, transport, etc., which may be of value in improving the design for the choice of sampling units, and in the formation of strata, etc. However a frame is needed for censuses, too. In this case the frame is ideally congruent with the target population.

Imputation	Imputation is the process used to resolve problems of missing, invalid or inconsistent responses identified during editing. This is done by changing some of the responses or missing values of the record being edited to ensure that a plausible, internally coherent record is created..
Inlier	An inlier is a data value that lies in the interior of a statistical distribution and is in error. Because inliers are difficult to distinguish from good data values they are sometimes difficult to find and correct. A simple example of an inlier might be a value in a record reported in the wrong units, say degrees Fahrenheit instead of degrees Celsius.
Interviewer error	Interviewer errors are associated with effects on respondents' answers stemming from the different ways that interviewers administer the same survey. Examples of these errors include the failure to read the question correctly (leading to response errors by the respondent), delivery of the question with an intonation that influences the respondent's choice of answer, and failure to record the respondent's answer correctly.
Item non-response	Item non-response occurs when a respondent provides some, but not all, of the requested information, or if the reported information is not usable.
Item response rate	The item response rate is the ratio of the number of eligible units actually responding to an item to the number of responding units that should have responded to the item.
Macro-editing	A macro-edit detects individual errors by checks on aggregated data, or checks applied to the whole body of records. The checks are typically based on models, either graphical or numerical/formulaic, that determine the impact of specific fields in individual records on the aggregate estimates.
Mean square error	The total mean square error (MSE) of an estimate is equal to the bias squared plus the variance. There are several sources of error contributing both to the bias and to the variance components of the total MSE. These are the specification error, frame error, nonresponse error, measurement error, data processing error and the sampling error.
Measurement error	Measurement errors are errors in survey responses arising from the method of data collection, the respondent, or the questionnaire (or other instruments). It includes the error in a survey response as a result of respondent confusion, ignorance, carelessness, or dishonesty; the error attributable to the interviewer, perhaps as a consequence of poor or inadequate training, prior expectations regarding respondents' responses, or deliberate errors; and error attributable to the wording of the questions in the questionnaire, the order or context in which the questions are presented, and the method used to obtain the responses.
Micro editing	Finding errors by inspection of individual observations. Editing done at the record, or questionnaire, level.
Misclassification	Misclassification refers to allocating statistical units to the wrong class, in relation to a given classification. For instance, an enterprise is classified in trade instead of industry.

Model assumption error Model assumption are errors that occur due the use of methods, such as calibration, generalised regression estimation, calculation based on full scope or constant scope, benchmarking, seasonal adjustment and other models not included in the preceding accuracy components, in order to calculate statistics or indexes.

Non-probability sample A non-probability sample is a sample in which the selection of units is based on factors other than randomness, e.g. convenience, prior experience or the judgement of the researcher.

Non-response Non-response is a form of nonobservation present in most surveys. Non-response means failure to obtain a measurement on one or more study variables for one or more elements selected for the survey. The term encompasses a wide variety of reasons for nonobservation: "impossible to contact", "not at home", "unable to answer", "incapacity", "hard core refusal", "inaccessible", "unreturned questionnaire", and others. In the first two cases contact with the selected element is never established.

Non-response bias See → "Non-response error"

Non-response error Non-response errors, which occur when the survey fails to get a response to one, or possibly all, of the questions. Non-response causes both an increase in variance, due to the decrease in the effective sample size and/or due to the use of imputation, and may cause a bias if the non-respondents and respondents differ with respect to the characteristic of interest.

Non-sampling error An error in sample estimates which cannot be attributed to sampling fluctuations. Such errors may arise from many different sources such as defects in the frame, faulty demarcation of sample units, defects in the selection of sample units, mistakes in the collection of data due to personal variations or misunderstandings or bias or negligence or dishonesty on the part of the investigator or of the respondent, mistakes at the stage of the processing of the data, etc.

Out of scope units Units that should not be included in the sampling frame because they do not belong to the target population in the reference period. If enumerated, they cause over-coverage.

Outlier In a sample of n observations it is possible for a limited number to be so far separated in value from the remainder that they give rise to the question whether they are from a different population, or whether the sampling technique is flawed. Such values are referred to as outliers.

Overcoverage Overcoverage arises from the presence of units in the frame not belonging to the target population or appearing in the frame more than once.

Over-editing Extensive editing that does not achieve noticeable quality improvements.

Paraphrasing Letting the respondent repeat the question in his or her own words.

Population

Population is the total membership or "universe" of a defined class of people, objects or events. There are two types of population, viz., target population and survey population. A target population is the population about which information is to be sought according to the survey objectives. A survey population is the population from which information can be obtained in the survey. The target population is also known as the scope of the survey and the survey population is also known as the coverage of the survey. For administrative records the corresponding populations are: the "target" population as defined by the relevant legislation and regulations, and the actual "client" population.

Processing error

Once data have been collected, they pass through a range of processes before the final estimates are produced: coding, keying, editing, weighting, tabulating, etc. Errors introduced at these stages are called processing errors.

Punctuality

Punctuality refers to the time lag existing between the actual delivery date of data and the target date when they should have been delivered, for instance, with reference to dates announced in some official release calendar, laid down by regulations or previously agreed among partners.

Quality control survey

A replicated survey carried out in a small scale by very experienced staff in order to obtain some "baseline" results with which the actual results of the survey can be compared.

Quality index

One-dimensional synthetic information on quality, possibly calculated as a weighted mean of all available quality indicators.

Random sampling

All elements in a population have a given probability of being included in the sample.

Reference period (reference time)

The period of time for which data are collected.

Refusal rate

In the sampling of human populations, the proportion of individuals who, through successfully contacted, refuse to give the information sought. The proportion is usually and preferably calculated by dividing the number of refusals by the total sample size originally intended.

Register

(Administrative) Registers are a sub-group of → administrative records. If an administrative record consists of unit-level data, it can be called a register. Administrative registers come from administrative sources and become statistical registers after passing through statistical processing in order to make them fit for statistical purposes (production of register based statistics, frame creation, etc.)

Relative standard error

The relative standard error (RSE) is a measure of an estimate's reliability. The RSE of an estimate is obtained by dividing the standard error of the estimate (SE(r)) by the estimate itself (r). This quantity is expressed as a percentage of the estimate and is calculated as: RSE=100 x (SE(r)/r).

Relevance

Relevance is the degree to which statistics meet the needs of current and potential users. It refers to whether all statistics that are needed are produced and the extent to which concepts used (definitions, classifications etc.) reflect user needs.

Reweighting
Reweighting consists of revising the original weights for the respondent values when estimates are computed. Reweighting concerns mainly unit non-response. It may also be used to increase precision through the use of auxiliary information. Standard methods include post-stratification, calibration and response propensity modelling.

Sampling error
The part of the difference between a population value and an estimate thereof, derived from a random sample, which is due to the fact that only a sample of values is observed; as opposed to errors due to imperfect selection, bias in response or estimation, errors of observation and recording, etc.

Special Data Dissemination Standard (SDDS)
Metadata and dissemination standard of the International Monetary Funds. http://dsbb.imf.org/Applications/web/sddshome/

Standard error
The positive square root of the variance of the sampling distribution of a statistic.

Statistical characteristics
A numerical value (such as total turnover, average income) defined by a statistical measure that is used to summarise the values for a specific quantitative variable (like turnover, disposable income) for all statistical units in a specific group.

Statistical measure
A summary of the individual values of a quantitative variable for the statistical units in a specific group (study domains).

Statistical output
The term statistical output as used in this questionnaire refers to the totality of statistical data disseminated by the organisation

Statistical unit
An object of a statistical survey and the bearer of statistical characteristics. The statistical unit is the basic unit of statistical observation within a statistical survey.

Statistics European statistics
The term statistics as used in this questionnaire refers to the totality of data collections (be it through surveys or from administrative sources) carried out by the organisation, with European statistics being data collected to be transmitted to Eurostat

Stratified sampling
The population is first divided into mutually exclusive homogeneous sub-populations (strata) and from each stratum a probability sample is drawn with the aim to reduce the total variance.

Survey
The term survey as used in this questionnaire refers to the totality of data collections by means of questionnaires directly addressed to respondents

Survey design (sampling plan, sample design)	Survey design defines the fixed properties of the data collection over all possible implementations within a fixed measurement environment. The usage is not uniform regarding the precise meaning of this and similar terms like "sample plan", or "sampling design". These cover one or more parts constituting the entire planning of a (sample) survey including processing, etc. The term "sampling plan" may be restricted to mean all steps taken in selecting the sample; the term "sample design" may cover in addition the method of estimation; and "survey design" may cover also other aspects of the survey, e.g. choice and training of interviewers, tabulation plans, etc. "Sample design" is sometimes used in a clearly defined sense, with reference to a given frame, as the set of rules or specifications for the drawing of a sample in an unequivocal manner.
Target population	The target population is the population we wish to study, that is, the set of elements about which estimates are required.
Timeliness	Timeliness of information reflects the length of time between its availability and the event or phenomenon it describes.
True value	The actual population value that would be obtained with perfect measuring instruments and without committing any error of any type, both in collecting the primary data and in carrying out mathematical operations.
Undercoverage	Undercoverage results from the omission of units from the frame belonging to the target population.
Unit non-response	Unit non-response is a complete failure to obtain data from a sample unit.
Unit response rate	The ratio, expressed in percentage of the number of interviews to the number of eligible units in the sample. The weighted response rate calculates the ratio using the inverse probability of inclusion in the sample as a weight for each unit. In some occasions a value that reflects the importance of the unit is also used as a weighting factor (like size of workforce for establishments).
User satisfaction survey	A statistical survey aiming to assess the satisfaction of users of statistics.
Variance	Variance estimation provides a measure of the quality of estimates which is used for computing of confidence intervals and for drawing accurate conclusions. The sampling variance is one of the key indicators of the quality in sample surveys and estimation. Sampling variance estimates help the user to draw better conclusions about the statistics produced, and they also constitute an important input into the design and estimation phases of surveys.
W3C Web Content Accessibility Guidelines	Guidelines for improving accessibility of websites http://www.w3.org/TR/WAI-WEBCONTENT and http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505/full-checklist