



**MONTENEGRO
STATISTICAL OFFICE**

METHODOLOGICAL MANUAL

TOURIST ARRIVALS AND OVERNIGHT STAYS IN COLLECTIVE ACCOMMODATION

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Podgorica, February 2017

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The legal basis for conducting the survey on tourist arrivals and overnight stays in collective accommodation establishments is the Law on Official Statistics and Official Statistical System "Official Gazette of Montenegro", no. 18/12 of 30.3.2012. and Annual plan of statistical surveys.

METHODOLOGICAL NOTES

The subject and purpose of the statistical survey

The aim of the statistical survey on tourist arrivals and overnight stays in collective accommodation establishments is to provide basic information on the scope of tourist traffic (arrivals and overnight stays) of domestic and foreign tourists and capacity of accommodation establishments.

Collective accommodation facilities include hotels, inns, motels, holiday villages, tourist resorts, hostels, camps and other collective accommodation facilities. Collective accommodation does not include private accommodation (accommodation in houses and rooms for rent, as well as in tourist apartments).

The survey collects data on:

- the number of arrivals and overnight stays of domestic and foreign tourists in collective accommodation establishments;
- structure of arrivals and overnight stays of foreign tourists by country of origin;
- the number of accommodation establishments, as well as the number of accommodation units (rooms, suites, camping sites) and beds in these establishments.

Results of survey are used to create a tourism policy and strategy for the development of tourism, as well as the fulfillment of requests for information from domestic and foreign users.

Observation units

In this survey, there are two types of observation units:

- collective accommodation establishments (for monitoring accommodation);
- tourists in collective accommodation establishments (for monitoring of tourist traffic).

Survey coverage

The survey covers all collective accommodation establishments that provide accommodation services on the basis of approval for accommodation services according to the Tourism Law no. 61/10. The establishments are classified into three groups according to the Classification of Activities (Nace REV.2):

- 55.1 (hotels and similar accommodation);
- 55.2 (holiday and other short-stay accommodation);
- 55.3 (camping grounds, recreational vehicle parks and trailers parks).

According to EU Regulation 692/2011 on European statistics on tourism, Member States with less than 1% of the total annual number of overnight stays in tourist accommodation establishments in the European Union may further reduce the scope of observation by involving all the tourist collective accommodation establishments, and that the data on the number of arrivals and overnight stays in private accommodation will be published annually.

The survey does not cover accommodation establishments that provide accommodation services in households (individual tourist accommodation or so called. "private accommodation"), which according to the Tourism Law („Official Gazette of Montenegro ", no. 61/10, Article 109) include accommodation units with a maximum of 15 beds and owned by natural persons.

Reporting units

Reporting units are business organizations, legal persons and entrepreneurs who are engaged in providing accommodation services to tourists in collective establishments.. Accommodation establishments, classified according to the Regulations on the types, minimum technical requirements and categorization of objects ("Official Gazette of Montenegro", no. 63/11, No.47 / 12), are: hotel & resort, wild beauty resort, a group hotels (hotel, small hotel, boutique hotel, hotel garni, aparthotel, condo hotel, hostel, guest house and motel), a tourist resort, ethno village, eco lodge, villas, inns, mountain lodge, resort camp, and similar. In addition to these, survey also covers spas and uncategorized facilities.

Method, time and sources for data collection

In the monthly survey on tourists arrivals and overnight stays in collective accommodation establishments data is collected by reporting method. Each reporting unit fills in the questionnaire TU 11 itself, based on the guest book.

Monthly Report on Tourist Arrivals and Tourist Nights TU-11, reporting units are obligated to send to Statistical Office within define deadlines, and no later than the 5-th of the month for the data of the previous month.

Questionnaires and instructions reporting unit receives from the regional statistical department.

Statistical Office carries out all preparation activities for the proper and successful implementation of survey. For this purpose, we carries out the following activities: development of methodology for survey, designing questionnaires, selecting reporting units and compiling a directory of reporting units, printing materials for conducting the survey and submit it to the statistical regional units that perform distribution of material to reporting units. Statistical regional units collect questionnaires (reports) from reporting units and send it to the tourism statistics department for data processing. In order to increase the response rate regional statistical units send reminders to reporting units by mail, e-mail or phone.

In case of some illogical data we made the computational and logical controls and contact the reporting unit to verify the data.

Definitions

Tourism means the activity of visitors taking a trip to a main destination outside their usual environment for less than a year, for leisure, business or other personal purpose other than to be employed by a resident entity in the place visited.

Tourist is every person who, outside his/her place of permanent residence, spends at least one night in a hotel or some other accommodation establishment for reasons of rest, recreation, health, study, sport, religion, family, business, public tasks or meeting. Children are considered tourists and should be covered by this report, regardless of their age. Tourists are not persons who stays longer than 12 consecutive months in place visited, persons engaged in some activity funded from the place of the visit, persons who regularly, daily and weekly travel to the place for work or study, migrants, border workers, diplomatic and consular representatives, refugees, displaced persons, persons in transit who do not formally enter the country, permanent residents who travel to another place with the intention to reside there permanently, people who are temporarily working in Montenegro and receive a salary for their work.

Residence is a place where a person came with the intention of permanent stay. The tourist is registered in every place or establishment where he/she stays. Consequently, in case of change of place or establishment, he/she is registered again, which results in data ambiguity. This is why statistics registers the number of tourist arrivals and not the number of tourists.

Domestic tourist is a person with permanent residence in Montenegro, who spends at least one night in a hotel or some other accommodation establishment in any place in the Montenegro, but outside his/her place of residence.

Foreign tourist is every person with permanent residence outside of Montenegro who temporarily resides in the Montenegro and who spends at least one night in a hotel or some other accommodation establishment.

Accommodation capacity is expressed by the number of establishments, rooms and other accommodation units, and beds available to tourists. Beds are permanent and auxiliary.

Permanent beds are those that are regularly ready-made for renting to guests.

Auxiliary beds are beds which are intended for comfort of guests (couches, sofas, etc.) and spare beds with which accommodation capacity is increased during the high season.

Confidentiality of data

Confidentiality and protection of statistical data is regulated by the Law on Statistics and Statistical System of Montenegro ("Official Gazette of Montenegro", no. 18/12). One of the basic principles underlying the law is the principle of statistical confidentiality and use of personal data for statistical purposes. According to the Law, individual data on natural or legal persons are confidential and represent an official secret. The data are confidential when enabling direct or indirect identification of natural or legal persons.

Results of survey are published in an aggregated (cumulative) mode that disables the displaying of individual data of reporting units.

Obligation to provide Information

According to the Law on Statistics and Statistical System of Montenegro ("Official Gazette of Montenegro", no. 18/12, Article 29) reporting units are obliged to provide accurate and complete information free of charge, in content and form determined by the producer of official statistics and within the deadlines laid down in the annual plan.

Questionnaire

<http://monstat.org/cg/page.php?id=44&pageid=44>

Data publication

The results of survey are published in the following publications:

- Release - monthly;
- Monthly Statistical Review;
- Statistical Yearbook;
- Montenegro in numbers;
- Website.

Depending on requests and equipment of users, the information is delivered by post, fax or e-mail.

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