Regulation (EC) No 1099/2008 on energy statistics (and subsequent amendments) provides for Quality Reports according to Article 6, Paragraph 4: 'Every five years, Member States provide the Commission (Eurostat) with a report on the quality of the data transmitted as well as on methodological changes that have been made.'

The quality reporting template allows for data transmission concerning reference year 2014. Under Article 6, paragraph 5 of Regulation (EC) 1099/2008 on energy statistics, countries shall send to the Commission (Eurostat) the quality report within 6 months Eurostat's request. The transmission deadline for this cycle is 15 June 2016. Earlier data transmissions are welcome.

Please send your quality report to:

- European Commission, Eurostat, Energy Statistics
  (for Member States of the European Union and Countries of the European Economic Area)

Transmission details are provided below:

The completed quality report should be transmitted to Eurostat via the Single Entry Point (SEP) following the implementing procedures of eDAMIS (electronic Data files Administration and Management Information System), selecting the electronic data collection ENERGY_QUALITY_5.

E-MAIL ADDRESS estat-energy@ec.europa.eu

NOTE

For questions regarding the questionnaire, contact Mr Fernando Diaz Alonso e-mail: fernando.diaz-alonso@ec.europa.eu; Telephone: + 352 4301 30275
REPORTING INSTRUCTIONS

Information should be provided for calendar year 2014. If fiscal year data have to be used, please state this clearly in the "Remarks" sheet and specify the period covered.

The definitions and reporting conventions used in this questionnaire are the same as those used in the other annual and monthly questionnaires (Coal, Oil, Natural gas, Electricity and heat, Renewables and Wastes and Nuclear).

Where information is provided using a different methodology or definitions than those recommended in the reporting instructions, please provide clarifications in the "Remarks" sheet.

OBJECTIVES AND SCOPE

Eurostat collects, processes and publishes annual, monthly and short-term monthly energy statistics on quantities of numerous energy commodities, both primary (e.g. crude oil, natural gas, hard coal, etc.) as well as secondary (e.g. motor gasoline, gas/diesel oil, coke, patent fuels, etc.). Statistics are also produced on end-user prices of electricity and natural gas.

The aim of the quality reporting exercise is a structured description and assessment of the quality dimensions and improvement of data quality of energy statistics in accordance with the basic principles of the statistical law and the ESS Code of Practice.

More concretely, the following quality assessment dimensions shall be assessed:

(a) ‘relevance’ shall refer to the degree to which statistics meet current and potential needs of the users;

(b) ‘accuracy’ shall refer to the closeness of estimates to the unknown true values;

(c) ‘timeliness’ shall refer to the delay between the availability of the information and the event or phenomenon it describes;

(d) ‘punctuality’ shall refer to the delay between the date of the release of the data and the target date when it should have been delivered;

(e) ‘accessibility’ and ‘clarity’ shall refer to the conditions and modalities by which users can obtain, use and interpret data;

(f) ‘comparability’ shall refer to the measurement of the impact of differences in applied statistical concepts and measurement tools and procedures where statistics are compared between geographical areas, sectoral domains or over time;

(g) ‘coherence’ shall refer to the adequacy of the data to be reliably combined in different ways and for various uses.

Each quality reporting template should refer to one country. If several national bodies are involved in filling the quality reporting template, coordinate the process internally and submit one single file to Eurostat. To facilitate the coordination process, please note that you can import National data collections from other Quality_reporting_template excel files into your own template.
DEFINITIONS

The definitions of the most important terms used in the quality reporting template can be found below. More details can be found using the links provided for the terms.

1. **Census** is a survey conducted on the full set of observation objects belonging to a given population or universe.
2. **Classification error** is an error related to assigning statistical units to categories representing the values of a certain variable.
3. **CN codes (Combined Nomenclature, EU)** is the classification used within the European Union for collecting and processing foreign trade data.
4. **Confidentiality techniques** are procedures which apply statistical disclosure limitation techniques to the microdata files before they are used to prepare tables.
5. **CPA (Classification of Products by Activity in the EU)** is the official product classification by activity of the European Union.
6. **CPC (Central Product Classification)** is a classification based on the physical characteristics of goods or on the nature of the services rendered. Each type of good or service distinguished in the CPC is defined in such a way that it is normally produced by only one activity as defined in ISIC.
7. **Enterprise Group** is an association of enterprises bound together by legal and/or financial links. A group of enterprises can have more than one decision-making centre, especially for policy on production, sales and profit. It may centralise certain aspects of financial management and taxation. It constitutes an economic entity which is empowered to make choices, particularly concerning the units which it comprises.
8. **Estimations** are concerned with inference about the numerical value of unknown population values from incomplete data such as a sample.
9. **Full-time employee** covers staff (excluding apprentices) whose regular working hours are the same as the collectively agreed or customary hours worked in the enterprise, even if their contract is for less than one year.
10. **Geo-nomenclature (GEONOM, EU)** is the Nomenclature of Countries and Territories for the External Trade Statistics of the Community and Statistics of Trade between Member States.
11. **Grossing up the sample** means performing activities aimed at transforming, based on statistical methodology, micro-data from samples into aggregate-level information representative for the target population.
12. **HS (Harmonised system)** is a classification of goods by criteria based on raw materials and the stage of production of commodities. The industrial origin criterion is considered whenever it is compatible with the main criteria set out above. It also includes a set of explanatory notes and binding rules for interpretation which form part of the Protocol of Agreement.
13. **Imputing missing/nonresponse values** is the process of replacing missing values with estimated values.
14. **Institutional Unit** is an elementary economic decision-making centre characterised by uniformity of behaviour and decision-making autonomy in the exercise of its principal function. A unit is regarded as constituting an institutional unit if it has decision-making autonomy in respect of its principal function and keeps a complete set of accounts.
15. **ISIC (International Standard Industrial Classification)** of the United Nations is intended to be a standard classification of all productive economic activities. Its main aim is to provide a set of activity categories that can be used when analysing statistics according to such activities. The detailed groups and classes of the ISIC are best suited for classifying the kind of economic activity of establishments.
16. **ISO 3166** is the International Standard for country codes and codes for their subdivisions. The purpose of ISO 3166 is to define internationally recognised codes of letters and/or numbers that we can use when we refer to countries and subdivisions.
17. **Kind of activity Unit (KAU)** groups all the parts of an enterprise contributing to the performance of an activity at class level (4-digits) of the European Union activity classification NACE and corresponds to one or more operational subdivisions of the enterprise.
18. **Local Kind of Activity Unit (local KAU)** is the part of a KAU which corresponds to a local unit. The local KAU corresponds to the operational definition of the establishment.
19. **Local Unit** is an enterprise or part thereof (e.g. a workshop, factory, warehouse, office, mine or depot) situated in a geographically identified place. At or from this place economic activity is carried out for which - save for certain exceptions - one or more persons work (even if only part-time) for one and the same enterprise.

20. **Local Unit of Homogeneous Production (local UHP)** is the part of a unit of homogeneous production which corresponds to a local unit.

21. **Main data source** is the source that provides the data points that contribute with the highest energy content to the reported sector.

22. **Main National body responsible** is the administration / body with the main responsibility in terms of coordination for data collection and processing activities in relation to the relevant national data collection.

23. **Measurement error** occurs when the response provided differs from the real value. Such errors may be attributable to the respondent, the interviewer, the questionnaire, the collection method or the respondent's record-keeping system. Errors may be random or they may result in a systematic bias if they are not random.

24. **Modelling** is the construction of physical, conceptual or mathematical simulations of the real world. Models help to show relationships between processes (physical, economic or social).

25. **NACE rev. 2 (EU classification of economic activities)**. The Regulation establishing NACE Rev. 2 was adopted in December 2006. It includes provisions for the implementation of NACE Rev. 2 and coordinated transition from NACE Rev. 1.1 to NACE Rev. 2 in various statistical domains. NACE Rev. 2 is to be used, in general, for statistics referring to economic activities performed as from 1 January 2008 onwards.

26. **Non-response rate** is, in sample surveys, the failure to obtain information from a designated individual or unit for any reason (death, absence, refusal to reply) is termed non-response. The proportion of non-responses in the total number of individuals or units included in the sample is called the non-response rate.

27. **NUTS** is the Nomenclature of Territorial Units for Statistics (NUTS) and was established by Eurostat to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union.

28. **Outliers** are abnormal values in a time series.

29. **Population frame** is a body of information about the population being investigated which is used as the basis for selecting samples and in subsequent estimation procedures. It may be a business register maintained by a national statistical office or the membership list of a trade organisation.

30. **Processing error** is the error in final survey results arising from the faulty implementation of correctly planned implementation methods. Sources of processing errors include all post-collection operations, as well as the printing of questionnaires. Most processing errors occur in data for individual units, although errors can also be introduced in the implementation of systems and estimates. In survey data, for example, processing errors may include transcription errors, coding errors, data entry errors and errors of arithmetic in tabulation.

31. **Reference period** is the period of time or point in time to which the measured observation is intended to refer.

32. **Sample census (e.g. use of a threshold)** is the partial enumeration resulting from a failure to cover the whole population, as distinct from a designed sample enquiry, may be referred to as an "incomplete census". It can also be a census which is only applied to a subset of the population meeting certain criteria.

33. **Sample size** is the number of observation units which are to be included in the sample.

34. **Sample survey** is a survey which is carried out using a sampling method.

35. **Sampling error** is that 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 subset of the population is enumerated.

36. **Statistical compilation** refers to the description of statistical procedures used for producing intermediate data and final statistical outputs.

37. **Statistical Unit** refers to one member of a set of entities being studied. It must be understood in line with Council Regulation (EEC) No. 696/93 of 15 March 1993 on statistical units for the observation and analysis of the production system in the Community.
38. **Survey** is an investigation about the characteristics of a given population by means of collecting data from a sample of that population and estimating their characteristics through the systematic use of statistical methodology.

39. **Target population** is the entire group of individuals, households or enterprises whose characteristics are to be measured by means of a sample survey.

40. **Unit of Homogeneous Production (UHP)** is characterised by a single activity which is identified by its homogeneous inputs, production process and outputs. The products which constitute the inputs and outputs are themselves distinguished by their physical characteristics and the extent to which they have been processed as well (as) by the production technique used, by reference to a product classification. The unit of homogeneous production may correspond to an institutional unit or a part thereof; on the other hand, it can never belong to two different institutional units.

41. **Use of administrative data (e.g. customs data or business registers)** is the use of the set of units and data derived from an administrative source.

42. **Weighting techniques** is the use of methodologies to consider the importance of an object in relation to a set of objects to which it belongs; a numerical coefficient attached to an observation, frequently by multiplication, in order that it will assume a desired degree of importance in a function of all the observations of the set.

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**STRUCTURE OF THE TEMPLATE**

Eurostat has conceived the structure of this template in a way that reminds the joint questionnaires, in order to make it easier for users to fill it out.

The questionnaire is structured in the following sections:

1. **START page**
   
The Start page is the first available page when the file is opened. Its only objective is to make sure that macros are activated. It also contains the instructions on how to send the file to Eurostat once it has been completely filled out.

2. **COVER page**
   
The Cover page allows the user to introduce its country name, contact details and some information about the national "energy statistics" department. Explanations are provided for the fields under "Resources devoted to energy statistics at national body level" in order to clarify what information needs to be provided. The reference year is available at the top of the page.

3. **Background, legal basis and instructions**
   
   This page describes the context, background and the instructions in order to fill out the QR questionnaire.

4. **National data collections**
   
   This page allows the user to insert one form for each national data collection used to complete the EU questionnaires. Most of the questions in these forms come from annexes A and B from the previous QR template. When necessary, some questions have been added or modified to improve compliance with ESS standards. The main difference is that questions are formulated as closed-ended and many answers are predefined, allowing Eurostat to have more comparable answers.

   The following extra-features are available in this sheet:
   
   - Possibility to copy an existing National data collection from the same sheet, in order to just modify the differences and not rewrite everything.
– Possibility to import an existing National data collection from a different QR template file, in order to facilitate coordination from different bodies, so they can work in parallel and at the end all the National data collections can be imported into the same file).

5. **Link with EU data collections:**
   - *EU ANNUAL*
   - *EU M-2/M-3*
   - *EU M-1*

These pages allow the user to establish a clear mapping or link between the national data collections inserted by the user and the EU data collections (questionnaires).

For this purpose, three groups have been made for every EU data collection, which is shown with its different sections (production, transformation, consumption, trade, etc.) and all products. Products covered by the selected national data collection in each group must be checked. One, two or the three groups can be used and it is up to the user to decide which product to select in each group to best represent the structure of its national energy statistical system (i.e. to cover as many relevant national data collections as possible). All products are now available in each group and it is up to the user to decide which products need to be selected in each group. Countries are encouraged to report in the first group the most significant products and data collections.

The mapping allows the user to select a different data collection for each sector. The names of the national data collections are available for selection in the menus. To facilitate the process, all sectors are by default "Same as in …". If you wish to change this option, uncheck the checkbox, unfold the menu and select a different data collection for that sector.

The following extra-features are available in this sheet:

– Possibility to add one additional source for a sector of the user's choice.
– Possibility to enter additional information if needed.

6. **Glossary of statistical terms**

This page contains the definitions of some of the more relevant statistical terms used in the QR template. Its objective is to help users understand what is meant by each statistical term, in order to improve consistency.

7. **Remarks**

The answers to be introduced in the template must be concise in order to keep them comparable. In addition, since certain circumstances could result in the loss of any text beyond 255 characters in one single cell, Eurostat encourages the use of short sentences in the QR questionnaire. Whenever additional information needs to be transmitted, the "Remarks" page can be used for that purpose (around 40 lines, where each of them can hold up to 255 characters). The country can also use this page to transmit any relevant information not requested by the questionnaire.
INSTRUCTIONS FOR COMPLETING THE QUALITY REPORTING QUESTIONNAIRE

This section explains the main steps that need to be carried out to complete the quality reporting template and officially transmit it to Eurostat.

The country is asked to fill out a detailed questionnaire in the sheet "National data collections" for each national data collection necessary to complete the Eurostat questionnaires. If the data source or data collection is not a part of official statistics, the applicable section of the detailed questionnaire needs to be filled in and the description of this source must be indicated in "Other comments". Please introduce short answers. You can enter the information by selecting the appropriate options and double-clicking the relevant cells (up to 255 characters). If needed, you can enter longer texts in the Remarks sheet. Once you have completed one national data collection, insert a new form or copy/import an existing one in order to complete the next national data collection. Note that this operation could take a while.

The country is also asked to link the data source for each Eurostat questionnaire. This QR template covers the different types of questionnaires launched by Eurostat. As such, 3 types of sheets are defined:

1. "EU ANNUAL" for the annual questionnaires (Annex B of Regulation (EC) 1099/2008)
2. "EU M-2 M-3" for the monthly questionnaires (Annex C of Regulation (EC) 1099/2008)

In those sheets, the country is asked to select the national collection used as the main data source for each part of the Eurostat questionnaire. To facilitate the task in case all the sectors are covered with the same questionnaire, a check box with the option "Same as in ..." is checked in each section of the questionnaire. Please uncheck it if you wish to insert a different source for some sections of a questionnaire. Three groups of products are provided for each questionnaire and users can check the products in each group according to the structure of their national statistical system, in order to provide data source for the most important products. Please provide in the first group the information concerning the most important products at national level. Each group presents the possibility to add one extra source for a selected sector. If needed, additional information can be entered in the dedicated field.

In order to know which data collections need to be described in the "National data collections" section, you are advised to analyse beforehand the information requested under "EU ANNUAL", "EU M-2 M-3" and "EU M-1". This will allow you to reduce burden by describing only the National data collections which are used to fill in the requested sectors of the EU data collections.

Once all the required information has been filled in and the final file is ready, please send the questionnaire to Eurostat via eDAMIS, using the following data collection: ENERGY_QUALITY_5.
GEOGRAPHICAL NOTES

Denmark excludes the Danish Faroes and Greenland;

France includes Monaco and excludes the French overseas territories Guadeloupe, Martinique, Guyane, Reunion, St.-Pierre and Miquelon, New Caledonia and French Polynesia

Italy includes San Marino and the Vatican;

The Netherlands excludes Suriname and the Netherlands Antilles;

Portugal includes the Açores and Madeira;

Spain includes the Canary Islands, the Balearic Islands, and Ceuta and Melilla;

Switzerland does not include Liechtenstein