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.

EU	:	European Union	**EA**	:	Euro area			
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@EC.EUROPA.EU.

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.