



QUALITY REPORT FOR STATISTICAL SURVEYS

----- (NAME OF STATISTICAL SURVEY) -----

FOR --(year)--



Report prepared by:

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1. STATISTICAL PROCESS AND STATISTICAL OUTPUTS

1.1 The purpose of the survey

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

1.2 Legal basis and responsibility of statistical institutions

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

1.3 Classifications used

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

1.4 Reporting unit

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

1.5 Statistical observation unit

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

1.6 Coverage

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

1.7 Statistical concepts and definitions

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

2 RELEVANCE

2.1 Users of statistical survey data

2.1.1 Key users of statistical survey data

Key users of statistical survey data are:

2.1.2 Assessment of users needs

The main user requests for data are:

2.1.3 Assessment of the perception and user satisfaction

User satisfaction of this survey is measured:

(If you don't use any method of measuring user satisfaction - write)

The measurement of satisfaction and perceptions of users is not conducted.

2.2 Completeness of data

2.2.1 Data completeness rate (R1)

Data completeness rate is %

3 THE ACCURACY AND CLARITY

3.1 Sampling errors

3.1.1 Sampling error (A1)

(In the table below indicate the coefficient of variation and / or confidence interval for the most important statistics and the most important variables of the statistical survey)

(If you don't conduct a statistical survey based on a sample - write)

Sampling error can't be calculated because the survey is not based on a random sample.

3.1.2 Activities to reduce the sampling errors

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

3.2 Non-sampling errors

3.2.1 Non-sampling errors - Coverage errors

3.2.1.1 Over- coverage rate (A2)

(Specify the the average unweighted and / or weighted rate or write:

Over- coverage rate is %.

... % units does not belong to the target population. (average)

(If you conduct monthly or quarterly survey, please give the data in the table)

Reference period	Month or I quartal	n-month or n-quartal	Annual average
Number of units in sample frame / address book
Irrelevant units in sample frame / address book
Over- coverage rate (%)

(If you don't have the information of over-coverage rate, write:

We have no information that would allow us to calculate the over-coverage rate.

3.2.1.2 Joint units share (A3)

Joint units share in this survey is ... %.

(If in this particular survey you don't use units from two different sources - write)

This survey does not combine data from two or more sources.

3.2.1.3 Errors of under-coverage

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

3.2.1.4 Measures to reduce coverage errors

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

3.2.2 Non-sampling errors - Errors of measurement

3.2.2.1 The reasons for the occurrence of errors of measurement

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

3.2.2.2 Measures to reduce the number of errors of measurement

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

3.2.3 Non-sampling errors – Non-response errors

3.2.3.1 Units non-response rate (A4)

(Specify the the average unweighted and / or weighted rate)

Units non-response rate is %.

(If you conduct monthly or quarterly survey, please give the data in the table)

Reference period	Month or I quartal	n-month or n-quartal	Annual average
Number of relevant units
Number of non-response			
Units non-response rate (%)			

(If you don't have the information of units non-response rate, write)

We have no information that would allow us to calculate the units non-response rate.

3.2.3.2 Item non-response rate (A5)

(Specify the the average unweighted and / or weighted rate)

Item non-response rate is %.

Note: If there is only one variable, item non-response is equal to the unit non-response

(If you conduct monthly or quarterly survey, please give the data in the table –item non-response rate must be calculated for all key variables).

Reference period	Month or I quartal	n-month or n-quartal	Annual average
Number of relevant units
Number of non-response			
Item non-response rate (%)			

(If you don't have the information of item non-response, write)

We have no information that would allow us to calculate the item non-response rate.

3.2.3.3 Procedures in the case of non-response

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

3.2.3.4 Methods for reducing the rate of non-response

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

3.2.4 Imputation

3.2.4.1 Imputation rate (A7)

(Specify the the average unweighted and / or weighted rate)

Imputation rate is..... %.

(If you conduct monthly or quarterly survey, please give the data in the table –imputation rate must be calculated for all key variables)

Reference period	Month or I quartal	n-month or n- quartal	Annual average
Number of units for which the variable Y is imputed
Number of units for which values of the variable Y remained unchanged			
Imputation rate (%)			

(If you don't have the information of imputation rate, write)

We have no information that would allow us to calculate the imputation rate.

3.2.5 Revisions

3.2.5.1 Average size of data revisions (A6)

(Average size of data revisions –when you have relative data)

The total number..... in releases at anual average has changed for.....

(Average size of data revisions –when you have absolute data)

The total number..... in releases at anual average has changed for..... %.

4 TIMELINESS AND PUNCTUALITY OF PUBLISHING

4.1 Timeliness

4.1.1 Time lag of first results (TP1)

(If you conduct monthly survey please give the Time lag of first results data for each month in the table below)

Reference period	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	Average
Date of publishing of the first results	/
Time gap (number of days or months)	T+...	T+											

Time lag of first results (annual average) is T +

(If you conduct quarterly survey please give the Time lag of first results data for each quarter, in the table below)

Reference period	I quarter	II quarter	III quarter	IV quarter	Average
Date of publishing of the first results	/
Time gap (number of days or months)	T+...	T+...	T+...	T+...	T+ ...

Time lag of first results (annual average) is T +

(If you conduct annualiy survey the Time lag of first results is

Reference period	
Date of publishing of the first results	
Time gap (number of days or months)	T+....

Time lag of first results is T +

4.1.2 Time lag of final results (TP2)

(Please use the same tables as in the 4.1.1, instead of »Date of publishing of the first results«, write »Date of publishing of the final results«)

(If the Time lag of first results is also and final results, you don't calculate this indicator just give the note and write the following text)

The Time lag of first results are in the same time the Time lag of final results.

4.2 Publishing punctuality

4.2.1 Publishing punctuality (TP3)

(The indicator is calculated in two ways - The calculation procedure of indicator for producers and The calculation procedure of indicator for users).

The calculation procedure of indicator for producers:

(If you conduct monthly survey please give the punctuality data for each month)

Reference period	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	Average
Expected date of publishing	/
Actual date of publishing	/
Time gap (number of days)	T+...	T+ ...											

Publishing punctuality is T +

(If you conduct quarterly survey please give the punctuality data for each quarter)

Reference period	I quarter	II quarter	III quarter	IV quarter	Average
Expected date of publishing	/
Actual date of publishing					/
Time gap (number of days)	T+...	T+...	T+...	T+...	T+ ...

Publishing punctuality is T +

(If you conduct annualiy survey -write)

Reference period	
Expected date of publishing
Actual date of publishing	
Time gap (number of days)	T+...

Publishing punctuality is T +

Note: If there is not gap between expected and actual date of publishing - according to the Calendar of publication, in this case you write 0.

If the results of certain statistics actually published before the expected date of publication of the results - according to the Calendar of publication, the indicator can also take a negative value, in which case we write T - ...

The calculation procedure of indicator for users

(The calculation of punctuality for group of statistics/results – Example: If 8 statistics/results are published on/ or before expected date of publishing, and by Calendar of publishing it is planned total of 12 statistics/results, the value of indicator equals to: $8/(8+4)=0.67$ or 67%.)

Publishing punctuality is %

4.3 The reasons for the major delays and measures to improve the timeliness and punctuality

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

(If there is no delay between expected and actual date of publication, write)

In publication of the results there was no delay.

5 COHERENCE AND COMPARABILITY

5.1 Coherence

5.1.1 Coherence between different sources, coeff. (CH1)

(In the case of absolute amounts, coherence is shown in relative form)

..... (the name of statistics/variable)..... that is result of survey is % bigger/ lesser than number of from..... (specify the name of the second reference survey/ source).....

(In the case with the relative data (ie.indices, percentages) coherence is expressed in absolute form)

..... (the name of statistics/variable)..... that is result of survey is bigger/ lesser for indices than number of..... from..... (specify the name of the second reference survey/ source).....

5.1.2 The reasons for the major delays

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

5.2 Comparability

5.2.1 Asymmetry for mirror flows statistics, coeff. (CC1)

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

Note: This indicator is only applicable in the domains there is comparable statistics (eg. foreign trade statistics, migration statistics, tourism, FATS, balance of payments, etc.)

The coefficient of asymmetry (discrepancies) equals to, we conclude that discrepancy of these statistics is %.

Note: If the coefficient equaled to zero, there would be a perfect symmetry (coincidence) of data (ie outgoing flows in this case were the exact with comparable incoming flows).

5.2.2 *Length of comparable time series (CC2)*

Length of comparable time series is

5.2.3 *Interruptions in the time series*

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

5.3 Geographical comparability

5.3.1 *Comparability with other members of the European Statistical System*

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

6 ACCESSIBILITY AND CLARITY, DISSEMINATION FORMAT6.1 *Press releases with published data*

(List the names of regular and irregular press releases with a list of published data sets and on-line link to the press release)

6.2 *Publications with published data*

(List the names of regular and special publications with a list of published data sets and on-line link to the publication)

6.3 *On – line data base*

(Indicate the information about available on-line database to access the disseminated data with a link to it)

(If the on-line database is not available, write)

The on-line database is not available.

6.4 *Access to microdata*

(Specify the information if microdata is available, and if so briefly describe the rules of anonymization of microdata.)

(If the microdata is not available, write)

The microdata is not available.

6.5 *Accessibility of methodological documentation*

(Indicate information on the availability of reference metadata files, important methodological manuals (title, publisher, year and a link to the online document), etc.)

6.6 *Measures to improve the user-friendliness*

(Describe any activities that are planned in connection with improving of the user-friendliness of print and online publication)

6.7 *Data set consultations (AC1)*

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

Number of users consultations related to statistics of..... year equals (web pages hits).

6.8 *Metadata consultations (AC2)*

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

Number of consultations of reference metadata (SIMS) in year equals..... (web pages hits).

6.9 *Metadata completeness rate (AC3)*

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

Metadata completeness rate (SIMS) is %.

7 COSTS AND BURDEN ON RESPONDENTS

7.1 Costs of statistical survey conduction

(Calculation of annual operating expenditure by major costs are presented in a standard table)

Number of labor hours	
Material costs (printing and sending the questionnaires to the field)	
The annual number of forms sent to the reporting units	

7.2 Respondents burden

(Calculation of the annual respondents burden is presented in the standard table)

Number of respondents that completed form	
The time required to complete a questionnaire (hours)	
Total used time (hours)	

7.3 Measures to reduce costs and burdens

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

8 CONFIDENTIALITY

8.1 Confidentiality - policy

(Please write the following text)

Confidentiality of statistical data is regulated by law and the personnel conducting statistical surveys has the legal obligation to protect confidentiality. Law on Statistics of BiH (Off. Gazette of BiH 26/04 and 42/04 - Chapter XI - Article 23.-29.) establishes the principle of confidentiality as one of the main principles. Agency for statistics of BiH distributes statistics in line with statistical principles of the European Statistics Code of Practice and in particular with the principle of statistical confidentiality.

8.2 Confidentiality – Data treatment

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

9 STATISTICAL PROCESSING

9.1 Data source

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

9.2 Frequency of data collection

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

9.3 Data collection

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

9.4 Data validation

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

9.5 Data compilation

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

9.6 Adjustments

(See the instructions of the Guidelines for preparation quality report for statistical surveys)

9.6.1 Seasonal adjustment

(See the instructions of the Guidelines for preparation quality report for statistical surveys)