Technical modalities for the transmission of the survey data

A. Sheets containing the aggregated data.

1. Use Excel files and label the filename as FINA-NACE2-YYYY-MM.xls where **YYYY** and **MM** are respectively the year and month of the reference period

2. In the Excel file:

   - Use one sheet for each country surveyed, as well as for EU and EA.

   - Put the country code (see table below), the year (4 digits) and 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. Macros and links:

   For security reasons and to avoid faulty operations - asking manual intervention -, do not 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 data should be reported each month using the template provided by ECFIN, in accordance with the agreed timetable.

7. The results will be sent by e-mail to ECFIN-BCS-FINA@EC.EUROPA.EU

8. At reception of the mail, data format and constancy are checked by ECFIN. If anomalies are detected, the sender will be informed by e-mail and the data should be corrected without delay and sent again by e-mail at ECFIN.

B. Sheet containing the detailed data.

Use one sheet for all countries surveyed.

Each line contains firm answers: the country code (see table above), the year (4 digits)/month (2 digits) of the reference period, the sector, the size of the firm, the coded answer for each question and "the individual weight".

The **size of the firm** can be:
   S: (small) – between 1 and 50 employees
   M: (medium) – between 51 and 250 employees
   L: (large) – more than 250 employees

The **answer to the question** is coded as follows: use **1, 2, 3, 9 or blank** if the answer to the question is **"+", "=", "-", "don't know" or "no answer" respectively**. All the answer to questions are in "text" format.

The format of the individual weight field is numeric with 4 significant figures and the decimal sign is the dot.