

Technical modalities for the transmission of the survey data

A. Sheets containing the aggregated data.

1. Use only Excel files and label the filename as FINAYYYYMM.xls where **YYYY** and **MM** are the year/month of the reference period
2. In the Excel file:
 - use one sheet for each country surveyed
 - put the country code (see table below), the year (4 digits)/month (2 digits) of the reference period in the column 1, at row 1, 2 and 3 respectively. These 3 fields are in “text” format.

BE : Belgium	CZ : Czech Republic	DK : Denmark
DE : Germany	EE : Estonia	EL : Greece
ES : Spain	FR : France	IE : Ireland
IT : Italy	CY : Cyprus	LV : Latvia
LT : Lithuania	LU : Luxembourg	HU : Hungary
MT : Malta	NL : Netherlands	AT : Austria
PL : Poland	PT : Portugal	SI : Slovenia
SK : Slovakia	FI : Finland	SE : Sweden
UK : United Kingdom	BG : Bulgaria	RO : Romania

3. Format of the percentage figures:

The figures contain at least one decimal, and the sum of the replies for each question/sector is equal to 100. The format of these fields is numeric and the decimal sign is the dot.

4. Macro's and links:

For security reasons and to avoid faulty operations - asking manual intervention -, don't use macros and links in the Excel files.

5. Respect exactly the layout of the Excel files as set out in the templates.
6. The results will be sent by e-mail to ECFIN-BCS-FINA@CEC.EU.INT.

B. Sheet containing the detailed data.

- use one sheet for all countries surveyed
- each line contains the country code (see table above), the year (4 digits)/month (2 digits) of the reference period, the sector and the coded answer for each question.

The answer to the question is coded as follow: use 1, 2, 3, 9 or blank if the answer to the question is “+”, “=”, “-“, “don't know” or “no answer” respectively.

All the fields are in “text” format.

The format of the “individual weight” field is numeric and the decimal sign is the dot.