

# TABLE OF CONTENTS

<b>FOREWORD .....</b>	<b>3</b>
<b>TABLE OF CONTENTS .....</b>	<b>4</b>
<b>ABBREVIATIONS AND ACRONYMS .....</b>	<b>11</b>
<b>PART I: CONTEXT .....</b>	<b>12</b>
<b>1 Introduction .....</b>	<b>13</b>
1.1 Overview .....	13
1.2 Users and uses .....	14
1.3 Changes from previous versions .....	14
1.4 Content of document.....	15
<b>2. ESS Common Quality Framework .....</b>	<b>16</b>
2.1 Introduction .....	16
2.2 General quality management concepts and principles .....	16
2.2.1 General definitions.....	16
2.2.2 General quality management principles .....	18
2.3 ES Code of Practice and ESS Quality Assurance Framework .....	19
2.3.1 Introductory remarks.....	19
2.3.2 Institutional environment principles .....	19
2.3.3 Statistical process principles .....	20
2.3.4 Statistical output principles .....	20
2.3.5 ESS Quality assurance framework.....	21
2.4 Quality related regulations.....	21
2.4.1 Regulation on European statistics .....	21
2.4.2 Compliance with the ES COP.....	22
2.4.3 Regulations concerning quality in specific statistical domains .....	22
2.5 Other quality standards, guidelines, methods and tools .....	22
2.5.1 Introductory remark .....	22
2.5.2 ESS Quality Glossary .....	22
2.5.3 ESS Quality and Performance Indicators.....	23
2.5.4 Other ESS quality guidelines, methods and tools .....	23
<b>3 Describing statistical processes and outputs .....</b>	<b>24</b>
3.1 Introductory remarks .....	24
3.2 Single Integrated Metadata Structure .....	24
3.2.1 SIMS objectives and creation .....	24
3.2.2 SIMS structure.....	25
3.2.3 ESQRS and producer reports.....	26
3.2.4 ESMS and user reports .....	27
3.2.5 Future revision of SIMS .....	28
3.3 Generic Statistical Business Process Model .....	28
3.3.1 Overview of GSBPM.....	28

3.3.2 GSBPM phases .....	29
<b>3.4 Relationship between SIMS and GSBPM .....</b>	<b>31</b>
<b>4. Types of statistical process .....</b>	<b>33</b>
<b>4.1 Introduction .....</b>	<b>33</b>
<b>4.2 Probability survey .....</b>	<b>34</b>
<b>4.3 Non-probability survey .....</b>	<b>34</b>
<b>4.4 Census survey .....</b>	<b>35</b>
<b>4.5 Administrative data process .....</b>	<b>36</b>
<b>4.6 Multisource process .....</b>	<b>37</b>
<b>4.7 Macro-aggregate compilation process .....</b>	<b>38</b>
<b>4.8 Special cases .....</b>	<b>38</b>
<b>5 Types of report .....</b>	<b>41</b>
<b>5.1 Introductory remarks .....</b>	<b>41</b>
<b>5.2 Subject of report .....</b>	<b>41</b>
<b>5.3 National and European levels .....</b>	<b>42</b>
<b>5.4 Producer and user reports .....</b>	<b>42</b>
<b>5.5 Degree of detail .....</b>	<b>43</b>
<b>5.6 Reporting reference period and frequency .....</b>	<b>43</b>
<b>5.7 Domain specific regulations involving quality reporting .....</b>	<b>43</b>
<b>5.8 Related documentation .....</b>	<b>45</b>
<b>6 Structure of guidelines and storage of reports .....</b>	<b>46</b>
<b>6.1 Structure of guidelines .....</b>	<b>46</b>
<b>6.2 ESS Metadata Handler .....</b>	<b>47</b>
<b>PART II: GUIDELINES .....</b>	<b>48</b>
<b>S.01 Contact .....</b>	<b>49</b>
S.01 Example .....	50
<b>S.02 Metadata update .....</b>	<b>51</b>
S.02 Example .....	52
<b>S.03 Statistical presentation .....</b>	<b>53</b>
<b>S.03.1-3 Data description, classification system and sector coverage .....</b>	<b>53</b>
S.03.1-3 Example .....	54
<b>S.03.4-6 Statistical concepts, definitions, units and populations .....</b>	<b>55</b>
S.03.4-6 Examples .....	56
<b>S.03.7-9 Reference area, time coverage and base period .....</b>	<b>58</b>
S.03.7-9 Example .....	58
<b>S.04 Unit of measure .....</b>	<b>59</b>
S.04 Example .....	59
<b>S.05 Reference period .....</b>	<b>60</b>

S.05 Example .....	60
<b>S.06 Institutional mandate.....</b>	<b>61</b>
S.06 Examples .....	62
<b>S.07 Confidentiality.....</b>	<b>63</b>
<b>S.07 Background.....</b>	<b>63</b>
<b>S.07.1 Confidentiality - policy .....</b>	<b>66</b>
S.07.1 Further guidelines .....	66
S.07.1 Examples .....	67
<b>S.07.2 Confidentiality – data treatment.....</b>	<b>69</b>
S.07.2 Further guidelines .....	69
S.07.2 Examples .....	69
<b>S.08 Release policy.....</b>	<b>71</b>
S.08 Examples .....	72
<b>S.09 Frequency of dissemination .....</b>	<b>73</b>
S.09 Example .....	73
<b>S.10 Accessibility and clarity .....</b>	<b>74</b>
<b>S.10 Background.....</b>	<b>74</b>
<b>S.10.1-5 Dissemination mechanisms/formats.....</b>	<b>75</b>
S.10.1-5 Further guidelines .....	76
S.10.1-5 Examples .....	77
<b>S.10.6-7 Documentation on methodology and quality .....</b>	<b>78</b>
S.10.6-7 Further guidelines .....	79
S.10.6-7 Examples .....	79
<b>S.11 Quality management.....</b>	<b>81</b>
<b>S.11 Background.....</b>	<b>81</b>
<b>S.11.1 Quality assurance.....</b>	<b>83</b>
S.11.1 Further guidelines .....	83
S.11.1 Examples .....	84
<b>S.11.2 Quality assessment.....</b>	<b>86</b>
S.11.2 Further guidelines .....	86
S.11.2 Example .....	87
<b>S.12 Relevance.....</b>	<b>88</b>
<b>S.12 Background.....</b>	<b>88</b>
<b>S.12.1 User needs .....</b>	<b>89</b>
S.12.1 Background .....	89
<b>S.12.1A Understanding and classifying users.....</b>	<b>89</b>
S.12.1A Further guidelines .....	89
S.12.1A Examples .....	90
<b>S.12.1B Assessment of outputs relative to user needs .....</b>	<b>91</b>
S.12.1B Further guidelines .....	91
S.12.1B Examples .....	93

<b>S.12.2 Usersatisfaction .....</b>	<b>94</b>
S.12.2 Further guidelines .....	94
S.12.2 Examples .....	94
<b>S.12.3 Completeness .....</b>	<b>96</b>
S.12.3 Further guidelines .....	96
S.12.3 Examples .....	97
<b>S.13 Accuracy and reliability.....</b>	<b>98</b>
<b>S.13 Background.....</b>	<b>98</b>
S.13A techniques for evaluating accuracy .....	101
<b>S.13.1 Overall accuracy.....</b>	<b>102</b>
S.13.1 Further guidelines for all processes .....	102
S.13.1 Examples .....	102
S.13.1A Further guidelines for probability survey .....	104
S.13.1A Examples for probability survey.....	104
S.13.1B Further background and guidelines for non-probability survey.....	105
S.13.1C Further background and guidelines for census survey.....	106
S.13.1C Example for census survey .....	107
S.13.1D Further guidelines for administrative data process.....	108
S.13.1E Further guidelines for multisource process.....	109
S.13.1E Example for multisource process.....	109
S.13.1F Further guidelines for macro-aggregate compilation process.....	110
<b>S.13.2 Sampling error .....</b>	<b>111</b>
S.13.2A Further guidelines for probability survey.....	111
S.13.2A Examples for probability survey.....	114
S.13.2B Further guidelines for non-probability survey.....	116
S.13.2B Example for non-probability survey .....	116
S.13.2C Further guidelines for other type of statistical process .....	117
S.13.2C Example for other type of statistical process .....	117
<b>S.13.3 Non-sampling error .....</b>	<b>117</b>
S.13.3 Further guidelines .....	118
<b>S.13.3.1 Coverage error.....</b>	<b>119</b>
S.13.3.1A Further guidelines for probability survey.....	120
S.13.3.1A Examples for probability survey.....	121
S.13.3.1B Further guidelines for non-probability survey.....	122
S.13.3.1C Further guidelines for census survey.....	122
S.13.3.1C Example for census survey .....	123
S.13.3.1D Further guidelines for administrative data process.....	123
S.13.3.1D Example for administrative data process.....	124
S.13.3.1E Further guidelines for multisource process.....	124
S.13.3.1F Further guidelines for macro-aggregate compilation process.....	124
<b>S.13.3.2 Measurement error .....</b>	<b>125</b>
S.13.3.2 Further guidelines .....	125
S.13.3.2 Examples .....	128
<b>S.13.3.3 Nonresponse error .....</b>	<b>130</b>
S.13.3.3 Further guidelines .....	130

S.13.3.3 Examples .....	134
<b>S.13.3.4 Processing error.....</b>	<b>136</b>
S.13.3.4 Further guidelines .....	136
S.13.3.4 Example .....	137
<b>S.13.3.5 Model assumption error.....</b>	<b>138</b>
S.13.3.5 Further guidelines .....	138
S.13.3.5 Examples .....	139
<b>S.14 Timeliness and punctuality.....</b>	<b>141</b>
<b>S.14.1 Timeliness .....</b>	<b>141</b>
S.14.1 Further guidelines .....	142
S.14.1 Examples .....	142
<b>S.14.2 Punctuality .....</b>	<b>144</b>
S.14.2 Further guidelines .....	144
S.14.2 Examples .....	145
<b>S.15 Coherence and comparability.....</b>	<b>147</b>
<b>S.15 Background.....</b>	<b>147</b>
S.15A Terminology and general explanations.....	147
S.15B Possible differences in concepts .....	149
S.15C Possible differences in methods .....	149
S.15D Relationship between coherence/comparability and accuracy.....	150
S.15E General advice on coherence and comparability.....	151
<b>S.15.1 Geographical comparability .....</b>	<b>151</b>
S.15.1 Further guidelines .....	152
S.15.1 Examples .....	153
<b>S.15.2 Comparability over time.....</b>	<b>154</b>
S.15.2 Further guidelines .....	154
S.15.2 Example .....	155
<b>S.15.3 Coherence – cross domain.....</b>	<b>155</b>
S.15.3 Further guidelines .....	156
S.15.3 Examples .....	156
<b>S.15.3.1 Coherence – subannual and annual statistics .....</b>	<b>159</b>
<b>S.15.3.2 Coherence – national accounts .....</b>	<b>159</b>
S.15.3.2 Further guidelines .....	159
S.15.3.2 Examples .....	160
<b>S.15.4 Coherence – internal .....</b>	<b>162</b>
S.15.4 Further guidelines .....	162
<b>S.16 Cost and burden .....</b>	<b>164</b>
<b>S.16 Background.....</b>	<b>164</b>
S.16 Further guidelines .....	166
S.16 Examples .....	167
<b>S.17 Data revision .....</b>	<b>170</b>
<b>S.17 Background.....</b>	<b>170</b>

<b>S.17.1 Data revision - policy .....</b>	<b>171</b>
S.17.1 Further guidelines .....	171
S.17.1 Examples .....	171
<b>S.17.2 Data revision - practice .....</b>	<b>173</b>
S.17.2 Further guidelines .....	174
S.17.2: Examples .....	174
<b>S.18 Statistical processing.....</b>	<b>177</b>
<b>S.18 Background.....</b>	<b>177</b>
<b>S.18.1 Source data .....</b>	<b>178</b>
S.18.1 Further guidelines .....	178
S.18.1 Examples .....	179
<b>S.18.2 Frequency of data collection.....</b>	<b>184</b>
S.18.2 Example .....	184
<b>S.18.3: Data collection.....</b>	<b>184</b>
S.18.3 Further guidelines .....	185
S.18.3 Examples .....	185
<b>S.18.4-5: Data validation and data compilation .....</b>	<b>187</b>
S.18.4-5 Further guidelines .....	188
S.18.4-5 Examples .....	189
<b>S.18.6: Adjustment.....</b>	<b>193</b>
S.18.6 Further guidelines .....	193
S.18.6 Examples .....	194
<b>S.19 Comment.....</b>	<b>197</b>
<b>PART III SUPPLEMENTARY DOCUMENTS.....</b>	<b>198</b>
<b>A Quality and metadata reporting glossary .....</b>	<b>199</b>
<b>A1 Introductory notes.....</b>	<b>199</b>
<b>A2 Glossary .....</b>	<b>201</b>
<b>B Single Integrated Metadata Structure V2.0 .....</b>	<b>234</b>
<b>B1 Introductory remarks .....</b>	<b>234</b>
<b>B2 Single Integrated Metadata Structure (SIMS) V2.0: Concepts.....</b>	<b>235</b>
<b>B3 ESS Standard for Quality Reports (ESQRS) V2.0: Concepts.....</b>	<b>236</b>
<b>B4 Euro-SDMX Metadata Structure (ESMS) V2: Concepts.....</b>	<b>237</b>
<b>B5 SIMS, ESMS and ESQRS inter-relationships.....</b>	<b>238</b>
<b>B6 SIMS Concepts, definitions and guidelines.....</b>	<b>242</b>
<b>C Guidelines for ESS Quality and Performance Indicators.....</b>	<b>263</b>
<b>C1 Standard Quality and Performance Indicators .....</b>	<b>263</b>
<b>C2 Guidelines for compilation of indicators .....</b>	<b>264</b>
<b>D Domain specific regulations involving quality reporting.....</b>	<b>290</b>
<b>D1 Introductory remarks .....</b>	<b>290</b>
<b>D2 List of and links to regulations involving quality reporting .....</b>	<b>290</b>

<b>E. Introduction to big data .....</b>	<b>302</b>
<b>E1 Purpose of the document .....</b>	<b>302</b>
<b>E2 Past, present and future work on using big data sources .....</b>	<b>303</b>
<b>E3 Relationship between big data and administrative data .....</b>	<b>304</b>
<b>E4 Quality of statistics produced with use of big data .....</b>	<b>305</b>
<b>E5 Suggestions for quality of big data and statistics .....</b>	<b>306</b>
<b>E6 Concluding remarks .....</b>	<b>309</b>
<b>F. References .....</b>	<b>310</b>