STATISTICAL OFFICE

CONTENTS AND INSTRUCTIONS FOR COMPLETING THE NATIONAL QUALITY REPORT

Podgorica, 2017

Contents of the national quality report

Instructions for completing the national quality report:

1. *Introduce – Basic information about the survey*

1.1 Purpose, goal and subject of survey

Main characteristics and description of the main variables produced and the inputs used for their production. The description should be given in an understandable way.

1.2 Legal basic

Legal acts or other formal or informal agreements that assign responsibility as well as the authority to anagency for the collection, processing, and dissemination of statistics (agreements, regulations, instructions, procedures, etc.). *For this field, a proposal of a predefined common text is given, which can be customized as needed.* Indicate relevant EU regulations.

1.3 Statistical unit

List the basic units of statistical observation for which data are provided. These observation units (e.g. the enterprise, the local unit, private households,...) can be different from the reporting units used in the underlying statistical surveys.

1.4 Coverage and scope of survey

1.4.1 Sectors

Identify the economic or other sectors covered by the survey. If it is necessary, add more detailed levels of division like area, class and other.

1.4.2 Statical population

Describe a targeted statistical population (one or more) to which the set of data relates.

1.5 Referent geographical area

Geographical levels to which statistics relate (state, municipalities, settlements).

1.6 Concept and definition

Give a list of main inputs with definitions. For each of them, describe the differences in relation to the ESS standards, if any. If it is relevant, describe the concept used in the research.

1.7 Clasification

Identify international and national classifications as well as other forms of classification used in data production.

1.8 Frequency of data collection

Frequency of data collection from sources.

1.9 Frequency of data disemination

The frequency with which the data is disseminated (e.g. monthly, quarterly, yearly). The frequency of data delivery to Eurostat should be mentioned.

1.10 Methodlogy

Brief information on metodology as well as a link where it is available. If methdology is not available - give a description. Point to other documents, instructions, manuals relating to the given research. It is possible to describe and give a link to the national metadata.

1.11 Base period

The period of time used as the base of an index number, or to which a constant series refers..

1.12 Unit of measure

The units of measures used for the data set disseminated should be listed (units of measures are e.g. Euro, %, number of persons).Also the exact use of magnitude (e.g. thousand, million) should be added.

1.13 Source of data

Specify the source of the data as well as the characteristics of the source data used to produce the statistical data.

2. Relevance – Data users

2.1 User needs

Identify main data users. Classify: international, national, and if data is used to produce other statistics. Specify plans, if any, with the aim of producing data in the coming period that users have requested.

2.2 User satisfaction

Describe the Satisfaction Survey - total or sectoral, which is being implemented, as well as other consultations held with beneficiaries and give the results of the last conducted User Satisfaction Survey. *For this field, a proposal of a predefined common text is given, which can be customized as needed.*

3. Accuracy and reliability

3.1 Accuracy – Overal remark

Give a description and information about the planned and actual publication of the data. Take into account national deadlines. Describe the indicator.

3.2 Sampling error

A sampling error is defined as the difference between the value of the indicator in the total population and the estimated value of the same indicator obtained by a random sample, which must exist as the data were collected only from a small part of the population.

Indicators of sampling error (A1)

Sample error is the result of conducting a survey on a sample rather than a full scope. Namely, due to the high costs of carrying out the survey over the totaln population, certain indicators are estimated based on the data collected by the sample. For that reason, in order to assess the accuracy of the estimates, it is necessary to calculate the sampling error.

Sample error can be expressed in the following ways:

- in absolute terms - as a standard error,
- in relative terms - as a coefficient of variation, or
- in terms of reliability - as an interval of reliability or trust.

A more detailed way of calculating this indicator is given in the Annex to the European Statistical System's Guide for Quality Report, pages 119-135.

3.3 Nonsempling error

Error in survey estimates which cannot be attributed to sampling fluctuations. Nonresponse error, measurement errors, error in research instruments, respondent error or responding person, mistakes caused by non-response to particular issues, data processing errors, data corrections, encryption and imputation, data modeling errors.

3.3.1 Coverage error

Describe covarage error wich present difference between the frame population and the target population. Describe registers or other sample frames: reference period, frequency and timing of frame updates, updating activities, differences that exist within the framework and other registers, and other information that may be significant for the result of the survey. Provide an assessment, whenever possible quantitative, on overcoverage and multiple listings, and on the extent of undercoverage.

Indicators of coverage error (A2)

The rate of over-coverage is the proportion of units from the sample frame that do not belong to the target population (for example, businesses that no longer work or who engage in other activities not covered by the survey, or persons from households who have moved to another country or have died). If the survey is conducted on a sample, the over-coverage rate is estimated based on the data collected by the sample.
A more detailed way of calculating this indicator is given in the Annex to the European Statistical System's Guide for Quality Report, pages 119-135.

3.3.2 Error of measurement

Describe mistakes that occur during data collection that can be caused by the wrong design of the questionnaire, insufficient or inadequate training of interviewers and other cases. Describe actions taken to correct measurement errors.

Nonresponse rate (A4)

The nonresponse unit rate is an indicator that indicates how many units (enterprises or households) did not respond to the questionnaire as a whole, and is defined as the proportion of units for which data are not available in relation to the total number of valid units (which belong to the target population).
A more detailed way of calculating this indicator is given in the Annex to the European Statistical System's Guide for Quality Report, pages 119-135.

3.4 Sesonal adjustment

Short description of the seasonal adjustment proces.

3.5 Data revision

3.5.1 Data revision policy

Information for revision policy for Statistical office or sectoral if exist. Give the link where it is published.

3.5.2 Data revision practise

Information on how revision policy are conducted for concreet statistical szrvey.

3.5.3 Data revision - average size (A6)

The average over a time period of the revisions of a key item. The "revision" is defined as the difference between a later and an earlier estimate of the key item.
A more detailed way of calculating this indicator is given in the Annex to the European Statistical System's Guide for Quality Report, pages 119-135.

4. 4. Timeliness and punctuality

4.1 4. Timeliness

Length of time between data availability and the event or phenomenon they describe. Take into account national publication of data. Describe the indicators below.

Time lag publication of preliminary data TP1

The number of days (or weeks or months) from the last day of the reference period to the day of publication of first results. It is expressed as T + n, where n is the number of days, weeks or months.
A more detailed way of calculating this indicator is given in the Annex to the European Statistical System's Guide for Quality Report, pages 119-135.

Time lag publication of final data TP2

The number of days (or weeks or months) from the last day of the reference period to the day of publication of complete and final results. It is expressed as T + n, where n is the number of days, weeks or months.
A more detailed way of calculating this indicator is given in the Annex to the European Statistical System's Guide for Quality Report, pages 119-135.

4.2 4. Punctuality TP3

Give a description and information about the planned and actual publication of the data. Take into account national deadlines. The accuracy of the release of data is the period between production or publication of data and the target date for the production or publication of data. This indicator calculates the rate that relates to the data that were published exactly on the date from the release calendar.
A more detailed way of calculating this indicator is given in the Annex to the European Statistical System's Guide for Quality Report, pages 119-135.

5. Availability and clarity

5.1 Release

Regular or ad-hoc press releases linked to the data set in question should be described.

5.2 Publication

Regular or ad-hoc publications in which the data are made available to the public. (link) *For this field, a proposal of a predefined common text is given, which can be customized as needed.*

5.3 Avaiability of microdata

Describe the way to access the microdata. *For this field, a proposal of a predefined common text is given, which can be customized as needed.*

6. Comparability

6.1 Comparability - geographical

Describe the comparability of data in space. Emphasize and describe comparability problems with EU regulations or other international documentation.

6.2 Comparability - over time

Describe the comparability over time. To accentuate why comparability has not been achieved, ie what activities have changed in the statistical process itself which led to incomparability. There are three broad possibilities:
1. data are fully comparable;
2. There have been some differences in the methodology but the data are preety comparable;
3. Due to changes in the production process, the data are not comparable at all.

For the second and third cases, explanations should be given.